

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2011-19 TUESDAY, NOVEMBER 8, 2011

5:00 P.M.

MEETING LOCATION: Citizens' Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: 1) Comments no longer than three (3) minutes on items **not** scheduled on the Agenda will be heard under Public Comment; and 2) Comments no longer than three (3) minutes on all scheduled public hearing items will be heard **following** the presentation by Staff or the Petitioner. Please wait until you are recognized by the Council President. With the exception of subjects brought up during Public Comment, on which no action will be taken or a decision made, the City Council may take action on, and may make a decision regarding, ANY item referred to in this agenda, including, without limitation, any item referenced for "review", "update", "report", or "discussion". It is City Council's goal to adjourn all meetings by 10:00 p.m.

A City Council meeting packet is available for public review in the lobby of City Hall, 137 10th Street, Steamboat Springs, CO, or on our website at http://steamboatsprings.net/city_council/council_meetings. The e-packet is typically available by 1pm on the Friday before the meeting.

PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first). CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. **THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.**

4:30-5:00PM Brief reception honoring outgoing Council Members.

LIQUOR AUTHORITY MEETING AT THE CONCLUSION OF REGULAR MEETING.

A. ROLL CALL (5:00PM)

1. **Oath of Office for new City Council Members.** (Franklin)
 2. **Selection of President and President Pro-Tem.**
 3. **Discussion of Retreat/New Council Orientation.** (Franklin)
 4. **Historic Preservation Commission Semi-Annual update.**
(10 min.) (Casale)
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B. PROCLAMATIONS:

5. **PROCLAMATION:** A proclamation recognizing Janet Hruby, City Engineer, for applying to and receiving the Gold Designation for a Bicycle Friendly Community from the League of American Bicyclists. (Shelton)
 6. **PROCLAMATION:** A proclamation recognizing the professional success and community contributions of legendary Planning Department Coordinator Janet Dunham. (Gibbs)
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C. CONSENT CALENDAR: MOTIONS, RESOLUTIONS AND ORDINANCES FIRST READINGS

ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. ANY MEMBER OF THE COUNCIL OR THE PUBLIC MAY WITHDRAW ANY ITEM FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION AT ANY TIME PRIOR TO APPROVAL.

7. **RESOLUTION:** A resolution approving the Steamboat Springs Local Marketing District Operating Plan and the Steamboat Springs Local Marketing District Budget for the year 2012. (Weber)
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D. PUBLIC HEARING: ORDINANCE SECOND READINGS

THE CITY COUNCIL PRESIDENT OR PRESIDENT PRO-TEM WILL READ EACH ORDINANCE TITLE INTO THE RECORD. PUBLIC COMMENT WILL BE PROVIDED FOR EVERY ORDINANCE.

8. **SECOND READING OF ORDINANCE:** An ordinance amending Section 25-223 of the City of Steamboat Springs Revised Municipal Code by updating income limit standards relating to water and wastewater charge discounts for elderly and disabled persons and revising accounting procedures for wastewater discounts; providing an effective date; and setting a hearing date. (Foote)
 9. **SECOND READING OF ORDINANCE:** An ordinance adopting the budget and setting appropriations for the City of Steamboat Springs, Colorado, for and during the period beginning the first day of January, 2012, and ending the thirty-first day of December, 2012, creating a Rodeo Fund, renaming the Iron Horse Fund, eliminating the Municipal Surcharge Fund and forgiving the Main Street Steamboat Springs BID creation debt. (Weber)
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- E. PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first).** CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. **THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.**
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F. PLANNING COMMISSION REPORT

10. Planning Commission written report. (Meyer)
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- G. CONSENT CALENDAR - PLANNING COMMISSION REFERRALS:** ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE OR NO COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. A CITY COUNCIL MEMBER MAY REQUEST AN ITEM(S) BE REMOVED FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION. **ALL ORDINANCES APPROVED BY CONSENT SHALL BE READ INTO THE RECORD BY TITLE.**

There are no items scheduled for this portion of the meeting.

H. PUBLIC HEARING – PLANNING COMMISSION REFERRALS

PUBLIC HEARING FORMAT:

- **Presentation by the Petitioner (estimated at 15 minutes). Petitioner to state name and residence address/location.**
- **Presentation by the Opposition. Same guidelines as above.**
- **Public Comment by individuals (not to exceed 3 minutes). Individuals to state name and residence address/location.**
- **City staff to provide a response.**

11. **SECOND READING OF ORDINANCE:** An ordinance amending Chapter 26 of the Steamboat Springs Revised Municipal Code by amending Table 26-92, Table of Permitted Principal Uses, Section 26-139, Parking and Loading Standards and Section 26-402, Definitions and Use Criteria to permit outdoor storage as a Use with Criteria in the Industrial zone district and amend use criteria for Warehouse with Outdoor Storage; providing for severability; providing an effective date; repealing all conflicting ordinances; and setting a hearing date. (Peasley)
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I. REPORTS

12. **Economic Development Update.**
 13. **City Council**
 14. **Reports**
 - a. **Agenda Review (Franklin):**
 - 1.) City Council agenda for November 15, 2011.
 - 2.) SSRA agenda for November 15, 2011.
 - 3.) City Council agenda for December 6, 2011.
 - 4.) City Council agenda for December 20, 2011.
 15. **Staff Reports**
 - a. **City Attorney's Update/Report. (Lettunich)**
 - b. **Manager's Report: Ongoing Projects. (Roberts)**
-

J. OLD BUSINESS

16. Minutes (Franklin)

- a. Regular Meeting 2011-17, October 4, 2011.
 - b. Regular Meeting 2011-18, October 18, 2011.
-

K. ADJOURNMENT

LIQUOR AUTHORITY MEETING

**BY: JULIE FRANKLIN, CMC
CITY CLERK**

AGENDA ITEM # 1

**Oath of Office for new City Council
Members**

Kevin Kaminski, Bart Kounovsky, Sonja Macys and Scott Myller will read and sign the attached Oath of Office.

State of Colorado
County of Routt



I,
do solemnly, sincerely, and truly declare and affirm that
I will support the Constitution of the United States,
the Constitution of the State of Colorado,
the City Home Rule Charter and
all City ordinances and
will faithfully perform the duties of the office of
City Councilperson
for the City of Steamboat Springs, Colorado
upon which I am about to enter.

Signature

Subscribed and signed before me this _____ day of _____, 2011.

Officer administering affirmation

CITY CLERK

Title

137 10th Street, Steamboat Springs, CO

Address

AGENDA ITEM # 2

Selection of President and President Pro Tem.

There is no packet material for this item.

Agenda Item # 3

CITY COUNCIL COMMUNICATION FORM

FROM: Julie Franklin, CMC
City Clerk

DATE: November 8, 2011

ITEM: City Council Retreat/Orientation

NEXT STEP: Provide staff with direction to move forward with scheduling a retreat and direction on the orientation Council members may want.

PROCLAMATION

I. REQUEST OR ISSUE:

Please provide staff with direction on the type of retreat you would like. Questions to consider:

1. Do you want a facilitator?
2. Do you want to have your retreat off site?
3. Do you want Management Team to attend some portion?
4. Would you like Boards and Commissions to give you a report?

Following this communication form you will find a Council orientation check sheet, Council role expectation/orientation packet, and the current Council meeting representatives.

Please review these documents and let me know if you want a tour or a meeting. We will go over the Council representative list at a later meeting.



Councilperson _____

City Council Orientation Options Checksheet

Please indicate your orientation needs by placing a check in the box provided. Please return this sheet to Julie Franklin, City Clerk. We will follow up with you to tailor each item to meet your needs.

TOURS

- City Recreational Facilities and Parks
- Wastewater Treatment Plant
- Field tour of Planning and Growth Issues
- Tours of City Offices, Centennial Hall and Facilities
- Other _____
- Police Services/Fire Stations
- Transportation Facilities

☞SEMINARS AND BRIEFINGS☞

- Budget and Municipal Finance
- Overview of City Government Services
- CIRSA video: Preventing Public Officials' Liability (available in Clerk's Office)
- Role of Boards/Commissions

👤 MEETINGS WITH SERVICE DEPARTMENTS 👤

(Opportunity to discuss City Services and get to know the staff.)

- Office of the City Manager
- Fire Chief
- City Clerk
- Deputy City Manager
- Director of Public Works
- Director of Parks, Recreation, and Open Space Services
- Brief meeting with Human Resources regarding City benefits
- Other _____
- Chief of Police
- Legal Department
- Director of Financial Services
- Director of Planning Services

**President: Role Expectations
City of Steamboat Springs - 2011**

1. Preside at Council Meetings
 - * Keep meetings moving
 - * Listen to each Council member fairly
 - * Enforce ground rules with Council support
 - * Have knowledge of procedures and Robert's Rules of Order
- 1a. Work with the President Pro-Tem as a member of the leadership team
 - * Be a cooperative partner
 - * Provide balanced perspective
 - * Serve as a sounding board for the leadership team/management team members
 - * Help prevent "group think"
2. Serve as a Representative for the City Government
 - * Share with Council members
 - * Represent City to others
3. Represent City at ceremonial events
 - * Share with Council members
4. Serve as a liaison between City Manager/staff and Council/community
 - * Work with President Pro Tem and City Manager as a leadership team
 - * Keep City Manager informed of emerging community issues
 - * Clarify Council directions to City Manager
5. Facilitate communications and relationships among Council
 - * Communicate issues (substance and process) early to Council members
6. Serve as spokesperson for City Council
 - * Represent collective Council to community after consensus from Council
 - * Field questions
 - * Represent Council after executive sessions

**President Pro Tem: Role Expectations
City of Steamboat Springs - 2011**

1. Serve as "back up" President
 - * Fill in for President in absence
 - * Ceremonial responsibilities as delegated by President

2. Work with the President as a member of the leadership team
 - * Be a cooperative partner
 - * Provide balanced perspective
 - * Serve as a sounding board
 - * Help prevent "group think"
 - * Provide advice to President

3. Serve as City Council Representative to leadership team
 - * Communicate Council member concerns
 - * Help clarify Council direction to City Manager and City Attorney

4. Represent collective Council to community after consensus from Council

5. Facilitate communications and relationships among Council

Council Member: Role Expectations
(these apply to all Council Members; including President and President Pro-
Tem)
City of Steamboat Springs – 2011

1. Attend Council Meetings
 - * Keep in mind the district you represent; however you are a Council Member for the City as a whole
 - * Listen to each Council member fairly
 - * Listen to the public fairly
 - * Provide comment when appropriate
 - * Keep in mind smart growth in planning
2. Serve as a Representative for designated City boards
 - * Share with Council members
 - * Represent City to others
3. Represent City at meetings and ceremonial events
 - * Share with Council members
4. Represent collective Council to community

**City Attorney: Role Expectations
City of Steamboat Springs - 2011**

1. Provide legal advice: City Council, City Manager, and Staff
 - * Give definite legal direction
 - * Advise on worst-case scenarios
 - * Respond decisively
 - * Be a "can do" person - Look for ways to get things done
 - * Give opinions early
 - * Present pros and cons
 - * Inform Council of potential legal issues
 - * Inform Council of progress on current litigation

2. Maintain knowledge of municipal law
 - * Apprise Council of major legal changes

3. Serve as a warning system
 - * Tell Council, the City Manager, and Departments when there is an issue

4. Work with City Council
 - * Be prepared for meetings
 - * Inform Council
 - * Provide background on upcoming issues

5. Represent City in all legal proceedings
 - * Keep apprised of status of significant litigation
 - * Defend litigation in consultation with City Manager and staff
 - * Discuss litigation strategy with Council in matter of importance to the City

6. Manage City Attorney's Office

City Manager: Role Expectations City of Steamboat Springs - 2011

1. Implement policy direction
 - * Carry out policies
 - * Carry out majority position faithfully
 - * Clarify City Council goals and direction
 - * Translate direction to staff and organize leadership into action

2. Provide organizational leadership
 - * Set tone and values for the organization
 - * Be accountable for continuous improvement of citywide performance, operations, and long-term financial stability
 - * Create a positive work environment

3. Provide advice on issues
 - * Relate staff proposals to Council
 - * Provide alternatives (pros and cons)
 - * Provide recommendations fairly
 - * Alert City Council
 - * Provide long term/short term perspectives

4. Work with City Council
 - * Be frank and open
 - * Do not insulate Council
 - * Honesty about capability to perform on an item
 - * Do not manipulate for own point of view
 - * Inform Council when things are not going well
 - * Inform Council of potential legal trouble
 - * Facilitate City Council communications and relationship
 - * Listen with respect

5. Provide strategic planning
 - * Create and implement strategic plans in support of Council's vision for the community
 - * Anticipate issues
 - * Help the Council and the community have a long-term view of issues

6. Provide support to City Council
 - * Ensure a complete and responsive policy analysis process to support City Council decision-making
 - * Assist Council in being effective policy leaders
 - * Assist Council in developing strategies
 - * Take "heat" off Council - primarily on management issues

7. Represent the City Government and management team

- * Represent City Council direction
- * Share the implementation process
- * Represent the City through actions

1. WHEN DOES CITY COUNCIL MEET?

City Council holds regular meetings on the first and third Tuesday of every month. Meetings vary; yet typically begin at 5:00 p.m. in the Citizens' Meeting Room located in Centennial Hall, 124 10th Street, unless otherwise noted.

A special meeting can be called on the second and fourth Tuesday of the month or any other noted time (with at least 72 hours notice to each Council member and notice to the public pursuant to the Home Rule Charter, Section 3.5).

2. WHAT IS THE MEETING ATTENDANCE POLICY?

The Charter specifies that a vacancy on Council exists when a member of the Council fails to attend regular meetings of the Council for 60 days unless excused by resolution of the Council, resigns, dies, is recalled, or becomes a non-resident of the City or the District from which he/she was elected or appointed (Home Rule Charter, Section 3.10).

3. WHAT IS THE CHARTER?

The City Charter serves as the "constitution" of the City of Steamboat Springs with regard to all local and municipal matters. The Charter sets out the basic principles for the operation of municipal government in the Steamboat Springs community and may be amended only by a vote of the people. The City's Charter, which was accepted in 1973, established an elective form of government. The Home Rule Charter (HRC) is to provide for a flexible and responsive government, with hopes that the growth and quality of life in Steamboat Springs will continue in a peaceful and progressive manner. Steamboat Springs encourages citizen participation in all matters of local and municipal concern. The HRC is intended to allow the elected officers to operate freely in the implementation of the needs and desires of the people of this City.

4. WHAT IS THE CITY CODE?

The Steamboat Springs Revised Municipal Code is a compilation of the current laws enacted by City Council. To keep it updated, the Code is supplemented annually. (The on-line electronic version is updated quarterly.) The Code contains only ordinances that are permanent in nature (see Ordinances/Resolutions). Other

ordinances, such as appropriation ordinances, are not codified. The City Code is available for public inspection at the City Clerk's Office, in the City Hall Lobby and at the City Council meeting room. For an electronic copy of the Code, please go to http://steamboatsprings.net/departments/city_clerk and click on "Municipal Code".

5. WHAT IS HOME RULE?

The City of Steamboat Springs is a home rule municipality. This means that its Charter, and the ordinances adopted by Council under the Charter, supersedes any conflicting law of the State in matters of purely local concern.

Because the City's home rule powers extend only to local matters, it is important to identify those areas of concern that are purely local in nature, as opposed to those that are of general, Statewide concern. Certain matters of local concern have been specifically enumerated in the Colorado Constitution. Others have been established by case law. What is Local depends on the inherent nature of the activity in question and the impact or effect, which it may or may not have on areas outside of a municipality.

In matters that are of mixed State and Local concern, the City does not have the authority to supersede conflicting State Statutes. Instead, it has a supplemental authority that permits its ordinances to coexist with State Statutes on the same subject, as long as they are not in conflict.

Finally, some legislative powers have been reserved exclusively to the State. In such areas of state preemption, the City is prohibited from enacting Local laws, unless the permission to do so is contained in the State Statute.

In summary, the citizens of Steamboat Springs are subject to the application of all pertinent State Statutes, except in matters of purely Local concern. In these areas, the City has the ability to adopt its own laws and regulations, even if they are in conflict with the corresponding State laws.

6. WHAT IS THE DIFFERENCE BETWEEN AN ORDINANCE AND A RESOLUTION?

A. Ordinances

Ordinances are legislative acts that create liability or affect in an important or material way, the people of the City. An ordinance requires two readings before City Council and takes effect five days after publication following final passage on second reading, unless a different effective date is specified in the ordinance. The City Clerk's office is required to publish in full or by title all ordinances after

approval at each reading. Emergency ordinances require approval by a majority vote of the Council members and must state the nature of the emergency, and shall take effect upon passage. The Charter requires that Council act by ordinance whenever it adopts legislation or in:

- * establishing any rule or regulation for the violation of which a penalty is imposed.
- * placing any burden upon or limiting the use of private property without the consent of the owner.
- * making an appropriation
- * authorizing the borrowing of money
- * levying a tax
- * creating an indebtedness

Once approved, all appropriate ordinances are incorporated into the City Code.

B. Resolutions

A resolution usually denotes an action less formal than an ordinance. Resolutions often deal with matters of a more temporary character, such as statements of opinion or policy not requiring an ordinance, or administrative direction regarding particular items of business. Resolutions are presented for consideration only once and take effect immediately after they are approved by vote of the Council.

7. WHAT IS THE STRUCTURE OF THE COUNCIL AGENDA?

Currently, meetings begin with Community Reports, City Council Discussion Topics and Proclamations, followed by Consent Calendar items and public hearings. City Services Update reports, including, but not limited to: City Manager's Report (an update of current and/or proposed projects); City Attorney's Report, Agenda Review, and Council Members' Reports are accommodated near the close of the meeting.

Public Comment:

A portion of each regular Council meeting is devoted to citizen participation for items not scheduled on the agenda. However, City Council shall make no decision nor take action, except to direct the City Manager. Time is allotted for citizen comment during each agenda item considered by Council. Public Comment takes place as close to 7:00pm as possible, or at the end of the meeting; whichever comes first.

Proclamations and Recognitions:

Proclamations and recognitions are scheduled on the agenda through the City Clerk's Office.

Consent Calendar - General Business/Planning Commission Referrals:

The Consent Calendar portion of the meeting is intended to allow the City Council to spend its time and energy on the more complex or controversial items on a lengthy agenda. In the consent portion of the agenda, a number of agenda items are adopted with one motion without discussion. Anyone (Council member or public) at the meeting may request that an item be withdrawn from the Consent Calendar for separate discussion under the "Public Hearing" section of the agenda, which immediately follows the Consent Calendar.

Public Hearing - General Business/Planning Commission Referrals:

Following the Consent Calendar, the Public Hearing portion of the agenda is devoted to items needing individual consideration. Each discussion item is considered and voted on separately.

Approval of Minutes:

Minutes serve as the historical record of City Council action. The Office of the City Clerk prepares and maintains all City Council minutes as a permanent record. Minutes are generally provided as action only, however, upon request, detailed or verbatim minutes may be provided.

Adjournment:

It is City Council's goal to adjourn all meetings by 9:00 p.m.

8. HOW TO GET ITEMS ON THE COUNCIL AGENDA?

The Office of the City Clerk prepares the agenda and the packet for all regular and special meetings of the City Council. City staff prepares an agenda item communication form and background material for each agenda item.

A Council member may make a motion directing the City Clerk to place an item on Council's agenda for consideration at a future meeting.

9. WHAT ARE "COUNCIL PACKETS" AND HOW DO I USE THEM?

The City Clerks asks that all material to be included in the "Council Packets" be received by Tuesday afternoon prior to the next Tuesday Council meeting. These packets may include information for Council meetings, presentations, and correspondence received by mail, e-mail or hand delivered from citizens. Packets/iPads will be available after noon each Friday prior to a Regular Meeting. Information received after packet preparation has been completed will be e-mailed to Council and given to Council at the meeting as a "Rainbow Item".

In an effort to cut down on copies, Public Comments received after packet preparation has been completed, but before noon on the day of the meeting, will be e-mailed to Council (not copied for Rainbow). Public Comments received after noon on the day of the meeting will be e-mailed to Council and handed out to Council as part of the "Rainbow Packet".

10. WHAT ARE THE TYPES OF COUNCIL MEETINGS?

Regular City Council Meetings:

City Council meets in regular session the first and third Tuesdays of each month usually beginning at 5:00 pm.

Special City Council Meetings:

The City Clerk shall call a special meeting at the request of any two (2) members of the City Council or the City Manager to conduct official business. A special meeting may be held only after written notice is given at least 72 hours prior to the meeting stating the time, place, and purpose of the meeting, to each Council member and to the public as provided by the Home Rule Charter. This meeting can be on the second, fourth or fifth Tuesday of each month, or any other time as deemed appropriate by City Council.

Executive Sessions:

Executive Sessions are closed to the public, however must be taped pursuant to House Bill 01-1359 (C.R.S. Section 24-6-402), and are called by a majority vote of the Council during regular, special or emergency meetings called by City Council; however no final policy decision, resolution, regulation, formal action or action to approve a contract or calling for payment shall be formally adopted or approved in Executive Session. Executive Session may be held for the purposes of, but not limited to:

1. For a conference with the City/Town attorney for the purpose of receiving legal advise on specific legal questions under C.R.S. Section 24-6-402(4)(b).
2. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e).
3. To discuss the purchase, acquisition, lease, transfer and sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a).
4. For discussion of a personnel matter under C.R.S. Section 24-60402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.
5. For discussion of a matter required to be kept confidential by the following federal or state law, rule, or regulation: _____ under C.R.S. Section 24-6-402(4)(c).
6. For discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d).
7. For consideration of documents protected by the mandatory nondisclosure provisions of the Open Records Act under C.R.S. Section 24-6-402(4)(g).

The reason for holding an executive session shall be announced publicly prior to adjourning for the executive session.

11. HOW ARE COUNCIL MEETINGS CONDUCTED?

Rules of Order

City Council generally follows Roberts Rules of Order in the conduct of meetings, except that the President not only chairs the meeting, but also participates in the making of motions, discussion and voting.

The following method is used by the Council for receiving and considering agenda items at its meetings:

- A. City staff presentation
 1. Description and analysis
 2. Recommendations
 3. Council questions

- B. Citizen input
- C. Public discussion closed
- D. Council discussion
- E. Council decision

The order of the published agenda will be maintained unless changed by a vote or agreement/consent of Council.

Before addressing the City Council, each individual shall be recognized by the Chair (President), come to the microphone at the front of the meeting room and state his or her name and address for the record. All proceedings are audio taped.

During any presentation, no person shall disturb the assembly by any actions such as applause or comments. Courtesy is to be given to all speakers. Those presenting issues or comments shall be brief and avoid duplication. All remarks should be germane to the immediate subject.

How to make a motion:

A motion is a proposal that the council take a certain action, or that it express itself as holding certain views. A motion is made by a Council member's obtaining the floor and saying "I move that..." and then stating the action proposed. The President will entertain a motion at the appropriate time in the discussion by asking if there are any motions. Once a motion has been made, the President will ask if there is a second. The motion dies unless there is a second. Every Council member present must vote. Any abstention is recorded as an affirmative vote.

Conflict of interest:

No member of the Council during his or her term of office shall be a compensated employee of the City or shall have any material or significant financial interest direct or indirect or any apparent conflict of interest with the City. In the event that any Council Member or any member of his/her family has or could potentially be construed as having such interest, said Council Member shall declare such interest. If any Council Member fails to declare such interest, the remaining members of the Council shall determine by a majority vote whether said interest does in fact constitute a conflict of interest. When such conflict of interest is established, the remaining Council Members shall take any action they deem to be in the best interest of the City (Section 3.12, Home Rule Charter).

Seating Order:

The President is seated in the center, with the President Pro Tem seated at either the left or the right. Seating order for all other members is randomly selected and shall remain the same at each Council meeting.

Roll Call Votes:

If necessary, the President, who chairs the Council meeting, can call for a roll call vote at the conclusion of the Council discussion of the motion on the floor. The City Clerk shall call the names of the Council members in the order in which they are seated, or by alphabetical.

Time limits for speakers:

Normally, the President establishes a three-minute time limit for citizens addressing the Council. The time limit may be adjusted by the President depending on the number of citizens who wish to speak on a particular matter.

12. HOW DO I GET INFORMATION?

If you have a question about a particular issue, there are many ways to get information. Listed below are the names and phone numbers of key City staff personnel. If you call and are greeted by a Voice Mail message, please feel free to leave a detailed message. City Hall main number is 879-2060. Direct lines for staff members are 871-8ext.#, for example Julie Franklin, ext. 248, direct line is 871-8248.

CITY MANAGER OFFICE

Jon B. Roberts228
City Manager

Julie Franklin248
City Clerk

DEPARTMENT DIRECTORS

Tony Lettunich879-0100
City Attorney

Debra Hinsvark240
Deputy City Manager/Director of Financial Services

Tyler Gibbs.....244
Director of Planning and Community Development

Philo Shelton204
Director of Public Works

J.D. Hays879-1144
Chief of Police

Anne Small.....249
Acting Director of General Services

Ron Lindroth879-7170
Fire Chief

Chris Wilson317
Director of Parks, Recreation and Open Space

13. HOW IS COUNCIL SUPPORT PROVIDED?

The mission of the City Manager and City Clerk’s Office is "to listen and respond to the needs of the Steamboat Springs community, the City Council, and the organization, by providing professional leadership, guidance, vision and support.” This enables the City Council and employees to solve problems and make informed decisions that result in improved services and enhanced quality of life for our citizens.

The priorities of the City Manager's Office include:

- * Support City Council in its role as policy maker and community leader.
- * Interpret City Council and community directions to the organization.
- * Be responsible/accountable for organizational performance.

The City Manager's Office provides a “clearinghouse” for all Council contacts with the City organization. Except for purposes of inquiry, the Charter provides that the Council work through the City Manager to give direction to the administration of the City. Please contact Jon Roberts (extension 228) to discuss administrative issues.

In addition to the City Manager, the City Clerk helps Council members interact with citizens as well as the City organization. Through this support, the Council is able to be more responsive in meeting the needs of its constituents. Although the team's specific functions can be quite varied, the following are the basic functions of the Clerk’s Office: follow-up on service requests (i.e., citizen complaints, etc.); open and route Council mail and e-mail; coordinate the preparation of response letters; track Council invitations; prepare Council information packets; assist with processing Council paperwork; and generally coordinate all activities in which Council participates.

14. CITY ATTORNEY

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney's office provides legal services to City Council and various City

operating departments as well as representing the City in civil cases. The City Attorney also serves in an advisor capacity by interpreting federal, state, and local laws as they pertain to the conduct of City business and services.

All material provided by the City Attorney is considered “privileged communication” or “attorney-client communication” and not open for public review, nor is it to be discussed by City Council members publicly. This information is confidential in all cases.

15. HOW DO I REQUEST LEGAL OPTIONS?

The City Attorney's office works closely with City staff to provide legal input with regard to service requests and contracts. Additionally, if a Council member has a question that deals primarily with a legal issue, that question can be submitted directly to the City Attorney's office, either in person or by telephone. Legal opinions are provided in a confidential memorandum with the Council packet or via executive session. If a particular question from an individual Council member will require substantial legal research, the City Attorney may provide a preliminary opinion and seek Council direction as to whether further research is warranted.

16. MUNICIPAL COURT

Municipal Court is responsible for administering the operations of the judicial branch of City government according to the ordinances adopted by City Council. Cases adjudicated in Municipal Court involve misdemeanors, traffic violations, and complaints. Generally, the Steamboat Springs Police Department, other City departments, and private residents bring cases to Municipal Court.

17. CITY HALL ACCESS/CITY COUNCIL OFFICE USE

City Council has mailboxes in City Hall located next to the City Manager's office. All correspondence, as well as your Council packets/iPad is e-mailed to you or placed in your mailboxes.

City Hall Office hours are Monday - Thursday 7:30 a.m. to 5:30 p.m. All back and side doors of the building are opened via an access code. You will be given an access number to open those doors by the City Clerk's Office.

18. HOW DO COUNCIL MEMBERS GET THEIR MAIL?

A majority of Council's mail will be sent to City Hall. If you receive a letter at your home or place of business, please bring it to the City Clerk's Office. We will distribute it to the other Council members.

The City Clerk opens and date stamps all Council mail unless notified by a Council member to leave it sealed or if it is marked “confidential”.

The City Clerk examines each piece of mail and determines whether to forward it to (a) the addressee only, or (b) share the mail with all Council members and the appropriate staff.

If (a), the mail is e-mailed to the individual or placed in the Member's mailbox in the Council Office.

If (b), the mail is treated as Correspondence.

All City Council mail will be e-mailed or placed in their respective mailboxes each day. It is our desire to consider all correspondence as important, however we realize the amount of information you receive and are trying to streamline the hours you may spend reading this material.

Invitations, memos from staff, notices of conferences, press releases, and agendas of board and commission meetings, will be e-mailed directly to you or can be found in your mailbox located in the City Council Office at City Hall.

Staff Memos - This category includes any information or memo from a staff member to Council members. Some staff memos are seeking Council support for a specific action and will provide you with specific detail that staff suggests you proceed with and a deadline in which you can respond to staff if you prefer they do not proceed as suggested.

Correspondence - This includes all correspondence received from citizens and other affiliations. The City Clerk's Office tries to copy Council on all documents received. If there is a topic/item you are interested in seeing, or prefer not to see, please let the City Clerk's Office know.

19. HOW DO COUNCIL MEMBERS RESPOND TO MAIL?

Mail items treated as Correspondence are shared with Council members via e-mail or mail box. At the top on the correspondence, the Clerk's Office notes who has been copied.

20. HOW DO COUNCIL MEMBERS RECEIVE AND RESPOND TO INVITATIONS?

Invitations are normally received in the City Manager or City Clerk's office for the President and Council members by four methods; mail, e-mail, telephone calls, or personal messages. An invitation may be directed to the President or City Council.

When the invitation is addressed to the City Council, the City Clerk's Office forwards the invitation. If RSVPs are requested, they are noted in the message and Council members should contact the City Clerk's Office prior to the deadline. They will RSVP and get any relevant details, i.e. length and content of speech, contact

person, meal arrangements.

21. WHY WOULD STAFF LIKE TO KNOW A COUNCIL MEMBER'S SCHEDULE?

It would be beneficial for us to have general information about your schedules, business trips, vacations, etc. We are often the resource to assist staff and the public to connect with you by phone. Therefore, you can help us coordinate schedules, if you let us know when you plan to be out of town.

22. HOW DO I OBTAIN STAFF SUPPORT FOR A MEETING WITH A CITIZEN?

Occasionally, Council members will hold a meeting with a citizen. This is something as simple as having a cup of coffee with a citizen at a local restaurant, or having a meeting at City Hall with backup materials and the appropriate staff person.

If you would like staff support for a meeting with a citizen, contact the City Clerk's Office and a meeting will be set up. Generally, an office can be made available for these kinds of meetings. If you require backup materials and a department staff person, the Clerks office will arrange that as well.

23. WHAT IS THE COUNCIL CALENDAR?

In order to provide notice of public meetings being held for City related functions, the City Clerk posts a weekly calendar. This is a weekly schedule of dates, times, and locations of regularly scheduled Council meetings or other public meetings where a quorum of Council may attend.

24. STAFF MANAGEMENT PHILOSOPHY

We will continue to operate under a management philosophy of integrity, quality, teamwork and service.

25. IF YOU HAVE ANY QUESTIONS, CONCERNS, OR REQUESTS FOR ASSISTANCE?

Please contact the City Clerk's Office for any needs you may have.

**CITY OF STEAMBOAT SPRINGS
2010 CITY COUNCIL ASSIGNMENTS
(Valid until November 2011)**

**All Crimes Enforcement Team (ACET)
Task Force**

Quinn

Meetings: Monthly – 4th Wednesday (may vary).

*(JD Hays & Garrett
Wiggins*

Yearly – January

*Contacts for
this Committee)*

Time: 9:30am (may vary).

Place: Hayden PD (may vary).

*JD Hays is always available for City Council to discuss the ACET programs.
Council Member's attendance is much appreciated. Doug Monger is County
representative and attending regularly.*

Area Plan Coordinating Committee Requires 2 CC Members

Meetings: 2nd Thursday of every month.

Bentley/Myller

Time: 8:15am.

Place: Commissioners Hearing Rm.

*(Contact is Jason
Peasley)*

*COORDINATE THE PRIORITIES/AREAS IDENTIFIED TO BE ADDRESSED IN THE
STEAMBOAT SPRINGS AREA COMPREHENSIVE PLAN.*

Art Coalition

Bentley

Meetings: TBD

Time: TBD

Place: TBD

*(Marc Anderson (970-879-8632) will let the City Clerk know when the meetings
are scheduled.)*

ASSOCIATED GOVERNMENTS OF

Rotate, Conference

NORTHWEST COLORADO

call or in person

Meetings: 1st Thursday of every month.

Time: 10:00am-2:30pm.

Place: Rotates w/ 5 counties.

"Mini-COG" of NW Colorado: Routt, Moffat, Rio Blanco, Garfield and Mesa Counties. Lobby for regional issues, concentrating on the energy industry. This is Energy related and Senior Services.

Board of Appeals-International Fire Code

Myller

Meetings: As needed. (CC Member Meetings: as needed, not required at every meeting, only for City issues)
Time: TBD
Place: TBD

This countywide service group reviews appeals to the International Fire Code regulations. It is a 5-member board with 1 member serving for City Council.

Building Department Oversight Committee

Myller

Kounovsky

Meetings: Quarterly & On call (next meeting May 18, 2011).
Time: 11:30am.
Place: County Building.

Carl Dunham with the County is the contact.

CAST (Colorado Association of Ski Towns)

Reisman

City Manager

Meetings: Jan., Mar., June, Aug., Oct.
Time: TBD.
Place: Locations rotate.

This organization addresses interest and lobbies for issues effecting ski resort communities.

Chamber/Resort Association Board of Directors

All City Council rotate
CC Member requested

Meetings: 2nd Thurs.
Time: 7:30am.
Place: Rex's.

Participates on the Chamber Board.

Chamber/Resort Association/Economic Staff will attend

Development Council

City rep. CM/DCM

Meetings: 4th Wed.
Time: 7:30-9:00am.
Place: Commissioners Hearing Room.

Participates on the Chamber EDC.

**Chamber/Resort Association
Lodging Committee**

Hermacinski
CC Member required

Meetings: 2nd Tues. bi-monthly.
Time: 2pm.
Place: TBA.

Participates on the Chamber Lodging Committee.

**Chamber/Resort Association
Marketing Committee**

Magill
CC Member required

Meetings: 1st Wed. monthly.
Time: 8am.
Place: Rex's.

Participates on the Chamber Marketing Committee.

Chamber/Special Event Funding Allocation

Hermacinski/Magill
1 Council Member required

Meetings: 2 days in the 3rd or 4th week of January,
then as needed.
Time: TBD
Place: TBD

Evaluate applications for Special Event Funding.

City/Fire District Oversight Committee +

Magill
City Manager
CC Member required

Meetings: 2nd Wednesday/Monthly .
(Meetings on call)
Time: 12:00 noon.
Place: Crawford Room.

Participates as a member of this joint fire/EMS review committee. A Council representative is required to serve on this committee. +Helpful if same person is

also on Wildland Fire **Policy** Board. (Fire Chief is the rep to the Wildland Fire **Advisory** group.)

Club 20

City Staff

Meetings: TBD

Time: TBD

Place: TBD

Colorado Municipal League Policy Committee:

Bentley

Meetings: TBD

City Manager

Time: TBD

Place: CML Offices.

Participates as an elected official volunteer. CML is a nonprofit, nonpartisan organization, (of which we are a member), that serves Colorado cities and towns.

Colorado Water Congress

City Manager

Meetings: no monthly meetings

City Staff

Bentley

Event: Annual Convention.

Time: Last week of January.

Place: Denver Tech Center.

Event: Annual summer conference & membership meeting.

Time: August (exact time and date TBA).

Place: TBA (rotating).

Additional seminars and workshops will be announced via e-mail.

Contact person: Doug Kemper dkemper@cowatercongress.org ; (303) 837-0812

Emerald Mountain Partnership

Bentley/Sachs

Meetings: As needed.

Time: TBD

Place: Comm. Hearing Rm.

A non-profit board for the management, location, sale, exchange or other disposition of trust lands within Emerald Mountain. A City Council representative is appointed to this board.

(As of 3/29/11, this group may be turned into a "Friends" group or disbanded in the near future.)

Energy Impact Assistance

Hermacinski

Prioritization Committee

Bentley (alt)

Meetings: Quarterly TBD

Time: TBD

Place: TBD

Review of grant application requests to prioritize order.

First Impressions/Early Childcare

Quinn

Steering Comm. Mtg: 2nd Mon.

CC Member required by By-Laws

Time: 12-1:30pm.

Place: Comm. Hearing Rm.

Reg. Mtg. 4th Wed.

Time: 11:30-1pm.

Place: Comm. Hearing Rm.

Community committee dedicated to the well being of the young child. Also service on Governor's First Impressions task force. Council representative to co-chair with a Routt County Commissioner.

Grand Futures

Reisman

Meetings: 2nd Thursday/Month

Next meeting 1/14 @ 12:00pm

Time: 12:00pm – 1:30pm. the Wells Fargo Conference Rm.

Place: Steamboat Springs Wells Fargo Conference Rm.

Occasionally meetings will be in Oak Creek.

Routt County Advisory Board Chairman is Charlie Parnell, 846-5953, cpparnell@hotmail.com

Howelsen Emerald Mountain Park (HEMP)

Myller

Meetings: TBD

Time: TBD

Place: TBD

*Required by agreement between the City and HEMP.
(Board Development retreat to take place around 4/5/11; meetings determined then.)*

Ice Rink Advisory Committee

Kounovsky

Meetings: 3rd Wednesday. Council rotate every 6 mo.

Time: 5:00pm.

Place: Parks & Rec. Conference Room.

Per direction from Council to have a rep. at meetings and to rotate every 6 months.

Iron Horse Task Force

Bentley

Meetings: On an As Need Basis.

Hermacinski

Time: TBA

Place: TBA

Main Street Group

Quinn

Meetings: 1st Tuesday.

City Manager

Time: 7:30am – 9:30am.

Crawford Rm. Centennial Hall.

Pursuant to Resolution 2005-29 the City Manager or his staff are designated to assist in the Main Street Program application process. A City Council member is not required to serve on this board, but it has proven to be helpful to have one attend meetings.

Municipal Utility Oversight Committee

Committee to review utility agreements when deemed necessary.

Electric specific committee.....Quinn

Northwest Transportation Planning Region

Staff to
handle/Magill

Meetings: Quarterly (4th Thursday of the first month of the quarter.)

Time: 10:00 AM – 2:00 PM.

Place: Centennial Hall.

Northwest Workforce Board

Meetings: Quarterly; January, April, July October
(Third Thursday of the month).

Time: TBD

Place: Comm. Hearing Rm.

Staff to handle

(Jennifer Valora has attended two meetings.)

Representation along with the Chamber to address regional needs.

Northwest Colorado Council of Governments

Meetings: Monthly.

Time: TBD

Place: Rotates.

Magill

Alt: Bentley

Municipalities in NW Colorado meeting together to discuss similar issues for example water.

Parks and Recreation Commission

Meetings: 2nd Wednesday of each month.

Time: 5:30pm.

Place: Community Center.

Council Member rotates

Per direction from Council to have a representative at meetings.

Pension Board (Fire)

Meetings: 2X per year TBD

Time: TBD

Place: TBD

Hermacinski

City Manager

Oversees the Fire pension under the guidelines of FPPA. *By Colorado Revised State Statute 31-30.5-202, the community's mayor must be a member of this pension board.

Rocky Mountain Rail Authority (RMRA)

Meetings: 4th Friday each month.

Time: 1:00 PM.

Place: Jefferson County Administration Building

Magill

100 Jefferson County Parkway
Golden, CO 80401

To define, promote and implement mass transportation services and solutions to Colorado's growing transportation infrastructure needs.

Rodeo Committee

Magill

Meetings: As needed starting in March.
Time: 5:15pm.
Place: 1st Nat. Bank.

Oversees the operations of the annual rodeo series: budget, rates, timing, marketing, advertising, etc... This Committee requires one staff member (Chris Wilson) and one CC representative.

Sustainability Council

Bentley

Meetings: 1st Wednesday of every month.
Time: 11:30 am – 12:30 pm.
Place: Centennial Hall Room 113/114.

Routt County Economic Development Council

Bentley

CC Member required

Meetings: 1X a month TBD
Time: TBD
Place: TBD

This group was formerly referred to as economic gardening. It works closely with the Chamber (Noreen Moore) and the Small Business Development Manager (Scott Ford). The goal is to support a diversified business economy.

URAAC

Myller

Meetings: 2nd & 3rd Thursday. (as needed)
Time: 1:00pm – 3:00pm.
Place: Centennial Hall Rm 113-114.

Stewardship 2030

Bentley

Meetings: TBD
Time: TBD

Place: TBD

(No meetings scheduled. Stacey Kramer routtcountyvision2030@gmail.com will let the City Clerk know when plans move forward and meetings are scheduled.)

Wildland Fire Policy Board +

Magill

Meetings: Quarterly; usually 4th Thursday afternoon of the last month of the quarter.

Time: 1:00pm.

Place: County Commissioners' Meeting Room.

*Council representative on this regional City/County board. +Helpful if same person is also on City/Fire District Oversight Committee. (Fire Chief is the rep to the Wildland Fire **Advisory** group.)*

Yampa Valley Airport Commission

Quinn

Meetings: 2nd Thurs. Alt: Magill

Time: 6-8:00pm.

Place: Hayden/Steamboat Airports.

Council representative on this regional City/County commission. According to new IGA, the Alternate is now allowed to vote. (The old IGA didn't accommodate for alternate members, so our alternate was simply to pass along information and not participate in place of the regular member.)

**Yampa/White/Green River Basin (1177)
Roundtable**

Reisman

Alt: Bentley

Meetings: TBA

Time: TBA

Place: Rotates in Colorado.

City Council representation on a State level.

**Yampa Valley Community Foundation (YVCF)
Community Support Steering Committee**

Bentley

Alt: Quinn

Meetings: As needed/TBA

Time: TBA

Place: YVCF Office in Sundance Plaza.

No bylaws that state necessity of Council attendance and/or alternates, but if two

Council Members attend, it brings the total members to an even number, which is not favorable.

Informal committee that decides how much of Council's donated Community Support money goes to which group.

YVEDC (Yampa Valley Economic Development Committee)

Bentley
Alt: Myller

Meetings: 1st Wednesday.

Time: 6:00pm.

Place: Rotate 3 county area.

Regional economic development organization formed by intergovernmental agreement in 1990. Members: Steamboat Springs, Hayden, Craig, Routt and Moffat Counties.

Yampa Valley Housing Authority

Myller
Alt: Bentley

Meetings: 2nd Tues.

Time: Noon-2pm.

CC Member required by IGA

Place: Rm. 113/114 Centennial Hall.

Non-profit affordable housing authority. A city council representative is required to be on this authority per the IGA.

Yampa Valley Partners

Bentley

Addresses the quality of life throughout the Yampa Valley. This is a regional partnership organization.

Yampa Valley Recycling Committee

Bentley

Meetings: 1st Thursday.

Magill (alt)

Time: 12-2pm.

CC Member **not** required

Rm. 113 Centennial Hall.

Coordinates and promotes local and regional recycling efforts. A city council ex-officio member is required per Ordinance #90-30.

Agenda Item # 4

CITY COUNCIL COMMUNICATION FORM

FROM: Alexis Casale, Historic Preservation Planner (Ext. 202)
Tyler Gibbs, Director of Planning & Community
Development, AIA (Ext. 244)

THROUGH: Jon Roberts, City Manager (Ext. 228)

DATE: November 8, 2010

ITEM: Historic Preservation Commission Update
Semi-Annual Report to City Council

NEXT STEP: None

ORDINANCE
 RESOLUTION
 MOTION
 DIRECTION
 INFORMATION
 COMMENT

I. REQUEST OR ISSUE:

The Steamboat Springs Historic Preservation Commission (HPC) prepares and presents a semi-annual report to City Council. The report was prepared by HPC and is attached. The PowerPoint presentation will be presented by the Chair, Sally TeStrake.

ATTACHMENTS:

Attachment 1. Semi Annual Report.
Attachment 2. Presentation.

STEAMBOAT SPRINGS HISTORIC PRESERVATION COMMISSION

SEMI-ANNUAL REPORT – November 8, 2011

Benefits of the Historic Preservation Program

The City of Steamboat Springs was designated a Certified Local Government (CLG) in 1999 and after 12 years, the benefits continue to be substantial. CLG status enables the City access to additional grant funding sources for City and community projects. The City of Steamboat Springs has received well over \$1 million in grant funds as well as numerous awards for continued success in preservation including: Colorado Preservation, Inc's State Honor Award in 2001, 2002 and 2010 and the Colorado Historical Society's Bancroft Award 2001 and 2007. The City of Steamboat Springs became the first Preserve America Community in Colorado in 2004. CLG status also enables the City to review and certify State Income Tax credits for property owners who have completed qualified rehabilitation projects. The City's Historic Preservation Program has approved over \$150,000 in state income tax credits to property owners. Preservation projects create work for local architects, engineers, contractors, builders, designers, and many more local businesses.

The successful preservation program for the City of Steamboat Springs supports ongoing investment in the cultural assets of the community. The Colorado Office of Tourism projects that 40% of Colorado's tourist dollars are spent by heritage tourists as compared with 14% of the ski industry. The rich heritage of Steamboat Springs is enjoyed by locals and visitors alike.

I. Members and Staff

- A. HPC began the year with a contingent of 4 members and currently has 5 members: Chair, Sally TeStrake (3/14); Vice Chair, Cam Bunn (3/14, Professional Seat); Other Members, Johnny Walker (3/13, Professional Seat), Tracy Barnett (3/12), Bridget Roth (3/12, Professional Seat); and Alternate Members, none.

As of the date of this report, HPC has 5 members, including 3 professional members and the 1 vacancy (alternate) is being advertised.

- B. HPC is under the supervision of the City's Department of Planning and Community Development. Since the June 2011 report, Historic Preservation Planner, Alexis Casale, served as staff person.
- C. The newly established Historic Preservation Ordinance was adopted on February 13, 2009 by the City Council in turn creating the Historic Preservation Commission, formerly HPAC.

II. HPC Regular and Special Meetings

- A. Since the June 2011 Report, HPC held 5 of its 5 regularly scheduled meetings and 1 work session.

III. Projects and Nominations

- A. A total of 7 projects and nominations were submitted to HPC for review from 06/11 to present. The new HP Ordinance changed the type of projects to be reviewed. HPC now only reviews projects for exterior work on a property that is 50 years or older and eligible to the local historic register.
- B. HPC reviews nomination applications to the Steamboat Springs Register of Historic Places. Formal votes are taken as HPC is the designating body. Designation to the Local Register entitles property owners to financial incentives as well as a bronze plaque presentation by the Commission.
- C. HPC has responsibility to review proposed work for properties seeking Colorado income tax credits for property rehabilitation or City sales tax rebates for locally purchased materials.
- D. HPC reviews local properties that are being considered for listing on the National Register of Historic Places. HPC reviewed 1 nomination for the Steamboat (Hillcrest) Apartments. Attached as Exhibit C is a list of the formal reviews and actions. This application was recommended for approval of designation at the Colorado State Board Meeting on September 30th.
- E. Of the 7 projects submitted, City Staff was able to review and approve 4 projects administratively. (That is, these projects involved relatively minor alterations and were found to be in compliance with applicable standards and design guidelines.) Attached as Exhibit A is a list of the projects reviewed administratively. HPC has authority to call up any project reviewed administratively for further review if HPC has any concerns about the approval recommended by City Staff, but HPC did not call up any project to date.
- F. Of the 7 projects submitted, 1 was a formal review. Formal review of proposed modifications or additions to residential or commercial properties that did not meet the criteria for administrative review is required. Formal review action is also taken for text amendments to the Community Development Code (CDC). Formal votes were taken in each case where the reviews were conducted at a meeting. The recommendations of HPC for projects falling outside the CO and CN Districts and for properties not locally landmarked are advisory only and the applicant may proceed with the work without a Certificate of Approval following the public meeting. In the case of commercial properties on Lincoln and within the CO and CN Districts, the applicant must be found to be in compliance with the relevant Design Standards. Attached as Exhibit C is a list of the formal reviews and the action taken by the property owner, if known.

- G. In the case of a demolition permit for an eligible property not listed on the local register, HPC will issue a Certificate of Approval after a thirty (30) day delay following the scheduled public meeting to discuss options and alternatives. Attached as Exhibit B is a list of the demolition reviews. [None from 11/10 to date- which may be equated to the current economy, but nonetheless, HPC is proud of this outcome and will continue to work with homeowners to find alternatives to demolition.]
- H. The Commission and staff also work with residential property owners seeking to maintain the value of their historic property, providing guidance regarding the design guidelines in voluntary informal conceptual reviews of proposed renovation and restoration projects. Of the 7 projects, 1 was a conceptual review see Exhibit E.
- I. Federal guidelines require review and comment by HPC as a part of Section 106 reviews. This powerful tool encourages, but does not mandate, preservation through the consideration of historic resources in the multitude of projects with federal involvement.

IV. Meetings, Events and Workshops

- A. On May 20, 2011, HPC took part in the Historic Preservation Forum facilitated by Jim Lindberg from the National Trust for Historic Preservation as part of Yampa Valley Sustainability Council's Every Day is Earth Day week. This event was sponsored by Historic Routt County, the City of Steamboat Springs and MainStreet Steamboat Springs and featured a panel of representatives from many different community organizations. A coalition was reinvigorated to work together to achieve common goals. Commissioners TeStrake and Walker spoke on part of the Historic Preservation Commission. City Council Member Scott Myller was in attendance.
- B. On August 25th staff conducted a free bike tour of local historic sites as part of ongoing educational and outreach activities. A dozen participants including both visitors and locals took part in the successful tour that included sites such as Legacy/Hutchinson Ranch and Mesa Schoolhouse.
- C. On October 24th the City of Steamboat Springs and the Yampa Valley Sustainability Council hosted a free workshop to discuss energy efficiency in historic/older buildings. The workshop "New Life for Old Buildings" was presented by Bill Lucas-Brown, co-founder of GB3 Home Performance. In attendance were homeowners, architects, preservationists and energy auditors.
- D. In accordance with the Historic Preservation Ordinance, postcards are sent out each year to property owners of eligible resources to highlight the benefits of designation and to let them know of their eligibility. Postcards were sent in September 2011.

- E. The film, The Greenest Building, by Jane Turville will be shown at the library on November 14th. This event is hosted by the City of Steamboat Springs, the Bud Werner Memorial Library, Historic Routt County and the Yampa Valley Sustainability Council. An interactive panel discussion will take place following the movie.

V. Training Sessions

- A. On October 7, staff attended the Historic Preservation Commissioner Training in Central City hosted by History Colorado.
- B. In February 2012, Commissioners will attend the annual Colorado Preservation Inc. Conference in Denver.

VI. Other Accomplishments, Issues and Ongoing Projects

- A. Historic Districts and 100% Compliance. HPC member Bunn worked with staff and Main Street Steamboat Springs to sponsor the Design Workshop. Dennis Humphries, AIA and Ron Straka, FAIA advised MSSS to take a leadership role with the commercial property owners on Main Street with the goal of getting more property on the local register. They also stated that the current Steamboat HP Ordinance requiring 100% concurrence of all property owners makes it nearly impossible to establish a cohesive District. If the City Council prefers only voluntary compliance the most effective course of action would be to create greater direct incentives. Colorado currently has 112 local governments with a preservation ordinance of which only 3, including the City, require 100% compliance for designating historic districts.
- B. Bronze Plaque Presentations. HPC will be awarding bronze plaques to property owners listed on the Steamboat Springs Register of Historic Places. Presentations will be announced.
- C. Input on Appointments. In light of recent turnover of HPC membership, HPC requests that HPC and the Planning Director be consulted for their comments with respect to recruitment and review of potential appointees for HPC vacancies, prior to the final decision as to appointments City Council.
- D. Goals for 2011. HPC Commissioners support the following ongoing priorities: (1) encourage the City to adopt urban design standards relating to the development of Yampa Street to maintain view sheds to our historic assets, including Howelsen Hill and the Yampa River (2) work toward implementation of recommendations from Chapter 11 of the Community Area Plan (Including - Seek funding to complete intensive-level historic resource surveys; Continue to document natural springs along the Yampa River; Establish a Preservation Coordinating Committee; Develop preservation education, outreach and awareness programs; Support outreach to local stakeholder groups; Provide on-going training for City and County Advisory commission and Historic Preservation Board Members; Develop a historic preservation newsletter;

Develop a local historic preservation website; Develop property tax rebates and development fee waiver; Develop a program of mini-grants and loan; Provide public assistance with securing financial incentives; Initiate the process for Routt County to become a Certified Local Government (CLG); Amend Zoning Standards for Historic Preservation); (3) work toward the adoption of mandatory standards for teardowns and modifications to historic residential properties (i.e., "safety net" regulation); (4) work toward identification and creation of historic districts in the City; (5) promote public education relating to historic preservation; (6) work toward adoption by the City of additional penalties for demolition of historic structures without a permit; (7) recommend additional incentives to encourage historic preservation; and (8) improve City process for prioritizing importance of historic preservation and increasing Planning Department and Planning Commission awareness of HP issues.

EXHIBIT A

HPC ADMINISTRATIVE REVIEWS

<u>Date of Decision</u>	<u>Project Location (Applicant)</u>	<u>Description/Status</u>
06/27/11	745 Lincoln Avenue Branlin Building (Eric Smith Associates)	HPC recommended approval for the Minor Exterior Modification of a commercial building eligible to a historic register.
07/25/11	951 Crawford (Loughridge III)	HPC recommended approval for exterior alterations to a house eligible to a historic register.
10/26/11	127 11 th Street (Soda Creek Building Partnership)	HPC recommended approval to replace a non-original door to a building eligible to the Local Register and listed on the National Register.
11/03/11	347 12 th Street (7 th Day Adventist Church)	HPC recommended approval for the addition of an alternate single-leaf exit door at the rear of the building eligible to the Local Register

EXHIBIT B

HPC DEMOLITION REVIEWS

<u>Date of Review</u>	<u>Project Location (Applicant)</u>	<u>Resolution Period/Outcome</u>
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EXIHIBIT C

HPC FORMAL REVIEWS

<u>Date of Review</u>	<u>Project Location (Applicant)</u>	<u>Outcome</u>
07/13/11	TXT-11-13	HPC recommended approval of TXT-11-13 to allow citizens within Routt County the ability to serve on HPC.
08/10/11	302 11 th Street Hillcrest Apartments (Hillcrest Apartments, Inc)	HPC recommended inclusion of the Steamboat (Hillcrest) Apartments to the National Register of Historic Places.

EXHIBIT D

HPC LOCAL REGISTER REVIEWS

<u>Date of Review</u>	<u>Project Location (Applicant)</u>	<u>Type of Review</u>	<u>Resolution</u>
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EXHIBIT E

CONCEPTUAL REVIEWS

<u>Date of Review</u>	<u>Project Location (Applicant)</u>	<u>Outcome</u>
09/14/11	219 8 th Street Tread of Pioneers Museum Collection House (Tread of Pioneers Museum/ Eric Smith Associates)	HPC reviewed the pre-application that proposed the demolition of an eligible building and the addition of a new collections house. They discussed the rehabilitation of the existing building and the conformance of the new addition to the design standards. HPC had a majority vote to recommend approval of the pre-application.



Steamboat Springs 1908: Image Courtesy of the DPL's Western Heritage Collection

Historic Preservation Commission

Semi-Annual Update

November 8, 2011



Lincoln Avenue: Image Courtesy of the DPL's Western Heritage Collection

- Chair: Sally TeStrake
- Vice Chair: Cam Bunn (Professional Seat)
- Johnny Walker (Professional Seat)
- Tracy Barnett
- Bridget Roth (Professional Seat)

Historic Preservation Commission

5 Fulltime Members

1 Alternate (Vacant)

Benefits of Designation

- State Income Tax Credits for Qualified Rehabilitation Projects
- Rebate of City Sales Tax on Materials Purchased Locally for Approved Projects
- Waiver of Planning Permit Fees
- Waiver of Tap Fees
- Alternate Approval Criteria
- Bronze Plaque



Rabbit Ears Motel Sign: Designated 2010

**Steamboat Springs Historic Register
17 Properties Designated
Benefits of Listing**



Steamboat (Hillcrest) Apartments, Architect Eugene Sternberg
Nominated to the National Register of Historic Places

**Design Review of Eligible Structures
National Register Recommendations
Commenting Entity for Section 106 Process**



“New Life for Old Buildings” Workshop
Steamboat Springs Depot



August 2011 Bike Tour
Legacy/Hutchinson Ranch

Education and Outreach
Bike Tours and Workshops
Forums



Roof Rehabilitation

Partially funded by a grant from the State
Historical Fund



Window Restoration

Partially funded by a grant from the Routt
County Museum and Heritage Fund, The
National Trust for Historic Preservation and the
State Historical Fund

Rehabilitation Projects of the City’s Historic Assets
Grant Funded
Provides Local Job Opportunities



Access to the River



Views of Howelsen Hill

Participate in Yampa Street's Revitalization
Historic Assets and Access
Community Character



National Register of Historic Places

- Honorary Designation
- No Added Restrictions
- Federal Income Tax Credits for Rehabilitation Projects
- Larger Tourist Base
- Economic Driver

Community Outreach /Grassroots Project
National Register Historic District
Downtown Commercial Core

Creating a Sustainable Economic Future

Our existing built environment offers us sustainable jobs immediately.

-First, good buildings made of durable materials can last literally hundreds of years. But the components of those buildings wear out. Repair and maintenance of those components provides a huge opportunity for employment.

-Second, rehabilitation, adaptive reuse and maintenance all require a higher labor-to-materials ratio than new construction. In a typical new construction project, materials make up 50 percent of the cost and labor makes up the other 50 percent. In the typical rehab/adaptive reuse project, materials make up only 25 percent – 30 percent of the budget, with the remaining 70 percent – 75 percent spent on labor. While money spent on materials may or may not remain in the local economy, the money spent on labor builds local economies through local spending and taxes.

"New jobs, old bricks and the triple bottom line" ,by Jane Turville

Historic Preservation
Economic Revitalization
Sustainable Development

Agenda Item # 5

CITY COUNCIL COMMUNICATION FORM

FROM: Philo Shelton, Director of Public Works, X 204

THROUGH: Jon Roberts, City Manager

DATE: November 8, 2011

ITEM: A proclamation recognizing Janet Hruby, City Engineer, for apply to and receiving the City of Steamboat Springs' Gold Designation for a Bicycle Friendly Community from the League of American Bicyclists.

NEXT STEP: N/A

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

It is an honor to be one of only 14 communities in the United States to receive the Gold Designation for a Bicycle Friendly Community from the League of American Bicyclists and this proclamation helps recognize Janet Hruby who helped make it happen.

II. RECOMMENDED ACTION:

None.

III. FISCAL IMPACTS:

None.

IV. BACKGROUND INFORMATION:

None.

V. LEGAL ISSUES

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VII. SUMMARY AND ALTERNATIVES:

N/A.

A proclamation recognizing Janet Hruby, City Engineer, for applying to and receiving the Gold Designation for a Bicycle Friendly Community from the League of American Bicyclists.

WHEREAS, the Bike Friendly America award is a community award, and while it took the support and direction of City Council to initiate, the community events and private business contributions enabled Steamboat Springs to shine among all the applicants; and

WHEREAS, the City of Steamboat Springs had a Silver Designation and with the leadership and initiative of Janet Hruby, City Engineer, an application was made to the American League of Bicyclists; and

WHEREAS, the City of Steamboat Springs has achieved all of the recommendations from the League through engineering, education, encouragement, enforcement, evaluation, and planning; and

WHEREAS, the City of Steamboat Springs received the Gold Designation that only 14 communities nationwide have received out of 190 bike friendly communities.

NOW, THEREFORE, be it proclaimed this 8th day of November, 2011, that the Steamboat Springs City Council expresses their gratitude to Janet Hruby for receiving the Gold Designation Bike Friendly Community for the City of Steamboat Springs.

Attest:

Julie Franklin, CMC
City Clerk

Cari Hermacinski, President
Steamboat Springs City Council

Agenda Item # 6

CITY COUNCIL COMMUNICATION FORM

FROM: Tyler Gibbs, Director Department of Planning & Community Development (Ext. 244)

THROUGH: Jon Roberts, City Manager (Ext. 228)

DATE: Tuesday, November 8, 2011

ITEM: A proclamation recognizing the professional success and community contributions of legendary Planning Department Coordinator Janet Dunham.

NEXT STEP: To support this proclamation.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION
 PROCLAMATION

I. REQUEST OR ISSUE:

A proclamation recognizing one of the City of Steamboat Springs' most beloved and dedicated employees.

II. BACKGROUND INFORMATION:

Janet Dunham has served as a City employee since April of 1987, beginning with her work as a fill-in Clerk Typist for the City Clerks' office, then followed that with part-time secretarial/ staff assistant work in support of the City Manager's office, Legal Dept., Police Dept., Parks and Recreation Dept. Finance Dept., Public Works Dept., and then finally as full-time Department Secretary for the Planning and Community Development in April of 1993

III. SUMMARY AND ALTERNATIVES:

Staff recommends City Council support the above noted proclamation.

***A PROCLAMATION RECOGNIZING THE PROFESSIONAL SUCCESS AND COMMUNITY CONTRIBUTIONS OF
LEGENDARY PLANNING DEPARTMENT COORDINATOR JANET DUNHAM.***

WHEREAS, Janet Dunham has been serving the City of Steamboat Springs since 1987; and

WHEREAS, Janet Dunham has served as a City employee since April of 1987, beginning with her work as a fill-in Clerk Typist for the City Clerks' office, then followed that with part-time secretarial/ staff assistant work in support of the City Manager's office, Legal Dept., Police Dept., Parks and Recreation Dept., Finance Dept., Public Works Dept., and then finally as full-time Department Secretary for the Planning and Community Development in April of 1993; and

WHEREAS, the City Council desires to recognize the extraordinary value of such a versatile and dedicated employee who as of January 1, 2011 stepped aside from her FT benefitted position to save a fellow employee from being laid off, but then agreed to continue to work in support of the new department head and to train the employee who's job she saved; and

WHEREAS, Janet Dunham is ready to retire from her extraordinary career at the City of Steamboat Springs, proud of the fact that she has worked in more departments than anyone would have ever thought possible. She will now have time to pursue other skills such as GRAND parenting as well as supplementing her retirement by successfully spinning the "Wheel of Fortune" in such cities as Las Vegas and Blackhawk; and

WHEREAS, the City Council of the City of Steamboat Springs recognizes that employees like Janet Dunham are the most critical component of effective municipal government; and

WHEREAS, the staff of the Planning Department and others throughout the City will miss Janet's always upbeat attitude, wise counsel and willingness to help with any task large or small; and

WHEREAS, Janet's many friends and co-workers in the City expect her to keep in touch, to hear from her and to receive regular visits from her.

NOW, THEREFORE, BE IT PROCLAIMED this 8th day of November, 2011, that the City Council of the City of Steamboat Springs hereby recognizes that Janet Dunham has served the City of Steamboat Springs with excellence and dedication, realizes that her retirement will create a void that will never be filled, and identifies this day as Janet Dunham day at the City of Steamboat Springs.

ATTEST:

Julie Franklin, CMC
City Clerk

Cari Hermacinski, President
Steamboat Springs City Council

Agenda Item # 7

CITY COUNCIL COMMUNICATION FORM

FROM: Kim Weber, Manager of Budget and Tax (Ext. 250)

THROUGH: Jon Roberts, City Manager (Ext. 228) and Deb Hinsvark, Deputy City Manager (Ext. 240)

DATE: November 8, 2011

ITEM: A RESOLUTION APPROVING THE STEAMBOAT SPRINGS LOCAL MARKETING DISTRICT OPERATING PLAN AND THE STEAMBOAT SPRINGS LOCAL MARKETING DISTRICT BUDGET FOR THE YEAR 2012.

NEXT STEP: Approve

RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE:

This communication form is to provide you the information regarding the Local Marketing District Operating Plan and 2012 Budget.

II. RECOMMENDED ACTION:

Approve resolution.

III. FISCAL IMPACTS:

Total budgeted revenues:	\$ 1,043,984
Total budgeted expenditures:	\$ 1,798,425

IV. BACKGROUND INFORMATION:

This operating plan and budget was made available to you with your City Council packet September 30th, 2011 and presented to you at the October 4th, 2011 budget meeting by the Local Marketing District.

V. LEGAL ISSUES:

According to the Colorado Revised State Statutes 29-25-110; an operating plan and budget is required to be submitted to the local government by September 30 of each year and approved by resolution.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None noted.

VII. SUMMARY AND ALTERNATIVES:

The plan or budget may be revised, deleted or approved.

CITY OF STEAMBOAT SPRINGS, COLORADO

RESOLUTION NO. _____

A RESOLUTION APPROVING THE STEAMBOAT SPRINGS LOCAL MARKETING DISTRICT OPERATING PLAN AND THE STEAMBOAT SPRINGS LOCAL MARKETING DISTRICT BUDGET FOR THE YEAR 2012.

WHEREAS, pursuant to Colorado Revised State Statutes 29-25-110; an operating plan and budget is required to be submitted to the local government by September 30 of each year; and

WHEREAS, the City Council was presented with this information on September 30th with their City Council meeting packet for the October 4th 2011 meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO, THAT:

Section 1. The City hereby approves the Steamboat Springs Local Marketing District Budget for 2012 (Exhibit A and exhibits to it) with expenditures totaling \$1,798,425 and Steamboat Springs Local Marketing District Operating Plan (Exhibit B) as presented.

PASSED, ADOPTED AND APPROVED this ____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

STEAMBOAT SPRINGS LOCAL MARKETING DISTRICT

Notes to the 2012 Budget Submission to City Council

Opening Statement

The Local Marketing District (LMD) of Steamboat Springs was formed pursuant to the Special District Act of the State of Colorado. As such, under Title 29 Article 25-110, the LMD is required to file an operating plan and a proposed budget for the next fiscal year with the clerk of the local government (City of Steamboat Springs) no later than September 30 of each year.

The local government (City) is required to approve or disapprove the operating plan within thirty (30) days after receipt, but not later than December 5 of the year in which the documents are filed.

The timing of the budget submittal only allows the January-June current year tax actual revenues to use as a baseline. The remainder of the year requires forecasting based on historical trends and anecdotal information regarding future accommodation activity.

SLIDE PAGE NUMBERS

1. COVER PAGE
2. LMD ORGANIZATIONAL CHART
3. LIST OF LMD ACTIVE PARTICIPANTS AND CONTRIBUTORS
4. MAP OF THE DISTRICT
5. FUNDING MAP
6. BUDGET PROCESS MAP
7. **EXHIBIT A- PROPOSED 2012 BUDGET**

Represents the submittal as approved by the Local Marketing District Board of Directors of the required documents on September 16, 2011.

Definition of Line Items: Refer to far-left column:

1. REF 1.1
 - a. Funds from the prior year are carried over to the extent funds are available from revenues once all expenses are recognized and paid, and the reserve fund balance is \$1.0MM.
2. REF 1.2
 - a. Revenues represent the tax generated by the imposition of a 2% tax on nightly accommodations within the District boundaries.
 - b. Tax Revenue is recognized in the fiscal period it was earned, even if collected in the next fiscal period.
3. REF 2.1
 - a. Winter Air Costs represents the LMD's portion of the contracted obligations with the various airlines, for the winter months December-April.

- b. Some portion of the costs may benefit the prior fiscal year (month of December), though the entire seasons expense is posted in the current year.
 - c. It is the conservative practice of the LMD to budget to the maximum expense liability (CAPS) of the various agreements. It is possible that the costs may actualize less than the CAPS if the revenue performance exceeds pre-defined hurdles. This would result in savings to the budget.
 - d. It is also possible that the expense would reach the full CAPS, as in 2010.
- 4. REF 2.2**
- a. The LMD contributed to specific and targeted supplemental marketing efforts, for example when advance airline booking activity was trending below expectations, or to impact a new feeder market. Marketing was anticipated components of the program when the District was formed, and will continue to be to the extent funds are available.
- 5. REF 2.3**
- a. Summer/Fall air service funds were used to transition United Express from turboprop equipment to all-jet service. It has also been used to introduce new service, such as daily Houston service on Continental.
- 6. REF 2.4**
- a. Marketing to promote new summer service.
- 7. REF 2.5 and 2.6**
- a. LMD pays a flat fee OF \$50,000 to the Steamboat Ski and Resort Corporation to partially offset expenses to manage the Winter Air program on behalf of the District. If Summer incurs costs, and the LMD subcontracts with the SSRC to manage the program, there would be a Summer Air Service Management fee expense. The SSRC does not participate financially in spring, summer, or fall air service program costs.
- 8. REF 2.7**
- a. Expenses for administrative services provided by Steamboat Springs Chamber Resort Association and for legal fees to the District's counsel.
- 9. REF 4.1**
- a. The LMD has built up a reserve fund primarily to use to meet its contractual obligations.
- 10. REF 4.2**
- a. The 2012 PROPOSED budget anticipates that the Reserve will be depleted by \$750K if the program costs actualize at the full budgeted CAPS.

**8. EXHIBIT B-Column A
2010 Actual results**

**9. EXHIBIT C-Column B
2011 Forecast, as of September 10, 2011;**

1. REF Column B Line 1.2

- a. Full-Year Revenue Forecast
 - i. June YTD actual revenue: assumes that 63.3% of the full year has been realized, based on three (3) years of historical collection for the same period. The YTD positive variance was primarily driven by a strong March at 9.3% higher than March 2010.
 - ii. Aug-Dec forecast remainder of 2011.

10. EXHIBIT C-1

Historical LMD collections by month

11. EXHIBIT C-2

Average of the annual totals collected each January-June, as compared to the final full-year collections

12. EXHIBIT D-Column E

Variance between the 2012 BUDGET SUBMISSION as compared to the 2011 FORECAST.

13. EXHIBIT E-Column C

2011 Budget as approved by City Council on September 21, 2010.

1. REF Column C Line 1.2

- a. LMD tax revenue was budgeted based on the trending of the 2010 June YTD tax revenues; as of June, revenue was -10.8% below 2009 for the same period.
- b. Revenue was budgeted at -33% to 2008 actual due to the trending of accommodations tax revenues.

2. REF Column C Line 2.1

- a. Winter Air Service Cost budgeted at the contract Cap

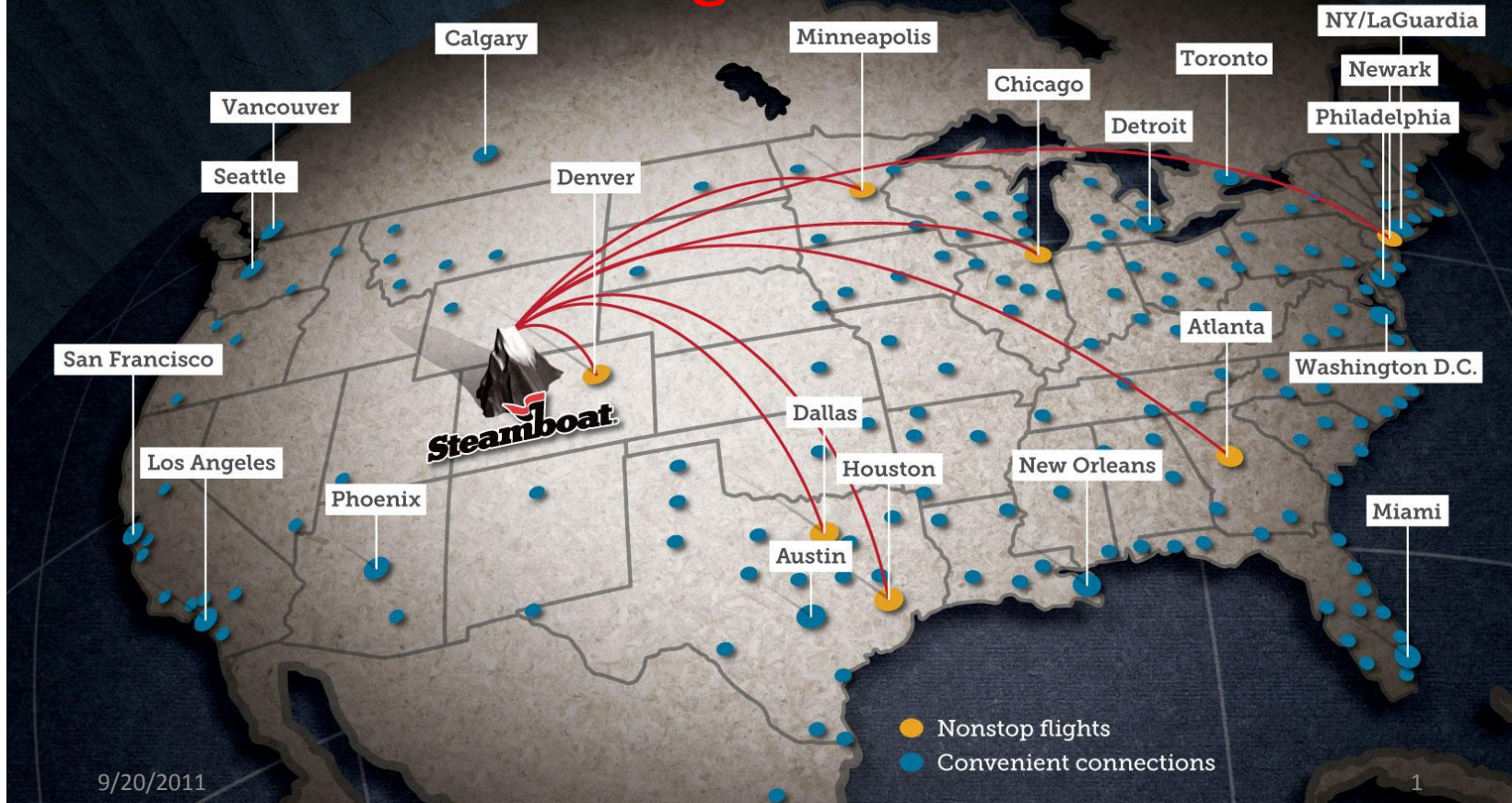
14. EXHIBIT F-Chart

Displays the trend relationship between Winter Service with-and-without the Proposed Air Service Tax

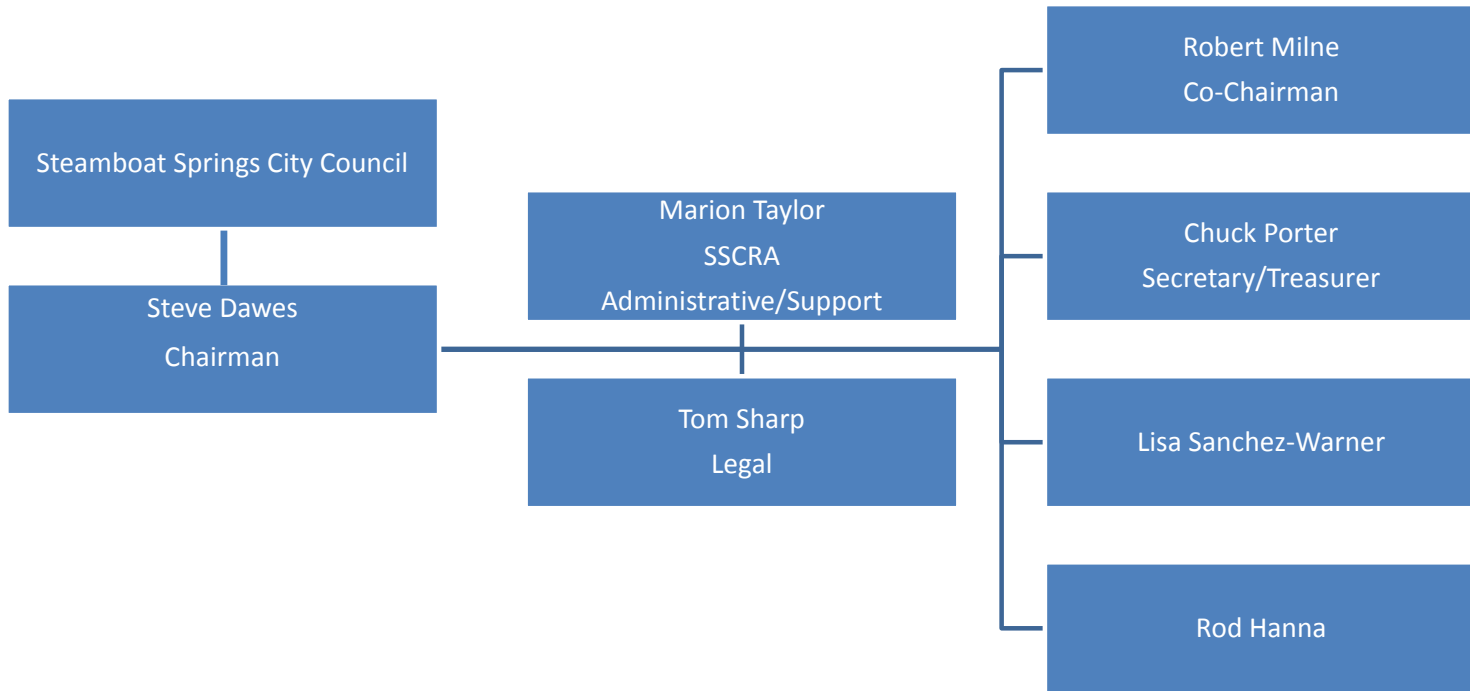
15. CURRENT 2011/2012 WINTER AIR SCHEDULE

Represent a total of 125,719 RT Seats, a +6% increase from the 2010/2011 season.

Steamboat Springs Local Marketing District 2012 Budget Submission



Steamboat Springs Local Marketing District Board of Directors



Steamboat Springs Local Marketing District

Regular
Contributors
Guests
Attendees
and
Participants

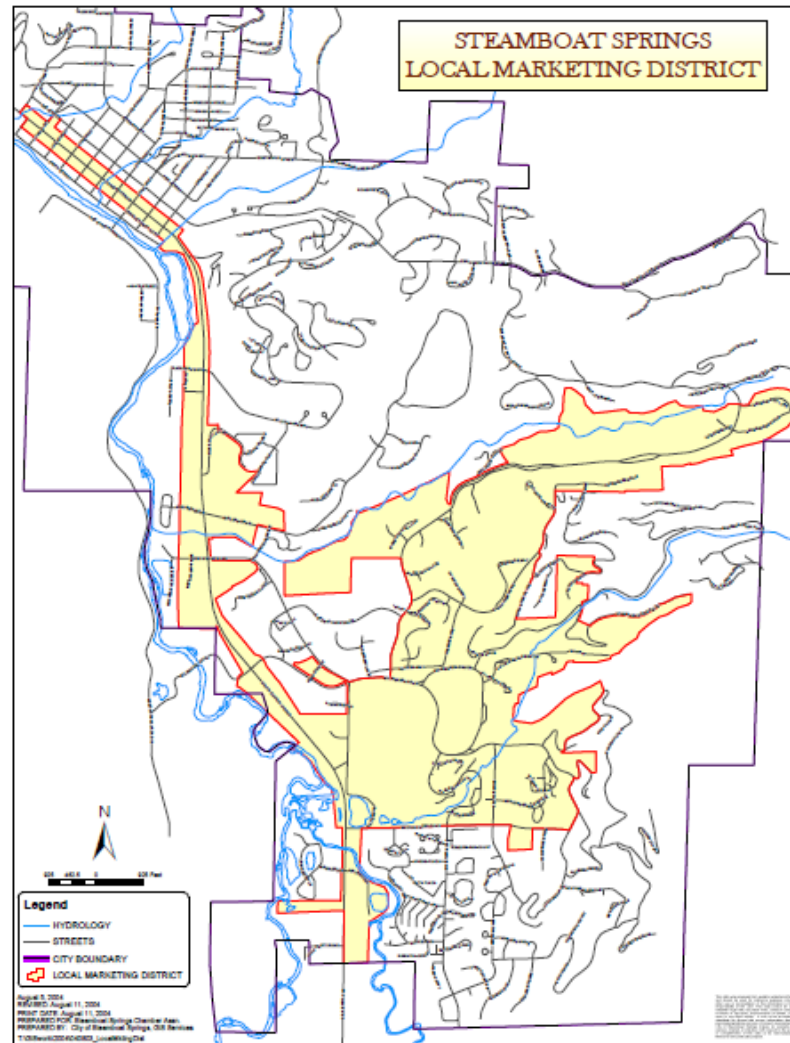
Janet Fischer
Airline Program Director
SSRC

Rob Perlman
Vice-President Sales & Marketing
SSRC

Dave Ruppel
Yampa Valley Regional Airport Manager

Tom Sullivan
Routt County Manager

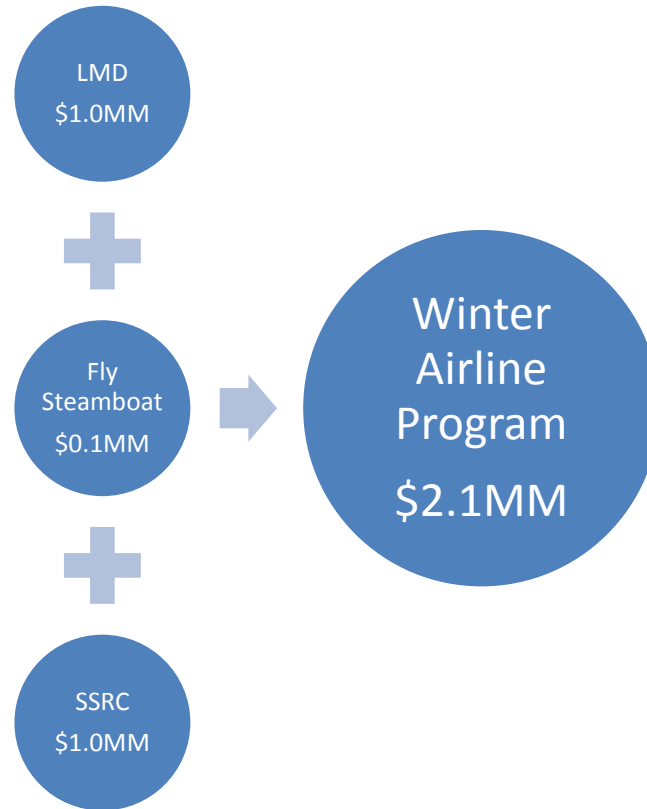
Steamboat Springs Local Marketing District



9/20/2011

LMD - Budget

Steamboat Springs Local Marketing District



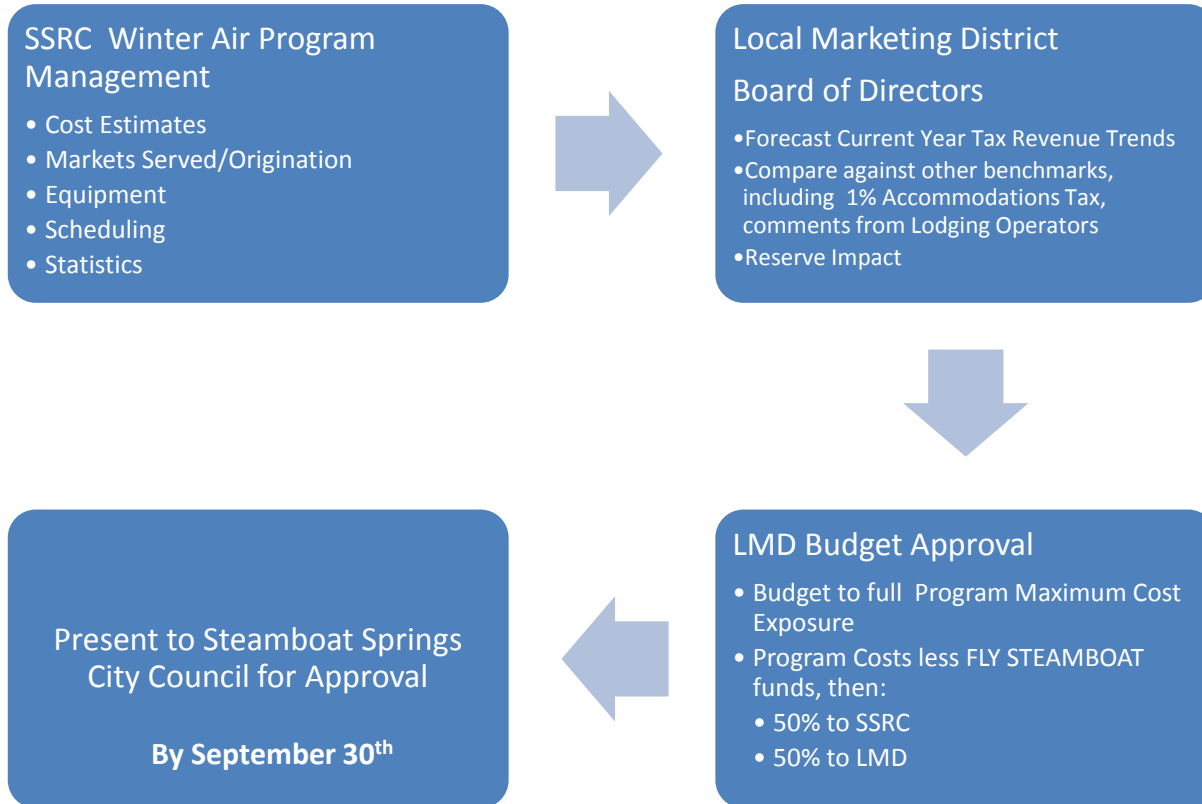
9/20/2011

LMD - Budget

5

7-11⁸

Budget Process Flow



9/20/2011

LMD - Budget

6

9
7-12

Steamboat Springs Local Marketing District

2012 Budget with No Additional Future Funding Source

Updated 9.08.11

Approved by the
LMD BOD 09/20/2011

			A	B	C	D	E	
						Proposed	VARIANCE	
REF		2008 Actual	2009 Actual	2010 Actual	2011 Forecast as of 09.08.2011	2011 Budget	2012 Budget	2012 Budget to 2011 Forecast Positive (Negative)
1	Revenue							
1.1	Projected carry over	\$ 686,833	\$ 755,371	\$ 467,117	\$ -	\$ -	\$ 4,649	\$ 4,649
1.2	2% Tax Jan - December (net of state fees)	\$ 1,486,584	\$ 1,137,586	\$ 1,040,052	\$ 1,032,162	\$ 996,081	\$ 1,042,484	\$ 10,322
1.3	Interest	\$ 40,271	\$ 6,618	\$ 1,985	\$ 1,000	\$ 10,000	\$ 1,500	\$ 500
	Subtotal	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
1.4	Total Funds Available	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
2	Expenses							
2.1	Winter Air Service Costs	\$ 653,981	\$ 787,034	\$ 1,228,957	\$ 897,989	\$ 1,295,000	\$ 1,735,000	\$ (837,011)
2.2	Winter Air Service Marketing	\$ 400,000	\$ 400,000	\$ 272,696	\$ -	\$ -	\$ -	\$ -
2.3	Summer Air Service	\$ 300,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	Summer/Fall Air Service Marketing	\$ 49,182	\$ -	\$ 20,313	\$ -	\$ -	\$ -	\$ -
2.5	Winter Air Service Mngmnt Fee	\$ 50,000	\$ 50,000	\$ 52,687	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
2.6	Summer Air Service Mngmnt Fee	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.7	Administration/Legal	\$ 3,154	\$ 4,224	\$ 2,625	\$ 10,000	\$ 6,000	\$ 3,000	\$ 7,000
2.8	City Services 1%	\$ 2,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,425	\$ (9,225)
2.9	Miscellaneous							
2.11	Total Expenses	\$ 1,458,317	\$ 1,432,458	\$ 1,578,478	\$ 959,189	\$ 1,352,200	\$ 1,798,425	\$ (839,236)
3.1	Revenue less Expenses	\$ 755,371	\$ 467,117	\$ (69,324)	\$ 73,973	\$ (346,119)	\$ (749,792)	\$ (823,765)
4.1	Winter Air Reserve Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 930,676	\$ 864,724	\$ 1,000,000	\$ 69,324
4.2	Winter Air Reserve Activity	\$ -	\$ -	\$ (69,324)	\$ 69,324	\$ (346,119)	\$ (749,792)	\$ (819,116)
4.3	2011 Reserve Balance			\$ 930,676	\$ 1,000,000	\$ 518,605	\$ 250,208	\$ (749,792)
4.4	Carry over	\$ 755,371	\$ 467,117	\$ -	\$ 4,649	\$ -	\$ -	\$ (4,649)

9/20/2011

EXHIBIT A

7

Steamboat Springs Local Marketing District

2012 Budget with No Additional Future Funding Source

Updated 9.08.11

Approved by the
LMD BOD 09/20/2011

			A	B	C	D	E	
REF		2008 Actual	2009 Actual	2010 Actual	2011 Forecast as of 09.08.2011	2011 Budget	Proposed 2012 Budget	VARIANCE 2012 Budget to 2011 Forecast Positive (Negative)
1	Revenue							
1.1	Projected carry over	\$ 686,833	\$ 755,371	\$ 467,117	\$ -	\$ -	\$ 4,649	\$ 4,649
1.2	2% Tax Jan - December (net of state fees)	\$ 1,486,584	\$ 1,137,586	\$ 1,040,052	\$ 1,032,162	\$ 996,081	\$ 1,042,484	\$ 10,322
1.3	Interest	\$ 40,271	\$ 6,618	\$ 1,985	\$ 1,000	\$ 10,000	\$ 1,500	\$ 500
	Subtotal	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
1.4	Total Funds Available	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
2	Expenses							
2.1	Winter Air Service Costs	\$ 653,981	\$ 787,034	\$ 1,228,957	\$ 897,989	\$ 1,295,000	\$ 1,735,000	\$ (837,011)
2.2	Winter Air Service Marketing	\$ 400,000	\$ 400,000	\$ 272,696	\$ -	\$ -	\$ -	\$ -
2.3	Summer Air Service	\$ 300,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	Summer/Fall Air Service Marketing	\$ 49,182	\$ -	\$ 20,313	\$ -	\$ -	\$ -	\$ -
2.5	Winter Air Service Mngmnt Fee	\$ 50,000	\$ 50,000	\$ 52,687	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
2.6	Summer Air Service Mngmnt Fee	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.7	Administration/Legal	\$ 3,154	\$ 4,224	\$ 2,625	\$ 10,000	\$ 6,000	\$ 3,000	\$ 7,000
2.8	City Services 1%	\$ 2,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,425	\$ (9,225)
2.9	Miscellaneous							
2.11	Total Expenses	\$ 1,458,317	\$ 1,432,458	\$ 1,578,478	\$ 959,189	\$ 1,352,200	\$ 1,798,425	\$ (839,236)
3.1	Revenue less Expenses	\$ 755,371	\$ 467,117	\$ (69,324)	\$ 73,973	\$ (346,119)	\$ (749,792)	\$ (823,765)
4.1	Winter Air Reserve Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 930,676	\$ 864,724	\$ 1,000,000	\$ 69,324
4.2	Winter Air Reserve Activity	\$ -	\$ -	\$ (69,324)	\$ 69,324	\$ (346,119)	\$ (749,792)	\$ (819,116)
4.3	2011 Reserve Balance			\$ 930,676	\$ 1,000,000	\$ 518,605	\$ 250,208	\$ (749,792)
4.4	Carry over	\$ 755,371	\$ 467,117	\$ -	\$ 4,649	\$ -	\$ -	\$ (4,649)

9/20/2011

8

EXHIBIT B

Steamboat Springs Local Marketing District

2012 Budget with No Additional Future Funding Source

Updated 9.08.11

Approved by the
LMD BOD 09/20/2011

				A	B	C	D	E
							Proposed	VARIANCE
REF		2008 Actual	2009 Actual	2010 Actual	2011 Forecast as of 09.08.2011	2011 Budget	2012 Budget	2012 Budget to 2011 Forecast Positive (Negative)
1	Revenue							
1.1	Projected carry over	\$ 686,833	\$ 755,371	\$ 467,117	\$ -	\$ -	\$ 4,649	\$ 4,649
1.2	2% Tax Jan - December (net of state fees)	\$ 1,486,584	\$ 1,137,586	\$ 1,040,052	\$ 1,032,162	\$ 996,081	\$ 1,042,484	\$ 10,322
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	Subtotal	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
1.4	Total Funds Available	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
2	Expenses							
2.1	Winter Air Service Costs	\$ 653,981	\$ 787,034	\$ 1,228,957	\$ 897,989	\$ 1,295,000	\$ 1,735,000	\$ (837,011)
2.2	Winter Air Service Marketing	\$ 400,000	\$ 400,000	\$ 272,696	\$ -	\$ -	\$ -	\$ -
2.3	Summer Air Service	\$ 300,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	Summer/Fall Air Service Marketing	\$ 49,182	\$ -	\$ 20,313	\$ -	\$ -	\$ -	\$ -
2.5	Winter Air Service Mngmnt Fee	\$ 50,000	\$ 50,000	\$ 52,687	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
2.6	Summer Air Service Mngmnt Fee	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.7	Administration/Legal	\$ 3,154	\$ 4,224	\$ 2,625	\$ 10,000	\$ 6,000	\$ 3,000	\$ 7,000
2.8	City Services 1%	\$ 2,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,425	\$ (9,225)
2.9	Miscellaneous							
2.11	Total Expenses	\$ 1,458,317	\$ 1,432,458	\$ 1,578,478	\$ 959,189	\$ 1,352,200	\$ 1,798,425	\$ (839,236)
3.1	Revenue less Expenses	\$ 755,371	\$ 467,117	\$ (69,324)	\$ 73,973	\$ (346,119)	\$ (749,792)	\$ (823,765)
4.1	Winter Air Reserve Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 930,676	\$ 864,724	\$ 1,000,000	\$ 69,324
4.2	Winter Air Reserve Activity	\$ -	\$ -	\$ (69,324)	\$ 69,324	\$ (346,119)	\$ (749,792)	\$ (819,116)
4.3	2011 Reserve Balance			\$ 930,676	\$ 1,000,000	\$ 518,605	\$ 250,208	\$ (749,792)
4.4	Carry over	\$ 755,371	\$ 467,117	\$ -	\$ 4,649	\$ -	\$ -	\$ (4,649)

9/20/2011

EXHIBIT C

9

Steamboat Springs Local Marketing District Historical Tax Revenue Flow

Month Collected by Vendors	Month Received by City	2008	2009	2010	2011	2011 rec'd date
January	March	\$ 624.94	\$ 619.73	\$ 915.22	\$ 2,836.63	3/8/2011
February	April	825.42	4,563.32	1,326.20	808.31	4/8/2011
March	May	730,856.66	544,135.90	534,094.48	431,004.82	5/9/2011
April	June	139,665.83	74,518.35	11,051.74	152,733.27	6/8/2011
May	July	4,096.37	537.88	2,370.59	570.62	7/11/2011
June	August	106,790.06	88,953.38	86,678.54	65,724.30	8/8/2011
July	September	6,609.33	8,641.66	5,099.76		
August	October	148.94	103.21	195.09		
September	November	223,595.95	185,522.93	182,941.58		
October	December	28,715.38	4,170.26	8,552.15		
November	January (accrue to Dec)	293.37	16,188.10	352.53		
December	February (accrue to Dec)	244,361.79	209,632.02	206,827.29		
		\$ 1,486,584.04	\$ 1,137,586.74	\$ 1,040,405.17	\$ 653,677.95	
	November 2010 amount, received in 2011 and immaterial to accrue back			\$ (352.53)	\$ 352.53	
				\$ 1,040,052.64	\$ 654,030.48	
				Matches General Ledger		

9/20/2011

EXHIBIT C-1

10

2011 Tax Revenue Forecast Assumptions

June YTD	2008	2009	2010	2011 June YTD	MEMO
LMD	\$ 982,856	\$ 713,325	\$ 636,434	\$ 653,675	Average of 2008-2010
	66.1%	62.7%	61.2%	63.3%	
Total Collected for year	\$ 1,486,584	\$ 1,137,586	\$ 1,040,405	\$ 1,032,162	2011 Projected
	100.0%	100.0%	100.0%	100.0%	
Diff (AT-LMD)	\$ 503,728	\$ 424,261	\$ 403,971	\$ 378,487	

Year	LMD Revenues	Accommodations Tax Revenues
2008	982,856	1,486,584
2009	713,325	1,137,586
2010	636,434	1,040,405
2011 June YTD	653,675	1,032,162

9/20/2011

EXHIBIT C-2

11

LMD - Budget

14
7-17

Steamboat Springs Local Marketing District

2012 Budget with No Additional Future Funding Source

Updated 9.08.11

Approved by the
LMD BOD 09/20/2011

			A	B	C	D	E	
						Proposed	VARIANCE	
REF		2008 Actual	2009 Actual	2010 Actual	2011 Forecast as of 09.08.2011	2011 Budget	2012 Budget	2012 Budget to 2011 Forecast Positive (Negative)
1	Revenue							
1.1	Projected carry over	\$ 686,833	\$ 755,371	\$ 467,117	\$ -	\$ -	\$ 4,649	\$ 4,649
1.2	2% Tax Jan - December (net of state fees)	\$ 1,486,584	\$ 1,137,586	\$ 1,040,052	\$ 1,032,162	\$ 996,081	\$ 1,042,484	\$ 10,322
1.3	Interest	\$ 40,271	\$ 6,618	\$ 1,985	\$ 1,000	\$ 10,000	\$ 1,500	\$ 500
	Subtotal	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
1.4	Total Funds Available	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632	\$ 15,470
2	Expenses							
2.1	Winter Air Service Costs	\$ 653,981	\$ 787,034	\$ 1,228,957	\$ 897,989	\$ 1,295,000	\$ 1,735,000	\$ (837,011)
2.2	Winter Air Service Marketing	\$ 400,000	\$ 400,000	\$ 272,696	\$ -	\$ -	\$ -	\$ -
2.3	Summer Air Service	\$ 300,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	Summer/Fall Air Service Marketing	\$ 49,182	\$ -	\$ 20,313	\$ -	\$ -	\$ -	\$ -
2.5	Winter Air Service Mngmnt Fee	\$ 50,000	\$ 50,000	\$ 52,687	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
2.6	Summer Air Service Mngmnt Fee	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2.7	Administration/Legal	\$ 3,154	\$ 4,224	\$ 2,625	\$ 10,000	\$ 6,000	\$ 3,000	\$ 7,000
2.8	City Services 1%	\$ 2,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,425	\$ (9,225)
2.9	Miscellaneous							
2.11	Total Expenses	\$ 1,458,317	\$ 1,432,458	\$ 1,578,478	\$ 959,189	\$ 1,352,200	\$ 1,798,425	\$ (839,236)
3.1	Revenue less Expenses	\$ 755,371	\$ 467,117	\$ (69,324)	\$ 73,973	\$ (346,119)	\$ (749,792)	\$ (823,765)
4.1	Winter Air Reserve Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 930,676	\$ 864,724	\$ 1,000,000	\$ 69,324
4.2	Winter Air Reserve Activity	\$ -	\$ -	\$ (69,324)	\$ 69,324	\$ (346,119)	\$ (749,792)	\$ (819,116)
4.3	2011 Reserve Balance			\$ 930,676	\$ 1,000,000	\$ 518,605	\$ 250,208	\$ (749,792)
4.4	Carry over	\$ 755,371	\$ 467,117	\$ -	\$ 4,649	\$ -	\$ -	\$ (4,649)

9/20/2011

EXHIBIT D

12

Steamboat Springs Local Marketing District

2012 Budget with No Additional Future Funding Source
Updated 9.08.11

Approved by the
LMD BOD 09/20/2011

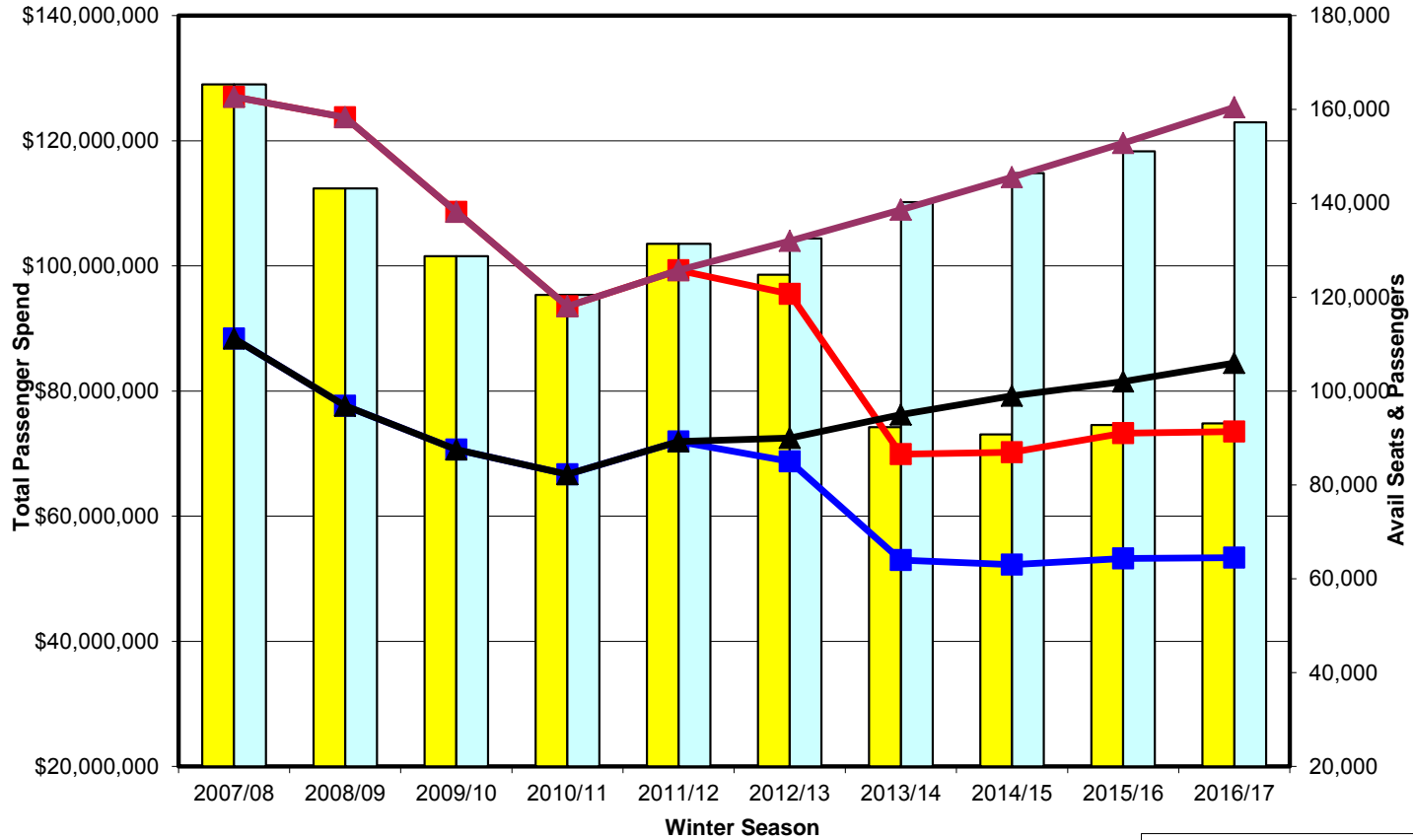
			A	B	C	D	E
			2010 Actual	2011 Forecast as of 09.08.2011	2011 Budget	Proposed 2012 Budget	VARIANCE 2012 Budget to 2011 Forecast Positive (Negative)
REF		2008 Actual	2009 Actual				
1	Revenue						
1.1	Projected carry over	\$ 686,833	\$ 755,371	\$ 467,117	\$ -	\$ -	\$ 4,649
1.2	2% Tax Jan - December (net of state fees)	\$ 1,486,584	\$ 1,137,586	\$ 1,040,052	\$ 1,032,162	\$ 996,081	\$ 1,042,484
1.3	Interest	\$ 40,271	\$ 6,618	\$ 1,985	\$ 1,000	\$ 10,000	\$ 1,500
	Subtotal	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632
1.4	Total Funds Available	\$ 2,213,688	\$ 1,899,575	\$ 1,509,154	\$ 1,033,162	\$ 1,006,081	\$ 1,048,632
2	Expenses						
2.1	Winter Air Service Costs	\$ 653,981	\$ 787,034	\$ 1,228,957	\$ 897,989	\$ 1,295,000	\$ 1,735,000
2.2	Winter Air Service Marketing	\$ 400,000	\$ 400,000	\$ 272,696	\$ -	\$ -	\$ -
2.3	Summer Air Service	\$ 300,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -
2.4	Summer/Fall Air Service Marketing	\$ 49,182	\$ -	\$ 20,313	\$ -	\$ -	\$ -
2.5	Winter Air Service Mngmnt Fee	\$ 50,000	\$ 50,000	\$ 52,687	\$ 50,000	\$ 50,000	\$ 50,000
2.6	Summer Air Service Mngmnt Fee	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
2.7	Administration/Legal	\$ 3,154	\$ 4,224	\$ 2,625	\$ 10,000	\$ 6,000	\$ 3,000
2.8	City Services 1%	\$ 2,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,425
2.9	Miscellaneous						
2.11	Total Expenses	\$ 1,458,317	\$ 1,432,458	\$ 1,578,478	\$ 959,189	\$ 1,352,200	\$ 1,798,425
3.1	Revenue less Expenses	\$ 755,371	\$ 467,117	\$ (69,324)	\$ 73,973	\$ (346,119)	\$ (749,792)
4.1	Winter Air Reserve Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 930,676	\$ 864,724	\$ 1,000,000
4.2	Winter Air Reserve Activity	\$ -	\$ -	\$ (69,324)	\$ 69,324	\$ (346,119)	\$ (749,792)
4.3	2011 Reserve Balance			\$ 930,676	\$ 1,000,000	\$ 518,605	\$ 250,208
4.4	Carry over	\$ 755,371	\$ 467,117	\$ -	\$ 4,649	\$ -	\$ (4,649)

9/20/2011

EXHIBIT E

13

Winter Air Service Trends - With & Without .25% Tax



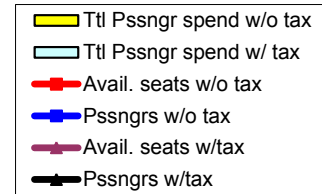
Assumptions:

Air Service Cap Cost/Seat goes up 3% per year from 12/13 - 16/17

LMD revenues go up 5% in 11/12 and 3.5% 12/13 - 16/17.

Without tax, LMD reserves are depleted at the end of the 12/13 season.

Without tax seats go down in 12/13 and stay low due to rise in Cost/Seat, reserves depleted and no additional funding.



9/20/2011

EXHIBIT F

14

LMD - Budget

17
7-20

STEAMBOAT Winter Air Schedule 2011/12

Updated September 12, 2011

Schedule times may vary by date or day of week.
Schedule is subject to change at any time without notice.

From	To	Freq.	Dates	Flight #	Departs	Arrives	Carrier	Equip.	Capacity
Atlanta (ATL)	Steamboat (HDN)	Daily	12/17 - 4/1	# 1218	1015a	1203p	Delta Air Lines	737-800	160
Steamboat (HDN)	Atlanta (ATL)	Daily		# 1218	1250p	559p			
Chicago (ORD)	Steamboat (HDN)	Daily	12/15 - 4/2	# 2363	930a	1120a	American Airlines	737-800	160
Steamboat (HDN)	Chicago (ORD)	Daily		# 2318	1225p	410p			
Chicago (ORD) **	Steamboat (HDN)	Tu-We	1/10 - 2/8	# 3759	935a	1140a	American Eagle **	CR7	65
Steamboat (HDN)	Chicago (ORD)	Tu-We		# 3760	1230p	410p			
Dallas/Ft.Worth (DFW)	Steamboat (HDN)	Daily	12/15 - 4/2	# 2229	1125a	1245p	American Airlines	757	188
Steamboat (HDN)	Dallas/Ft.Worth (DFW)	Daily		# 2228	145p	450p			
Denver (DEN)	Steamboat (HDN)	Daily	12/15 - 3/31	# 6229, 5435	910a	1000a	United Express *	CR7	66
Steamboat (HDN)	Denver (DEN)	Daily		# 6490, 5435	1040a	1139a			
Denver (DEN)	Steamboat (HDN)	Daily	11/24 - 4/15	# 5373	1155a	1241p	United Express *	CR7	66
Steamboat (HDN)	Denver (DEN)	Daily		# 5373	115p	205p			
Denver (DEN)	Steamboat (HDN)	Daily	12/1 - 12/12,	# 5417	412p	503p	United Express *	CR7	66
Steamboat (HDN)	Denver (DEN)	Daily	12/15 - 3/31	# 5417	534p	630p			
Denver (DEN)	Steamboat (HDN)	Daily	11/24 - 4/15	# 5324, 5296	930p	1019p	United Express *	CR7	66
Steamboat (HDN)	Denver (DEN)	Daily		# 6460, various	745a	835a			
Denver (DEN)	Steamboat (HDN)	Daily	12/15 - 4/15	# 1399	1210p	105p	Frontier Airlines	E190	99
Steamboat (HDN)	Denver (DEN)	Daily		# 1398	135p	235p			
Houston (IAH)	Steamboat (HDN)	Daily	12/15 - 4/1	# 1482	1130a	129p	United Airlines	737-800	160
Steamboat (HDN)	Houston (IAH)	Daily		# 1489	220p	604p	(operated by Continental Airlines)		
Minneapolis/St. Paul (MSI)	Steamboat (HDN)	Daily	12/17 - 4/1	# 5756	1145a	119p	Delta Connection	ERJ-175	76
Steamboat (HDN)	Minneapolis/St. Paul (MSI)	Daily		# 5756	215p	534p			
Newark (EWR)	Steamboat (HDN)	Sat	12/17 - 3/24	# 1659	830a	1111a	United Airlines	737-700	124
Steamboat (HDN)	Newark (EWR)	Sat		# 1547	1220p	615p	(operated by Continental Airlines)		
Newark (EWR)	Steamboat (HDN)	Sat	2/11 - 3/24	# 1439	400p	641p	United Airlines	737-700	124
Steamboat (HDN)	Newark (EWR)	Sun		# 1657	800a	155p	(operated by Continental Airlines)		

* Note United Express flights to/from Denver - times vary by up to 2 hours, by month and day of week, throughout the winter

* Also United Express flights have various flight numbers; this schedule displays the most common flight numbers for that flight.

** Chicago flight operated with smaller regional jet on Tue - Wed, Jan. 10 - Feb. 8

9/20/2011

15

Steamboat Springs Local Marketing District

2012 Operating Plan

The Local Marketing District (LMD) of Steamboat Springs was formed pursuant to the Special District Act of the State of Colorado. As such, under Title 29 Article 25-110, the LMD is required to file an operating plan and a proposed budget for the next fiscal year with the clerk of the local government (City of Steamboat Springs) no later than September 30 of each year.

Background

The Local Marketing District collects a 2% tax on nightly accommodations within the District boundary.

The LMD was approved by the voters in the District in the 2004 election, and began collecting the tax on January 1, 2005.

Purpose

The LMD revenues are dictated by State Statute on what the funds may be used for, which include marketing, promotion, and business development. The statute allows the funds to be used for airline service as defined as business development.

- Provide funding for winter air service and contract for marketing of winter air service in conjunction with agreed upon participation from the Steamboat Ski & Resort Corp. and participating businesses
- Provide a portion of the funding for management of the winter air service
- Contracts with the Steamboat Ski and Resort Corporation (SSRC) to manage the air program.
- Under the current Air Program Contribution Agreement between the LMD and the SSRC, the winter air program actual costs are shared on a 50/50 basis between the two parties.
- SSRC contracts with the air service carriers to encourage competitive air service to the marketplace, including funding

appropriate minimum-revenue-guarantees (MRG), opportunity costs, subsidies, and in some instances, marketing co-op.

Operating Information

- All funds are collected by the State of Colorado, and deposited with the City of Steamboat Springs. The LMD works closely with the City Finance Director to ensure compliance with statutory requirements.
- In the future, the City will collect a 1% fee to provide accounting and oversight services, including record keeping, annual audits, fund investments, etc.
- The LMD Board of Directors does not receive any compensation or fees, and does not directly handle any funds.
- It is the practice of the LMD to budget the full risk and fund exposure (CAPS). It is possible that the costs could actualize lower and realize a savings.
- The LMD has established a reserve account of \$1,000,000. For the 2012 Budget, the Reserve is at risk of depletion of \$750,000 if the air program costs actualize at the full CAPS.
- The LMD utilizes a calendar year as its fiscal period. Program costs are recognized in the year when paid. For example, the statement for the 2011/12 season is received generally sometime in June of 2012. The full expense will be posted to 2012, even though a portion of the expense is attributable to December 2011.
- Revenues are accrued in the year the tax is earned.
- The Steamboat Springs Chamber Resort Association provides organizational and administrative assistance for a nominal fee to offset their time and expenses.

Air Program Notes

- Specific service costs are discussed in Executive Session, due to the confidentiality of contractual details with the airline companies.
- The YVRA collected about \$2.1MM in landing fees, sales tax on fuel, security fees, and rents. The YVRA operation is self-funding. The air service, made possible with the MRG, brings in sufficient operating

revenues to the YVRA to allow it to function without subsidies from the county.

- SSRC, with approval from the LMD, has contracted for almost 126,000 round-trip seats for the 2011/12 winter season. The 2010/11 season was at a little over 118,000. At a 70% load factor, this has the potential to bring in another 5,600 passengers.
- Please refer to the chart in the Budget submission for specific flights and markets served.
- The LMD does not pay for summer service. If revenues allowed, the LMD would consider contracting for flights from another market to introduce competition for the summer. SSRC does not participate financially in summer flights, though it does offer contract management services for a nominal fee.

Agenda Item # 8

CITY COUNCIL COMMUNICATION FORM

FROM: Dan Foote, Staff Attorney (Ext. 223)

THROUGH: Jon Roberts City Manager (Ext. 228)

DATE: November 8, 2011

ITEM: **ORDINANCE: AN ORDINANCE AMENDING SECTION 25-223 OF THE CITY OF STEAMBOAT SPRINGS REVISED MUNICIPAL CODE BY UPDATING INCOME LIMIT STANDARDS RELATING TO WATER AND WASTEWATER CHARGE DISCOUNTS FOR ELDERLY AND DISABLE PERSONS AND REVISING ACCOUNTING PROCEDURES FOR WASTEWATER DISCOUNTS; PROVIDING AN EFFECTIVE DATE; AND SETTING A HEARING DATE (Foote)**

NEXT STEP: Approve the ordinance on second reading

- ORDINANCE
 - RESOLUTION
 - MOTION
 - DIRECTION
 - INFORMATION
-

I. REQUEST OR ISSUE:

Approve an ordinance amending the City's procedures relating to water and wastewater discounts.

II. RECOMMENDED ACTION:

Approve the ordinance on second reading.

III. BACKGROUND INFORMATION:

The City offers a 50% discount to water and wastewater customers who are either elderly or receive certain disability or indigency payments and whose household incomes meet

criteria established by the Farmers Home Administration/HUD (“FHA”) and the U.S. Community Services Administration (“USCSA”). The water discount is applied to monthly customer bills. The ordinance requires the wastewater discount to be applied as a rebate from the general fund. The wastewater discount is accounted for as a rebate in order to avoid impairing wastewater fund revenues that are used for debt service on wastewater utility debt.

Staff proposed to revise the ordinance in three ways. First, the FHA and USCSA and eligibility criteria no longer are published by those agencies. Staff proposed to replace those criteria with the Low Income Limits from the HUD Individual Income Limit Table, which the City has been using in place of the obsolete standards referred to in the existing ordinance. Because the proposed ordinance will revise the code to conform to existing practice, there will not be a fiscal impact to the City.

Second, staff proposes to account for the wastewater discount as a discount from monthly charges instead of as a rebate from the general fund. This change will allow the City to account for both the water and wastewater discount in the same way. This modification will not impair the ability of the wastewater fund to service wastewater utility debt because the wastewater discounts are de minimis and are not expected to have any substantial effect on the wastewater fund.

Finally, staff has had some difficulty in determining how to apply the elderly discount to individual residents of single metered senior living facilities due to diversity in resident incomes. Staff’s current practice has been to allow the discount for all residents in these situations. The proposed ordinance would formalize this practice by extending the elderly discount to all residents of senior living facilities owned and operated by the Routt County Foundation for Senior Citizens.

IV. LEGAL ISSUES.

None.

V. CONFLICTS OR PROBLEMS.

None.

VI. FISCAL IMPACTS.

There will be no net impact. However, the revisions to wastewater discount accounting will result in a small decrease in wastewater fund revenues and an offsetting decrease in general fund expenses.

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 25-223 OF THE CITY OF STEAMBOAT SPRINGS REVISED MUNICIPAL CODE BY UPDATING INCOME LIMIT STANDARDS RELATING TO WATER AND WASTEWATER CHARGE DISCOUNTS FOR ELDERLY AND DISABLED PERSONS AND REVISING ACCOUNTING PROCEDURES FOR WASTEWATER DISCOUNTS; PROVIDING AN EFFECTIVE DATE; AND SETTING A HEARING DATE.

WHEREAS, Section 25-223 of the City of Steamboat Springs Revised Municipal Code creates a fifty percent discount rate for consumers who are either elderly or disabled and whose household income does not exceed certain income limits established by the Farmers Home Administration/HUD ("FHA") and the U.S. Community Services Administration ("USCSA"); and

WHEREAS, FHA and USCSA either have been re-organized into new agencies or have had their responsibilities for publishing income standards transferred to other federal agencies; and

WHEREAS, income limit standard applicable to disabled consumers, which is set at 130% of the USCSA poverty guidelines, sets a lower income limit than the income limit standard applicable to elderly consumers, which is set at 80% of the median family income as determined by the FHA; and

WHEREAS, Section 25-223 does not provide guidance as to how to apply its discount language in the case of single metered living facilities designed for the elderly where some but not all residents meet the eligibility criteria; and

WHEREAS, Section 25-223(f) authorizes a discount for wastewater service to be paid as a rebate from the general fund on the basis of the water service discount eligibility criteria; and

WHEREAS, the wastewater discount was structured as a rebate in order to avoid impairing wastewater fund revenues used to pay wastewater utility debts; and

WHEREAS, wastewater discount rebates constitute such a small portion of wastewater fund revenues that current wastewater charges are adequate to defray wastewater utility debt payments from the wastewater fund as adjusted for wastewater discounts; and

WHEREAS, the City Council of the City of Steamboat Springs finds it necessary and desirable to amend Section 25-223 to use the Department of Housing and Urban Development Low Income Individual Income Limits, which are set at 80% of the median family income, as the discount income limit for both disabled and elderly consumers, to account for the wastewater discount as a discount from monthly charges instead of as a general fund rebate, and to apply the discount to all residents of senior living facilities owned or operated by the Routt County Foundation for Senior Citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS THAT:

Section 1. Section 25-223 of the Steamboat Springs Revised Municipal Code is hereby amended to read as follows:

"(a) *Water and wastewater charge discounts.* The monthly charges for water and wastewater service to a private dwelling, apartment, condominium unit or any other single-family dwelling unit occupied by a family meeting the eligibility criteria established below shall be discounted to one-half (1/2) of the charge, as set out in [section 25-216](#). The rate charged for turning water on to these same units shall be discounted to one-half (1/2) of the regular rate, as set out in [section 25-217](#). ~~Nothing stated herein shall be construed as allowing a discount for wastewater service charges. The wastewater rate shall be as set forth in [section 25-218](#), with no rate discounts.~~ For purposes of this section, the terms "dwelling unit" and "family" shall be defined as set forth in [section 26-402](#)

(b) *Application for discount; duration.* Discount rates will take effect in the month following initial application to the city. The discount rate for families eligible under the elderly or non-elderly criteria as set forth in subsections [25-223\(c\)](#) and (d) will remain in effect for one year; provided, that no discount rate will remain in effect after discontinuation of service, a change in the name of the billing, or any change in the status of the family or dwelling, and specifically for families eligible under the non-elderly criteria, the discontinuation of income support payments and changes in family income, which affects eligibility for the discount. Families eligible under criteria as set forth in subsections (c) and (d) may reapply yearly for continuation of the discount, and reapply to keep the discount rate in effect. Members of families receiving discount rates shall notify the city upon any change in status of the family or dwelling, which might affect eligibility for the discount.

(c) *Elderly eligibility criteria.* A family is eligible for the discount rate under elderly criteria if the member named on the billing is sixty-two (62) years of age or older, the head of household, occupies the service address as his/her principal or primary place of residence, receives from all sources as a household an annual income equal to or less than the ~~Low Income Adjusted Income Limit as published~~

~~annually by the Farmer's Home Administration/HUD Low Income Limits set forth in the latest Department of Housing and Urban Development Individual Income Limits table for Routt County, and makes application to the city pursuant to subsection 25-223(b).~~

(d) *Non-elderly eligibility criteria.* A family is eligible for a discount rate under non-elderly criteria if it meets both of the following requirements:

(1) The member named on the billing is receiving and will indefinitely continue to receive regular monetary income support payments from a private or public source for blindness, long term disability or indigency. Such payments include but are not limited to: social security, supplemental security income, aid to families with dependent children, disabled veterans payments, state social services general income support payments and private disability pensions. Such payments do not include nondisability retirement pensions, workmen's compensation, unemployment compensation or other forms of in-kind services, cost reimbursements, nonmonetary support, or any other form of assistance which is directed toward a specific need other than general income support.

(2) Total family income from all sources for the last twelve (12) months is the same or less than ~~one hundred thirty (130) percent of the current poverty levels established by the U.S. Community Services Administration for non farm families and in effect at the time of application or reapplication~~ the Low Income Limits set forth in the latest Department of Housing and Urban Development Individual Income Limits table for Routt County, and makes application to the city pursuant to subsection 25-223(b).

(e) *Reserved Senior living facilities.* Consumers occupying dwelling units in living facilities owned or operated by the Routt County Foundation for Senior Citizens shall be eligible for the discount rate without providing evidence of eligibility as set forth in subsection 25-223(c).

~~(f) *Reimbursement of sewer charges for dwelling units.* One half of the charges, as set out in section 25-218, for a private dwelling, apartment, condominium unit or any other single family dwelling unit meeting the eligibility requirements as outlined in subsections (b), (c) and (d) shall be reimbursed on a monthly basis to the customers eligible for the discount. Such rebate shall be made from the general fund of the city. Under no circumstances will any rebate be allocated from the wastewater fund. Nothing in this section shall be construed as allowing for a discount rate for wastewater service."~~

Section 2. The City Council hereby finds, determines and declares that this ordinance is necessary for the immediate preservation of the public peace, health, and safety.

Section 3. This ordinance shall take effect immediately upon the expiration of five (5) days from and after its publication following final passage, as provided in Section 7.6(h) of the Steamboat Springs Home Rule Charter.

Section 4. A public hearing on this ordinance shall be held on _____, 2011, at 5:15 P.M. in the Citizens Hall meeting room, Centennial Hall, Steamboat Springs, Colorado.

INTRODUCED, READ AND ORDERED PUBLISHED, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

**Julie Franklin, CMC
City Clerk**

Agenda Item # 9

CITY COUNCIL COMMUNICATION FORM

FROM: Kim Weber, Manager of Budget and Tax (Ext. 250)

THROUGH: Jon Roberts, City Manager (Ext. 228) and Deb Hinsvark, Deputy City Manager (Ext. 240)

DATE: November 8, 2011

ITEM: AN ORDINANCE ADOPTING THE BUDGET AND SETTING APPROPRIATIONS FOR THE CITY OF STEAMBOAT SPRINGS, COLORADO, FOR AND DURING THE PERIOD BEGINNING THE FIRST DAY OF JANUARY, 2012, AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2012 , CREATING A RODEO FUND, RENAMING THE IRON HORSE FUND, ELIMINATING THE MUNICIPAL SURCHARGE FUND AND FORGIVING THE MAIN STREET STEAMBOAT SPRINGS BID CREATION DEBT.

NEXT STEP: Approve.

ORDINANCE
 INFORMATION

I. REQUEST OR ISSUE:

This communication form is to detail out the changes of the proposed 2012 budget from the budget that was approved by City Council on October 4, 2011.

II. RECOMMENDED ACTION:

Adoption of ordinance.

III. FISCAL IMPACTS:

Total budgeted revenues, all funds:	\$ 41,050,231
Total budgeted expenditures, all funds:	\$ 51,559,588

IV. BACKGROUND INFORMATION:

This ordinance reflects the City's 2012 Budget as presented to Council on October 4, 2011 and the proposed changes that have occurred since the budget was presented. The following are the changes from the original budget book that was presented:

- The budget was adjusted to reflect grant revenue of \$1,500,000 with the understanding that if this grant revenue is not received the expenditure budget will not be used.
- The transfer from the Capital Projects Fund to the Howelsen Hill Ski Area Fund (Conservation Trust Fund) was eliminated, in turn decreasing the capital expenditures in the Howelsen Ski Area Fund by the same amount.
- The \$50,000 expenditure for the fenced dog park was removed from the 2012 Capital Projects Fund budget.
- The expenditures and corresponding revenues were added to the General Fund budget for the Transit Yellow Line. This includes the contribution from CMC.
- City Council's wages were reduced by 10% per the vote at the budget hearing.
- Reduce Police Department FTE's due to reorganization.
- Community support for the coalitions was restored to 2011 levels.
- Airport expenditures were reduced by \$20,027 to reflect a more accurate insurance premium projection.
- Fleet Services Fund expenditures were increased by \$30,000 to reflect additional costs of an Airport Fuel Truck.
- Added \$18,000 to community support for the Tread of Pioneers Museum.
- Added \$7,500 to the Rodeo Fund for Rodeo sponsorship.

This ordinance will also do the following:

- Forgive the outstanding loan amount for Main Street Steamboat
- Create a new Enterprise Fund for the Rodeo Grounds
- Change the name of the Employee Housing Fund to the Iron Horse Fund
- Eliminate Municipal Surcharge Fund and track revenue and expenses in the General Fund

V. LEGAL ISSUES:

Annual budget for the City required by section 9.4 of the Home Rule Charter.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None noted.

VII. SUMMARY AND ALTERNATIVES:

Appropriations may be revised, deleted or approved.

ATTACHMENTS:

- Attachment 1. Public Comment regarding 2012 budget.
- Attachment 2. Letter from Steamboat Springs Pro Rodeo Series.

Anja Tribble

From: Anja Tribble
Sent: Thursday, October 27, 2011 2:19 PM
To: Jon Roberts; Debra Hinsvark; Kim Weber; Chris Wilson; Jeff Nelson; 'sswsc@sswsc.org'; 'Bart Kounovsky'; 'Cari Hermacinski'; 'Jon Quinn'; 'Kenny Reisman'; 'Meg Bentley'; 'Scott Myller'; 'Walter Magill'
Cc: Julie Franklin; Kelly Stamp
Subject: FW: [City Council] Howelsen Hill,...please send to SSWSC and Parks and Rec too. Thanks, Sue

-----Original Message-----

From: Anja Tribble
Sent: Thursday, October 27, 2011 2:03 PM
To: 'rifephotography@gmail.com'
Subject: RE: [City Council] Howelsen Hill,...please send to SSWSC and Parks and Rec too. Thanks, Sue

Dear Sue

Thank you for your comment. Your e-mail has been forwarded to City Council and the appropriate staff members, as well as the Winter Sports Club.

Sincerely,

Anja Tribble-Husi
Staff Assistant
City Clerk's Office
Steamboat Springs, Colorado

(970) 871-8225
atribble@steamboatsprings.net

-----Original Message-----

From: webmaster@steamboatsprings.net [mailto:webmaster@steamboatsprings.net] On Behalf Of rifephotography@gmail.com
Sent: Wednesday, October 26, 2011 11:32 AM
To: Anja Tribble
Subject: [City Council] Howelsen Hill,...please send to SSWSC and Parks and Rec too. Thanks, Sue

Sue Beauregard Rife sent a message using the contact form at [http://steamboatsprings.net/contact/City Council](http://steamboatsprings.net/contact/City_Council).

Sue Beauregard Rife
P.O. Box 772760
Steamboat Springs, CO 80477
October 25, 2011

To: Steamboat Springs City Council, Steamboat Winter Sports Club, and Steamboat Parks and Rec

Dear Sirs,

Howelsen Hill is my favorite ski area in the whole wide world. My first husband (John Beauregard) ran the hill for five years in the early 70's, I sold hot chocolate every night to the racers to raise money for the Winter Sports Club, and my children were literally raised in the Lift Shack. I also instructed, coached, and taught Little Toots at Howelsen. Times have changed but the warmth that Howelsen has provided to our family will be with us forever.

Previously e-mailed

Now that I have five grandsons all living in Steamboat, I still get to ski with family and share in their love of learning one of the most fulfilling sport's a child could ever acquire.

When I heard that the City is thinking of not opening Howelsen Hill Ski Area until 1pm on Sundays....I was propelled to write this letter.

The small children of this community need the lifts to be open on weekends in the mornings. My grandchildren can't wait for weekends, it is also the only time the chair lift is open (a big coup for parents teaching their young ones how to ski), and for families who do not know how to ride the Poma lift.

It is bad form not to have the Hill open all day on the weekends, that is family time.....it is also some of the most affordable skiing in the Rocky Mountains.

Maybe we have lost sight of what the goals of Ski Town USA are? We want to produce young skiers, and give them every opportunity to love this wonderful sport; we also want to provide access to skiing without breaking a family's budget. It all starts with the weekends... for children who are too young to join the Winter Sports Club programs, for families who want a safer place to teach their children how to ski, and for families who cannot afford to ski at the Steamboat Ski Area. Weekends are vital.

Howelsen Hill loose's it's sun by 1 pm. After 1 pm there is only flat light and cold left for our very young skiers, especially in the Magic Carpet

area; that is no environment to encourage young children to love skiing.

They also want to go skiing in the mornings...they have been waiting all week long for the weekends! Please, if you have to cut hours...cut the hours in the evenings, or later in the afternoons, give our children at least two full days on the weekends and especially in the mornings when it is sunny.

Children love to ski in the sun! Sincerely, Sue Beauregard Rife

STEAMBOAT SPRINGS SERIES

P.O. Box 776270 Steamboat Springs, CO 80477
Phone (970) 879-1818

A Colorado Non-Profit Corporation

Board of Directors:

Brent Romick, Chairman of the Board
John Shipley, President
Ward Van Scoyk, Treasurer
Steve Dawes
Brian Dellen
Dave Hartley
John Kerst
Walter Magill
Ren Martyn
Laura Sankey
Michael Sisk
Paul Strong
Dean Vogelaar
Chris Wilson
Char Mighton, Administrator

RECEIVED

NOV 03 2011

1904-2011
108 Years of Rodeo in Steamboat Springs



November 2, 2011

Dear Steamboat Springs City Council Members:

We recently learned that the City Council voted to restore 2012 funding for the Steamboat Springs Pro Rodeo Series to \$25,000. We truly appreciate this decision and thank Council for its continued support. We believe funding at this level is the minimum amount necessary to allow the Rodeo to continue producing a 10-week summer series and are writing to give you some perspective on the support we receive.

A brief history of rodeo in Steamboat Springs starts on July 4, 1904. That celebration of America's Birthday with America's Sport has continued uninterrupted for 108 years. Now the July 4th rodeo is officially part of the Steamboat Springs Pro Rodeo Series, but it is still known by the original name, *Cowboys' Roundup Days*.

In the late '70s or early '80s, a group of cowboy and cowgirl volunteers felt that the community deserved rodeo more than once a year. They established and operated the Steamboat Springs Jackpot Rodeo. In 1983, financial hardships threatened what had become a Friday night tradition. Understanding rodeo was a critical component of the town's tradition and history, not to mention a key summer experience, Steve Dawes (then president of Steamboat Resorts) stepped forward with his checkbook and employees. With this professional marketing and management support, the Jackpot Rodeo survived. In fact, at the urging of the owner of the ski area, Martin Hart, it expanded to include Saturday night.

Affiliation with and sanctioning by the Professional Rodeo Cowboys Association (PRCA) was the next logical step. In 1988, the first and last rodeos of the summer series were the PRCA *ProRodeos* known as Ski Town Stampede I and II. Based on the success of these experiments, the decision was made to go "all pro" in 1989.

Marked improvements in production and professionalism resulted in increased attendance, which in turn attracted more local sponsorship. Despite these successes, the financial challenges returned. In 1993, realizing that the rodeo was an integral element of the Steamboat Springs summer experience, your predecessors on City Council stepped forward financially and the City became our partner. In January 1994, the organization was completely restructured and incorporated as Steamboat Springs Pro Rodeo Series, Inc., a nonprofit corporation. Since that time, two seats on the board of directors have been filled by people appointed by the City.

With stable financing in place, there was finally an opportunity for the organizing committee (then and still today 100% unpaid volunteers) to concentrate on improving competition, production and entertainment values to levels of which we could all be proud. These efforts were rewarded in 2002 when the SSPRS received what we consider our lifetime achievement award. The professional cowboys, stock contractors and contract personnel, as well as our fellow rodeo committees, nationally recognized us as PRCA Small Outdoor Rodeo of the Year! Numerous other awards have followed, including the Mountain States Circuit Small Rodeo of the Year in 2010 and 2011. Although we did not analyze attendance numbers for purposes of writing this letter, using conservative estimates, the rodeo has entertained over 450,000 people since 1994.

The rodeo has needed and received direct financial support from the City for many years. The amount has generally ranged between \$35,000 and \$45,000. Support was reduced to \$30,000 in 2009, \$27,000 in 2010, \$25,000 in 2011. In addition to direct support, the rodeo has received and is extremely grateful for the ongoing operations and maintenance efforts provided by Parks, Recreation and Open Space. Despite this combined support, as the costs to produce the rodeo have increased substantially. The City's contribution has become a smaller and smaller part of our annual budget, which is generally around \$425,000.00. To help fund ever-increasing operating costs, the rodeo has substantially increased its sponsorships and raised ticket prices.

Historically, when City support has been reduced, we tightened our belts without comment and carried on. However, when the support for 2011 was reduced to \$25,000 we made it known that, in our opinion, we had pressed the sponsors and increased ticket prices as much as we could, and that at some point it would be impossible to maintain the traditional calendar of 10 weeks of professional rodeo. When we were told that support for 2012 would be reduced to \$18,000, we felt that point had been reached. Thankfully, your decision to restore direct support to the \$25,000 level makes it unnecessary to reduce the schedule for next summer. We understand that the level of support for the Rodeo is an annual decision, and if future support is reduced we will once again be faced with making the hard choice regarding our schedule. Locals and visitors have come to expect rodeo in Steamboat throughout the summer, and we believe the implications of shortening our schedule will go far beyond disappointing potential spectators.

One concern we have about fewer performances is the potential loss of the reputation of Steamboat Springs with the professional rodeo athletes who make regular stops here. We host

over 2,000 contestants per year and, like spectators, they have come to expect a full summer of rodeo. With fewer performances there will be fewer contestants and less outside money injected into our economy. Additionally, with fewer opportunities to make impressions on spectators, sponsors may be less willing to provide the same levels of financial support. We see the threat of a downward spiral.

An immediate consequence of fewer performances would be a reduction in the revenue the City receives from rodeo concessions. Without a rodeo, there is no reason for anyone to buy a bar-b-que dinner, a cocktail, or even a snack at the rodeo grounds. While we are not privy to the specifics, we believe that combined loss of the fees and sales tax paid to the City by the concessionaire would be significant.

Finally, we believe the long-term result of fewer performances would be a major negative impact to the rodeo grounds component of the Howelsen Complex Capital Campaign. Reducing the number of performances at Romick Arena while asking individuals, corporations and foundations to make multi-year commitments for significant contributions to rodeo ground improvements is simply inconsistent.

It should be noted that the rodeo committee was the largest driving force in the bond issue that funded improvements for the Howelsen Hill complex including the covered grandstands at the rodeo grounds. We would also respectfully remind Council of numerous additional capital improvements made by the rodeo, including several significant upgrades to the sound system and the purchase and installation of the scoreboard.

Again, we thank you for your support.

Sincerely,

STEAMBOAT SPRINGS PRO RODEO SERIES, INC.

Brent Romick, John Shipley, Steve Dawes,
Ward Van Scoyk, John Kerst, Michael Sisk,
Paul Strong, Ren Martyn, Dave Hartley,
Brian Dellen, Laura Sankey and Dean Vogelaar

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE BUDGET AND SETTING APPROPRIATIONS FOR THE CITY OF STEAMBOAT SPRINGS, COLORADO, FOR AND DURING THE PERIOD BEGINNING THE FIRST DAY OF JANUARY, 2012, AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2012, CREATING A RODEO FUND, RENAMING THE IRON HORSE FUND, ELIMINATING THE MUNICIPAL SURCHARGE FUND AND FORGIVING THE MAIN STREET STEAMBOAT SPRINGS BID CREATION DEBT.

WHEREAS, in accordance with Section 9.4 of the Home Rule Charter of the City of Steamboat Springs, the City Manager has presented the City Council with a complete financial plan of all City funds and activities, and which covers all proposed expenditures of the City for the fiscal year beginning January 1, 2012, and ending December 31, 2012; and

WHEREAS, said budget shows as definitively as possible each of the various funds for which appropriations are made in the budget, and the estimated amount of money carried in the budget for each such fund; and

WHEREAS, said budget serves a valid public purpose in that it sets a financial plan for the 2012 fiscal year; and

WHEREAS, City Council has directed staff to create an Enterprise Fund for the Rodeo separate from the Howelsen Hill Ski Area; and

WHEREAS, City Council has directed staff to rename the Employee Housing Fund to the Iron Horse Fund; and

WHEREAS, City Council wishes to accept the payments that have been received from Main Street Steamboat Springs as full payment for the \$50,000 loan issued on January 29, 2007; and

WHEREAS, the Municipal Surcharge Fund can be eliminated and the related revenues and expenditures will be tracked in separate accounts within the General Fund; and

WHEREAS, notice of the public hearing on the proposed annual budget, stating the date, time, place and subject matter of said public hearing was given as required by Section 9.5 of the Home Rule Charter of the City of Steamboat Springs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:

Section 1. **APPROPRIATION:** That out of current and probable revenues of the City of Steamboat Springs, Colorado, for and during the year beginning the first day of January 2012, there is hereby appropriated the following sums of money or that portion necessary for the purposes herein named:

General Fund	\$24,715,069
Capital Projects Fund	5,330,749
Fleet Services Fund	930,448
Water Fund	7,912,739
Utility Fund	4,475,849
Airport Fund	2,119,260
Howelsen Ski Area	2,334,820
Rodeo	180,328
Howelsen Ice Arena Fund	737,248
Tennis Center Fund	181,337
Golf Fund	1,765,025
Rehder Building Fund	15,440
Community Housing Fund	80,000
Iron Horse Fund	<u>781,276</u>
Total Appropriations	<u>\$51,559,588</u>

Section 2. The Director of Financial Services shall account for the following funds and revenues as follows:

Rodeo revenues and expenditures shall be accounted for separately as an enterprise fund separate and independent from the Howelsen Ski Area Fund;

The Employee Housing Fund shall henceforth be referred to as the Iron Horse Fund; and

Revenues and expenditures previously accounted for in the Municipal Surcharge Fund shall be accounted for in separate accounts in the General Fund.

Section 3. The City Council accepts payments received to date from Main Street Steamboat Springs in full satisfaction of the \$50,000 loan made to Main Street Steamboat Springs on January 29, 2007.

Section 4. The budget herein summarized above, for the year stated, is approved and adopted as the budget of the City of Steamboat Springs, Colorado.

Section 5. The budget herein approved and adopted shall be signed by the City Council President and attested to by the City Clerk and made a part of the public records of the City.

Section 6. All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

Section 7. If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof, to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

Section 8. The City Council hereby finds, determines and declares that this Ordinance is necessary for the immediate preservation of the public peace, health and safety, and that it serves a valid public purpose.

Section 9. This Ordinance shall take effect immediately upon the expiration of five (5) days from and after its publication following final passage, as provided in Section 7.6(h) of the Steamboat Springs Home Rule Charter.

INTRODUCED, READ AND ORDERED PUBLISHED, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

Agenda Item # 10

To: Steamboat Springs City Council

From: Kathi Meyer, Planning Commissioner

Date: Nov. 2, 2011

Re: Monthly Planning Report
Planning Commission Worksession / Oct. 27, 2011

A three hour public Worksession was held on Oct.27th to discuss in detail moving more planning processes to an Administrative Review, reviewing staff proposed changes to the Use Chart, expanding Uses by right in certain zone districts and suggesting changes to some of the Use definitions . Two members of the public attended and only Steve Lewis contributed comments.

One new concept has emerged. If we are going to move towards more Administrative reviews, and as a result, few public hearings, there needs to be a more formal “Call up” provision which allows the public, the Planning Commission, and the City Council with a mechanism to ensure public scrutiny. Direction was given to staff to fine tune a proposal, after consulting with Legal, and bring back the process at our next policy meeting.

The following Processes were reviewed and comments given with the assumption that the “Call up “ provision would be strengthened.

- 1) Include Waterbody setback variance up to 20% in the Minor Adjustment process. PC’s discussion generally felt that the 20% was too generous, that any discussion of Waterbody setbacks should be included in upcoming policy session, or that other means of limiting what could be considered (certain zone districts, etc) should be used.
- 2) Expand provision of Administrative Final Development Plan
PC felt that there needed to be an alignment with the current 16,000 sq. ft. max with the 12,000 sq. ft. single tenant max. Staff also questioned whether the review could be expanded to include one or more variances or items covered under the Minor Adjustment section. More thought needs to be given to the consequences of expansion, since only three projects have been approved under this process since its inception.
- 3) Expand the number and acreage that could be approved administratively under the Final Plat.
Staff proposed doubling the number of lots and increased the lot sizes to 2 acre parcels. PC did not support an across the board doubling, but would be supportive of increasing either the number of lots or the size of the lots, but not both. Discussion was also held on whether to allow any variances to either the Platting process or the subdivision process through an administrative process.

- 4) Expand the minor Exterior Modification Process to include 1,500 sq. ft. **new** stand alone subordinate structures, since we currently process 1,500 sq. ft. building additions under this process. PC was in general agreement.

PC reviewed the Use chart and recommended several changes. The Chart and Definition section will be brought back to the Commission at its next policy review session. Timing for being able to have a final hearing on these changes is at least one or two PC meetings away.

Agenda Item # 11

CITY COUNCIL COMMUNICATION FORM

FROM: Jason K. Peasley, AICP, City Planner (Ext. 229)
Tyler Gibbs, AIA, Director of Planning & Community Development (Ext. 244)

THROUGH: Jon Roberts, City Manager (Ext. 228)

DATE: November 8, 2011

ITEM: Outdoor Storage #TXT-11-04

NEXT STEP: If approved on Second Reading the ordinance will take effect 5 days following publication.

ORDINANCE
 RESOLUTION
 MOTION
 DIRECTION
 INFORMATION

PROJECT NAME: Outdoor Storage #TXT-11-04

PETITION: An ordinance amending Chapter 26 of the Steamboat Springs Revised Municipal Code by Amending Table 26-92, Table of Permitted Principal Uses, Section 26-139, Parking and Loading Standards and Section 26-402, Definitions and Use Criteria to Permit outdoor storage as a Use with Criteria in the Industrial zone district and amend use criteria for warehouse with outdoor storage

APPLICANT: City of Steamboat Springs, Department of Planning and Community Development, c/o Jason K. Peasley, AICP, City Planner, Centennial Hall, 124 10th Street, PO Box 775088, Steamboat Springs, CO 80477, 970-879-2060.

PC ACTION: On September 22, 2011 the Planning Commission recommended approval of the Text Amendments to the Community Development Code, #TXT-11-04 by a vote of 5-0.

CITY COUNCIL COMMUNICATION FORM

Text Amendment to the Community Development Code #TXT-10-01, Outdoor Storage

November 8, 2011

I. RECOMMENDED MOTION

The Planning Commission recommends approval of the text amendment ordinance to establish use criteria for Outdoor Storage and to amend the existing use criteria for Warehouse with Outdoor Storage.

II. PLANNING COMMISSION DISCUSSION

The Planning Commission discussed the proposed criteria for Outdoor Storage and their concerns regarding the use. The discussion focused on what types of materials were appropriate for outdoor storage and the landscaping requirements for such a use. See Attachment 2 for more details.

III. BACKGROUND INFORMATION

Outdoor storage of materials is permitted as a Conditional Use in the Industrial Zone District. This process requires considerable time and financial resources to permit this use. Planning Staff has determined that it is in the best interest of the City to permit outdoor storage as a Use with Criteria in the Industrial Zone District to meet the following objectives:

1. Allow for a more streamlined and efficient permitting process for outdoor storage
2. Enable compliance with the CDC for unpermitted outdoor storage uses.
- 3.

IV. PUBLIC COMMENT

No public comment was received on this application.

V. NEW INFORMATION

No new information at this time.

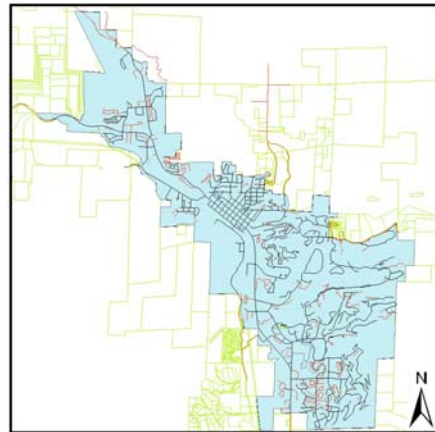
VI. LIST OF ATTACHMENTS

Attachment 1 - Planning Commission Report dated September 22, 2011
Attachment 2 - Planning Commission Minutes from September 22, 2011



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT STAFF REPORT

PLANNING COMMISSION AGENDA ITEM # 5	
Project Name:	Outdoor Storage - #TXT-11-04
Prepared By:	Jason Peasley, AICP, City Planner (Ext. 229)
Through:	Tyler Gibbs, AIA, Director of Planning and Community Development (Ext. 244)
Planning Commission (PC):	September 22, 2011
City Council (CC):	1 st Reading: October 18, 2011 2 nd Reading: November 8, 2011
Location:	Properties zoned Industrial on the Official Zoning Map for the City of Steamboat Springs.
Request:	CDC Amendment to Table 26-92, Table of Permitted Principal Uses and Section 26-402, Definition and Use Criteria to permit Outdoor Storage as a Use with Criteria in the Industrial Zone District.



Staff Report - Table of Contents		
Section		Pg
I.	Staff Finding	5-2
II.	Project Location	5-2
III.	Background Information	5-2
IV.	Staff/Agency Analysis	5-5
V.	Staff Findings and Conditions	5-6
VI.	Attachments	5-6

I. COMMUNITY DEVELOPMENT CODE (CDC) – STAFF ANALYSIS SUMMARY

CDC - SECTION 26-61(D): CRITERIA FOR APPROVAL. APPROVAL OF THE AMENDMENT SHALL BE GRANTED ONLY IF IT APPEARS BY CLEAR AND CONVINCING EVIDENCE PRESENTED DURING THE PBULCI HEARING BEFORE PLANNING COMMISSION OR CITY COUNCIL THAT THE FOLLOWING CONDITIONS ESIST:					
Subsection		Consistent			Notes
		Yes	No	NA	
1)	Conformity with the community plan.	<input checked="" type="checkbox"/>			
2)	Error or goal/objective.	<input checked="" type="checkbox"/>			
3)	Public safety	<input checked="" type="checkbox"/>			
<p>Staff Finding: Staff finds that the proposed Community Development Code Text Amendment, #TXT-11-04, to amend Table 26-92, Table of Permitted Principal Uses and Section 26-402, Definition and Use Criteria to permit Outdoor Storage as a Use with Criteria in the Industrial Zone District, is consistent with the approval criteria in CDC Section 26-61 (d). <i>(Detailed policy analysis is located in Section IV; Staff Findings and Conditions are in Section V)</i></p>					

II. LOCATION

Properties zoned Industrial on the Official Zoning Map for the City of Steamboat Springs.

III. BACKGROUND INFORMATION

Outdoor storage of materials is permitted as a Conditional Use in the Industrial Zone District. This process requires considerable time and financial resources to permit this use. Planning Staff has determined that it is in the best interest of the City to permit outdoor storage as a Use with Criteria in the Industrial Zone District to meet the following objectives:

1. Allow for a more streamlined and efficient permitting process for outdoor storage
2. Enable compliance with the CDC for unpermitted outdoor storage uses.

Use criteria for outdoor storage were established in the CDC with the adoption of the TND ordinance.

PROJECT DESCRIPTION

Use Chart (Table 26-92)

COMMERCIAL USES																					
	OR	RE	RN	RO	RR	MH	MF	G-1	G-2	C O	CY	CN	CC	CS	I	T2-NE	T3-NG1	T3-NG2	T4-NC	T5-TC	SD
Outdoor storage										C	C		C	C	e CR						CR

Section 26-139: Parking and Loading Standards

- d. *Surfacing.* Every required parking area, including parking spaces, loading spaces and driveway areas, shall be paved with asphalt, concrete or similar permanent surfacing so as to provide a durable and dust free surface, and shall be so graded and drained as to dispose of all surface water accumulated within the area. Parking areas provided for two-family and mobile home dwellings shall be subject to the paving requirement. ~~Material and equipment storage yards that are accessible to the public or not accessible to the public are required to be paved.~~

Section 26-402: Definitions and Use Criteria

Outdoor storage area. A lot or a portion of a lot used for the unenclosed storage of goods, vehicles, equipment and/or materials for more than twenty-four (24) consecutive hours.

- (1) Use criteria in the TND-SD and I zone districts.
- a. The commercial or industrial land shall not have frontage that is either directly adjacent to, or are separated only by open space from US Highway 40 and Elk River Road.
- b. ~~Outdoor storage materials must be resistant to damage or deterioration from exposure to the outside environment.~~
- c. Outdoor storage shall not be permitted within ~~any applicable setback~~, public right-of-way or in landscaped areas.
- d. Outdoor storage shall not be permitted to impede any vehicular or pedestrian building entrances or access ways.
- e. The height of outdoor storage materials shall be no greater than fifteen (15) feet.
- f. All outdoor storage materials must be fully screened and landscaped per the Urban Design Standards. Screening may be provided by existing buildings, opaque fencing, landscaped berming or landscaping of sufficient height to screen the outdoor storage materials. No chain link fencing with slats or environ screens are permitted.
- g. All outdoor storage areas shall be on all-weather surfaces.
- h. There shall be a paved apron connecting between any all-weather surface and the edge of the public street.

- i. All outdoor storage areas shall comply with City Drainage Criteria.
- j. All outdoor storage areas shall comply with applicable City Engineering Standards including but not limited to access and grading.
- k. Shall not be located immediately adjacent to property zoned OR, RE, RN, RO, MF, and MH. (City-owned OR lands and open space that has been designated in a commercial or industrial subdivision shall not be included in this classification and for the purposes of this definition, a public right-of-way shall not separate property. Example: if a property proposing this use is located across a street from a RE zoned property, this criterion would be applicable.)

Warehouse with outdoor storage. A commercial or industrial building and land used primarily for the storage of goods and materials, and/or vehicles, with ancillary outdoor storage materials normally associated with and incidental to the warehouse use.

(1) *Use criteria.*

- a. ~~The commercial or industrial land shall not have frontage that is either directly adjacent to, or are separated only by open space from Elk River Road or US Highway 40.~~
- b. Outdoor storage materials must be those that are associated with the primary warehouse use.
- c. ~~Outdoor storage materials must be resistant to damage or deterioration from exposure to the outside environment.~~
- d. Outdoor storage shall not be permitted within ~~any applicable setback~~, public right-of-way or in landscaped areas.
- e. Outdoor storage shall not be permitted to impede any vehicular or pedestrian building entrances or accessways.
- f. The height of outdoor storage materials shall be no greater than fifteen (15) feet or the plate height of the building located closest to the outdoor storage area, whichever is less.
- g. ~~Outdoor storage square footage shall be limited to the square footage of the warehouse use, or the maximum lot coverage requirement of the industrial zone district, whichever is less. (Examples: If the lot size is ten thousand (10,000) square feet, with a maximum lot coverage of .30, the maximum lot coverage would be three thousand (3,000) square feet. If there is an existing~~

~~building on the lot that is two thousand (2,000) square feet, the maximum area of outdoor storage would be one thousand (1,000) square feet. If the lot size is ten thousand (10,000) square feet, with a maximum lot coverage of .30, the maximum lot coverage would be three thousand (3,000) square feet. If there is an existing building on the lot that is five hundred (500) square feet, the maximum area of outdoor storage would be five hundred (500) square feet.)~~

- h. All outdoor storage materials must be fully screened and landscaped per the Urban Design Standards. Screening may be provided by existing buildings, opaque fencing, landscaped berming or landscaping of sufficient height to screen the outdoor storage materials. No chain link fencing with slats or environ screens are permitted. The director shall have the ability to approve or disapprove of any proposed screening method.
- i. All outdoor storage areas shall be on all-weather surfaces.
- j. There shall be a paved apron connecting between any all-weather surface and the edge of the public street.
- k. All outdoor storage areas shall comply with City Drainage Criteria.
- l. All outdoor storage areas shall comply with applicable City Engineering Standards including but not limited to access and grading.
- m. Shall not be located immediately adjacent to property zoned OR, RE, RN, RO, MF, and MH. (City-owned OR lands and open space that has been designated in a commercial or industrial subdivision shall not be included in this classification and for the purposes of this definition, a public right-of-way shall not separate property. Example: if a property proposing this use is located across a street from a RE zoned property, this criterion would be applicable.)

IV. STAFF / AGENCY ANALYSIS

Criteria for Review and Approval.

(d) *Criteria for approval.* In considering any application for amendment to the CDC, the following criteria shall govern unless otherwise expressly required by the CDC. Approval of the amendment shall be granted only if it appears by clear and convincing evidence presented during the public hearing before planning commission or city council that the following conditions exist:

- (1) *Conformance with the community plan.* The amendment to the CDC will substantially conform with and further the community plan's preferred direction and

policies.

*Staff Analysis: **Consistent:*** The proposed CDC Text Amendments are consistent with the following Steamboat Springs Area Community Plan policy:

- *Policy CD-4.21: Protect Scenic Corridors and the community's key gateways.*

- (2) *Error or goal/objective.* The amendment to the CDC will correct an error, or will further a public goal or objective.

*Staff Analysis: **Consistent:*** The proposed CDC Text Amendments will further the public goal of continuing to support development that is sensitive to the community's key gateways.

- (3) *Public safety.* The amendment to the CDC is necessary to ensure public health, safety and welfare.

*Staff Analysis: **Consistent:*** The proposed CDC Text Amendments is necessary to ensure the public health, safety and welfare by furthering the goals and policies of the Steamboat Springs Area Community Plan.

V. STAFF FINDING & CONDITIONS

Finding

Staff finds that the proposed Community Development Code Text Amendment, #TXT-11-04, to amend Table 26-92, Table of Permitted Principal Uses and Section 26-402, Definition and Use Criteria to permit Outdoor Storage as a Use with Criteria in the Industrial Zone District, is consistent with the approval criteria in CDC Section 26-61 (d).

VI. LIST OF ATTACHMENTS

Attachment 1: Ordinance

DRAFT**AGENDA ITEM #5****Text Amendment to CDC – Outdoor Storage #TXT-11-04 CDC Text Amendment to Table 26-92, Table of Permitted Principal Uses and Section 26-402, Definitions and Use Criteria to permit Outdoor Storage as a Use with Criteria in the Industrial Zone District.**

Discussion on this agenda item started at approximately 8:34 p.m.

STAFF PRESENTATION

Jason Peasley –

The purpose of this text change is try and streamline our processes here at the City and make things a little bit easier. We are removing a use that is currently a conditional use and allowing it to be use with criteria. There's a significant amount of time savings from moving things from conditional uses to use with criteria. What I've proposed to you is changes to a few sections of the CDC. The meat of the matter is in 26-402, which is the definition in use criteria section where I've added new criteria and amended some of the existing criteria for outdoor storage and the same with warehouse with outdoor storage. There was a question at the work session about the storage of hazardous material. The Department of Public Health and Environment handles a little bit of that, but not a whole lot of it. There's a grey area there on what kinds of things can be stored and who has over site over that. Any proposed use that doesn't meet 1 or many of these criteria can be reviewed as a conditional use.

The 1st section where we amend the use table that's simply identifying that this would now be a use with criteria. The 2nd section is talking about surfacing. We've struck a section that talks about materials and equipment storage is required to be on a paved surface. We backed off and said all weather surfaces are appropriate provided the City drainage requirements are met. We've tried to match those up together with the only difference being that a warehouse with outdoor storage can be along Elk River Road and any storage without the warehouse has to be placed away from Elk River Road to protect the entry corridor.

COMMISSIONER QUESTIONS

Commissioner Hanlen –

If we're removing the requirement for paved surface, but then you're allowed a porous surface such as gravel and since it's not part of the CDC, but it's part of the hidden Public Works guidelines, how does that work? One of the catch alls that occurred in the past with outdoor storage unless you come through and get a specific exemption to it is that everything had to be paved. Because not you have so much impervious surface you had to have detention ponds and the guy could be coming in saying I just wanted to park my boat on the lot and now I'm having to do \$50,000 worth of paving, prep work, landscaping, fencing, etc. I just won't do it now. How does that work with porous material? Are you still required to do detention ponds or is it simply you're simply supposed to make sure that you're not contributing sediment to any runoff that leaves the property line. What is that restriction since it's not in this description?

Jason Peasley –

If you're paving then you need to treat whatever water isn't being able to go down through the porous surface. In the event of a porous surface you do have to worry about sediment, but you don't need to have a retention pond.

Commissioner Hanlen –

September 22, 2011

DRAFT

Traditionally it's 1 trailer, 1 vehicle, 1 pile of lumber and it counts as storage. I'm not proposing that we need to have trashy yards on all of these lots, but should there be a differentiation between 2 trailers and some of the other outdoor storage that we've approved for some of the landscaping yards or some of the excavation companies where they're storing a lot of equipment and vehicles. Should there be a cutoff point or is it 1 trailer and it kicks off the whole process? It seems like that's where it kicks into the compliance issue when people act shocked that 'what do you mean I have to do this'?

Commissioner Levy –

Are you saying they shouldn't have to comply to all of these if they're just putting in a single storage trailer out there?

Commissioner Hanlen –

Correct. Currently that's the way staff uses it is that the second you go over 1 trailer.

Commissioner Levy –

It's got to be screened whatever it is. If you want to store outdoor then that's what it is. I don't have a problem with the regulation.

Commissioner Robbins –

I don't either.

Commissioner Levy –

Exactly what qualifies as an all-weather surface?

Jason Peasley –

An all-weather surface is something that in mud season you can still drive on it.

Commissioner Robbins –

Is that something that we want to say like 'as defined in the Public Works'?

Jason Peasley –

We can definitely add it as defined in the Public Works standards as an amendment to this.

Commissioner Robbins –

Or add a definition in here if you wanted to do it that way too. So you don't have to go look for something somewhere else.

Commissioner Levy –

A reference is fine so that way we don't have to change it everywhere. That's fine with me. I'm not sure how fine the surfaces can be. Is dust an issue with what might qualify as an all-weather surface? That would be 1 concern since I don't know what is allowed for all-weather surfaces. I can imagine if you have a lumber yard and you're driving a fork lift and if dust is a problem then it should be something that should be referenced. I don't know if that's an issue without knowing the surface materials. I would be glad to have that as a note for City Council to discuss when they adopt it.

Commissioner Hanlen –

September 22, 2011

DRAFT

I think in the Public Works standards it only goes so far to say that you won't contribute sediment to the paved surface once you leave your property. You mentioned that there will be a transition, a paved apron.

Commissioner Levy –

Has anyone been on a curve? It seems like both of the construction yards are contributing sediment to the paved surface. I'm fine if it's addressed at the next stage.

Commissioner Turek –

Would this be marshaled by the Planning Department and you would look for concurrence from Public Works? We will have a letter from Public Works with regard to the surfaces and runoff? How do we know that the applicant went through the process and got the necessary information from Public Works?

Jason Peasley –

The applicant would submit a use with criteria along with their site plan of their proposed storage area, landscaping, and paved apron. That would get reviewed by both Planning and Public Works.

Commissioner Hanlen –

Either you need to use really expensive 3/4" clean material or you use magnesium chloride or a similar product.

Commissioner Levy –

I'm hoping that it's gravel and not a dirt surface. Road base is somewhere in between.

Commissioner Brookshire –

What are we going to do with all of the yards in town that fenced with a chain link? What constitutes storage? I'm wondering if Sears parking all of their lawn tractors and snow blowers for all summer long outside their place of business.

Jason Peasley –

This is a principle use for the lots. Sears and Ace have a principle use.

Commissioner Brookshire –

Doesn't the City have a bunch of storage yards and if they do then do they have to be in compliance?

Jason Peasley –

Yes.

Commissioner Levy –

With the outdoor storage materials (b) being removed it seems like we have an issue. I think that the state doesn't regulate enough things. I was thinking of some language similar to 'if you don't have a paved surface that you can't store anything outside that has the possibility to contaminate the ground and be leached into the ground. It can get faded and get ruined by the sun, but once it gets wet some of its components end up in the ground. I'm not sure that contamination is a broad

enough scope. Even auto parts if they're left out in the rain they're going to leach into the ground. I have concerns with this being removed.

Commissioner Robbins –

What was the reason for removing (b)?

Jason Peasley –

The hope was that people storing their items outside have an interest in the longevity of their belongings that are stored outside.

Commissioner Turek –

Aren't there state and federal health issues?

Commissioner Levy –

Some of that is not within their control. There's a number of substances that they have rule over. We can either remove the deletion on (b) or if we want to have language to allow them to have stuff that deteriorates.

Commissioner Hanlen –

Is that addressed at all through Public Works?

Jason Peasley –

There's probably a little bit contained in the drainage criteria.

Commissioner Hanlen –

That discharge could be applied vertically as opposed to a disk that is applied horizontally, right? I'm wondering if we already have the language in there.

Commissioner Levy –

We have issues with enforcement. I don't know how Public Works has the capacity to test for contamination.

Commissioner Meyer –

Would you be comfortable with putting (b) back in?

Commissioner Levy –

Yes.

(Commissioners agree with putting (b) back in).

Commissioner Brookshire –

Does the farm and feed store have one of those retail permits? When they have blocks of salt outside, does that violate what you just said?

Jason Peasley –

That would be an outdoor display permit.

Commissioner Meyer –

September 22, 2011

DRAFT

If the reason we're doing this is to lower the cost and help people not be afraid to seek permission then do we really want to require not only screening, but landscaping for the Urban Design Standards? I think that's going too far.

Jason Peasley –

The landscaping for the Urban Design Standards requires a 30' landscape buffer.

Commissioner Meyer –

What you're telling me is that it really doesn't do a lot? There's not a lot of screening for landscaping. If we're trying to lower the cost and make it a little bit more timely.

Commissioner Hanlen –

Would it need to be irrigated?

Jason Peasley –

All landscaping is required to be irrigated.

Commissioner Hanlen –

My concern is popping it into the use with criteria helps, but the idea that all of a sudden you don't have a building to place a frost free valve to be able to blow out your sprinkler system and so now you're creating a vault on an unimproved lot. If people are binding their time on a storage facility until they can build some sort of commercial unit on it.

(Commissioner Turek had to leave).

Commissioner Levy –

Is your concern that businesses and properties that are currently grandfathered and don't have to meet the current design standards just because they were applying for outdoor storage? Now they have to meet that guideline where currently they don't have to?

Commissioner Meyer –

I'm concerned with even new applications. It doesn't sound like there's a lot of landscaping required so on an incremental basis. I would prefer to have it screened. If it's screened then it's good enough for me.

Commissioner Robbins –

I think that the landscaping to the Urban Design Standards would be a deterrent and try to be in compliance. It might be I'm going to do it and beg for forgiveness later.

Jason Peasley –

We can strike that from the requirements.

Commissioner Robbins –

Commissioner Levy brought up at our meeting on Monday about the discrepancy on (a) being in outdoor storage area, but not being in warehouse with outdoor storage. If it's fully screened then why shouldn't it be on frontage?

Jason Peasley –

September 22, 2011

DRAFT

Our thought with this is that if you have a building and your outdoor storage is behind it it's less of a visual impact than a lot.

Commissioner Robbins –

Would you propose to have landscaping on Elk River Road since we just took out that requirement? Are you proposing that if someone is requesting storage either on Elk River Road or Hwy 40 that they meet the landscaping guidelines, because they are in the entry corridor?

Jason Peasley –

This was just some of our anticipated impacts.

Commissioner Robbins –

You're assuming that they're outdoor storage is going to be behind the warehouse. There isn't any criteria that requires that.

Jason Peasley –

Yes, it does say in here that it shall be screened and that it shall be screened by existing buildings.

Commissioner Levy –

What if the setback of the building is so far back that they decide to put the storage in the front? If you have the building then it does help mitigate. Even if it's a building and a fence and some storage it's better than the whole frontage being fenced. We don't know that scenario is what's always going to happen. I would like to see that criteria returned. Either bring back the deletion or add more language.

Commissioner Brookshire –

At the James Brown Bridge and there's a property on the other side of it, which is Ace's High Storage Yard. I don't know how they could comply.

Commissioner Hanlen –

They couldn't with the way it's currently configured.

Commissioner Brookshire –

The street is so elevated.

Commissioner Hanlen –

There's no criteria to say that if you have an eagle's eye view of the storage yard that it changes the approval. They could still do that, but have a fence, but you would be looking right over the fence and landscape.

Commissioner Brookshire –

How's that going to work? That's certainly outdoor storage. Are we saying that he's ok?

Commissioner Meyer –

This is not retroactive to existing properties.

Jason Peasley –

September 22, 2011

DRAFT

Are you suggesting that a warehouse with outdoor storage in the circumstances under which the commercial industrial lot adjacent or separated by open space from Elk River Road and Hwy 40 the building shall be in front of the outdoor storage.

Commissioner Levy –

The condition would say that if it is on Elk River Road or Hwy 40 the storage shall not be in front of the building. If it is then they come through with a conditional use instead of a use with criteria.

Commissioner Hanlen –

You're just talking about in front of. The Cat Rental storage the building has the storage adjacent to the building, but it's not in front of.

Commissioner Levy –

If it's adjacent then you have that building and fence as your visual façade.

Jason Peasley –

Does that translate over to the straight outdoor storage that you would not want to see a lot with a fence for strictly outdoor storage along Elk River Road and Hwy 40?

Commissioner Hanlen –

How do you have it on a lot that along Elk River Road or Hwy 40?

Jason Peasley –

It would be a conditional use then if they want to do solely outdoor storage.

Commissioner Hanlen –

Do we have a specific request for particular parcels along Elk River Road or Hwy 40?

Jason Peasley –

We don't.

Commissioner Meyer –

Given the number of changes do you feel that it's appropriate to bring it back to us?

Jason Peasley –

I feel pretty clear with the changes that you have suggested. On criteria (b) for outdoor storage area and criteria (c) of warehouse with outdoor storage we're going to remove that strike so that criteria for outdoor storage 'materials must be resistant to damage or deterioration from exposure to the outside environment'. That will stay in as a criteria. We're going to add where we describe where we describe 'the outdoor storage shall be on an all-weather surface that it is defined in the Public Works standards'. We're going to strike on both of these criteria 'the requirement to be landscaped for the Urban Design Standards'. On warehouse with outdoor storage in the event the lot proposed is adjacent to Hwy 40 or Elk River road the building must be between the street and the outdoor storage or it's a conditional use.

PUBLIC COMMENTS

None

FINAL STAFF COMMENTS

None

FINAL COMMISSIONER COMMENTS

None

RECOMMEND MOTION

Finding

Staff finds that the proposed Community Development Code Text Amendment, #TXT-11-04, to amend Table 26-92, Table of Permitted Principal Uses and Section 26-402, Definition and Use Criteria to permit Outdoor Storage as a Use with Criteria in the Industrial Zone District, is consistent with the approval criteria in CDC Section 26-61 (d).

MOTION

Commissioner Robbins moved to approve TXT-11-04 with those conditions as stated and Commissioner Hanlen seconded the motion.

DISCUSSION ON MOTION

VOTE

Vote: 5-0

Voting for approval of motion to approve: Brookshire, Hanlen, Levy, Meyer, and Robbins

Absent: Lacy and Turek left midway

One alternate position vacant

Discussion on this agenda item ended at approximately 9:08 p.m.

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 26 OF THE STEAMBOAT SPRINGS REVISED MUNICIPAL CODE BY AMENDING TABLE 26-92, TABLE OF PERMITTED PRINCIPAL USES, SECTION 26-139, PARKING AND LOADING STANDARDS AND SECTION 26-402, DEFINITIONS AND USE CRITERIA TO PERMIT OUTDOOR STORAGE AS A USE WITH CRITERIA IN THE INDUSTRIAL ZONE DISTRICT AND AMEND USE CRITERIA FOR WAREHOUSE WITH OUTDOOR STORAGE; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; REPEALING ALL CONFLICTING ORDINANCES; AND SETTING A HEARING DATE.

WHEREAS, the City Council adopted the revised Community Development Code as Ordinance #1802 on July 23, 2001; and

WHEREAS, the City of Steamboat Springs committed to a regular, ongoing review of the Community Development Code so that the provisions contained therein are relevant and applicable to the community at any given point in time; and

WHEREAS, the City Council has recognized the importance of a streamlined and efficient development review process; and

WHEREAS, the Steamboat Springs Area Community Plan Policy CD-4.2.1 supports development that is sensitive to the community's key gateways; and

WHEREAS, the City Council finds it appropriate to allow appropriately screened outdoor storage in the Industrial Zone District in the City of Steamboat Springs; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO:

Section 1. Sec. 26-92 Use Classifications shall be amended as follows:

Table 26-92
Table of Permitted Principal Uses

COMMERCIAL USES																					
	OR	RE	RN	RO	RR	MH	MF	G-1	G-2	CO	CY	CN	CC	CS	I	T2-NE	T3- NG1	T3-NG2	T4-NC	T5-TC	SD
Outdoor storage										C	C		C	C	E CR						CR

NOTE: Remainder of Use Chart unchanged.

Section 2. Sec.26-139: Parking and Loading Standards shall be amended as follows:

- a. *Surfacing.* Every required parking area, including parking spaces, loading spaces and driveway areas, shall be paved with asphalt, concrete or similar permanent surfacing so as to provide a durable and dust free surface, and shall be so graded and drained as to dispose of all surface water accumulated within the area. Parking areas provided for two-family and mobile home dwellings shall be subject to the paving requirement. ~~Material and equipment storage yards that are accessible to the public or not accessible to the public are required to be paved.~~

NOTE: Remainder of section unchanged.

Section 3. Sec. 26-402: Definition and Use Criteria shall be amended as follows:

Outdoor storage area. A lot or a portion of a lot used for the unenclosed storage of goods, vehicles, equipment and/or materials for more than twenty-four (24) consecutive hours.

- (1) Use criteria in the TND-SD and I zone districts.
 - a. The commercial or industrial land shall not have frontage that is either directly adjacent to, or are separated only by open space from US Highway 40 and Elk River Road.
 - b. Outdoor storage materials must be resistant to damage or deterioration from exposure to the outside environment.
 - c. Outdoor storage shall not be permitted within ~~any applicable~~

~~setback~~, public right-of-way or in landscaped areas.

- d. Outdoor storage shall not be permitted to impede any vehicular or pedestrian building entrances or access ways.
- e. The height of outdoor storage materials shall be no greater than fifteen (15) feet.
- f. All outdoor storage materials must be fully screened. Screening may be provided by existing buildings, opaque fencing, landscaped berming or landscaping of sufficient height to screen the outdoor storage materials. No chain link fencing with slats or environ screens are permitted.
- g. All outdoor storage areas shall be on all-weather surfaces, as defined in the Public Works Standards.
- h. There shall be a paved apron connecting between any all-weather surface and the edge of the public street.
- i. All outdoor storage areas shall comply with City Drainage Criteria.
- j. All outdoor storage areas shall comply with applicable City Engineering Standards including but not limited to access and grading.
- k. Shall not be located immediately adjacent to property zoned OR, RE, RN, RO, MF, and MH. (City-owned OR lands and open space that has been designated in a commercial or industrial subdivision shall not be included in this classification and for the purposes of this definition, a public right-of-way shall not separate property. Example: if a property proposing this use is located across a street from a RE zoned property, this criterion would be applicable.)

Warehouse with outdoor storage. A commercial or industrial building and land used primarily for the storage of goods and materials, and/or vehicles, with ancillary outdoor storage materials normally associated with and incidental to the warehouse use.

(1) *Use criteria.*

- a. ~~The commercial or industrial land shall not have frontage~~

~~that is either directly adjacent to, or are separated only by open space from Elk River Road or US Highway 40. In the event the commercial or industrial land is located adjacent to or separated only by open space from Elk River Road or US Highway 40, a building must be located between the street frontage and the outdoor storage.~~

- b. Outdoor storage materials must be those that are associated with the primary warehouse use.
- c. Outdoor storage materials must be resistant to damage or deterioration from exposure to the outside environment.
- d. Outdoor storage shall not be permitted within ~~any applicable setback~~, public right-of-way or in landscaped areas.
- e. Outdoor storage shall not be permitted to impede any vehicular or pedestrian building entrances or accessways.
- f. The height of outdoor storage materials shall be no greater than fifteen (15) feet or the plate height of the building located closest to the outdoor storage area, whichever is less.
- g. ~~Outdoor storage square footage shall be limited to the square footage of the warehouse use, or the maximum lot coverage requirement of the industrial zone district, whichever is less. (Examples: If the lot size is ten thousand (10,000) square feet, with a maximum lot coverage of .30, the maximum lot coverage would be three thousand (3,000) square feet. If there is an existing building on the lot that is two thousand (2,000) square feet, the maximum area of outdoor storage would be one thousand (1,000) square feet. If the lot size is ten thousand (10,000) square feet, with a maximum lot coverage of .30, the maximum lot coverage would be three thousand (3,000) square feet. If there is an existing building on the lot that is five hundred (500) square feet, the maximum area of outdoor storage would be five hundred (500) square feet.)~~
- h. All outdoor storage materials must be fully screened. Screening may be provided by existing buildings, opaque fencing, landscaped berming or landscaping of sufficient height to screen the outdoor storage materials. No chain link

fencing with slats or environ screens are permitted. The director shall have the ability to approve or disapprove of any proposed screening method.

- i. All outdoor storage areas shall be on all-weather surfaces, as defined in the Public Works Standards.
- j. There shall be a paved apron connecting between any all-weather surface and the edge of the public street.
- k. All outdoor storage areas shall comply with City Drainage Criteria.
- l. All outdoor storage areas shall comply with applicable City Engineering Standards including but not limited to access and grading.
- m. Shall not be located immediately adjacent to property zoned OR, RE, RN, RO, MF, and MH. (City-owned OR lands and open space that has been designated in a commercial or industrial subdivision shall not be included in this classification and for the purposes of this definition, a public right-of-way shall not separate property. Example: if a property proposing this use is located across a street from a RE zoned property, this criterion would be applicable.)

NOTE: Remainder of section unchanged.

Section 4. All ordinances heretofore passed and adopted by the City Council of the City of Steamboat Springs, Colorado, are hereby repealed to the extent that said ordinances, or parts, thereof, are in conflict herewith.

Section 5. If any section, subsection, clause, phrase or provision of this Ordinance is, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

Section 6. The City Council hereby finds, determines and declares that this Ordinance is necessary for the immediate preservation of the public peace, health and safety.

Section 7. This Ordinance shall take effect immediately upon the expiration of five (5) days from and after its publication following final passage, as provided in Section 7.6 (h) of the Steamboat Springs Home Rule Charter.

Section 8. A public hearing on this ordinance shall be held on _____, 2011, at 5:00 P.M. in the Citizens Hall meeting room, Centennial Hall, Steamboat Springs, Colorado.

INTRODUCED, READ, AND ORDERED PUBLISHED, as provided by law, by the City Council of the City of Steamboat Springs, at its regular meeting held on the _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this _____ day of _____, 2011.

**Cari Hermacinski, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 12

Economic Development Update

A report will be provided at the meeting.

AGENDA ITEM # 13

City Council Updates

A report will be provided at the meeting.

Agenda Item # 14a1

*****TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 15, 2011*****

This agenda is tentative and the information is subject to change until the agenda is finalized.

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2011-20 TUESDAY, NOVEMBER 15, 2011

5:20 P.M.

MEETING LOCATION: Citizens' Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: 1) Comments no longer than three (3) minutes on items **not** scheduled on the Agenda will be heard under Public Comment; and 2) Comments no longer than three (3) minutes on all scheduled public hearing items will be heard **following** the presentation by Staff or the Petitioner. Please wait until you are recognized by the Council President. With the exception of subjects brought up during Public Comment, on which no action will be taken or a decision made, the City Council may take action on, and may make a decision regarding, ANY item referred to in this agenda, including, without limitation, any item referenced for "review", "update", "report", or "discussion". It is City Council's goal to adjourn all meetings by 10:00 p.m.

A City Council meeting packet is available for public review in the lobby of City Hall, 137 10th Street, Steamboat Springs, CO, or on our website at http://steamboatsprings.net/city_council/council_meetings. The e-packet is typically available by 1pm on the Friday before the meeting.

PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first). CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.

SSRA MEETING 5:00PM.

A. ROLL CALL (5:20PM)

B. COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 15, 2011*******
This agenda is tentative and the information is subject to change until the agenda is finalized.

- 1. Update from Kathy Connell, District 6 Commissioner, Colorado Transportation Commission. (10 minutes)**
-

C. CONSENT CALENDAR: MOTIONS, RESOLUTIONS AND ORDINANCES FIRST READINGS

ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. ANY MEMBER OF THE COUNCIL OR THE PUBLIC MAY WITHDRAW ANY ITEM FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION AT ANY TIME PRIOR TO APPROVAL.

- 2. RESOLUTION: Change MOU with Legacy Partnership. (DelliQuadri)**

- 3. FIRST READING OF ORDINANCE:**
-

D. PUBLIC HEARING: ORDINANCE SECOND READINGS

THE CITY COUNCIL PRESIDENT OR PRESIDENT PRO-TEM WILL READ EACH ORDINANCE TITLE INTO THE RECORD. PUBLIC COMMENT WILL BE PROVIDED FOR EVERY ORDINANCE.

- 4. SECOND READING OF ORDINANCE:**
-

- E. PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first).** CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. **THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.**
-

F. PLANNING COMMISSION REPORT

- G. CONSENT CALENDAR - PLANNING COMMISSION REFERRALS:**
ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE OR NO COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. A CITY COUNCIL MEMBER MAY REQUEST AN ITEM(S) BE REMOVED FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION. **ALL ORDINANCES APPROVED BY CONSENT SHALL BE READ INTO THE RECORD BY TITLE.**
-

H. PUBLIC HEARING – PLANNING COMMISSION REFERRALS

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 15, 2011*******

This agenda is tentative and the information is subject to change until the agenda is finalized.

PUBLIC HEARING FORMAT:

- **Presentation by the Petitioner (estimated at 15 minutes). Petitioner to state name and residence address/location.**
 - **Presentation by the Opposition. Same guidelines as above.**
 - **Public Comment by individuals (not to exceed 3 minutes). Individuals to state name and residence address/location.**
 - **City staff to provide a response.**
-

I. REPORTS

5. Economic Development Update.

6. City Council

7. Reports

a. Agenda Review (Franklin):

1.) City Council agenda for December 6, 2011.

2.) City Council agenda for December 20, 2011.

8. Staff Reports

a. City Attorney's Update/Report. (Lettunich)

b. Manager's Report: Ongoing Projects. (Roberts)

J. ADJOURNMENT

**BY: JULIE FRANKLIN, CMC
CITY CLERK**

Agenda Item # 14a2

TENTATIVE – AGENDA

STEAMBOAT SPRINGS REDEVELOPMENT AUTHORITY **AGENDA**

MEETING NO. SSRA-2011-07
TUESDAY, NOVEMBER 15, 2011
5:00 P.M.

MEETING LOCATION: Citizens' Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

A. ROLL CALL (5:00 P.M.)

B. BASE AREA REDEVELOPMENT

1. **SSRA Budget.** (Hinsvark/Weber)
2. **Approve Request to Recommendation to City Council URA Annual Maintenance.** (Frasier/Baldinger)

This item was postponed from the October 18, 2011 SSRA meeting.

C. APPROVAL OF MINUTES

3. **MINUTES:**
 - a. Steamboat Springs Redevelopment Authority Regular Meeting
SSRA-2011-05, June 7, 2011.
-

D. ADJOURNMENT (5:20 P.M.)

BY: JULIE FRANKLIN
CLERK TO THE BOARD

Agenda Item # 14a3

*****TENTATIVE AGENDA FOR TUESDAY, DECEMBER 6, 2011*****

This agenda is tentative and the information is subject to change until the agenda is finalized.

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2011-21

TUESDAY, DECEMBER 6, 2011

5:00 P.M.

MEETING LOCATION: Citizens' Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: 1) Comments no longer than three (3) minutes on items **not** scheduled on the Agenda will be heard under Public Comment; and 2) Comments no longer than three (3) minutes on all scheduled public hearing items will be heard **following** the presentation by Staff or the Petitioner. Please wait until you are recognized by the Council President. With the exception of subjects brought up during Public Comment, on which no action will be taken or a decision made, the City Council may take action on, and may make a decision regarding, ANY item referred to in this agenda, including, without limitation, any item referenced for "review", "update", "report", or "discussion". It is City Council's goal to adjourn all meetings by 10:00 p.m.

A City Council meeting packet is available for public review in the lobby of City Hall, 137 10th Street, Steamboat Springs, CO, or on our website at http://steamboatsprings.net/city_council/council_meetings. The e-packet is typically available by 1pm on the Friday before the meeting.

PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first). CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.

A. ROLL CALL (5:00 PM)

B. COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

1. Council Goal Review and Setting.

*******TENTATIVE AGENDA FOR TUESDAY, DECEMBER 6, 2011*******
This agenda is tentative and the information is subject to change until the agenda is finalized.

C. OLD BUSINESS

2. Minutes (Franklin)

- a. Regular Meeting 2011-19, November 8, 2011.
 - b. Regular Meeting 2011-20, November 15, 2011.
-

D. ADJOURNMENT

**BY: JULIE FRANKLIN, CMC
CITY CLERK**

Agenda Item # 14a4

*****TENTATIVE AGENDA FOR TUESDAY, DECEMBER 20, 2011*****

This agenda is tentative and the information is subject to change until the agenda is finalized.

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2011-22 TUESDAY, DECEMBER 20, 2011

5:10 P.M.

MEETING LOCATION: Citizens' Meeting Room, Centennial Hall;
124 10th Street, Steamboat Springs, CO

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: 1) Comments no longer than three (3) minutes on items **not** scheduled on the Agenda will be heard under Public Comment; and 2) Comments no longer than three (3) minutes on all scheduled public hearing items will be heard **following** the presentation by Staff or the Petitioner. Please wait until you are recognized by the Council President. With the exception of subjects brought up during Public Comment, on which no action will be taken or a decision made, the City Council may take action on, and may make a decision regarding, ANY item referred to in this agenda, including, without limitation, any item referenced for "review", "update", "report", or "discussion". It is City Council's goal to adjourn all meetings by 10:00 p.m.

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LIQUOR AUTHORITY MEETING 5:00PM

A. ROLL CALL (5:10PM)

B. COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

*******TENTATIVE AGENDA FOR TUESDAY, DECEMBER 20, 2011*******
This agenda is tentative and the information is subject to change until the agenda is finalized.

1.

C. CONSENT CALENDAR: MOTIONS, RESOLUTIONS AND ORDINANCES FIRST READINGS

ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. ANY MEMBER OF THE COUNCIL OR THE PUBLIC MAY WITHDRAW ANY ITEM FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION AT ANY TIME PRIOR TO APPROVAL.

2. **FIRST READING OF ORDINANCE:**

D. PUBLIC HEARING: ORDINANCE SECOND READINGS

THE CITY COUNCIL PRESIDENT OR PRESIDENT PRO-TEM WILL READ EACH ORDINANCE TITLE INTO THE RECORD. PUBLIC COMMENT WILL BE PROVIDED FOR EVERY ORDINANCE.

3. **SECOND READING OF ORDINANCE:**

E. PUBLIC COMMENT: Public Comment will be provided at 7 p.m., or at the end of the meeting, (whichever comes first). CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. **THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.**

F. PLANNING COMMISSION REPORT

G. CONSENT CALENDAR - PLANNING COMMISSION REFERRALS:
ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE OR NO COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. A CITY COUNCIL MEMBER MAY REQUEST AN ITEM(S) BE REMOVED FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION. **ALL ORDINANCES APPROVED BY CONSENT SHALL BE READ INTO THE RECORD BY TITLE.**

4. **PROJECT:**
PETITION:
LOCATION:
APPLICANT:
PLANNING COMMISSION VOTE:

H. PUBLIC HEARING – PLANNING COMMISSION REFERRALS

PUBLIC HEARING FORMAT:

- **Presentation by the Petitioner (estimated at 15 minutes). Petitioner to state name and residence address/location.**
- **Presentation by the Opposition. Same guidelines as above.**
- **Public Comment by individuals (not to exceed 3 minutes). Individuals to state name and residence address/location.**
- **City staff to provide a response.**

- 5. **PROJECT:**
 - PETITION:
 - LOCATION:
 - APPLICANT:
 - PLANNING COMMISSION VOTE:
-

I. REPORTS

- 6. **Economic Development Update.**
 - 7. **City Council**
 - 8. **Reports**
 - a. **Agenda Review (Franklin):**
 - 1.) **City Council agenda for January 3, 2012.**
 - 2.) **City Council agenda for January 17, 2012.**
 - 9. **Staff Reports**
 - a. **City Attorney's Update/Report. (Lettunich)**
 - b. **Manager's Report: Ongoing Projects. (Roberts)**
-

J. ADJOURNMENT

**BY: JULIE FRANKLIN, CMC
CITY CLERK**

AGENDA ITEM #15a

City Attorney's Report

A report will be provided at the meeting.

Agenda Item # 15b

City Manager Report

To: City Council President and Members
From: Jon Roberts, City Manager
Date: November 8, 2011
Subject: City Manager Update: Oct. 18 – Nov. 3

City Council Meeting Follow Up- meetings:

- Parks and Rec. and Planning Commission meetings in Cent. Hall and will begin to be televised in November or December to provide easier/better access for the public and Council to these meetings.
- As directed by Council, Management Staff continues to work on additional revenue possibilities (i.e. new and/or fee increases), contracting/outsourcing services, reorganization, consolidation, reducing or eliminating services, etc.
- Staff specifically working on ways to make Howelsen Hill less of a drain on the General Fund.

City Manager Meetings/Activities:

- Weekly Rotary Meetings
- Weekly meetings with the press: Jack Weinstein
- Regular 1-1 meetings with Dept. Heads
- Monthly meetings with County Manager Tom Sullivan (Nov. 2)
- Oct. 18- Press Conference in Denver for USA pro cycling Challenge
- Oct. 19- Meeting with YVHA re: Fox Creek building issues
- Oct. 20- meeting with potential City Controller candidates
- Oct. 20- CML District Meeting- Minturn
- Oct. 24- Lunch meeting with Council Members Bentley and Reisman
- Oct. 25- Meeting with Council Members Reisman and Kounovsky
- Oct. 27-29 CAST meeting in Park City
- Oct. 31- Meeting with Karl Gills- YVMC re: Ambulance Service

Economic Development:

- Working with various Dept. Heads on several projects: Business visitations, Airport FBO, Smartwool coordination, ICMA report re: Fire Dept. and Consolidation.
- Meeting with Big Agnes Oct. 26
- Steamboat Springs Economic Development Council (SSEDC) – Oct. 26
- Meeting with Tim, Scott Borden and staff re: 2012 Fireworks Show- Oct. 26
- Mainstreet Board meeting- Nov. 1
- Meeting with Fritz Aurin- Nov. 1
- Meeting with Smartwool and several City staff re: remodel/FBO- Oct. 25
- Meeting with Chamber Director Tom Kern- Oct. 25

Finance/Budget:

- Final Budget completed- Minor modifications on the Nov. 8- 2nd reading of Ordinance

- Management Team continues review of strategies for increased revenues, reduction in expenses, reorganization, contract for services, etc.
- ICMA Fire Dept. Review/Analysis- Report - continuing. Should have final report in 2 weeks.
- Numerous meetings with Deb and various Dept. Heads re: budget, revenues/options, privatization, reorganization, etc.

Fire:

- The ICMA Consultants draft report and meeting: Final report due soon (November)
- Fire/EMS staff Recruitment
- Researching possible privatization options of Ambulance Services

General Services:

- Numerous RFPs, Bids and Contracts in process
- Normal insurance claims, litigation, Risk Management activities
- Updating website with Economic Development information-

Parks & Rec.:

- Parks and Rec. Commission moving meetings to Centennial Hall and will be televised starting in November
- Parks and Rec. staff member (Karl Fredell) getting trained and certified to shoot 2012 fireworks

Personnel:

- Normal Human Resources activities (several recruitments underway)
- New Controller hired (Gregg Nepl)

Planning:

- Continuing work on the Community Plan Update
- Ty is working with a citizens group to begin work on revisions to the CDC and the Development Plan "lite" process (Ptarmigan is prototype case)
- Continuing to work with the CDC User Advisory Group to update CDC
- Planning is following up with Barn Village Development re: landscaping
- Working with YVHA on issues at Fox Creek development
- Ty- tested sign at Steamboat Hotel- Photo sensor not installed/or not working-Owner unwilling to make any modifications. Sign Code is ambiguous and owner has legal right to keep the sign as is.

Public Works/Utilities:

- Airport FBO project- Permits received, contractor selected, work begun
- Numerous utility projects are under design and construction- several compliments from downtown merchants and Mainstreet on success of the utility project.
- Janet Hruby continues to coordinate the URA project, updates are sent to Council on a regular basis.

Police:

- Normal law enforcement, code enforcement, nuisance complaints, etc.
- Police Officer Recruitment underway-

Agenda Item # 16a

CITY OF STEAMBOAT SPRINGS

REGULAR MEETING NO. 2011-17

TUESDAY, OCTOBER 4, 2011

MINUTES

Ms. Cari Hermacinski, City Council President, called Regular Meeting No. 2011-17 of the Steamboat Springs City Council to order at 8:00am, Tuesday, October 4, 2011, in Centennial Hall, Steamboat Springs, Colorado.

City Council Members present: Cari Hermacinski, Jon Quinn, Meg Bentley, Bart Kounovsky, Walter Magill, and Scott Myller. Kenny Reisman arrived at 8:06am.

Staff Members present: Jon Roberts, City Manager; Tony Lettunich, City Attorney; Wendy DuBord, Deputy City Manager; Julie Franklin, City Clerk; Deb Hinsvark; Director of Financial Services; Philo Shelton, Director of Public Works; Tyler Gibbs, Director of Planning and Community Development; Ron Lindroth, Fire Chief; Chris Wilson, Director of Parks, Open Space and Recreation; Joel Rae, Police Captain; Mike Schmidt, Computer Services; Doug Marsh, Street/Fleet Superintendent; Anne Small, Acting Director of Internal Services; Ernie Jenkins, Parks Supervisor; Craig Robinson, Open Space Supervisor; Sarah Vale, Sales Tax Auditor; Winnie DelliQuadri, Government Programs Manager; Susan Peterson, Recreation Supervisor; and Mark Billerbeck, Computer Services.

NOTE: All documents distributed at the City Council meeting are on file in the Office of the City Clerk.

7:30 – 8:00	30 Minutes	Breakfast
8:00 – 8:30	30 Minutes	Presentation of the Proposed Budget City Manager Director of Financial Services

Mr. Roberts stated that the City Charter charges the City Manager with preparing the budget, which he does by engaging the Management Team. Management Team was directed to prepare their department's budget with the necessary funding to carry out duties as they understand Council's priorities to be. For two months staff has been reviewing budgets line by line. He stated that the last two years were budgets of survival. Now the City is fortunate to have Ms. Hinsvark who has knowledge of micro and macro economics; so this budget is a proposal

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

of how to survive but also takes a long term look at how the City can sustain itself over the next ten years.

Ms. Hinsvark presented a video from Colorado Municipal League (CML) entitled "State of our Cities" which spoke to the history of municipalities and the services they provide.

Ms. Hinsvark provided a PowerPoint presentation, taken from a template provided by CML: We protect: Police statistics; we rescue: Fire; we pave the way: streets; we transport: transit; we plan: planning; we go with the flow: water and wastewater; we play: Parks, Recreation, Trails and Open Space; we balance the budget: Finance; what the future holds; the new economy; looking forward; long term strategic considerations; 2012 reductions/additions; and the Steamboat Springs Economic Policy.

Ms. Hinsvark further spoke to 2012 governmental funds, municipal services revenue, and municipal services expenditures.

Council Member Kounovsky voiced concern that every fund is spending more than it is taking in. As a Council, this has to be our focus; the City can't survive moving forward like this.

8:30 – 9:45 1 Hour 15 Minutes 6 Year Capital Projects Budget

Discussion commenced on the Central Park Drive project; transit; and fleet replacement.

City Council President Hermacinski voiced concern with deferred maintenance and capital projects; she asked Ms. Hinsvark when the City will remedy that? Ms. Hinsvark stated that staff has a schedule of where to start this year with facilities and making sure that paving and parking lots are managed annually. City Council President Hermacinski asked if staff has looked into selling City facilities. Ms. Hinsvark stated yes, or possibly start charging rent.

Ms. Hinsvark reviewed Planning and Historic Preservation, Fire Department, and Parks, Recreation and Open Space.

City Council President Hermacinski asked why the road to the skate park and a fenced dog park take priority over other projects. Mr. Wilson stated that there has been community discussion about a fenced dog park and grant funds are possible.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Ms. DelliQuadri spoke to the Lagoon Court access and a new Great Outdoors Colorado (GOCO) initiative for urban rivers and corridors. Staff hopes to be able to request between \$1 and 2 million. These funds would also be available for a parking lot, a bathroom, river access and river restoration. There is also the America's Great Outdoors initiative, in which Governor Hickenlooper selected the Yampa River Basin as being eligible. It is expected that as region, we would receive between \$5 and 10 million.

City Council President Hermacinski voiced concern with depleting revenues by 22-3 million this year, so why would we spend \$350,000 on a dog park and skate park access. Also, what about operations and maintenance costs? Council Member Magill stated that the City would move forward only if we get the grant match for the skate park, but yes, the City would share in long term maintenance. City Council President Hermacinski stated that this is not a core government service; it is a recreational amenity.

Mr. Roberts spoke to the City's Capital Improvements Program (CIP) and the structural problem in terms of long term sustainability; user fees and excise taxes will not work moving forward. We need to restructure how we fund the CIP, or curtail the CIP drastically.

City Council President Hermacinski asked about the volunteer fire department defined benefit plan. Ms. Hinsvark stated that it is very difficult to quantify the future liability for that.

Council Member Kounovsky asked if we really can afford the upfront costs to be able to leverage the dollars for the Skate Park and Dog Park. Mr. Wilson stated that the skate park road is just an element of the grant; river bank stabilization, protecting the environment and protecting the river are a large part of it as well.

Council Member Reisman asked about the involvement of Friends of the Yampa? Ms. DelliQuadri stated that this GOCO initiative was announced two weeks ago. The America's Great Outdoors (AGO) initiative was announced a month ago. Friends of the Yampa has funds from the Water Conservation Board but eligible for the GOCO or AGO funds. Ms. DelliQuadri stated that will not apply for these grants until January. **DIRECTION:** Staff to look at on going maintenance and costs and report back to Council.

Council Member Magill suggested that this project be approved contingent upon getting grant dollars.

Council Member Bentley asked Council to consider that there are no parks to the west.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Ms. Hinsvark reviewed the Tennis Center Fund and noted that a new contract for management may change things; the Rehder Fund and the Howelsen Ski and Rodeo Fund.

Mr. Wilson spoke to stabilizing the hill, noting that staff is working to balance snow making but it is simply the geology of the area, which includes clays and springs. Staff has been using a new technology called "soil nailing" and has been repairing cracks as they occur. He noted that there is an engineer report available and will forward that to Council.

Council Member Kounovsky asked about the Centennial Campaign funds. Ms. Hinsvark stated that these are conservation trust funds and are restricted in use. Council Member Kounovsky asked if they can be used to mitigate the slide. **DIRECTION:** Ms. Hinsvark to look into this.

Mr. Roberts noted that the Centennial Funds were used for new snow making equipment and upgrades to water system.

Council Member Reisman stated that the City spends a lot of money on Howelsen Hill; and we have to spend the money on stabilization. However, he has concerns with the two other line items. Council Member Bentley agrees; however how much of that is coming directly from donations to the Centennial Fund? Ms. Hinsvark stated that total transfers to Howelsen Hill are up to \$1.43 million.

City Council President Pro-Tem Quinn noted the need to take care of what we have; however the Skate Park was not supposed to have any affect on the City's budget. We need to look at priorities and focus on what we have, like the Rodeo Grounds.

Council Member Magill does not agree, the Skate Park users maintain the facility but no one ever said they would have to put in their own road. Additionally, the river restoration is needed.

Council Member Bentley likes that this is a park to the west and believes that we need to put some money towards where we are going to be in the future. We need to be proactive and weigh the future.

City Council President Hermacinski clarified that these projects would not move forward until they come back before Council for individual scrutiny.

Ms. DelliQuadri spoke to the City's internal process that in order to apply to GOCO, it has to be approved by Council. If dollars are put in the budget and project requires a grant, staff "freezes" them until grant funds are received.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011

MOTION: City Council President Pro-Tem Quinn moved and Council Member Kounovsky seconded to “park” the fenced dog park for now. The motion carried 7/0.

MOTION: City Council President Pro-Tem Quinn moved and City Council President Hermacinski seconded to “park” the Skate Park project with \$1.5 million outside revenue match; “frozen” until grant funds are received. The motion failed 3/4. Council Members Reisman, Magill, Myller and Bentley opposed.

Council Member Myller stated that the Skate Park needs an access, and having emergency access on the bike path is wrong. Maybe there could be ball fields in there as well. He does not support the motion.

Council Member Reisman noted that the youth of the community want a teen center that we can’t provide; the Skate Park may “bridge the gap” for awhile. He does not support the motion.

MOTION: Council Member Magill moved and Council Member Bentley seconded to leave the \$300,000 in for the Skate Park access and freeze it until the grant approved; \$1.5 of outside funding “frozen”. The motion carried 5/2. Council Members Hermacinski and Quinn opposed.

Council Member Kounovsky asked about the additional \$345,000 for Howelsen Hill? Ms. Hinsvark stated that she will go back and look at conservation trust funds and what they can be used for.

MOTION: Council Member Kounovsky moved and Council Member Magill seconded to take the \$345,000 out for now and come back with a reworked Howelsen Hill Capital Campaign and give options of how those funds can be used (Hill stabilization). The motion carried 7/0.

MOTION: Council Member Reisman moved and Council Member Myller seconded to separate out the Rodeo Grounds from the Howelsen Hill Fund. The motion carried 7/0.

Ms. Hinsvark stated that an unrestricted fund balance of \$1 million is a nice cushion. In 2013 the numbers that are negative represent the General Fund obligation for transfers.

DIRECTION: Add a Teen Center and an airport sports complex to the “parked” projects list.

9:45 – 10:00 15 Minutes Break

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011

10:00 – 12:00 2 Hours General Fund Operations Budget

Ms. Hinsvark stated that the City has increased costs in General Fund but this will work with more dollars due to increased sales tax revenues and that Directors have reduced original proposals. City Council President Hermacinski asked why Directors weren't asked to cut an amount over last year's budget. Ms. Hinsvark stated that department heads were asked to put budgets together to accomplish what needs to be done, which is more "zero based" budgeting.

City Council President Hermacinski questioned why we are saying that we made cuts in Transit and Parks, when actually those went up. Mr. Roberts stated that he did not give directors the dollar amount to achieve in order to balance the budget, they put together what they felt was appropriate and then cut from there.

City Council President Hermacinski stated that we should not say to the press and the public that we are cutting if we are not. Ms. Hinsvark we are requesting a reduced service in order for transit to be sustainable. Council Member Reisman has a problem with how we are communicating that to the public. It is misleading and is a semantics problem. We need to get information out there about increased gas costs, etc. **DIRECTION:** Ms. Hinsvark to do a press release that makes that clear.

MOTION: City Council President Hermacinski moved and City Council President Pro-Tem Quinn seconded to forgo the annual Council raise and take the 10% cut in pay. The motion carried 7/0.

Ms. Small spoke to the General Services Department, noting that it consists of Information Technology (IT) and facilities. She stated that deferred maintenance is on the top of the list for facilities and that all software licensing and maintenance is coming into IT. Additionally, there is an increase in the cost of risk management insurance.

Public Works: Mr. Shelton spoke to the following: the administrative function and street and fleet function; costs for water and air quality monitoring with the County; the construction services position that was not filled; and that under streets he eliminated one equipment operator and brought all other operators up to full time to work on deferred maintenance such as drainage, guardrails, culverts, street striping etc.

Mr. Roberts stated that when staff started the budget cutting process in 2011 directors were told to cut below what they were comfortable with and to come back with funding requests if necessary for things like increased fuel costs.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Mr. Shelton stated that the City is going back to 2005 levels of street sweeping. Council Member Magill asked about the change in the snow plowing schedule. Mr. Shelton stated that staff will continue with this schedule because it was successful in decreasing overtime.

Transit: Mr. Shelton stated that he has made staffing adjustment, a supervisor left and he is changing the position to a dispatch/driver position. He spoke to the proposed service cuts stating that he will start the winter schedule to coincide with air service, so service will "ramp up" in mid-December rather than at Thanksgiving. Also, the green and orange lines will start two hours later to coincide with the opening of the ski area. Lastly, he proposed that the yellow line stop at the end of May. However, he met with representatives from Colorado Mountain College (CMC) and explained this proposal and CMC generously offered to pay for 100% of their transit riders, in addition to a federal grant. So the yellow line service will remain.

DIRECTION: Council would like to see a list of the transit increases (\$370,000) detailed out.

City Council President Pro-Tem Quinn believes that we still have obligation to get ski area employees to the mountain and that is the bulk of that early morning service. Mr. Shelton stated that they looked at historic ridership data and this was the least impactful reduction. We will still have the nightline service, so there is coverage just every 20 minutes instead of every 10.

Council Member Magill asked about the addition of the City Manager staff assistant position that was previously eliminated. Mr. Roberts stated that this position will be a staff assistant to the City Manager and the Deputy City Manager, and will not be the Public Information Officer as with the previous position.

Police: Mr. Rae stated that they achieved a \$66,000 savings in personnel but had an increase in operating in order to purchase supplies that were depleted like bullet proof vests. City Council President Hermacinski asked about the status of the school resource officer because the School District is not willing to pay for it. Mr. Rae stated that they had 6 officers separate from the City this year so they had to pull the resource officer out of the High School and put him on patrol. This will continue until the Police Department gets up to full staff. The High School has 600 students, and the Resource Officer is a very valuable resource to that school, so it would be good to be able to provide that service. City Council President Hermacinski asked if there has been an increase in incidences. Mr. Rae stated yes, however this has not been fully analyzed. The Resource Officer has been there from time to time as his schedule allows and he will be there for

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

homecoming. City Council President Hermacinski stated that everyone expects budget cuts and if the School District is not willing to contribute to this then how valuable is it to them?

Council Member Reisman noted the need to talk to the School District about this position again.

City Council President Hermacinski suggested telling the School District that the City will fund half? Council Member Magill also noted that the City pays the School District for gym usage.

MOTION: Council Member Kounovsky moved and City Council President Pro-Tem Quinn seconded to ask the School District to pay for half of the Resource Officer position and to forgive paying for gym use. The motion carried 7/0.

Fire Department: Ms. Hinsvark noted that operating costs increased 9% from 2011.

Ms. Hinsvark stated that the consultant's report was due a month ago and delayed due to a personal crisis; however we are promised the report within the next three weeks.

Mr. Lindroth spoke to the \$300,000 for administrative fees, noting that the District would prefer to look at this again before reducing staffing. Mr. Roberts stated that the letter from the District was hand delivered late last night so staff has not had a chance to respond.

Legal and court: It was noted that Mr. Lettunich and Mr. Sachs are shown under operating.

Parks and Recreation:

Ms. Peterson noted that the Recreation Division did internal staff reductions within the Community Youth Corps program; are limiting senior citizen out of town trips; and eliminated the holiday party and the Easter egg hunt (other organizations do these sort of events).

Mr. Wilson noted that Parks cut the flower baskets and flower barrels, however the service will continue in collaboration with Mainstreet and Rotary. Additionally, if they move to perennial flowers, and the watering and plant purchases would be reduced.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Trails reduced engineering services and maintenance dollars. Open Space has a small budget and there are not many cuts. The Botanic Park is outside money that is a "pass through".

City Council President Hermacinski asked if the adult recreation programs are fully allocated to make sure that they are fully paid for. Mr. Wilson stated that they are not fully allocated yet.

Ms. Peterson stated that they are fully allocated for adults. The 4% shortfall is for youth t-ball football and basketball.

Council Member Magill asked if we can "hand off" the bike series to the Routt County Riders. City Council President Hermacinski supports that. Ms. Peterson stated that this has been discussed, but realistically there are a lot of outside costs that are not included like Gretchen and Mark Shaler's time at approximately \$10,000, and marketing by radio \$16,000. It is a consideration; however, insurance is another issue. **DIRECTION:** Staff to look into transitioning this program to the Routt County Riders.

Council Member Kounovsky spoke to the \$180,000 to subsidize programs and asked if this is for all youth and teen programs. Ms. Peterson answered yes. Council Member Kounovsky asked about the Boys and Girls Club and if we are competing or collaborating. Ms. Peterson stated that initially there was a lot of collaboration, however over time staff has seen variances in programs. The Boys and Girls Club is very low cost for families that can't afford licensed daycare. People who want the level of supervision and licensing that the City provides opt for that service. The City has increased fees for this program.

Ms. Hinsvark clarified that software and financial support costs are not currently allocated back to these programs. City Council President Hermacinski reiterated that Council did want adult programs to be fully allocated. Council Member Bentley added also for youth; people need to pay for what they are getting. She does not support using taxpayer dollars to support public programs that are in competition with private programs.

Council Member Bentley also voiced concern that Council was very clear when it asked Parks and Recreation to fully allocate these programs. Mr. Wilson acknowledged and understands this charge, and staff will work towards that.

UNANIMOUS CONSENT: Council wants to see the actual costs of recreational programs.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011

Council Member Myller would like to see the same thing for parks; he wants to know what it costs to take care of landscaping at the library for example.

Discussion commenced on personnel costs for trails and open space. There are people and costs in so many places that it makes it hard to track. Mr. Roberts acknowledged that this needs to be looked at. Council Member Myller stated that it is hard to say that we are not being double charged for things.

Planning: Mr. Gibbs stated that net costs and expenditures are down even though he is projecting revenues flat and a slight increase in operations. Personnel is down and they are allocating time savings to Community Development Code (CDC) improvements and code updates.

City Council President Hermacinski asked about privatization opportunities. Mr. Gibbs stated that privatization is most effective with National Standardized codes issues, less than local planning issues. City Council President Hermacinski would like to look at this. Council Member Kounovsky spoke a private user group that asked for private planning services; he believes we need to look at that. Mr. Roberts suggested taking this to the Planning Commission. Mr. Gibbs stated that staff efficiency is improving and that they have increased the number of reviews per person. Council Member Reisman not interested in contract services because this department has already cut personnel. City Council President Hermacinski noted the need to find a way to work with the fluctuations in activity/demand. Mr. Gibbs stated that improving the code will also help with efficiency as demand increases.

City debt summary and transfers:

Council Member Kounovsky asked of there is a plan for some sort of bonus. Mr. Roberts stated yes, a 1.5% one time increase. This year the entire nation has been subject to changes in the Consumer Price Index, and purchasing power is being eroded. He would like to grant a cost of living pay increase, however fund it one time through cost savings. This increase has nothing to do with merit because everyone is subject to the cost of living.

Council Member Kounovsky supports this but was hoping that it would speak to more of a structural change as to how government operates; more of a merit based program. Mr. Roberts stated that staff is looking for ways to do a hybrid way to combine performance evaluation with a cost of living increase.

Council Member Reisman would like to guarantee the cost of living bonus, regardless of cost savings. He believes it is the responsibility of Council, the City Manager and the Deputy City Manager to oversee this program and if the money

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

is not there, it is Council's fault. It was noted that the estimated cost is \$252,123.

City Council President Pro-Tem Quinn agrees. Council needs to keep the City employees motivated to do the great job that are doing. A 1.5% one time increase is the least Council can do.

Council Member Kounovsky is also comfortable with this but does not want it to be across the board; he believes it should be merit based.

Ms. Hinsvark stated that this does not stop us from trying to find other funds available for a more aggressive and progressive payment plan. Council Member Bentley would still like to see employees get a performance review.

Mr. Roberts noted that the City's evaluation process has been revised and employees do receive annual performance reviews.

12:00 – 1:00 1 Hour Lunch

1:00 – 2:00 60 Minutes Enterprise Funds & Fleet Fund Budgets

Wastewater and Water Funds: discussion commenced on storm water fees and what they are used for.

Airport Fund: Mr. Shelton stated that the one charge that increased was for the Fleet fund to replace "jet A" part. These parts are hard to find.

Howelsen Hill Ski and Rodeo: Mr. Wilson stated that they have decreased personnel costs thanks to Rick DeVos of the Winter Sports Club and staff working through changes in the budget. The key element is a reduction in hours for Howelsen Hill, including closing on Mondays. Hours were restructured to meet the Winter Sports Club's key needs for training. He spoke to the 65 special events at Howelsen Hill that need lift operators and groomers, etc.; staff is working on a "pay as you play" plan and looking at volunteers to man the lifts.

Summer jump maintenance: There were cuts here as well.

Council Member Reisman noted the need to look at the needs and benefits of Howelsen Hill. Council Member Magill suggested marketing night skiing since we have new lighting.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

City Council President Pro-Tem Quinn wonders whether the vision for Howelsen Hill is too small and that if we reduce hours we limit ourselves. Howelsen Hill could fill a niche as a community ski area but we can't do that with our current vision. He wonders if we are being too "small minded" about the potential that is there.

Council Member Reisman spoke to the proposed hours and stated that for a young family with children home during the week these hours don't really work. Council Member Magill suggested that maybe we need an advisory committee to look into this issue. City Council President Pro-Tem Quinn wants to figure out how Howelsen Hill can make us more money.

Ice Arena: It was noted that revenues not coming in as it was anticipated this year. Mr. Wilson stated that they have raised user fees but the numbers are down. Staff has reduced hours and shifted user groups so there is less staff time.

Council Member Kounovsky asked about closing in the summer. Mr. Wilson stated that staff has looked at that but it has not been supported and staff is not recommending that for 2012. Closing in the summer is a "safety net" for if revenue does not increase.

Tennis Center: Mr. Wilson noted the opportunity for a new lease agreement for 2012. The "fall back" will be closing courts and adjusting hours.

Council Member Magill asked about the Tennis Center as a place for indoor soccer. Mr. Wilson stated that based on the investment in the courts he would not support that because we would need to tear out the current surface. City Council President Hermacinski asked about raising rates. Mr. Wilson stated that rates are controlled by the concessionaire and rates have gone up. Ms. Hinsvark noted that we can set new rates with a new contract.

Golf Fund: Mr. Tom Ptach noted that the overall the budget is a loss; however they have cut loss in half and looked at staffing a little more realistically. They will start reviewing rates and do anticipate raising rates. They do not want to operate at a loss anymore.

Council Member Bentley asked if the Chamber helps with marketing. Mr. Ptach stated not really. Council Member Bentley suggested that Ptach approach Tom Kern with the Chamber about that.

Rehder Fund: Small noted that this fund has money for specific projects this year like roof and trust reinforcement. There is nothing scheduled for 2012. She has budgeted \$5,000 for emergency repairs.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011

Employee Housing: Ms. Small stated that the Iron Horse Inn is run as a hotel with monthly rental efficiencies. The hotel is increasing revenues and next year she hopes that operating expenses will be paid for by operating revenues.

UNANIMOUS CONSENT: Change the name of Employee Housing Fund to the Iron Horse Fund.

Fleet: no discussion.

2:00 – 2:15 15 Minutes Local Marketing District Budget

Mr. Chuck Porter stated that they have a self-imposed \$1 million reserve balance requirement and are projecting that they will end up with a \$4,649 carry over and be putting \$750,000 at risk from reserve fund, which is maximum exposure. They hope that flights will perform well and they hope to come in below that number, however are budgeting conservatively.

Ms. Janet Fisher stated that it is hard to predict but they forecast that they will come in under the full caps. If we have a similar winter they could come under but it is really hard to predict. It also depends on what happens with fuel and the performance of the flights.

2:15 – 2:45 30 Minutes Community Support Allocation – Staff
Recommendation

Ms. Hinsvark noted that Management Team acted as fourth Coalition in reviewing the requests that did not fit into the other three Coalitions. The Management Team recommenced funding 87% of what was funded last year. Additionally, the Management Team is aware that the Gossard estate distributed this year and these funds went to many of the entities that are requesting money from the City.

Mr. Mark Anderson reviewed the Coalition process and noted that the allocations committees are all volunteer. They represent 50 organizations that do not come before Council. Their request is a decrease from 2011 request.

He also noted the need to have a Council representative for the environmental coalition.

Ms. Hinsvark noted that this year there is a one time capital request from Tread of Pioneers Museum to waive City fees in the amount of \$25,000. It was sent to the coalition, but she is not sure that was appropriate though it is a community

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

contribution. City Council President Pro-Tem Quinn stated that because it is a one time request it should not need to go through a coalition. **UNANIMOUS CONSENT:** Bring this back as an agenda item.

Mr. Anderson challenged Management Team's decision to decrease funding because of the Gossard estate distribution because not all 50 organizations received money. It seems like those organizations receiving money are being punished for a generous gift that was given for doing good work. City Council President Pro-Tem Quinn agrees. He supports continuing support at last year's level.

City Council President Hermacinski noted that other funding sources and endowments are considered when reviewing funding requests.

Council Member Reisman believes that it would be too easy to forget the reason for the deduction and then work off that number next year. He agrees with City Council President Pro-Tem Quinn, the coalitions do good work and he does not want the number decreased.

Discussion commenced on the Civil Air patrol request. Council Member Bentley believes that the County should contribute to this as well.

It was suggested to take the \$66,000 overage from police personnel and the \$6,000 City Council salaries to bring the coalition request back to the 2011 funding level.

Mr. Rich Lowe spoke to the Biketown USA request which includes administrative compensation. They intend to keep a staff person to coordinate their various activities as well as the on line bike guide. Their goal is to focus on education and safety.

Council Member Magill is troubled by taxpayers paying for this organization. He likes the organization but thinks it needs to be more grassroots. He supports half the request.

Council Member Kounovsky supports the prior year's funding for the three coalitions. On the others requests he believes that the City is here to help "get them off the ground", but if there is a need for funding to continue Council needs to take a hard look at that.

MOTION: City Council President Hermacinski moved and City Council President Pro-Tem Quinn seconded to approve funding the coalitions at last year's level and remove the Tread of Pioneers one time request. The motion carried 7/0.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Ms. Mary Alice Page Allen spoke to the Yampa Valley Housing Authority request and the down payment assistance returned from First Tracks.

MOTION: Council Member Myller moved and Council Member Bentley seconded to fund the \$80,000 to the Housing Authority from the General Fund. The motion failed 2/5. Council Members Hermacinski, Reisman, Quinn, Magill and Kounovsky opposed.

MOTION: City Council President Pro-Tem Quinn moved and Council Member Bentley seconded to approve funding the Housing Authority at \$80,000 from the Community Housing Fund. The motion carried 7/0.

MOTION: Council Member Bentley moved and Council Member Magill seconded to fund the Tread of Pioneers Museum one time request at \$18,000. The motion carried 6/1. Council Member Myller opposed.

Discussion during the motion:

Mr. Jim Peterson, Tread of Pioneers, stated that they requested \$25,000 to cover projected tap fees, planning fees and excise taxes. Additionally, they need to show support from the City when they try to get money from other entities. He estimated that the total fees may be closer to \$15,000.

MOTION: Council Member Myller moved and Council Member Bentley seconded to fund fireworks at \$24,000. The motion carried 7/0.

MOTION: Council Member Magill moved and Council Member Bentley seconded to fund Biketown USA at \$20,000. The motion failed 2/5. Council Members Hermacinski, Quinn, Kounovsky, Council Member Myller and Reisman opposed.

MOTION: Council Member Kounovsky moved and City Council President Pro-Tem Quinn seconded to fund the fourth coalition requests at Management Team's recommendations, including forgiving Mainstreet's loan. The motion carried 4/3. Council Members Bentley, Magill and Reisman opposed.

2:45 – 3:00 15 Minute Break

3:00 – 3:30 30 Minutes Chamber Presentation

Mr. Kerry Shea, Chamber Marketing Committee Chair, provided a PowerPoint presentation highlighting the following: the path. Ms. Kara Givnish continued with the Chamber's 2011 accomplishments.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Mr. Shea further spoke to: 2012 drivers; 2012 budget; 2012 major budget variances; and 2012 next steps.

City Council President Hermacinski stated that she is thrilled to see the focus on public relations and group marketing.

Mr. Shea noted that the goal for 2012 is to focus on an outside funding source.

Mr. Tom Kern reiterated that they are working on it. He will develop a task force of stakeholders and will be looking at marketing Steamboat as a whole, not just the summer and they hope to provide a recommendation in summer of 2012. He believes that a print ad does not do as much as an article or a blog. They will not totally abandon print ad, but will focus on using resources to influence people to come here.

MOTION: Council Member Myller moved and City Council President Pro-Tem Quinn seconded to approve summer marketing at \$600,000 and Special Events at \$100,000. The motion carried 7/0.

Discussion commenced on next year's Pro Challenge host cities. Ms. Givnish stated that the stakes are set high and the Pro Challenge expects to get 30 proposals for next year. She does not anticipate that they will ask for more cash up front. Ms. Hinsvark stated that we do have a very strong local organizing committee (LOC) to raise funds.

3:30 – 4:00 30 Minutes Public Comment

Ms. Catherine Carson, Yampa Valley Recycles, thanked staff Steve Hoots and Parks and Recreation staff for "scrounging" containers to use for recycling.

Mr. Rick DeVos, Steamboat Springs Winter Sports Club, stated that he is very grateful for the City's support and he has been working with staff to make this process work for both organizations. He stated that the bar gets set higher every year for them and improvements to the hill are helping them be more up to date. His vision is to be the best winter sports club in the world.

Revisions and wrap up:

Ms. Weber reviewed changes.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

City Council President Pro-Tem Quinn would like to explore additional options for Howelsen Hill. Council Member Kounovsky spoke to the "strategic consideration" page and would like to get a quarterly report from Mr. Roberts on how we can change how we conduct City government.

Council Member Reisman stated that how we fund and use Howelsen Hill does not feel right to him. Mr. Wilson recommended that we have Parks and Recreation Commission and Winter Sports Club Board work on options for the hill and report back with a quarterly update. Council Member Magill suggested adding the Nordic Council as well. Council Member Reisman stated that he will be attending the Parks and Recreation Commission meeting and will bring this up.

Council Member Kounovsky would like to have discussion on the following: privatization of operations, new revenue resources, restructuring organization, replace manual with technology, combine forces with other organizations; reworking existing contracts, and leasing rather than purchasing capital equipment.

Council Member Kounovsky would also like to see merit program, explore ice arena summer hours, and look at City assets with user groups.

Council Member Reisman added looking into the cost of the free bus; City Council President Hermacinski added the defined benefit of volunteer fire fighters; and talking to the hospital about taking over our Emergency Medical Service service.

Council Member Myller suggested looking into trail fees or donations.

City Council President Hermacinski voiced concern with increasing aggregate spending in the General Fund by \$2 million this year. City Council President Pro-Tem Quinn stated that he does not see this as true deficit spending. He supports the budget.

Council Member Kounovsky is concerned with future year's budgets. He does not want to alter the budget, other than contingency budgets and would like to hold to the projected revenue \$16.1 million and anything above that goes into the CIP. City Council President Hermacinski supports this.

Mr. Roberts suggested expanding the use of dollars for any economic development deal that comes along.

**STEAMBOAT SPRINGS CITY COUNCIL MINUTES
REGULAR MEETING 2011-17
October 4, 2011**

Ms. Hinsvark stated that Council has really made some tough decisions and held the line well. The City has a healthy reserve for health care, is poised to last through the downturn, and has funds for a "rainy day". She noted the need to prioritize services through a process with input from the community.

MOTION: Council Member Kounovsky moved and City Council President Pro-Tem Quinn seconded to approve that anything above the revenue projections go into reserves/CIP for 2011-2013, 2014, and 2015. The motion carried 5/2. Council Members Reisman and Bentley opposed.

Ms. Hinsvark does not like to "earmark" anything and clarified that any excess revenue for 2011 will go into reserves.

MOTION: City Council President Pro-Tem Quinn moved and Council Member Kounovsky seconded to approve the proposed budget. The motion carried 7/0.

COUNCIL MEMBER REPORTS

Council Member Maqill:

1. Needs someone to attend the next Chamber Marketing meeting. Council Member Myller will attend.
2. Will be attending Rodeo Board and Teen Council meetings.
3. Reminded that October 20, 2011 is the Routt County Initiative meeting.

Council Member Bentley:

1. Will be attending the Colorado Municipal League Policy Committee meeting.

ADJOURNMENT

MOTION: Council Member Bentley moved and Council Member Reisman seconded to adjourn Regular Meeting 2011-17 at 4:33pm. The motion carried 7/0.

MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY:

Julie Franklin, CMC
City Clerk

APPROVED THIS _____ DAY OF _____, 2011.

Agenda Item # 16b

CITY OF STEAMBOAT SPRINGS

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

ROLL CALL (5:00 PM)

City Council Members present: Cari Hermacinski, Jon Quinn, Meg Bentley, Bart Kounovsky, Walter Magill, Scott Myller, Kenny Reisman.

Staff Members present: Jon Roberts, City Manager; Tony Lettunich, City Attorney; Julie Franklin, City Clerk; Deb Hinsvark; Deputy City Manager and Director of Financial Services; Philo Shelton, Director of Public Works; Tyler Gibbs, Director of Planning Services; Chris Wilson, Director of Parks, Open Space and Recreation; Joel Rae, Police Captain; Anne Small, Acting Director of Internal Services; Bob Keenan, City Planner; Seth Lorson, City Planner; and Kim Weber, Manager of Budget and Tax.

NOTE: All documents distributed at the City Council meeting are on file in the Office of the City Clerk.

PROCLAMATIONS:

1. **PROCLAMATION:** A proclamation recognizing October 2011 as Domestic Violence Awareness Month in Steamboat Springs, Colorado. (Moore)

Bentley read the proclamation into the record.

Diane Moore was present to accept the proclamation. She thanked all for making the time for this acknowledgment and spoke to the challenges of increasing awareness.

COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

2. **Review of Noise Ordinance.**

Gibbs stated that staff continues to meet with the Responsible Hospitality Panel to look at other nighttime issues, like alternative night transportation in addition to bus service.

Rae provided some statistics noting that since adoption of the ordinance there have been 62 noise complaints, which is normal. Of those 62, 10 were downtown from crowd noise or loud music. None resulted in a noise meter reading and there were no formal warnings. Police Officers responded and were able to mitigate the situation. He spoke with many bar owners and Mark Scully, who believes there are still issues to

work on. Staff believes this is going in the right direction. Also, there is a new company in town called "Sober Guys" that will drive your car home for you. The City will continue the late night bus service which will help and Sober Guys should be in operation in next 60 days.

Quinn asked if the issues are resolved. Rae believes it is working; there was one establishment that had 5 violations over a 3 month period. He has heard that tourists/visitors do not want to complain because it will be a hassle and they would have to come back to testify, but this is not necessarily the case. He thinks the ordinance is a success and will continue to work.

Myller asked if 60 decibels is the right number and how do we gauge success? Rae stated that staff will collect more data this winter, but so far staff has not been put into the situation based on level of the complaints received and has not had to take any decibel readings.

Reisman asked if it would be beneficial to just take the reading anyway so that we have the data. Rae stated yes, that may be useful for future decisions.

Quinn asked about the procedure when a call comes in. Rae stated that an officer visits the complainant then the officer visits the violator.

CONSENT CALENDAR: MOTIONS, RESOLUTIONS AND ORDINANCES FIRST READINGS

ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. ANY MEMBER OF THE COUNCIL OR THE PUBLIC MAY WITHDRAW ANY ITEM FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION AT ANY TIME PRIOR TO APPROVAL.

- 3. RESOLUTION:** A resolution approving the 2012 Operating Plan and budget of the Downtown Steamboat Springs Business Improvement District and reappointing two members of the Board of Directors.

Hermacinski read the resolution title into the record.

- 4. FIRST READING OF ORDINANCE:** An ordinance amending Section 25-223 of the City of Steamboat Springs Revised Municipal Code by updating income limit standards relating to water and wastewater charge discounts for elderly and disabled persons and revising accounting procedures for wastewater discounts; providing an effective date; and setting a hearing date.

Hermacinski read the ordinance title into the record.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

5. **FIRST READING OF ORDINANCE:** An ordinance adopting the budget and setting appropriations for the City of Steamboat Springs, Colorado, for and during the period beginning the first day of January, 2012, and ending the thirty-first day of December, 2012, creating a Rodeo Fund, renaming the Iron Horse Fund, eliminating the Municipal Surcharge Fund and forgiving the Main Street Steamboat Springs BID creation debt.

Hermacinski read the ordinance title into the record.

MOTION: Meg Bentley moved and Bart Kounovsky seconded to approve items 3, 4 and 5 of the Consent Calendar; a resolution approving the 2012 Operating Plan and budget of the Downtown Steamboat Springs Business Improvement District and reappointing two members of the Board of Directors; the first reading of an ordinance amending Section 25-223 of the City of Steamboat Springs Revised Municipal Code by updating income limit standards relating to water and wastewater charge discounts for elderly and disabled persons and revising accounting procedures for wastewater discounts; providing an effective date; and setting a hearing date; and the first reading of an ordinance adopting the budget and setting appropriations for the City of Steamboat Springs, Colorado, for and during the period beginning the first day of January, 2012, and ending the thirty-first day of December, 2012, creating a Rodeo Fund, renaming the Iron Horse Fund, eliminating the Municipal Surcharge Fund and forgiving the Main Street Steamboat Springs BID creation debt. The motion carried 7/0.

PUBLIC HEARING: ORDINANCE SECOND READINGS

THE CITY COUNCIL PRESIDENT OR PRESIDENT PRO-TEM WILL READ EACH ORDINANCE TITLE INTO THE RECORD. PUBLIC COMMENT WILL BE PROVIDED FOR EVERY ORDINANCE.

There were no items scheduled for this portion of the meeting.

PUBLIC COMMENT: PUBLIC COMMENT WILL BE PROVIDED AT 7 P.M., OR AT THE END OF THE MEETING, (WHICHEVER COMES FIRST).

CITY COUNCIL WILL MAKE NO DECISION NOR TAKE ACTION, EXCEPT TO DIRECT THE CITY MANAGER. THOSE ADDRESSING CITY COUNCIL ARE REQUESTED TO IDENTIFY THEMSELVES BY NAME AND ADDRESS. ALL COMMENTS SHALL NOT EXCEED THREE MINUTES.

No one appeared for General Public Comment.

PLANNING COMMISSION REPORT

6. Planning Commission written report.

Rich Levy was present. Myller asked about requirements for automobile repair garage doors to not face the ROW. Levy stated that this is existing language. Planning Commission is reviewing this but has not made any decisions and are going to have a public hearing. Myller asked about size limits size for some uses like an indoor

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
Regular Meeting NO. 2011-18
Tuesday, October 18, 2011

recreation center being limited to 3,000 square feet. Levy stated that this is also existing language. Gibbs stated that the point is to try to make the review process more efficient and any changes will be reviewed with the development community. Bentley asked about the definition of an Inn, Lodge and Hotel. Gibbs stated that what a business calls itself is different from how it is defined in the Code.

CONSENT CALENDAR - PLANNING COMMISSION REFERRALS:

ITEMS ON THE CONSENT CALENDAR GENERALLY REQUIRE LITTLE OR NO COUNCIL DELIBERATION AND MAY BE APPROVED WITH A SINGLE MOTION. A CITY COUNCIL MEMBER MAY REQUEST AN ITEM(S) BE REMOVED FROM THE CONSENT CALENDAR FOR FURTHER DISCUSSION. ALL ORDINANCES APPROVED BY CONSENT SHALL BE READ INTO THE RECORD BY TITLE.

- 7. PROJECT: Betterview Business Park Lots 4&5 (Clearwater Studios)**
PETITION: Final development plan to construct three industrial buildings in three phases; and an extended vesting of 35 years.
LOCATION: Betterview Business Park Lots 4&5; 1725 & 1825 13th Street.
APPLICATION: Gerencser, LLC c/o Ben Spiegel, P.O. Box 775654, Steamboat Springs, CO 80477
PLANNING COMMISSION VOTE: Approved 4-1 on September 22, 2011.

Bart Kounovsky stepped down.

Hermacinski read the project title into the record.

Reed Morris, representing Jim Pavlik, adjacent neighbor, spoke to the appeal of the Planning Commission denial of the preliminary plat. He voiced concern that Planning Commission "punted" the issue and gave it little review. He highlighted Section 26-66 and asked at what point in the process are final development plans really before Council? To what extent does the City analyze environmental impacts? This project focuses on wetlands, but staff decided that the City did not have regulations on wetlands therefore it deferred to the federal authorities, which could also be done for air quality and wildlife habitat. He believes that the City needs to look at these items and not leave them to federal regulations. With respect to the wetlands, the Code says that the City will identify critical wetland areas and enhance and conserve them. He noted the need to keep local control and requested that this application be scrutinized right now. Additionally, this subdivision was annexed after the Area Plan was enacted. The annexation agreement required an inventory for all wetlands and set policy to protect them. He provided a copy of the annexation agreement. He urged Council to reject the final development plan or remand it back to Planning Commission with clear direction to staff to look at the environmental impacts.

PUBLIC COMMENT:

Jim Pavlik is in total opposition to every aspect of this proposal. He is not convinced that his property will not get wetter. He noted that applicant has not removed any snow from his sidewalks, which is required by the Code and stores equipment on his the

STEAMBOAT SPRINGS CITY COUNCIL MINUTES
Regular Meeting NO. 2011-18
Tuesday, October 18, 2011

property, which is against subdivision covenants. He has kept his sidewalk clean and the applicant has ignored all the regulations and been rewarded by being approved.

Stuart Orzach expressed concern over deferring wetland decisions to the Army Corp of Engineers. He reminded Council of a situation a number of years ago when a bad decision was made by the Corp about the location of the County courthouse. There was correspondence from Senator Allard's office to the Corp exerting influence over the decision and not speaking kindly of the City. It is not good public policy to let the Corp have total control over our wetlands. He urged Council to table this item.

Meg Bentley stated that changing criteria or how it is applied is a roadblock to business in this community. However, we do need to amend processes that are not efficient. She voiced concern that a long term business owner built according to the rules and now a different developer has different rules. Though she likes this development, she does not like that it was measured with a different yard stick. Jim Pavlik is at the bottom of this lose/lose situation. She does not support this application.

CONDITIONS:

1. Each phase of the phasing plan shall meet the requirements of the CDC on its own and shall contain the required streets, utilities, landscaping, and other improvements that are required per this approval. Prior to approval of a certificate of occupancy, improvements outlined in CDC 26-141 Phasing shall be complete or collateral provided (for non-critical improvements).
2. The acceptable completion of water and sewer infrastructure is considered "critical improvements" to this project. Building permits for or within this development, except for building C, shall not be approved until such time as the water and sewer infrastructure has been inspected, and granted preliminary acceptance by the City of Steamboat Springs Utility Division. Preliminary acceptance requirements include correction of all punch list items, acceptance of as-builts and record documents and acceptance of any and all necessary easements. Inspections for acceptance shall only occur during the months of May through October.
3. Civil construction plans prepared by a civil engineer licensed in the state of Colorado must be submitted to Public Works for review by Public Works, Planning, and City Utilities for review and approval prior to the start of any construction. We recommend submitting the construction plans a minimum of five weeks prior to start of construction.
4. The following items to be identified for each phase on the construction plans are considered critical improvements and must be constructed prior to issuance of any CO; they cannot be bonded:
 - a. Public drainage improvements including detention ponds
 - b. Installation of street and traffic control signs
 - c. Shared Access drive loop

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

- d. Driveway and parking areas associated with each phase
- e. Storm water quality features. (Vegetation must be established prior to CO when required as part of the feature design.)

MOTION: Walter Magill moved and Jon Quinn seconded to approve the Betterview Business Park Lots 4&5 (Clearwater Studios), with conditions 1-4 and directing staff to follow up on sidewalk violations. The motion carried 5/1. Meg Bentley opposed.

Jon Quinn voiced concern that Jim Pavlik got the short end of the stick, but supports moving forward and believes that this is a good project.

Scott Myller stated that the Corp scrutinized this application twice. The community wants density in the urban growth boundary and this is a solution to that.

Bart Kounovsky returned to the meeting.

- 8. FIRST READING OF ORDINANCE:** An ordinance amending Chapter 26 of the Steamboat Springs Revised Municipal Code by amending Table 26-92, Table of Permitted Principal Uses, Section 26-139, Parking and Loading Standards and Section 26-402, Definitions and Use Criteria to permit outdoor storage as a Use with Criteria in the Industrial zone district and amend use criteria for Warehouse with Outdoor Storage; providing for severability; providing an effective date; repealing all conflicting ordinances; and setting a hearing date.

Hermacinski read the ordinance title into the record.

Magill clarified that this is for new outdoor storage facilities.

MOTION: Walter Magill moved and Scott Myller seconded to approve the first reading of an ordinance amending Chapter 26 of the Steamboat Springs Revised Municipal Code by amending Table 26-92, Table of Permitted Principal Uses, Section 26-139,

Parking and Loading Standards and Section 26-402, Definitions and Use Criteria to permit outdoor storage as a Use with Criteria in the Industrial zone district and amend use criteria for Warehouse with Outdoor Storage; providing for severability; providing an effective date; repealing all conflicting ordinances; and setting a hearing date. The motion carried 7/0.

PUBLIC HEARING – PLANNING COMMISSION REFERRALS

PUBLIC HEARING FORMAT:

- Presentation by the Petitioner (estimated at 15 minutes). Petitioner to state name and residence address/location.
- Presentation by the Opposition. Same guidelines as above.
- Public Comment by individuals (not to exceed 3 minutes). Individuals to state name and residence address/location.
- City staff to provide a response.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

9. PROJECT: Original Town of Steamboat Springs Block 8, Lots 11 & 12 (Tread of Pioneers Museum)

PETITION: Pre-application for Building Addition.

LOCATION: 219 8th Street.

APPLICATION: Tread of Pioneers Museum, Candice Lombardo Bannister, PO Box 772372, Steamboat Springs, CO 80477

PLANNING COMMISSION VOTE: Heard September 22, 2011; no vote required.

Hermacinski read the project title into the record.

Lorson noted that this is for the Museum's new collections building. There is no vote on a pre application; it is for discussion purposes only. He also noted that the Museum retracted its request for fee waiver because a grant was requested.

Smith provided a PowerPoint presentation highlighting the following: existing site plan; existing collection house; south elevation; proposed additions; proposed floor plan; proposed addition elevations; photo of Zimmerman house; and the Utterback house.

Hermacinski noted that this project got good feedback from Planning Commission. Smith added that it also got good feedback from the Historic Preservation Commission.

PUBLIC COMMENT: No one appeared for public comment.

Myller believes that the project looks good.

10. PROJECT: Ptarmigan Inn Condos

PETITION: Conceptual development plan for a 71 unit 256,097 square-foot multi-family building and associated improvements.

LOCATION: 2304 Après Ski Way.

APPLICATION: Bruce Shugart, The Porches, c/o Eric Smith, Eric Smith Associates, 1919 7th Street, Boulder, CO 80302, (303) 442-5458.

PLANNING COMMISSION VOTE: Approved 5-1 on September 22, 2011.

Hermacinski read the project title into the record.

Jon Quinn stepped down.

Gibbs explained the review process that staff is utilizing this evening. The development process requires significant expenditures. Staff has tried to work with the community on a process to provide an earlier review. This is allowed as an administrative process working within the parameters of Code and streamlines the list of submittal requirements. It asks if the plan consistent with the zoning or are there fatal flaws in the project and allows the applicant to get an earlier read that they are going in the right direction.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

Keenan stated that this is a conceptual development plan application. The applicant is seeking a conditional use to have multi family in the G2 zone district. The Planning Commission recommended an additional condition to require a portion of the amenity space to become commercial, and also to add a staircase. Staff is recommending approval.

Smith provided a PowerPoint presentation highlighting the following: site plan; overlay of proposed Ptarmigan; grading and drainage plan; utility plan; open space plan; parking lower level; lobby level; floor plan; north/south section; east/west section; east elevation; north elevation; south elevation; west elevation; height determination; 3d views; and photos of existing.

Bentley asked if the commercial space could be used for a restaurant or bar. Also, how would pedestrians access to the area? Smith clarified that the walkway is at the snow level and that under the Code a restaurant is considered retail. It will depend on the demand and what can be supported.

Kounovsky asked about the commercial space in connection to promenade, in regards to ski way. Smith displayed. Kounovsky asked if there would be walkup traffic in the winter. Smith stated that the promenade is cut off at that point so it may be difficult to lease the retail space. Smith stated that they looked into a bridge, but it would be a problem with One Steamboat Place.

Magill asked if there is a trail in between. Smith stated that there is a trail where people have walked. Magill would like to look at that connection again.

Keenan stated that there is not agreement on the connection, staff and the applicant need to sit down with Ski Corp. and One Steamboat Place and figure out how that is going to work. The snow will be packed down so people could walk on it.

Bentley asked about the west facade dormer. Keenan stated that that was added as a condition to revise at the final development plan phase. Bentley voiced concern with the placement of the pool on north side. No shadow plan was included in this new

procedure. The pool and the public bar will have no sun between September and March and there will be very little sun even in the summer. She believes that the applicant is minimizing this negative design aspect. Also there will be 105 feet of guest windows and balconies overlooking the "intimate pool and bar". She does not see this as an effective public space or even a guest amenity. Additionally she is concerned with snow shed in that area. Smith stated that the snow will be maintained on the roofs with fences and will be snow melted. Also the roofs are stepped back. The pool area will be shaded in the winter but will get good sun in the summer.

PUBLIC COMMENT:

Daryl Levin asked about how the neighboring properties feel and feels that the retail

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

square footage is a little low. He shares Bentley's concern with snow shed.

Gary Engle was present representing Chateaux Chamonix owners, who are not in favor of the project. He voiced concern that this seems like an experiment and there is no codified or defined process for a conceptual development plan. It is not clear what Council is being asked to approve. He is concerned because this is being submitted as a development plan and it does not comply with the Code. The application does not have the right level of detail where informed decisions can be made. There is no drainage, grading plans or engineering plans. Does this alter historic drainage plans? These issues need to be addressed prior to approval of such a massive project. The impact on Chateaux Chamonix from shadowing could be tremendous. He suggested that the Conceptual Development Plan process needs to be codified and there needs to be conditions requiring a drainage study and demonstration that it will not alter the historic drainage plan, and also a shadow study.

Paul Sachs, representing the Ptarmigan House Association, is concerned with the process that is being used for this proposal. The Planning Commission was not clear on what they were voting on. He read a portion of the Planning Commission minutes into the record that sounded as though the Commissioners were confused. There is a great deal of confusion on the process. Are drainage issues being addressed and will underground flow be altered? The building is too tall and too massive and presents a wall to the Ptarmigan House and obstructs views. There is no pedestrian oriented environment or public spaces. Can the access adequately accommodate fire and emergency vehicles? The owners are also concerned with ensuring their ski access.

Gibbs stated that the applicant will have to come back for the Final Development Plan when things like drainage and shadowing will all be addressed. The application has gone thru the TAC process and staff feels these issues can be addressed. The access has been reviewed and no concerns were raised.

Hermacinski clarified that if there were a tremendous problem with drainage or something that could not be addressed then the project could be denied.

Reisman likes this new process because it makes the City more user-friendly. He is concerned with the retail space; are we setting this project up to fail from a zoning standpoint? Gibbs stated that Staff would like see if the market strengthens, however it is not required at this time. If retail did not work the space would be used as some other amenity.

Bentley would like to also see more gathering spaces and pedestrian circulation. The building is supposed to fit into the neighborhood, and she does not believe that the building articulation relates to the other buildings in the neighborhood.

Gibbs stated that the objective of this process is to assure the applicant that the building form and mass is approved. Lettunich noted the need to codify the conceptual

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

development plan process and be specific on what the City can't go back on.

Myller voiced concern that the parking ends at that corner and would like to see that improved.

Lettunich suggested adding the following: This conceptual development plan is not a "site specific development plan" as set forth in Section 26-72 and does not confer vested rights to the project.

MOTION: Kenny Reisman moved and Walter Magill seconded to approve Ptarmigan Inn Condos with conditions 1-26 adding the language from Lettunich, adding gathering space and the ability for pedestrians get across the snow. The motion carried 6/0.

Jon Quinn returned to the meeting.

REPORTS

11. Economic Development Update

There was no report.

12. City Council

- a. Council Member Magill's request to re-open the community funding discussion and request an additional \$7,500 for the Rodeo Board and to take this money from the Bike Town USA group.

Magill:

1. Suggested taking \$7,500 from Biketown USA and giving it to the rodeo board. Wilson stated that he looked at his budget and the only place that had "flex" was the rodeo. The Rodeo Board is able to provide a lot of volunteer time and conduct a lot of sponsorship raising. Support has fluctuated in this fund in the past. The reduction would eliminate a rodeo later in the season, which historically has less attendance.

MOTION: Walter Magill moved and Meg Bentley seconded to approve taking \$7,500 from Biketown USA and give it to the Rodeo Board. The motion Failed 2/5. Cari

Hermacinski, Jon Quinn, Bart Kounovsky, Scott Myller, Kenny Reisman opposed.

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

Discussion during the motion:

Wilson noted that the Steamboat Springs rodeo is a pro series, which is not based on numbers rather based on the individual “eventing” done at each rodeo. Weber noted that after staff itemized some changes there was \$28,000 that was put into a City Manager contingency fund. This money could be used to reinstate funding for the rodeo, rather than cutting Biketown USA.

Hermacinski voiced concern that these items were not compared to each other and is hesitant to cut. She would like to get more information from the rodeo board.

Kounovsky does not support this and would also like to hear more about issues with the rodeo. Reisman asked if this was vetted the same way coalitions did. Weber stated that each group had representative come to a Management Team meeting and the Team evaluated each request. It wasn’t an “across the board” cut on percentages. Management Team agreed on all recommendations. If Council agreed to take the money from the City Manager contingency and would like to revisit the a la carte items.

MOTION: Kenny Reisman moved and Jon Quinn seconded to approve taking the \$7,500 from the City Manager contingency to fund the rodeo. The motion carried 6/1. Cari Hermacinski opposed.

DIRECTION: Staff to research ways to make Howelsen Hill more profitable.

Weber clarified that because of these changes the second reading of the budget ordinance will have changes.

Continued Council Reports:

Magill:

2. Attended a DOW lunch.
3. Asked for permission to work with staff on moving the bike series to a Non Profit.
UNANIMOUS CONSENT.

Reisman:

1. Congratulated Shelton on the bus grant the City received and also Myller because the grant could have been a result of the lobbying trip to Washington DC.
2. Attended a Teen Council meeting and noted that they have movie night next Friday. They are also trying to create a “student of the month” program and they might want to acknowledge the winner at a Council meeting. He stated that he invited them to come to public comment to provide an update.
3. Noted that Dervla Lacy is stepping down from Grand Futures.
4. Attended a Chamber Board meeting and stated that he got a lot of “good vibes”

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

there. It seems that they are happy with direction they are going with the new Director.

5. Has been working that Anne Small and Noreen Moore on the economic development/business portion of the website.

Kounovsky:

1. Asked Council how the iPads are working. He stated that he really likes it but would like to have the agenda printed for Council. Myller added that waiting for big drawings to load is slow and suggested printing the 11x17 floor plans as well.

Hermacinski:

1. Reminded Council to let Franklin know their preference of a day for the broadband meeting.
2. Noted that on November 8 there will be a reception at 4:30 for outgoing members.

Quinn:

1. Stated that he and Bentley attended an Allocation Committee meeting. There was a question about a \$10,000 request from the USDA regarding weed mitigation on Emerald. They chose to pull that piece off thinking it was the City's responsibility. Wilson stated that he needs to work on that level of funding because there is an opportunity and staff does plan to do more weed mitigation.

Myller:

1. Attended Chamber marketing meeting.
2. Noted that Biketown USA will be having a retreat and they need to decide if they should be a part of Routt County Riders, and whether the Bike Summit was worth the money.
3. Noted that he got the phone call from Shelton letting him know that the City got the bus grant while he was having lunch with the Senior Citizens and telling them about his trip to DC.

Bentley:

1. Brought Council's attention to a Yampa Valley Data Partners fundraising letter.
2. Provided a summary of the CML Policy Committee meeting and noted that the next meeting is December 8. She stated that this is an exciting committee to be involved with and encouraged Council to take over her position.
3. She provided a list of "unfinished business" to pass on to Council members: the Steamboat hotel sign to Magill and the website to Reisman. She would like to ensure that outdoor landscaping requirements are enforced, noting that the Barn Village put in street trees but irrigation never went in and the trees are dead. Also, she would like to have the Parks and Recreation Commission be advisory to Council with minutes, etc. Finally, she would like to ensure that all changes to the City Council meeting schedule should be part of the public

STEAMBOAT SPRINGS CITY COUNCIL MINUTES

Regular Meeting NO. 2011-18

Tuesday, October 18, 2011

process. Perhaps all changes to the meeting schedule could be a part of the consent agenda. She voiced concern that last minutes changes disenfranchise the public.

13. Reports

a. Agenda Review

1. City Council agenda for November 8, 2011
2. SSRA agenda for November 8, 2011
3. City Council agenda for November 15, 2011

Council reviewed the above agendas.

14. Staff Reports

a. City Attorney's Update/Report.

Lettunich had no report.

b. Manager's Report: Ongoing Projects.

Roberts reported on the following:

1. Stated that he represented the City at the Governor's press conference about the USA Pro Cycling Challenge and the release of the results of the economic impact study. The study showed a positive impact in excess of \$80 million. 23% of 1 million people traveled from outside Colorado to attend the event. 97% say they are likely to attend next year. 85% of the out of state visitors are more likely to return based upon their experience at the race. Next year's race will be August 20-26 2012 and they will decide the host cities this November.

OLD BUSINESS

15. Minutes

- a. Regular Meeting 2011-15, September 6, 2011.
- b. Regular Meeting 2011-16, September 20, 2011.

MOTION: Jon Quinn moved and Meg Bentley seconded to approve the September 6 and 20, 2011 City Council minutes. The motion carried 7/0.

ADJOURNMENT

MOTION: Meg Bentley moved and Jon Quinn seconded to approve adjourning Regular Meeting 2011-18 at approximately 8:13pm. The motion carried 7/0.

BY: JULIE FRANKLIN, CMC
CITY CLERK

DRAFT