

CITY OF STEAMBOAT SPRINGS

AGENDA

Regular Meeting NO. 2012-19
Tuesday, October 30, 2012

5:00 PM

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.

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.**

ROLL CALL (5:00 PM)

COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

1. **Golf Committee Interviews.**
2. **US Pro Cycling Local Organizing Committee announcing their**

application for the 2013 event, requesting sponsorship and asking for a letter of support. (Hinsvark/Jim Schneider)

3. Information, possible motion concerning the Police/Fire Facility location. (Hinsvark/Rae)

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.

4. **RESOLUTION:** A resolution approving the 2013 Operating Plan and budget of the Downtown Steamboat Springs Business Improvement District and reappointing two members of the Board of Directors. (Tracy Barnett)
5. **RESOLUTION:** A resolution acknowledging appointments to the Routt County Combined Communications Center Advisory Board. (Rae)
6. **RESOLUTION:** A resolution reappointing Paul Sachs as the Steamboat Springs Municipal Judge, reaffirming the appointment of Jonathan Melvin as Deputy Municipal Judge and fixing compensation for both positions for 2013 and 2014. (Lettunich)
7. **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, 2013, and ending the thirty-first day of December, 2013. (Weber)
8. **FIRST READING OF ORDINANCE:** An ordinance approving the Fourth Supplemental Budget Appropriation of 2012. (Weber)

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.

9. **SECOND READING OF ORDINANCE:** An ordinance vacating utility easements located in Airport Meadows, Filing 1, Lots 1 and 2, and providing an effective date and setting a hearing date. (Keenan)
10. **SECOND READING OF ORDINANCE:** An ordinance authorizing the

City Manager to impose and lift fire restrictions; repealing all conflicting ordinances; and providing an effective date. (Foote)

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.

PLANNING COMMISSION REPORT

There is no report scheduled.

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 on the this portion of the agenda.

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 the International Building Code 2006 Edition in Chapter 5, Article 1, Section 5-3: International Building Code-Amendments and Deletions to add an exception to allow a boarding house to comply with the International Residential Code. (Peasley)**
-

REPORTS

12. City Council

13. Reports

a. Agenda Review: (Franklin)

1. City Council agenda for November 13, 2012.
2. City Council agenda for November 20, 2012.

14. Staff Reports

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

1. City Charter – Amendment – information/discussion.

b. Interim Manager's Report: Ongoing Projects. (Hinsvark)

1. City Manager Search Process. (Small)

ADJOURNMENT

BY: JULIE FRANKLIN, CMC
CITY CLERK

AGENDA ITEM # 1.

CITY COUNCIL COMMUNICATION FORM

FROM: Valerie Dietrich, Staff Assistant (Ext. 225)
THROUGH: Julie Franklin, City Clerk (Ext. 248)
DATE: October 30, 2012
ITEM: Golf Management Committee interviews.
NEXT STEP: Conduct interviews of 6 applicants and determine which candidates will fill the 3 available positions.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. BACKGROUND INFORMATION:

Three positions on the Golf Management Committee will be open beginning November 1, 2012. These are all 3 year regular positions. Of the vacating positions, one is held (and will continue to be held) by a representative of the Lodging Community. The other two are regular 3 year positions.

Of the three committee members whose terms will be up on October 31, 2012, two wish to reapply for their positions, Barbara Robinson (whom currently represents the Lodging Community) and John Vanderbloemen.

There are six applicants including Barbara and John for these 3 positions. It appears that of these six, Barbara is the only representative of the Lodging Community. The applications submitted to the Clerk's office are included as attachments to this item.

II. LOCATION:

Crawford Room.

III. INTERVIEW SCHEDULE:

5:05 Barbara Robinson

5:11 Tony Counts

5:17 John Vanderbloemen

5:23 Doug Labor

5:29 AJ Fleming

5:35 Craig Seitz

5:41 Select 3 candidates to fill these positions.

LIST OF ATTACHMENTS

Attachment 1 - Barbara Robinson's application

Attachment 2 - Recommendation for Barbara Robinson from the Steamboat Springs Chamber Resort Association Lodging Committee.

Attachment 3 - Tony Count's application

Attachment 4 - John Vanderbloemen's application

Attachment 5 - Doug Labor's application

Attachment 6 - AJ Fleming's application

Attachment 7 - Craig Seitz's application

Attachment 1

City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

DEADLINE TO SUBMIT APPLICATION TO CITY CLERK:

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.

BOARD/COMMISSION APPLYING FOR: Golf Mgmt Advisory Committee

NAME: Barbara C. Robinson

RESIDENCE ADDRESS: 585 Wyatt Dr

MAILING ADDRESS: Steamboat Springs CO 80487

HOME PHONE: 970 870 3304 WORK PHONE: 970 879 2250

FAX: 970 879 0251 E-MAIL ADDRESS: gm@steamboathl.com

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS?

8 years

CURRENT OCCUPATION/EMPLOYER:

General Manager, Holiday Inn Steamboat Springs

PREVIOUS WORK EXPERIENCE:

Hotel Management 26 years

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:

Steamboat Springs Chamber Ambassador

Chairperson for the YES Golf Tournament 2008, 2009

Steamboat Marketing Committee & Lodging Committee

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

I am an avid golfer with extensive golf travel experience. I am open minded, reasonable and goal oriented. I look at solutions for the greater good of all. I am passionate about this community and enjoy the idea of promoting & marketing.

WHY DO YOU WANT TO SERVE ON THE Golf Advisory ?
(Board or commission applying for)

Please see my application attached.

Now that golf will be an olympic sport in 2016, maybe our olympic pride can extend to golf?

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

Maximizing revenues while controlling expenses.

Utilizing all staff involved efficiently and meaningfully.

Including Haymaker in all promotions to get the highest return on marketing funds.

OTHER COMMENTS:

The city funds special events, Haymaker should always be included as an optional activity.

A closer liason could be formed with the lodging community, local residents, and schools. We need to help to grow golf.

Please attach any documentation that would enhance your application.

All applications must be turned into City Hall, 137 10th Street,
Attn: City Clerk's Office
or e-mailed to atribble@steamboatsprings.net



Signature

10/10/09

Date

Barbara C. Robinson
585 Wyatt Drive
Steamboat Springs, CO 80487
Phone 970-870-3304, Cell 970-846-7515
brobinson@steamboatwireless.com

Golf Management Committee Application

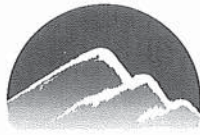
I am an eight year resident and homeowner in Steamboat Springs. I manage the Steamboat Springs Holiday Inn and have worked for the owners now for twenty six years. In 2004, I was honored by Holiday Inn as the Best General Manager out of 1,700 hotels worldwide, for my commitment to customer service and hands on customer care. This year we are also nominated for a Navigator Award, as Business of The Year. Our management team and employees are loyal and we have fun in what we do.

I believe our town is unique and I have never enjoyed living anywhere else as much as here. In the summer, I golf practically every day before or after work, weather permitting. The Golf Course is one of the finest, best maintained public courses I have ever played. Haymaker has the feel of a private course, and although pass holders are not members, they are treated as such. The staff is attentive and professional. I am passionate about golf and would love the opportunity to serve on and participate in the Golf Management Committee. I have given this a lot of thought and I am aware of the huge responsibility such a position will hold.

I have worked in the Hospitality Industry for nearly 30 years; I started in accounting and worked my way up to becoming a General Manager. I have a Bachelors Degree in Hotel & Restaurant Management from Florida International University, Miami. I have a strong accounting background, use fiscally responsible business practices and have a positive can do approach to problem solving. I am a good team member and enjoy the accomplishments of a productive and well chosen committee. Throughout my life I have always served on boards and committees and participated in my communities as a volunteer. I feel strongly in giving back to any community, but particularly to our amazing Steamboat Springs.

I believe that what I bring to the Golf Management Committee is my expertise in marketing our destination, understanding the fundamentals of golf course management and by striving for excellence in what I do. As a member of both the lodging and marketing committee I could be a strong liaison. Since marketing dollars are tight, it is imperative to work together to get the best results.

Haymaker is an exceptional golf course with even greater potential. I believe the revenues could grow by more effective marketing. We need to improve the communication with the lodging industry and be more involved with summer marketing and special events. It is important also, to keep it affordable and accessible to the local community and to grow the sport of golf.



STEAMBOAT SPRINGS
CHAMBER RESORT ASSOCIATION, INC.

RECEIVED

OCT 19 2009

October 15, 2009

To City Council:

At the September 8, 2009 meeting of the SSCRA Lodging Committee, Jim Bowers of Northstar Management alerted the committee that he would be stepping down from the Golf Course Advisory Committee.

The Lodging Committee voted unanimously to have Barbara Robinson represent the Lodging perspective on the Golf Course Advisory Committee. Barbara is the manager of the Holiday Inn and has been very involved in this community. She is a former chair of the Chamber Marketing Committee, 2010 President of the Chamber Ambassadors, Past Chair of the YES Golf Tournament, and is a member of the Executive Leadership of the Lodging Committee. In addition to her volunteer commitments and award winning hotel management, Barbara has a passion for golf. Every free minute from the first opening in Spring to the final closing in fall you can find her practicing her swing or playing a round.

I strongly encourage you to appoint Barbara Robinson to the Golf Course Advisory Committee.

Sincerely,

Sandy Evans Hall
Executive Vice President

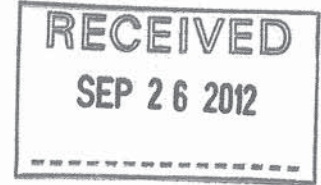
970-879-0880 • FAX 970-879-2543

EMAIL: INFO@STEAMBOATCHAMBER.COM • WWW.STEAMBOATCHAMBER.COM
P.O. BOX 774408 • 125 ANGLERS DRIVE • STEAMBOAT SPRINGS, CO 80477

Attachment 2



STEAMBOAT SPRINGS
CHAMBER RESORT ASSOCIATION, INC.



September 24th, 2012

To City Council:

The Steamboat Springs Chamber Resort Association Lodging Committee agreed by acclamation to have Barbara Robinson represent the lodging perspective on the Golf Course Advisory Committee for another term. Barbara is the General Manager of the Holiday Inn and has been very involved in this community as well as the Golf Committee over the last three years. She is a former chair of the Chamber Marketing Committee and current committee member, 2012 President of the Chamber Ambassadors, Past Chair of the YES Golf Tournament, and is an executive committee member of the Lodging Committee. In addition to her volunteer commitments and award-winning hotel management, Barbara has a passion for golf. Every free minute from the first opening in spring to the final closing in fall, you can find her practicing her swing or playing a round.

I strongly encourage you to appoint Barbara Robinson to the Golf Course Advisory Committee.

Sincerely,



Tom Kern
CEO

Attachment 3

received
9/25/12

City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.

BOARD/COMMISSION APPLYING FOR: Golf Management Comm.

NAME: Tony D. Counts

RESIDENCE ADDRESS: 23035 Schussmark Trl. A-1301

MAILING ADDRESS: P.O. Box 771140

HOME PHONE: 846 8669 WORK PHONE: 879.4663

FAX: 879.1031 E-MAIL ADDRESS: MLS@SSBR.ORG

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS? 12 yrs

CURRENT OCCUPATION/EMPLOYER: STEAMBOAT SPRINGS BOARD OF REALTORS

PREVIOUS WORK EXPERIENCE: Steamboat Ski Resort, Haymaker Golf Course, STEAMBOAT TENNIS CENTER, STRAWBERRY PARK HOT SPRINGS, Sotheby's Realty, STEAMBOAT VILLAG BROKERS, ESPN RADIO - "Harvey's Huddle"
APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:

I have assisted with organizing the SSBR Golf Tournament for 5 yrs. Assisted with ML'ing High School Battle of THE BANDS events. Helped with marketing and fund acquisition for Steamboat youth soccer tournament. Participat with Leadership STEAMBOAT. 2010-

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

I have been a part of multiple commissions with the REAL ESTATE industry. I have an incredible passion for our community & golf and I Am a parent of a 2yr old.

WHY DO YOU WANT TO SERVE ON THE Golf Management Comm.
(Board or commission applying for)

I want to be more involved with the youth golf development. I would like to see more new golfers on the courses. I would also like to create a new type of golf event that raised funds for other non-profit organizations, that the kids could also participate in and learn from pros. I would also like to use this opportunity as a stepping stone to more community involvement on the volunteer level.

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

- 1) Local rates [non-twi light fee times]
- 2) Season length
- 3) Winter Golfing [Indoor Virtual Golf]

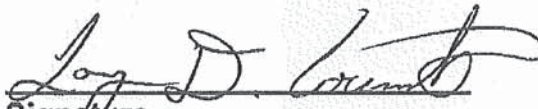
OTHER COMMENTS:

After participating in Leadership Steamboat Program, I knew I wanted to do more on a volunteer level. I love golf and my community, so this feels right.

* → Still currently working with Mr. Yelverton. [Attached LOR]

Please attach any documentation that would enhance your application. *

All applications must be turned into City Hall, 137 10th Street,
Attn: City Clerk's Office


Signature

9-25-2012
Date

Al Yelverton
Assistant Manager of Systems Support (F.A.S.T.)
Senior Systems Support Manager / Pacific Lead (F.A.S.T.)
Fidelity National MLS Systems & Solution
17300 West 119th Street
Olathe, KS 66061

June 24, 2008

To whom it may concern:

It is a genuine pleasure and honor for me to recommend Tony Counts. As the account manager for the MLS vendor to Steamboat Springs Board of REALTORS®, I have had the pleasure of working with Tony for the more than two years.

During this time, I have come to rely on Tony's dedication to servicing SSBR. We interacted frequently; depending on each other to constantly provide a superior level of service to the MLS. Tony was always business-oriented, yet easygoing.

His technical knowledge and the ability to grasp new concepts and procedures are more than admirable.

Tony rarely underestimated or overstated his importance to what we do. Being without him would certainly pose additional challenges to the success of what we do.

In closing, let me say I have no hesitation in recommending Tony Counts for any position pertaining within any organization. I feel confident he would be as much of an asset to your organization as he has been with us.

Sincerely,

Al Yelverton
Assistant Manager of Systems Support (F.A.S.T.)
Senior Systems Support Manager / Pacific Lead (F.A.S.T.)



June 23, 2008

Bob Golden
Colorado Association of Realtors
309 Inverness Way South
Englewood, CO 80112-5818

Re: Tony Counts

Dear Bob:

I am writing this letter as an enthusiastic recommendation for Tony Counts as I understand that he has applied for Mark Gavin's position within the Education Division.

Tony has been our MLS Coordinator as well as our Education Director for the Steamboat Springs Board of Realtors for the last few years. I'm not sure of his hire date, but I know he made an impact immediately. He has proven to be an invaluable addition to our staff. He is very thorough, very thoughtful and very diligent. He has a cool head and is a great multi-tasker. He is a tremendous communicator and I feel would be a great asset to the Colorado Association of Realtors. His time spent coordinating classes for the Steamboat Springs Board of Realtors gives him some insight into the process already in place.

Our Board would be very sad to lose Tony, but the Colorado Association would benefit greatly from his knowledge and expertise.

Please feel free to contact me, if you have any questions or would like any further comments. I can be reached at 970-870-8800 x 255 or on my cell 970-846-2608.

Respectfully,

Jill A. Limberg
Owner/Managing Broker
Colorado Group Realty, LLC
2008 Vice President of Education for the Colorado Association of Realtors

509 Lincoln Avenue • P.O. Box 775430 • Steamboat Springs, CO 80477 • www.mybrokers.com
TOLL-FREE 800.556.6717 • OFFICE 970.870.8800 • FACSIMILE 970.870.2803

Neighbors. Friends. Realtors.

Attachment 4

City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

DEADLINE TO SUBMIT APPLICATION TO CITY CLERK:

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.

BOARD/COMMISSION APPLYING FOR: Golf Management Committee

NAME: John A. Vanderbloemen

RESIDENCE ADDRESS: 675 Pamela Lane, Steamboat Springs

MAILING ADDRESS: P.O. Box 2000, Steamboat Springs, CO 80477

HOME PHONE: 879-5377 WORK PHONE: 879-0100

FAX: 870-0960 E-MAIL ADDRESS: jav@lvlaw.net

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS?
Continuously since 1980

CURRENT OCCUPATION/EMPLOYER:
Attorney/Partner-Lettunich & Vanderbloemen, LLC-1980-present

PREVIOUS WORK EXPERIENCE:
Village Center Ski Rentals, Steamboat, shop manager-1976-77
U.S. Army-1972-75, translator/interpreter, golf instructor

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:
1981-89 Routt County Attorney/Social Services Attorney (part-time contract)
Early 90's-Steamboat Springs Arts Council Board (Board President-1993-94)
14th Judicial District-Judicial Nominating Commission (1988-1993)
14th Judicial District-Judicial Performance Commission (1999-2007)

**2003-present- Steamboat Springs High School Golf Team Committee
2009-present-Partners in Routt County Board of Directors**

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

I have been involved in golf all my life. Growing up, it was caddying, working in golf pro shops, playing junior golf to college golf at University of North Carolina, then competitive amateur golf in Carolinas and east coast. After the draft, I played on the Army golf team in 1973 and played amateur golf in Europe. In 1975, I was head golf instructor at a small Army golf facility in Berchtesgaden, Germany. After the Army, I briefly worked golf course maintenance at a quality course and ran the pro shop counter at a country club in N.C., while considering golf as a career. Instead I moved to Steamboat Springs in 1976, worked one year as a ski shop manager and then went to law school. I am extremely fortunate to have played many excellent courses, both public access resort venues and private clubs in the U.S. and Europe.

After moving back to Steamboat in 1980, I had very limited involvement with golf until City Manager (Harvey Rose) in (about) 1993 asked me to serve on a new advisory committee being formed to explore golf course ideas for the City land that is now Haymaker. I was appointed to the original Golf Advisory Committee (12 member), which transitioned into the current 5 member Golf Management Committee when course was completed and opened in 1997. I have served on this Committee since the course opened.

My legal background for 32 years in dealing with many aspects of civil law, including land use, real estate, governmental, insurance defense law and risk management gives me an unusual perspective on Haymaker operations issues. My golf background helps me understand what the golfing public should reasonably expect to experience at Haymaker.

**WHY DO YOU WANT TO SERVE ON THE Golf Management Committee
?**

(Board or commission applying for)

Seeing the entire Haymaker facility-both golf and clubhouse-fulfill its potential as a golf venue and as a city asset is a passion of mine. I seriously considered not reapplying for the Committee, but feel that my experience and knowledge can provide stability and direction. I would sincerely welcome the opportunity to serve another term on this Committee.

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

BALANCE THE BUDGET: Haymaker must not only break even on operational revenues vs. expenses but also create reserves as the economy improves. Rates must be adjusted slightly and new products/packages considered to reach this goal. The new transferable punchcard has increased punch card revenues by \$56,000+ over 2011.

IMPROVE MARKETING: In cooperation with Jim Snyder from Haymaker Patio Grill and the Ski Corp marketing staff, the Committee has the opportunity to develop an improved marketing plan and social media plan that connects with local lodges and the Chamber to drive more tourist rounds. If tourist rounds can be increased, rates can remain at reasonable levels, and Haymaker can fulfill its larger mission to the City as an economic generator and as an attractor of new residents.

LONG TERM CAPITAL NEEDS: Refine the long term capital needs spreadsheet that defines the costs and timing for future capital projects, both facilities and equipment related.

OTHER COMMENTS:

I have been honored to be a part of this Committee and greatly appreciate the support, which has been provided by City Councils and City management staff over the years.

Please attach any documentation that would enhance your application.

All applications must be turned into City Hall, 137 10th Street,
Attn: City Clerk's Office
or e-mailed to atribble@steamboatsprings.net

John A. Vanderbloemen

Signature

10/15/09
Date

Attachment 5

City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.

BOARD/COMMISSION APPLYING FOR: GOLF COMMITTEE

NAME: DOUG LABOR

RESIDENCE ADDRESS: 629 MEADOWBROOK CR

MAILING ADDRESS: SAME

HOME PHONE: 879-9424 WORK PHONE: 870-8885

FAX: 870.8886 E-MAIL ADDRESS: DLABOR@BUYERSSTEAMBOAT.CO

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS? 16 yrs

CURRENT OCCUPATION/EMPLOYER:

OWNER/BROKER BUYERS RESOURCE REAL ESTATE OF STEAMBOAT
RESORT REALTY & CONSULTING
P-BUNG STORAGE

PREVIOUS WORK EXPERIENCE:

see ATTACHED RESUME

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:

STEAMBOAT SPRINGS AFFORDABLE HOUSING MEASUREMENT COMMITTEE

ASSISTANT DIRECTOR STEAMBOAT SPRINGS MOUNTAIN SOCCER TOURNAMENT

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

- AS DIRECTOR OF REAL ESTATE FOR COPPER MOUNTAIN (CO) AND HIDDEN VALLEY (VA) I WAS VERY INVOLVED IN THE INTEGRATION OF THEIR GOLF COURSE ASSETS WITH THE COMMUNITY.
- AS VP OF REAL ESTATE FOR THE BIL MOUNTAIN SKI & SUMMER RESORT (MT) IT WAS MY RESPONSIBILITY TO PREPARE AN EXTENSIVE GOLF COURSE FEASIBILITY STUDY FOR A POTENTIAL PURCHASE OF A 500 ACRE LAND PARCEL THAT THE RESORT WOULD DEVELOP, AND OPERATE.
- AS GENERAL MANAGER OF THE BIL MOUNTAIN RESORT ASSOCIATION I GAINED A UNIQUE UNDERSTANDING OF THE STAKEHOLDERS ASSOCIATED WITH COMMUNITY ASSETS SIMILAR TO A GOLF COURSE AND THE VARIOUS COMMUNITY INTERESTS THAT NEED TO BE MET.

WHY DO YOU WANT TO SERVE ON THE GOLF COMMITTEE?

(Board or commission applying for)

I LOVE THE STEAMBOAT SPRINGS COMMUNITY AND HAVE BEEN WANTING TO GIVE BACK TO THE COMMUNITY IN A VOLUNTEER CAPACITY OF SOME KIND. MY ADDITIONAL PASSION FOR THE GAME OF GOLF, ALONG WITH MY VAST EXPERIENCE AND KNOWLEDGE OF THE RESORT AND GOLF IN BUSINESS, COUPLED WITH MY SUCCESSFUL BUSINESS BACKGROUND, PARTICULARLY IN MARKETING AND SALES, WILL BE SEEN AS A GREAT ASSET TO THE COMMITTEE.

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

- 1) FOOD & BEVERAGE OPS - CONSISTENCY IN QUALITY, SERVICE AND COST. PRIOR TO SSRC'S INVOLVEMENT, THIS HAS BEEN THE NUMBER ONE ISSUE FOR ME. THINGS HAVE IMPROVED, BUT I DO SEE AREAS WHERE MORE CAN BE DONE.
 - 2) MAINTENANCE - AS A DETAIL PERSON THERE ARE A FEW AREAS OF THE COURSE THAT COULD BE IMPROVED TO MAKE A BETTER GOLF EXPERIENCE.
 - 3) YEAR ROUND INCOME - I RECENTLY HEARD THERE IS A POSSIBILITY OF OPERATING THE FACILITY DURING THE WINTER WITH FOOD & BEVERAGE AND CROSS COUNTRY SKIING. I WAS VERY PLEASED TO HEAR THIS FOR I HAD OF SOME ADDITIONAL OPPORTUNITIES THAT COULD BE EXPLORED
- OTHER COMMENTS:

I HOPE YOU CAN READ MY HAND WRITING!

Please attach any documentation that would enhance your application.

All applications must be turned into City Hall, 137 10th Street,
Attn: City Clerk's Office


Signature

9.27.12
Date

DOUGLAS N. LABOR GRI, RRP, ABR, ABRM, CEBA, e-PRO

56 9th Street ♦ Steamboat Springs, CO 80487 ♦ 970.870.8885 (Day) ♦ 970.870.8886 (Fax) ♦ Email dlabor@buysteamboat.com

RESORT BRIEF

- ♦ Steamboat Ski & Resort Corporation, Colorado
- ♦ The Big Mountain Ski & Summer Resort, Montana
- ♦ Copper Mountain Resort, Colorado
- ♦ Rio Costilla Resort, New Mexico
- ♦ Cuchara Resort, Colorado
- ♦ Hidden Valley Resort, Pennsylvania

PROJECT SUMMARY

- Master Planned Resort Communities 6
- Single Family Developments 8
- Vacation Ownership Projects 12
- Condominium Developments 11
- Town Home Developments 9
- Commercial/Hotel Developments 6

SUMMARY OF EXPERIENCE

Marketing and Sales

Brokered over \$300,000,000 in real estate transactions. Accountable for all brokerage activity, including staff hiring, training and supervision. Managed real estate sales and marketing programs. Directed data base management and conducted market research projects through feasibility studies, focus groups and market surveys. Developed goals, objectives and strategies for marketing and sales programs (in conjunction with resort operations). Designed sales centers and promotional material. Negotiated purchase contracts, monitored compliance. Contributing Real Estate Editor, *Snow Country Magazine*.

Development

Facilitated resort planning and design. Selected and supervised development team. Directed due diligence, permitting, legal documentation, project schedules and budgets. Prepared and presented financial packages to investment groups. Negotiated with and supervised subcontractors. Directed land use, sales contracts and title work. Drafted architectural regulations and monitored compliance.

Operations Management

General management responsibilities of resort association – established and implemented governing documentation providing municipal services and amenities to resort communities. Established association operating budgets and assessments. Defined property management, accounting and administrative functions, policies and procedures.

Strategic Planning

Prepared comprehensive strategic plans for master planned resort communities, including vision statements, commercial, residential and amenity development, product mix and absorption schedules, marketing, sales and operational business plans.

PROFESSIONAL HISTORY

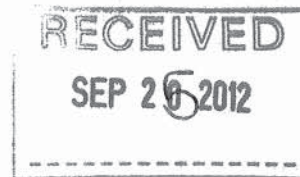
President / Owner	<i>Resort Realty & Consulting, LLP dba Buyer's Resource of Steamboat</i>	1994 – Present
President	<i>Steamboat Springs Board of Realtors ('05 Realtor of the Year)</i>	2004 - 2005
President Elect	<i>Steamboat Springs Board of Realtors</i>	2003 - 2005
President	<i>Colorado Association of Exclusive Buyer's Agents</i>	2003 - 2005
Vice President	<i>Steamboat Springs Board of Realtors</i>	2002 - 2003
Mountain Director	<i>National Association of Exclusive Buyer Agents</i>	2001 - 2003
Vice President	<i>Colorado Association of Exclusive Buyer's Agents</i>	2000 - 2002
Director of Real Estate	<i>American Skiing Company, Steamboat Springs, CO</i>	1997 - 1999
Vice President of Real Estate	<i>Big Mountain Ski & Summer Resort, Whitefish, MT</i>	1993 - 1994
General Manager	<i>Big Mountain Resort Association, Whitefish, MT</i>	1993 - 1994
Director of Real Estate	<i>Hidden Valley Resort, Hidden Valley, PA</i>	1991 - 1992
Director of Real Estate	<i>Copper Mountain Resort, Copper Mountain, CO</i>	1987 - 1991

EDUCATION

B.A., Geography (Rural & Urban Planning Concentration) – 1980, Slippery Rock University, Slippery Rock, PA
Dresser Engineering School – 1981, Houston, TX
Architecture Tutorial – 1980, Colorado College, Colorado Springs, CO



Attachment 6



City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to *City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.*

BOARD/COMMISSION APPLYING FOR: Golf Management Committee

NAME: Aric James (AJ) Fleming

RESIDENCE ADDRESS: 360 Old Dairy Lane Steamboat Springs 80487

MAILING ADDRESS: same

HOME PHONE: 970-367-6636

E-MAIL ADDRESS: ajski2011@yahoo.com

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS? 4 yrs

CURRENT OCCUPATION/EMPLOYER:

Steamboat Springs Winter Sports Club- *Alpine Race Coach*
Colorado Mountain College- *Adjunct Faculty, EMS Department*
Event Medical Solutions Unlimited- *Partner/Paramedic*
Steamboat Outdoor Services- *Owner/Operator*
Stay-at-home dad- *homemaker*

PREVIOUS WORK EXPERIENCE:

Paramedic since 1997 providing 911 EMS response in rural and urban municipalities. Utilizing unbiased objective observation and logical, critical thinking to make decisions ensuring the safety and best possible outcomes in patient care.

15 years construction and building industry experience. Experience in project management, problem solving, human resources and equipment allocation.

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:

I am a principal founding member of Event Medical Solutions Unlimited. We are a private company established to provide emergency medical coverage for local and regional sporting events, concerts and other public gatherings. We have been involved with the care of participants of local events such as:

- Steamboat Springs Town Challenge Mountain Bike Series
- Honey Stinger (cross country bike race and marathon)
- Tour de Steamboat
- Steamboat Marathon

Groundwork for initiating and establishing the Steamboat Gravity Center
CMC adjunct faculty
SSWSC alpine coach

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

Dedicated community member
Avid golfer
Experienced sports educator

WHY DO YOU WANT TO SERVE ON THE Golf Management Committee?

Golf is an important part of my family's life and is integral in contributing to the quality of life we are lucky enough to experience here in Steamboat. I would be proud to be a part of the process that continues to ensure the maintenance and growth of golf in Steamboat. It would be a wonderful opportunity to support community members and visitor's use and enjoyment of this unique golf facility available to us.

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

1. **Economic sustainability.** Consideration of the continued growth of the facility to sustain itself through time must be made. Without a facility's independent ability to be financially viable and sustain itself, the facility's existence will be in question.
2. **A commitment to the growth of the game of golf in Steamboat Springs.** A commitment should be made to contribute to the perpetual growth of golf by supporting youth and community programs designed with the intentions of making golf more accessible and desirable to more people.
3. **Environmental sustainability.** This year the drought conditions and

subsequent water shortage concerns in northwest Colorado have not been more evident. Ensuring responsible water usage and distribution for a facility is of great importance. In accordance with Haymaker's environmental policy that states "leave behind for future generations a planet *(or golf course)* that is as good as or better than we are experiencing today", continued environmental responsibility is paramount.

OTHER COMMENTS:

As a member of a local multi-generational golfing family, I have a vested interest in contributing to Steamboat golf thriving and growing into the future.

Please attach any documentation that would enhance your application.

All applications must be turned into City Hall, 137 10th Street, Attn: City Clerk's Office

A handwritten signature in black ink, appearing to read "Chris [unclear]", written over a horizontal line.

Signature

09-25-2012

Date

Attachment 7

City of Steamboat Springs

APPLICATION FOR BOARDS/COMMITTEES/COMMISSIONS

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248. Return completed application to City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477.

BOARD/COMMISSION APPLYING FOR: Golf Management Committee

NAME: Craig D. Seitz

RESIDENCE ADDRESS: 3341 Willow Brook Court, Steamboat Springs, CO

MAILING ADDRESS: 3341 Willow Brook Court, Steamboat Springs, CO

HOME PHONE: 875-1225

WORK PHONE: 871-6282

FAX: 871-6282

E-MAIL ADDRESS: seitz@alpenarchitek.com

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS? 12 years

CURRENT OCCUPATION/EMPLOYER:

Alpen Architek, LLC
Steamboat Springs, CO
Owner/Principal
10 years

PREVIOUS WORK EXPERIENCE:

Eric Smith Associates, PC
Steamboat Springs, CO
Boulder, CO

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK:

- Current local Home Owners Association (President - 8+ years)
- Local Home Owners Association (Vice President – 2 years)
- Haymaker Junior Golf Program/Tournament - Volunteer
- S.S. High School “Sailor Shoot-Out” Tournament Volunteer/Participant
- S.S.W.S.C. “Moose is Loose” Tournament Volunteer/Participant
- S.S.W.S.C.- Volunteer
- Steamboat Ski Resort- Competition Services Volunteer

SPECIAL QUALIFICATIONS APPLICABLE TO THE BOARD/COMMISSION:

- Knowledge and understanding of Haymaker Golf Course; golf course operations; pro shop; maintenance and restaurant operations.
- Reliable public visibility and accessibility enabling Haymaker Golf Course patron's and/or employees the ability to easily direct comments, concerns or questions toward Golf Management Committee regarding Haymaker Golf Course operations.
- Active participant and/or volunteer in local golf tournaments, fund raisers, special events and functions at Haymaker Golf Course and throughout the City of Steamboat Springs.
- Haymaker Golf Course season pass holder (10+ years)
- Current Owner/Principal local Steamboat Springs business (10+ years)
- Current President of local Home Owners Association (8+ years)
- Strong creativity, leadership and management abilities.

WHY DO YOU WANT TO SERVE ON THE *GOLF COMMITTEE*? (Board or commission applying for)

My interest in serving on the City of Steamboat Springs Golf Management Committee for Haymaker Golf Course is multi-faceted.

First, Haymaker is my "home course," so I have a personal interest in its success. I have held a season pass at Haymaker since moving to Steamboat Springs over a decade ago and play regularly. This frequency and familiarity has fostered a strong bond to the facility itself, its staff and the golfing community it serves — both "local" and visitors alike.

My interest in serving as a Committee member is to ensure that Haymaker Golf Course:

- strives to be recognized as one of the finest public golf facilities in Colorado;
- consistently provides a first-class recreational experience to its patrons; and
- is operated in a manner that best serves the interests of the City of Steamboat Springs, its residents and the golfing community.

I believe my passion for the sport of golf, intimacy with the Haymaker facility and its operations and rapport with its patrons, combined with my business sense and executive managerial experience, make me an excellent candidate and a tremendous asset to the Steamboat Springs Golf Management Committee and the interests it serves. I am confident that this combination of assets would allow me to bring fresh, positive, creative energy, influence and effectiveness to the Committee.

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS RELATIVE TO THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING?

In my opinion, the most pressing issues facing the Golf Management Committee are in the following areas:

Golf Course Operations Budget including:

Golf Course Maintenance

- projected repair / replacement expenses for aging irrigation system;
- maintenance management, staffing and seasonal budget;
- projected rodent damage repair, maintenance and control;
- maintain overall course maintenance standards;

Golf Course Marketing

- marketing plan and budget;
- marketing plan to attract special event tournament play;
- marketing plan to increase tourism golf sales;
- marketing plan to improve and expand Junior Golf programs;

OTHER COMMENTS:

Thank you for your consideration of my interest and qualifications for the position of City of Steamboat Springs Golf Management Committee member.

Please attach any documentation that would enhance your application.

**All applications must be turned into City Hall, 137 10th Street,
Attn: City Clerk's Office**

Signature

September 28, 2012

Date

AGENDA ITEM # 2.

CITY COUNCIL COMMUNICATION FORM

FROM: Deb Hinsvark, Interim City Manager (Ext 240)

DATE: October 30, 2012

ITEM: Motion to send a letter of support to have a stage of the 2013 USA Pro Cycling Challenge in Steamboat and approval of a \$35,000 sponsorship if the effort is successful.

NEXT STEP: If approved, Finance Director will add the \$35,000 to the second reading of the 2013 ordinance.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The local organizing committee for the USA Pro Cycling Challenge will be applying for a stage in the 2013 race in November. They are requesting a letter of support and a sponsorship from the City.

II. RECOMMENDED ACTION:

Staff recommends that the requests be approved.

III. FISCAL IMPACTS:

Proposed Expenditure: \$35,000
Funding Source: Increase anticipated 2013 revenue to accommodate this late addition to the

2013 budget.

IV. BACKGROUND INFORMATION:

Steamboat hosted a start and finish to the 2011 USAPCC and the City received a good deal of national coverage. It was also a great event for locals and visitors. The Local Organizing Committee will once again bid for a stage in the 2013 race. Their 2012 bid was not successful.

V. LEGAL ISSUES:

The City becomes the contracting agent with Medalist, the race owner.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

Many streets are closed, hundreds of hours of city staff time is given to the event.

VII. SUMMARY AND ALTERNATIVES:

Council can choose to provide the letter of support or not.

Council can choose to provide a sponsorship (which will go to the local chapter only if they are successful in obtaining a stage of the race in 2013) for \$35,000, a lesser amount or no amount.

LIST OF ATTACHMENTS

Attachment 1 - Sponsorship request from the USA Pro Cycling Challenge 2013 Steamboat Springs Local Organizing Committee.

Attachment 2 - Letter of support from the City of Steamboat Springs.

Attachment 1



Date: October 18, 2012

To: Steamboat Springs City Council

From: USA Pro Cycling Challenge 2013
Steamboat Springs Local Organizing Committee "LOC"

Re: Sponsorship request

The Steamboat Springs LOC has reconvened to begin the process of submitting a proposal for the 2013 edition of the USA Pro Cycling Challenge 'USAPCC'. As most of you are likely aware, the City of Steamboat Springs, with the oversight of the LOC, brought the event to Steamboat Springs in August of 2011 with great success.

The Request for Proposals 'RFP's' for the 2013 event are expected to be delivered by the end of the month of October with submissions due soon following. We have begun the more detailed discussions with the USAPCC organizers toward this endeavor and while recognizing that there are no guarantees that we would be chosen as a Host City, we do believe we have a very good chance for 2013.

To that end, the LOC would like to request an acceptance by the City of Steamboat Springs to pursue this event along with a letter of support, and additionally are seeking a \$35,000 sponsorship request in the event we are accepted as a Host City.

On behalf of the LOC, we look forward to bringing this exciting event back to Steamboat Springs and believe the benefits of this event in our community are extraordinary, and we trust you believe in those benefits as well in support of this proposal.

Respectfully submitted,

Jim Schneider

Attachment 2

October 30, 2012

Kelly Green
Vice-President, Event Management
Medalist Sports

Re: 2013 USA Pro Cycling Challenge

Dear Ms. Green,

The City of Steamboat Springs is in full support of and strongly urges you to consider the application for Steamboat Springs to be a site on the 2013 USA Pro Cycling Challenge Bike Race.

Steamboat Springs is well versed in hosting international events and large groups of visitors being the locale of world class skiing competitions such as the World Cup. Additionally, in 2011 Steamboat Springs was the host of a finish and start for the USA Pro Cycling Challenge. This was an amazing event in which local organizations came together to provide a premier stage of the 2011 tour.

The City of Steamboat Springs would be happy to again donate the in-kind services and equipment that would be needed for such an event in the form of Police Officers for crowd control, Community Service Officers to deal with traffic flow, Public Works employees to provide road closures, as well as any needed signs, cones or fencing for the race.

The City is very experienced in closing down Highway 40 and Yampa Street when necessary for large events like parades, carnivals and celebrations. We would be extremely excited to host this elite event again in our community, and would be committed to helping the event be successful for everyone involved.

Sincerely,
CITY OF STEAMBOAT SPRINGS

Bart Kounovsky
City Council President

Deb Hinsvark
Interim City Manager

AGENDA ITEM # 3.

CITY COUNCIL COMMUNICATION FORM

FROM: Deb Hinsvark, Interim City Manager (X240)
Joel Rae, Director of Public Safety (X113)

DATE: October 30, 2012

ITEM: Information, possible motion concerning the Police/Fire Facility location.

NEXT STEP: More direction toward the location of a fire and police station.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Council has reviewed two possible locations for the Central Fire Station and Police Headquarters and has asked for more options.

II. RECOMMENDED ACTION:

If Council finds an alternative option presented tonight to be the desired location of either the Central Fire Station or the Police Headquarters, staff recommends direction in the form of a motion.

III. FISCAL IMPACTS:

Proposed Expenditure:	Up to \$10mm
Funding Source:	Unassigned Reserves

IV. BACKGROUND INFORMATION:

Council has asked staff to offer additional options for siting the new Central Fire Station and the Police Headquarters. Tonight, we will look at locations with direct access to Hwy 40. Additionally, we will show Council the designed impact on parking at Stockbridge, if one or both stations were placed on that site.

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None of which we are aware.

VII. SUMMARY AND ALTERNATIVES:

Council may choose sites tonight, ask for more discussion of selected sites or ask for new sites to consider.

AGENDA ITEM # 4.

CITY COUNCIL COMMUNICATION FORM

FROM: Tracy Barnett, MainStreet Steamboat Program Manager

THROUGH: Julie Franklin, City Clerk (Ext. 248)

DATE: October 30, 2012

ITEM: A resolution approving the 2013 Operating Plan and Budget of the Downtown Steamboat Springs Business Improvement District and the reappointment of one member of the Board of Directors of the district.

NEXT STEP: Approval of the resolution.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Approval of the annual operating plan and budget that must be submitted to the state for the Downtown BID. Each year an operating plan and budget must be submitted to keep the BID active, even if there is no action or funds expended, as in the past several years since the BID was formed. This year there will be some work done to determine if this is the time and there is the inclination of the constituents of the BID to go for a TABOR election in November 2013 to fund the existing BID. A grant request has been submitted for funds to help build consensus among the constituents and to rebuild the BID board, however, if the grant does not come through, the funds needed will be raised independently.

II. RECOMMENDED ACTION:

Resolution to approve the 2013 Downtown Steamboat Springs Business Improvement District's Operating Plan and Budget as submitted.

III. FISCAL IMPACTS:

Proposed Expenditure: \$15,000 (not a city expenditure)

Funding Source: Grant funds if approved or private funding, if grant not approved

IV. BACKGROUND INFORMATION:

See I. above.

V. LEGAL ISSUES:

This approval by the governing body is required each year by the State of Colorado for all existing BIDs and special districts within the state.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VII. SUMMARY AND ALTERNATIVES:

None

LIST OF ATTACHMENTS

Attachment 1 - Letter from Mary Carter, Law Offices of Spencer Fane and Grimshaw, LLC

Attachment 1

SPENCER FANE & GRIMSHAW LLP ATTORNEYS & COUNSELORS AT LAW

Mary L. Carter
303-839-3871

mcarter@spencerfane.com

September 26, 2012

Julie Franklin, City Clerk
City of Steamboat Springs
PO Box 775088
Steamboat Springs, CO 80477

via mail and e-mail: jfranklin@steamboatsprings.net

Re: Downtown Steamboat Springs Business Improvement District

Dear Ms. Franklin:


Enclosed for formal filing with the City of Steamboat Springs, as provided in Section 31-25-1211, C.R.S. is the proposed 2013 Operating Plan and Budget for the Downtown Steamboat Springs Business Improvement District. Please note that the District contemplates participating in the November 2013 election for the purpose of authorizing taxes, revenue limits, spending limits and such other matters as may be necessary or convenient for the implementation of Article X, Section 20 of the Colorado Constitution and the operating plan.

We would appreciate being advised of when the City will be considering this Plan for approval. Also attached is a proposed resolution approving the 2013 Operating Plan and Budget (which resolution will also effect the reappointment of the Director whose term is set to expire 12/31/2012) for your and the City Attorney's review.

Thank you. If you have any questions, please give me a call.

Sincerely,

SPENCER FANE & GRIMSHAW LLP



Mary L. Carter
Legal Assistant

Enclosure

Cc: William M. Moser, Jr. (w/encl via e-mail: bmoser2@earthlink.net)
Tracy Barnett (w/encl via e-mail: tracy@mainstreetsteamboat.com)

1700 Lincoln Street, Suite 3800
Denver, Colorado 80203-4538

(303) 839-3800 www.spencerfane.com Fax (303) 839-3838

CITY OF STEAMBOAT SPRINGS, COLORADO

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2013 OPERATING PLAN AND BUDGET OF THE DOWNTOWN STEAMBOAT SPRINGS BUSINESS IMPROVEMENT DISTRICT AND THE REAPPOINTMENT OF ONE MEMBER OF THE BOARD OF DIRECTORS OF THE DISTRICT.

WHEREAS, The City of Steamboat Springs, by Ordinance No. 2112, effective June 29, 2007, approved the organization of the Downtown Steamboat Springs Business Improvement District (the "District"); and

WHEREAS, The District filed its proposed 2013 Operating Plan and Budget (the "2013 Operating Plan") with the City of Steamboat Springs on or before September 30, 2012, as required by Section 31-25-1211, C.R.S.; and

WHEREAS, The City of Steamboat Springs has reviewed the 2013 Operating Plan; and

WHEREAS, The City of Steamboat Springs has found and does hereby find that the 2013 Operating Plan should be approved in the form submitted; and

WHEREAS, The term of one member of the Board of Directors of the District will expire on December 31, 2012 and Council desires to reappoint said member to a term expiring December 31, 2015 as requested by the Board of Directors of the District.

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

Section 1. Operating Plan Approval. The City of Steamboat Springs hereby approves the 2013 Operating Plan, a copy of which is attached hereto and incorporated herein by reference.

Section 2. Appointment of Directors: Gregory W. Koehler, a current member of the Board of Directors whose term expires December 31, 2012 is hereby reappointed to the Board to serve a term ending December 31, 2015.

Section 3. Safety Clause. The City Council hereby finds, determines, and declares that this Resolution is promulgated under the general police power of the City of Steamboat Springs, that it is promulgated for the health, safety, and welfare of the public and that this Resolution is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Resolution bears a rational relation to the proper legislative object sought to be attained.

Section 4. Severability. If any clause, sentence, paragraph or part of this Resolution or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Resolution shall become effective immediately.

PASSED, ADOPTED, AND APPROVED this _____ day of _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

2013
OPERATING PLAN
AND
BUDGET

DOWNTOWN STEAMBOAT SPRINGS BUSINESS IMPROVEMENT DISTRICT

Submitted
September 27, 2012

2013
OPERATING PLAN AND BUDGET FOR THE
DOWNTOWN STEAMBOAT SPRINGS BUSINESS IMPROVEMENT DISTRICT

INTRODUCTION:

The Downtown Steamboat Springs Business Improvement District (the "District") was organized by City of Steamboat Springs Ordinance Number 2112 on June 29, 2007 ("Organizational Ordinance").

By state statute, specifically Section 31-25-1211, C.R.S., by September 30 of each year, the District is required to submit an operating plan and budget to the City for review and approval.

The Board held a series of Board meetings to discuss the future of the District, the possibility of a TABOR election, and inclusion of additional property in the District; however, the District has not undertaken substantive activity in the last year and is in the process of considering its future plans and options. The District would like to remain in a holding pattern until its plans become more clear.

OPERATING PLAN CONTENTS:

Pursuant to the provisions of the Business Improvement District Act, Section 31-25-1201, et seq., Colorado Revised Statutes, as amended, the Operating Plan is to specifically identify:

- (1) the composition of the Board of Directors,
- (2) the services and improvements to be provided by the District,
- (3) the taxes, fees, and assessments to be imposed by the District,
- (4) the estimated principal amount of the bonds to be issued by the District, and
- (5) such other information as the City may require.

Each of these five items is described below.

COMPOSITION OF THE BOARD OF DIRECTORS:

Under the Organizational Ordinance, the Board of Directors of the District was appointed by the City Council. All Board members must, by law, be electors of the District. The current members of the Board of Directors are:

1. William M. Moser, Jr., President
2. Jennifer Wall, Vice President/Assistant Secretary
3. Gregory W. Koehler, Vice President/Assistant Secretary
4. William Hamil, Vice President/Assistant Secretary

There are three vacancies on the Board at this time. The Director Sheet attached as Exhibit C provides more detailed information.

Future appointments shall be made by the City in accordance with the Organizational Ordinance. The City is advised that the term of Director Koehler will expire on December 31, 2012. The District requests that Director Koehler be re-appointed to serve a term expiring December 31, 2015 in accordance with the provisions of the Organizational Ordinance.

DESCRIPTION OF IMPROVEMENTS AND SERVICES; TAXES, FEES, AND ASSESSMENTS; PRINCIPAL AMOUNT OF BONDS:

1. 2013 Election. The District may hold an election in November, 2013 for the purpose of authorizing taxes, revenue limits, spending limits and such other matters as may be necessary or convenient for the implementation of Article X, Section 20 of the Colorado Constitution, and the operating plan.

2. Other Revenue Sources. The District has applied for grant funds and may accept private donations for a consensus building exercise in preparation for its participation in the November, 2013 election. If the grant is not awarded, the District intends to solicit private funds for this purpose, possibly limiting the scope.

3. Electors. No person will be permitted to vote in the election unless he or she is an elector of the District as defined in Section 31-25-1205(4), C.R.S. as amended.

4. Designated Election Official. Mary Carter (Spencer Fane & Grimshaw LLP), as a registered elector of the State of Colorado, is hereby declared and appointed the Designated Election Official for the election within the meaning of Section 1-1-104(8), C.R.S. and Section 31-25-1222(2), C.R.S. and may delegate such tasks as are allowed by law.

5. Conduct of Election. The election shall be held pursuant to the Business Improvement District Act, Part 8 of Article 1 of Title 32, C.R.S., the Uniform Election Code of 1992, and Article X, Section 20 of the constitution of the State of Colorado and other relevant law, rules and regulations, as amended. The Designated Election Official shall supervise the conduct of the election and shall make all determinations as to notice, publications, and other matters concerning the election. The Designated Election Official may consult and coordinate with the Routt County Clerk and Recorder and with the Secretary of State in regard to conducting the election and rendering decisions and interpretations under the law. The election shall be by mail ballot.

6. Ratification. All past actions taken by the City, City Clerk, City staff, the Designated Election Official, Petitioners individually and collectively, officers, agents, attorneys and consultants directed toward the lawful conduct of the election, including but not limited to appointing the Designated Election Official, submitting a mail ballot plan, certifying ballot

issues, giving public notice, accepting candidate nominations, and mailing ballots, were done in the best interest of the District and said actions are hereby ratified and confirmed as if originally taken with full authority.

No District taxes have been collected to date, nor will be collected in 2013.

The District Board is considering its options to determine the role of the District in financing operational activities of the District, as well as the potential to finance and operate public improvements within the boundaries of the District. In this regard, the District may form one or more enterprises to provide business services and/or marketing program. If needed, based on these plans, the District will develop an amendment to the Operating Plan and Budget and present it to the City for review and approval.

ADDITIONAL INFORMATION -- CITY OVERSIGHT OF DISTRICT ACTIVITIES:

The following is the brief report of District activities required for the past year:

1. District Name: Downtown Steamboat Springs Business Improvement District.
2. District Contact Person, address, telephone number, fax number: Larry W. Berkowitz, attorney for the District, Spencer Fane & Grimshaw LLP, 1700 Lincoln Street, Suite 3800, Denver, Colorado 80203. Telephone (direct): 303-839-3991, fax number: 303-839-3838.
3. Board of Director names, addresses, telephone numbers, fax numbers where applicable: See attached Exhibit C.
4. District Map: Please see Exhibit A. The current boundaries of the District do not include the Yampa Valley Electric Association ("YVEA") parcels excluded in the Organizational Ordinance and identified with particularity therein. There is a possibility that the YVEA property may be sold in 2013, at which time the new owner may include the property into the District. If this situation occurs, the standard inclusion procedures under Section 31-25-1220, C.R.S. will be utilized.
5. Current Budget: Please see Exhibit B.
6. Most Recent Audit or Audit Exemption Application: None completed because there have been no funds received or spent by the District.
7. Copy of any filing required by or for the State Securities Commissioner: No bonds have been issued, therefore none has been required.
8. A list of all intergovernmental agreements of the District: None.
9. Any alteration or revision to the debt service schedules provided in the operating plan: N/A - the District did not contemplate the issuance of any debt in its 2008 Operating Plan. The imposition of an operating mill levy and/or debt authorization has not yet been approved by eligible electors of the District

10. A list of all lease-purchase agreements and a summary of their terms;
None.

11. A description of activities performed in the last budget year: Activity in the District essentially stopped after the November 2007 election when the authority to levy a tax was not passed by the electors of the District. The attorney for the District (Larry W. Berkowitz of Spencer Fane & Grimshaw LLP) has been working with the Board on maintaining the District. The only activity in the last year has been to hold meetings concerning the District, and the development of this Operating Plan and Budget and to request City approval thereof.

12. A description of activities to be performed in the next budget year: The District may hold an election in November, 2013 for the purpose of authorizing taxes, revenue limits, spending limits and such other matters as may be necessary or convenient for the implementation of Article X., Section 20 of the Colorado Constitution, and the operating plan.

CONCLUSION:

Under Section 31-25-1211, C.R.S., the City is to approve or disapprove this Operating Plan and Budget within 30 days of the receipt of required documentation. The Board respectfully requests the adoption of a resolution of approval.

EXHIBIT A




EXHIBIT A



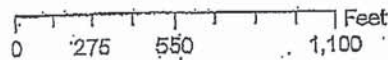
DOWNTOWN STEAMBOAT SPRINGS
BUSINESS IMPROVEMENT DISTRICT
(BID)

Note: Taxable personal property is not included in the proposed BID, it is the intent of the petitioners that ad valorem property taxes of the BID will be levied against commercial real property only.

Legend

-  CREEKS
-  YAMPA RIVER
-  BID

Prepared By:
City of
Steamboat Springs
GIS Services



T:\GIS\GIS\2007\070105_BID.mxd

EXHIBIT B

DOWNTOWN STEAMBOAT SPRINGS BUSINESS IMPROVEMENT DISTRICT
BUDGET - 2013

	2011 Actual	2011 Budget	2012 YTD and Projected	2013 Budget
<u>Revenues</u>				
Property taxes	0	0	0	0
S.O. Taxes	0	0	0	0
Landowner Advances	0	0	0	0
Fees and charges	0	0	0	0
Bond proceeds	0	0	0	0
Other	0	0	0	0
Grant Funds	0	0	0	15,000
Private donations	0	0	0	10,000
Total	0	0	0	25,000
<u>Expenditures</u>				
Accounting	0	0	0	0
Auditing	0	0	0	0
Legal	0	0	0	0
Engineering	0	0	0	0
Management	0	0	0	0
Landowner reimbursement	0	0	0	0
Capital projects	0	0	0	0
Debt service	0	0	0	0
Other	0	0	0	0
Held in Reserve	0	0	0	0
Community Outreach	0	0	0	15,000
Election expenses	0	0	0	10,000
Total	0	0	0	25,000

Notes to Budget:

1. A mill levy of "zero" will be certified on or before December 15, 2012.
2. A few expenses incurred on behalf of the District have been paid by Main Street Steamboat Springs. No provision for repayment of these costs has been made or is currently contemplated.

EXHIBIT C

DOWNTOWN STEAMBOAT SPRINGS BUSINESS IMPROVEMENT DISTRICT

Routt County, Colorado

Minutes – No

Date Formed: Ord. No. 2112, Effective June 29, 2007
SFG File No.: 14832 (organized under 14764)
Employer Identification No.: 32-0211958
Sales Tax Identification No.: (applied for)
PDPA Identification No. 062200005101 (interest bearing)
062200000101 (non-interest bearing)
Term Limits Eliminated: Not applicable (Board Appointed)
De-Tabored: No

REGULAR MEETINGS: None. Special meetings called as needed.

DESIGNATED POSTING PLACE: The offices of Mainstreet Steamboat Springs, 751 Yampa, Steamboat Springs, CO

BOARD OF DIRECTORS:

William M. Moser, Jr., President
Moser and Associates
PO Box 773186
Steamboat Springs, CO 80477

(w) 970-879-2839
(f) 970-879-5501
(h) 970-879-6396
(c) 970-846-2839
bmoser2@earthlink.net

Term: Appt 2010-12/31/2013

Jennifer Wall, Vice Pres/Asst Secy
Moose Mountain Trading Company
PO Box 775864
Steamboat Springs, CO 80477

(w) 970-879-1400
(f) 970-871-9009
(h) 970-846-9400
(c) 970-846-9400
jenniemoose@yahoo.com

Term: Appt 2010-12/31/2013

Gregory W. Koehler, Vice Pres/Asst Secy
Rabbit Ears Motel
PO Box 770573
Steamboat Springs, CO 80477

(w) 970-879-1150
(f) 970-870-0483
(h) 970-879-7609
(c) 970-846-2250
greg@rabbitearsmotel.com

Term: Appt 2009 – 12/31/2015

William Hamil, Vice Pres/Asst Secy
Steamboat Meat and Seafood Company
PO Box 880580
Steamboat Springs, CO 80477

(w) 970-879-3504
(f) 970-879-4617
(h) 970-879-1995
(c) 970-846-2017
bill@steamboatseafood.com

Term: Appt 2007 – 12/31/2014

Board Vacancy
Board Vacancy
Board Vacancy

DISTRICT MANAGER:

Tracy Barnett
Main Street Steamboat Springs
PO Box 774611
Steamboat Springs, CO 80477

(c) 970-819-1800
tracy@mainstreetsteamboat.com

DISTRICT COUNSEL:

Larry W. Berkowitz
Spencer Fane & Grimshaw LLP
1700 Lincoln St., Suite 3800
Denver, CO 80203

303-839-3991
Fax – 303-839-3838
lberkowitz@spencerfane.com

Mary L. Carter, Paralegal

303-839-3871
mcarter@spencerfane.com

PUBLICATION:

Steamboat Pilot & Today
Attn: Beth
1901 Curve Plaza
Steamboat Springs, CO 80477

970-879-1502
(f) 970-879-2888
legals@steamboatpilot.com

LEGALS PUBLISHED ON SUNDAYS ONLY; DEADLINE IS PREVIOUS FRIDAY BY NOON OR THURSDAY BY 2:00 P.M. IF IT IS A PDF. Submit by email with Word attachment.

AGENDA ITEM # 5.

CITY COUNCIL COMMUNICATION FORM

FROM: Joel Rae, Director of Public Safety (113)

THROUGH: Deb Hinsvark, Interim City Manager

DATE: October 30, 2012

ITEM: A resolution acknowledging appointments to the Routt County Combined Communications Center Advisory Board.

NEXT STEP: To appoint Fire Captain Michael Arce and Police Captain Jerry Stabile to serve as the City of Steamboat Springs representatives on the Routt County Communication Advisory Board for the remainder of 2012 and the year 2013.

 X RESOLUTION

I. REQUEST OR ISSUE:

To appoint Fire Captain Michael Arce and Police Captain Jerry Stabile to serve as the City representatives (one for Fire and one for Police) on the Routt County Communications Advisory Board for the remainder of 2012 and the year 2013.

II. RECOMMENDED ACTION:

Staff recommends the appointment.

III. BACKGROUND INFORMATION:

A motion to appoint Fire Chief Ron Lindroth and Captain Joel Rae to this board was approved by City Council on January 3, 2012. It is the desire of Public Safety Director Joel Rae and Fire Chief Mel Stewart to appoint Captain Arce and Captain Stabile. Stabile and Arce also have a desire to serve in this capacity.

CITY OF STEAMBOAT SPRINGS, COLORADO

RESOLUTION NO. _____

**A RESOLUTION ACKNOWLEDGING APPOINTMENTS TO THE
ROUTT COUNTY COMBINED COMMUNICATIONS CENTER
ADVISORY BOARD.**

WHEREAS, the City of Steamboat Springs appoints members to fill vacancies that occur due to resignations and other reasons; and

WHEREAS, the Routt County Communications Advisory Board Agreement states that the City may have two appointments (one as a Police Services representative and one as a Fire Rescue Representative) to Serve on the Routt County Combined Communications Center Advisory Board; and

WHEREAS, the Director of Public Safety and Fire Chief recommend the appointments; and

WHEREAS, the recommended Captains' have a desire to fulfill the responsibilities that come with serving on the Routt County Combined Communications Center Advisory Board.

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

Section 1. The following people have been appointed to fill the positions on the **Routt County Combined Communications Center Advisory Board from this date through the end of the year in 2013:**

Police Services Representative: **Captain Jerry Stabile**
Steamboat Springs Fire Rescue Representative: **Captain Michael Arce**

PASSED, ADOPTED AND APPROVED this ___ day of _____, 2012.

Bart Kounovsky, President
Steamboat Springs City Council

ATTEST:

Julie Franklin, CMC
City Clerk

AGENDA ITEM # 6.

CITY COUNCIL COMMUNICATION FORM

FROM: Anthony B. Lettunich, City Attorney (879-0100)

THROUGH: Debra Hinsvark, Interim City Manager (Ext. 240)

DATE: October 30, 2012

ITEM: A resolution reappointing Paul Sachs as the Steamboat Springs Municipal Judge, reaffirming the appointment of Jonathan Melvin as Deputy Municipal Judge and fixing compensation for both positions for 2013 and 2014.

NEXT STEP: Approve the attached Resolution as presented.

ORDINANCE
 RESOLUTION
 MOTION
 DIRECTION
 INFORMATION

I. REQUEST OR ISSUE:

To reappoint Paul Sachs as the Municipal Judge for the City of Steamboat Springs for 2013 and 2014, to reaffirm Jonathan Melvin as Deputy Municipal Judge and to fix compensation for both positions.

II. RECOMMENDED MOTION:

Motion to adopt the resolution reappointing Paul Sachs as the Steamboat Springs Municipal Judge, reaffirm the appointment of Jonathan Melvin as Deputy Municipal Judge and fix compensation for both positions as reflected in the resolution.

III. FISCAL IMPACTS:

None

IV. BACKGROUND INFORMATION:

Paul Sachs has been serving as Municipal Judge since January 1, 1995, having been reappointed by City Council for consecutive terms since that time. His current term will expire on December 31, 2012. The Charter dictates that the Municipal Judge shall be appointed by City Council for a specified term of two (2) years. Jonathan Melvin has been serving as Deputy Municipal Judge since September 1, 1987 whereby he was appointed for an indefinite period of time.

The City's Charter also provides that City Council shall fix the amount of salary or compensation for the Municipal Judge and Deputy Municipal Judge. The Municipal Judge is compensated at \$2,000 per month; and the Deputy Municipal Judge currently receives \$100 per hour. These amounts shall remain the same for the next two-year period.

V. LEGAL ISSUES:

None

VI. RECOMMENDED ACTION

To approve the resolution.

CITY OF STEAMBOAT SPRINGS, COLORADO

RESOLUTION NO. _____

A RESOLUTION REAPPOINTING PAUL SACHS AS THE STEAMBOAT SPRINGS MUNICIPAL JUDGE, REAFFIRMING THE APPOINTMENT OF JONATHAN MELVIN AS DEPUTY MUNICIPAL JUDGE AND FIXING COMPENSATION FOR BOTH POSITIONS FOR 2013 AND 2014.

WHEREAS, under Section 6.2 of the Steamboat Springs Home Rule Charter, the Municipal Judge shall be appointed by City Council for a specified term of two (2) years; and

WHEREAS, Paul Sachs has been serving as Municipal Judge since January 1, 1995 where by resolution No. 2002-50, he was reappointed for a term of two (2) years; and

WHEREAS, Jonathan Melvin has been serving at the pleasure of City Council since September 1, 1987, where by Resolution No. 87-27, he was appointed for an indefinite period of time as the Deputy Municipal Judge; and

WHEREAS, the Charter provides that the Municipal Judge shall receive a fixed salary or compensation set by the City Council; and

WHEREAS, the Charter also provides that the Deputy Municipal Judge shall serve at the pleasure of City Council and shall receive such compensation as Council may determine; and

WHEREAS, the City Council desires to reappoint Paul Sachs as Municipal Judge, reaffirm the appointment of Jonathan Melvin as Deputy Municipal Judge and fix the compensation for both positions for 2013 and 2014.

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

Section 1. Paul Sachs is hereby reappointed as Municipal Judge, said two-year term to commence January 1, 2013.

Section 2. Jonathan Melvin's previous appointment as Deputy Municipal Judge is hereby reaffirmed.

Section 3. For purposes of compensation, the Municipal Judge and Deputy Municipal Judge shall be deemed independent contractors. The Municipal Judge shall

be compensated at \$2,000.00 per month for 2013 and 2014, and the Deputy Municipal Judge shall be compensated at the rate of \$100.00 per hour.

PASSED, ADOPTED AND APPROVED this ____ of _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 7.

CITY COUNCIL COMMUNICATION FORM

FROM: Kim Weber, Director of Financial Services (Ext. 250)

THROUGH: Deb Hinsvark, Interim City Manager (Ext. 240)

DATE: October 30th, 2012

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, 2013, and ending the thirty-first day of December, 2013.

NEXT STEP: Approve at second reading on November 13th.

INFORMATION
 ORDINANCE

I. REQUEST OR ISSUE:

This communication form is to provide details of the few changes to the proposed 2013 budget as directed by City Council on October 2, 2012.

II. RECOMMENDED ACTION:

Adoption at first and second reading.

III. FISCAL IMPACTS:

Total budgeted revenues, all funds:	\$ 40,360,153
Total budgeted expenditures, all funds:	\$ 46,220,068
<i>(Detail Attached)</i>	

IV. BACKGROUND INFORMATION:

This ordinance reflects the City's 2013 Budget as presented to Council on October 2, 2012 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 Council's vote for the Transit Department to remain at 2012 service levels in 2013. This increased General Fund expenditures by \$350,000. Additional revenue was also recognized to cover this cost.
- General Fund expenditures increased by \$25,000 for Chamber Tradeshow Marketing. This was added to City Council's community support budget. Additional revenue was also recognized to cover this cost.
- City Council's wages were reduced by 10% per the vote at the budget hearing.
- The \$150,000 expenditure for the Master Transportation Plan was removed from the Capital Projects Fund budget.
- The \$70,000 expenditure for the Howelsen Hill Multi-Season Recreation Plan was removed from the Capital Projects Fund budget.
- The tennis center court resurfacing project was reduced by \$52,600 for a total funding level of \$16,000 in the 2013 budget.
- There were some minimal changes to Recreation revenue, grant revenue, and corresponding expenditures based on updated information received.
- The total amount of the expenditures and revenues increased by \$1,151,112 because the Ski, Rodeo, Ice Arena, and Tennis Center Funds were removed from the General Fund summary and transfers were shown as requested by City Council. The net effect is zero.

V. ADDITIONAL INFORMATION:

There was discussion at the October 2nd budget hearing regarding cuts that could be "damaging to the product". There are 2 items that I am aware of that were discussed as a Management Team that could be perceived as damaging the product. These items are NOT in the budget as presented.

1. \$12,000 for janitorial services at the Howelsen Hill Ice Arena. As the budget is presented janitorial services at the arena would need to be handled by the Ice Arena staff.
2. \$86,000 for a Downtown Resource Officer (additional FTE). We are

currently covering this with a temporary position through the end of 2012. With the budget as presented in this ordinance it will eliminate this service of Wednesday-Saturday 5:00PM-3:00AM consistent police presence in the downtown area.

VI. 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.

If council wishes to add the two items identified in Additional Information, direction in the form of a motion is required.

LIST OF ATTACHMENTS

Attachment 1 - 2013 Budget summary by fund type

Attachment 1

CITY OF STEAMBOAT SPRINGS 2013 BUDGET SUMMARY BY FUND TYPE	CITY OF STEAMBOAT SPRINGS 2013 BUDGET SUMMARY BY FUND TYPE
---	---

	2013 GOVERNMENTAL FUNDS												2013 ENTERPRISE FUNDS			MUNICIPAL	2013 INTERNAL	
	GENERAL	HOWELSEN SKI AREA	RODEO	HOWELSEN ICE ARENA	TENNIS CENTER	CAPITAL PROJECTS	COMMUNITY HOUSING	IRON HORSE	WASTEWATER	WATER	AIRPORT	GOLF	REHDER BUILDING	TOTAL	FLEET SERVICES	TOTAL		
TOTAL REVENUES	\$ 24,381,931	\$ 945,816	\$ 200,900	\$ 708,308	\$ 189,577	\$ 2,992,023	\$ -	\$ 842,993	\$ 2,941,500	\$ 2,091,697	\$ 1,674,750	\$ 1,699,125	\$ 350,000	\$ 39,018,620	\$ 1,341,533	\$ 40,360,153		
TOTAL EXPENDITURES	24,714,217	945,816	200,900	708,308	189,577	4,087,383	80,000	842,993	4,367,613	3,996,721	1,737,528	3,059,301	361,092	45,291,449	928,619	46,220,068		
NET	<u>\$ (332,286)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,095,360)</u>	<u>\$ (80,000)</u>	<u>\$ -</u>	<u>\$ (1,426,113)</u>	<u>\$ (1,905,024)</u>	<u>\$ (62,778)</u>	<u>\$ (1,360,176)</u>	<u>\$ (11,092)</u>	<u>\$ (6,272,829)</u>	<u>\$ 412,914</u>	<u>\$ (5,859,915)</u>		
REVENUES																		
TAXES AND ASSESSMENTS	\$ 18,308,198	\$ -	\$ -	\$ -	\$ -	\$ 1,167,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604,000	\$ -	\$ 20,079,598	\$ -	\$ 20,079,598		
LICENSES AND PERMITS	34,100	-	-	-	-	-	-	-	-	-	-	-	-	34,100	-	34,100		
INTERGOVERNMENTAL REVENUE	2,595,376	-	-	-	-	1,536,087	-	-	-	520,267	-	-	-	4,651,730	-	4,651,730		
CHARGES FOR SERVICES	1,356,297	183,900	23,000	618,725	57,864	-	376,000	2,928,000	2,026,000	1,001,560	1,089,000	-	-	9,660,346	1,341,533	11,001,879		
FINES AND FORFEITS	180,100	-	-	-	-	-	-	-	-	-	-	-	-	180,100	-	180,100		
OTHER REVENUE	666,347	10,000	-	-	-	75,000	-	13,500	65,697	500	6,125	350,000	-	1,187,169	-	1,187,169		
FINANCING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TRANSFERS FROM OTHER FUNDS	-	751,916	177,900	89,583	131,713	213,536	466,993	-	-	152,423	-	-	-	1,984,064	-	1,984,064		
OVERHEAD	1,241,513	-	-	-	-	-	-	-	-	-	-	-	-	1,241,513	-	1,241,513		
TOTAL REVENUES	<u>\$ 24,381,931</u>	<u>\$ 945,816</u>	<u>\$ 200,900</u>	<u>\$ 708,308</u>	<u>\$ 189,577</u>	<u>\$ 2,992,023</u>	<u>\$ -</u>	<u>\$ 842,993</u>	<u>\$ 2,941,500</u>	<u>\$ 2,091,697</u>	<u>\$ 1,674,750</u>	<u>\$ 1,699,125</u>	<u>\$ 350,000</u>	<u>\$ 39,018,620</u>	<u>\$ 1,341,533</u>	<u>\$ 40,360,153</u>		
EXPENDITURES																		
PERSONNEL COSTS	\$ 14,328,386	\$ 350,492	\$ 102,830	\$ 274,572	\$ 33,708	\$ -	\$ -	\$ 213,636	\$ 689,152	\$ 259,450	\$ 284,884	\$ 462,017	\$ -	\$ 16,999,127	\$ 288,318	\$ 17,287,445		
OPERATING EXPENSES	5,990,020	428,722	68,850	347,377	125,832	-	-	129,285	671,632	673,348	645,168	533,072	-	9,613,306	501,101	10,114,407		
CONTINGENCY	224,276	-	-	-	-	-	-	-	-	-	-	-	-	224,276	-	224,276		
EQUIPMENT	49,700	6,800	-	-	-	-	-	-	-	-	-	19,728	-	76,228	139,200	215,428		
CAPITAL OUTLAY	-	-	-	-	-	4,087,383	-	1,677,718	2,318,207	555,556	-	350,000	-	8,988,864	-	8,988,864		
COMMUNITY SUPPORT	1,350,816	-	-	-	-	-	80,000	-	-	-	-	-	-	1,430,816	-	1,430,816		
OVERHEAD	256,255	159,802	29,220	86,359	30,037	-	-	66,654	246,153	112,600	123,959	119,382	11,092	1,241,513	-	1,241,513		
DEBT SERVICE	530,700	-	-	-	-	-	-	433,418	1,082,958	633,116	127,961	1,925,102	-	4,733,255	-	4,733,255		
TRANSFERS	1,984,064	-	-	-	-	-	-	-	-	-	-	-	-	1,984,064	-	1,984,064		
TOTAL EXPENDITURES	<u>\$ 24,714,217</u>	<u>\$ 945,816</u>	<u>\$ 200,900</u>	<u>\$ 708,308</u>	<u>\$ 189,577</u>	<u>\$ 4,087,383</u>	<u>\$ 80,000</u>	<u>\$ 842,993</u>	<u>\$ 4,367,613</u>	<u>\$ 3,996,721</u>	<u>\$ 1,737,528</u>	<u>\$ 3,059,301</u>	<u>\$ 361,092</u>	<u>\$ 45,291,449</u>	<u>\$ 928,619</u>	<u>\$ 46,220,068</u>		
BEGINNING FUND BALANCE/RESERVES	\$ 18,237,525	\$ -	\$ -	\$ -	\$ -	\$ 2,626,857	\$ 1,037,184	\$ -	\$ 3,935,997	\$ 3,930,189	\$ 62,778	\$ 2,672,526	\$ 86,821	\$ 32,589,877	\$ 2,133,027	\$ 34,722,904		
ENDING FUND BALANCE/RESERVES	17,905,239	-	-	-	-	1,531,497	957,184	-	2,509,884	2,025,165	-	1,312,350	75,729	26,317,048	2,545,941	28,862,989		
NET	<u>\$ (332,286)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,095,360)</u>	<u>\$ (80,000)</u>	<u>\$ -</u>	<u>\$ (1,426,113)</u>	<u>\$ (1,905,024)</u>	<u>\$ (62,778)</u>	<u>\$ (1,360,176)</u>	<u>\$ (11,092)</u>	<u>\$ (6,272,829)</u>	<u>\$ 412,914</u>	<u>\$ (5,859,915)</u>		

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, 2013, AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2013.

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, 2013, and ending December 31, 2013; and

WHEREAS, said budget shows as definitely 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 has been filed with the City Clerk and is available for public inspection; and

WHEREAS, said budget serves a valid public purpose in that it sets a financial plan for the 2013 fiscal year; 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 2013, there is hereby appropriated the following sums of money or that portion necessary for the purposes herein named:

General Fund (including HH Ski Area, Rodeo, Ice Arena, & Tennis)	\$26,758,818
Capital Projects Fund	4,087,383
Fleet Services Fund	928,619

Water Fund	3,996,721
Utility Fund	4,367,613
Airport Fund	1,737,528
Golf Fund	3,059,301
Rehder Building Fund	361,092
Community Housing Fund	80,000
Iron Horse Fund	<u>842,993</u>
 Total Appropriations	 <u>\$46,220,068</u>

Section 2. That the budget herein summarized above, for the year stated, be approved and adopted as the budget of the City of Steamboat Springs, Colorado.

Section 3. 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 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, 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, and that it serves a valid public purpose.

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.

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 _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this _____ day of _____, 2010.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 8.

CITY COUNCIL COMMUNICATION FORM

FROM: Kim Weber, Finance Director (ext. 250)
THROUGH: Deb Hinsvark, Interim City Manager (ext. 240)
DATE: October 30, 2012
ITEM: An ordinance approving the Fourth Supplemental Budget Appropriation of 2012.
NEXT STEP: Approve ordinance at first and second readings.

INFORMATION
 ORDINANCE

I. REQUEST OR ISSUE:

This communication form is to approve the appropriation of funds for a Bridge Loan to Routt County Habitat for Humanity in the amount of \$50,000.

II. RECOMMENDED ACTION:

Approval at first and second readings.

III. FISCAL IMPACTS:

Revenues:

Community Housing Fund Reserves	\$50,000
---------------------------------	----------

Expenditures:

Community Housing Fund – Bridge Loan	\$50,000
--------------------------------------	----------

IV. BACKGROUND INFORMATION:

This is a secured loan to Routt County Habitat for Humanity. Habitat for Humanity

has grant contracts in the amount of \$50,000 but will not receive reimbursement until after the Certificate of Occupancy is issued, so the City's bridge loan will assist in the cash flow timing issues. The duplex is located at Lot 1 Habitat Honeysuckle Subdivision. The loan will be paid in two \$25,000 payments with repayment to the City 5 business days from when they receive their grant payments. The payment will be no later than March 31, 2013.

The loan agreement, promissory note, and deed of trust is attached.

V. LEGAL ISSUES:

Supplemental Appropriations allowed per section 9.10 of the Home Rule Charter.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

Routt County Habitat for Humanity is delinquent on Routt County property tax in the amount of \$1,909.57 on property purchased by the City of Steamboat Springs. Staff intends to resolve this issue prior to closing on this loan.

VII. SUMMARY AND ALTERNATIVES:

Appropriations may be revised, deleted or approved.

LIST OF ATTACHMENTS

- Attachment 1 -** Affordable Housing Bridge Loan Agreement
- Exhibit A -** Deed of Trust
- Exhibit B -** Secured Promissory Note

Attachment 1

AFFORDABLE HOUSING BRIDGE LOAN AGREEMENT

This Affordable Housing Bridge Loan Agreement (the "Agreement") is made this ___ day of _____, 2012 by and between Routt County Habitat for Humanity, Inc., (hereafter "Habitat") a Colorado nonprofit corporation that meets the requirements of Internal Revenue Code Section 501(c)(3) and the City of Steamboat Springs, a Colorado home rule municipal corporation (the "City").

WHEREAS, Habitat was formed for the purpose of providing affordable housing for low income families in Routt County, Colorado; and

WHEREAS, Habitat is engaged in the construction of a duplex located at Lot 1 Habitat Honeysuckle Subdivision (the "Project"), upon completion of which Habitat will sell the two resulting dwelling units to low income families and provide purchase price financing to the purchasers; and

WHEREAS, Habitat intends to reimburse itself for its Project construction costs with grant funds Habitat expects to receive from Habitat for Humanity International, the receipt of which is contingent upon completion of the Project and issuance of a certificate of occupancy for the two dwelling units; and

WHEREAS, Habitat intends to finance its land acquisition costs with a loan Habitat expects to receive from the United State Department of Agriculture,

WHEREAS, Habitat needs additional funding in the amount of \$50,000 to complete the Project and requests that the City provide a bridge loan to fund remaining construction costs; and

WHEREAS, Habitat will repay the bridge loan with the proceeds of its Habitat for Humanity International grant funding and will execute a deed of trust to the Routt County Public Trustee in favor of the City as security for repayment of the bridge loan.

NOW, THEREFORE, in consideration of the following mutual covenants and promises, the parties agree as follows:

1. Loan. Subject to the terms and conditions of this Agreement, the City shall lend Habitat a sum not to exceed \$50,000 ("City Loan") to be paid in one or more payments upon request by Habitat. Habitat shall repay the loan upon the earlier of a) 5 business days after Habitat's receipt of its grant funding from Habitat for Humanity International or b) March 31, 2013. Habitat shall use loan funds provided by the City for the sole purpose of completing construction of the Project. Habitat acknowledges that the City

Loan is bridge funding only; that Habitat bears any risk of its nonreceipt of grant funding; and that Habitat's obligation to repay the City Loan is not contingent on Habitat's receipt of its grant funding.

2. Promissory Note. Habitat shall make, execute, and deliver to the City a promissory note in the form attached hereto as Exhibit "A" ("Promissory Note") prior to the release of any funds to Habitat from the City Loan.

3. Security. Habitat shall secure its obligation to repay the City Loan by executing a deed of trust in favor of the Routt County public trustee in substantially the form attached hereto as Exhibit "B" ("Deed of Trust").

4. Warranty of Title. Habitat shall prior to receipt of any City Loan funds provide the City with a copy of the title commitment commissioned in connection with Habitat's sale of Lot 2 Habitat Honeysuckle Subdivision to the City (the "Title Commitment"). Habitat warrants that Habitat owns and has the right to grant, convey and encumber Lot 1 Habitat Honeysuckle Subdivision (the "Property") subject only to the encumbrances shown in the Title Commitment.

5. Subordination. City shall execute such documents as may be necessary to subordinate the lien of its deed of trust to the lien securing Habitat's United States Department of Agriculture loan.

6. Release. City shall release the lien of its deed of trust upon Habitat's repayment of the City Loan in accordance with the provisions of the Promissory Note.

7. Default. In the event Habitat fails to comply with any provision of this Agreement then, notwithstanding any contrary provision in the Promissory Note or Deed of Trust, the City shall have the right to declare a default and require immediate repayment of the City Loan. Prior to exercising this right, City shall give Habitat written notice of the occurrence of an event of default. Habitat shall have thirty days in which to cure such default. If the default is not cured within the thirty day cure period, City shall have the right to declare a default and require immediate repayment of the City Loan by written notice to Habitat. Repayment shall be due upon the date of such notice notwithstanding the provisions of Section 1 of this Agreement.

8. Notices. Any notice required under this Agreement may be personally delivered or mailed in the United States mails, first class postage prepaid to the party to be served at the following addresses:

Habitat:

City: Office of the City Manager
137 10th St.
P.O. Box 775088
Steamboat Springs, CO 80477

Notices personally served shall be deemed served on the date of delivery. Notice mailed shall be deemed served the next business day following the date of mailing if mailed in the State of Colorado, otherwise on the date that is two business days following the date of mailing.

9. Integration/Amendment. This Agreement, the Promissory Note, and the Deed of Trust constitute the entire agreement between the parties concerning the City Loan. This Agreement shall not be amended except by a written document executed by both parties hereto.

10. Choice of Laws/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. The parties agree that venue in any action to enforce or interpret this Agreement shall be in the District Court for the Fourteenth Judicial District of the State of Colorado.

CITY OF STEAMBOAT SPRINGS

Debra Hinsvark, Interim City Manager

ATTEST:

Julie Franklin, City Clerk

HABITAT FOR HUMANITY OF ROUTT
COUNTY, INC.

Exhibit A

DEED OF TRUST

This deed of trust is made this ____ day of _____, 2012, between the Routt County Habitat for Humanity, Inc., a Colorado nonprofit corporation (“Trustor”), whose address is _____, Steamboat Springs, Colorado 80487 and the Public Trustee of Routt County, Colorado (“Trustee”) for the benefit of the City of Steamboat Springs, Colorado (“Beneficiary”) whose address is P.O. Box 773598, Steamboat Springs, Colorado 80487.

Trustor hereby grants and conveys to Trustee in trust, with full power of sale, the following described real property located in the Town of Steamboat Springs, County of Routt, State of Colorado:

Lot 1 Habitat Honeysuckle Subdivision, Steamboat Springs, Colorado.

Which has the address of _____, Steamboat Springs, Colorado, together with all its appurtenances and the rents, issues, profits and proceeds there from (the “Property”).

This deed of trust is given to secure full and faithful performance by Trustor of all its obligations (the “Obligations”) owing to the Beneficiary under that certain Secured Promissory Note (the “Promissory Note”) dated as of _____, 20__ in the principal amount of \$ _____ made by Trustor in favor of Beneficiary or under that certain Affordable Housing Bridge Loan Agreement (the “Loan Agreement”) dated _____, 2012, between Trustor and Beneficiary and this deed of trust is given pursuant to the terms of the Loan Agreement. All capitalized terms used herein not otherwise defined herein shall have the meanings given them in the Loan Agreement.

Trustor further covenants and agrees as follows:

1. Trustor covenants to Trustee and Beneficiary that Trustor owns and has the right to grant, convey and encumber the Property, warrants title to the same, subject to general real estate taxes for the current year, easements of record or in existence, and recorded declarations, restrictions, reservations and covenants, if any, as of this date and warrants that this deed of trust, when executed and delivered to Beneficiary, shall constitute a lien on the Property.
2. Trustor shall pay all taxes, assessments and other charges, fine and impositions attributable to the Property which are or may become a lien having priority over this deed of trust when and as due and payable. The foregoing notwithstanding, Trustor shall not be required to make payments otherwise required by this paragraph if Trustor, after written notice to Beneficiary, shall in good faith contest such obligation by, or defend

enforcement of such obligation in, legal proceedings which operate to prevent the enforcement of the obligation or forfeiture of the Property or any part thereof.

3. Trustor shall, at all times, maintain the following insurance on the Property: _____ . All such insurance is referred to hereinafter as the "Property Insurance".

The insurance carrier providing the Property Insurance shall be qualified to write such Property Insurance in Colorado and shall be chosen by Trustor subject to Beneficiary's right to reject the chosen carrier for reasonable cause. All insurance policies and renewals shall include a standard mortgage clause in favor of Beneficiary, and shall provide that the insurance carrier shall notify Beneficiary in writing at least thirty (30) days prior to cancellation, termination or any material change of coverage. Insurance policies or certificates shall be delivered to Beneficiary at the same time as the delivery of this deed of trust to Beneficiary. Beneficiary shall have the right to hold the policies and any renewals thereof.

In the event of loss, Trustor shall give prompt notice to the insurance carrier and Beneficiary. Beneficiary may make proof of loss if not promptly made by Trustor.

Insurance proceeds shall be applied to restoration or repair of the Property damaged, provided such restoration or repair is economically feasible and the security of this deed of trust is not thereby impaired. If such restoration or repair is not economically feasible or if the security of this deed of trust would be impaired, the insurance proceeds shall be applied to satisfy the Obligations which are secured by this deed of trust with the excess, if any, paid to Trustor.

If the Property is abandoned by Trustor, or if Trustor fails to respond to Beneficiary within thirty (30) days from the date notice is given in accordance with paragraph 11 hereof by Beneficiary to Trustor that the insurance carrier offers to settle a claim for insurance benefits, Beneficiary is authorized to collect and apply the insurance proceeds, at the Beneficiary's option, either to restoration or repair of the Property or to the Obligations.

Notwithstanding anything else herein to the contrary, if under paragraph 13 the Property is acquired by Beneficiary, all right, title and interest of Trustor in and to any insurance policies and in and to the proceeds thereof resulting from damage to the Property prior to the sale or acquisition shall pass to Beneficiary to the extent of the Obligations outstanding immediately prior to such sale or acquisition.

4. Trustor shall keep the Property in good repair and shall not commit waste or permit impairment or deterioration of the Property. Trustor shall perform all of Trustor's obligations under any declarations, covenants, by-laws, rules or other documents governing the use, ownership or occupancy of the Property.

5. If Trustor fails to perform the covenants and agreements contained in this deed of trust, the Promissory Note or the Loan Agreement, or if a default occurs with respect to an obligation which is secured by a lien prior to the lien of this deed of trust, or if any action or proceeding is commenced which, if decided, would adversely affect Beneficiary's interest in the Property, then Beneficiary, at Beneficiary's option, with notice to Trustor if required by law, may make such appearances, disburse such sums and take such action as Beneficiary deems reasonably necessary to protect Beneficiary's interest in the Property, including, without limitation, disbursement of attorney fees and entry on the Property to make repairs. Trustor hereby assigns to Beneficiary any right Trustor may have by reason of any prior encumbrance on the Property or by law or otherwise to cure any default under said prior encumbrance.

Any amounts disbursed by Beneficiary pursuant to this paragraph 5, together with interest thereon at the maximum legal rate from the date of disbursement by Beneficiary until paid, shall become additional Obligations of Trustor secured by this deed of trust and shall be immediately due and payable to Beneficiary upon demand. In the event such sums are not paid to Beneficiary by Trustor within five (5) days after demand by Beneficiary, Beneficiary may commence suit to collect such sums. Nothing contained in this paragraph 5 shall require Beneficiary to incur any expense or take any action hereunder.

6. Beneficiary may make or cause to be made reasonable entries upon and inspection of the Property, provided that Beneficiary shall give Trustor notice prior to any such inspection specifying reasonable cause therefore related to Beneficiary's interest in the Property.

7. The proceeds or any award or claim for damages, direct or consequential, in connection with any condemnation or other taking of the Property, or any part thereof, or for conveyance in lieu of condemnation are hereby assigned and shall be paid to Beneficiary as herein provided.

In the event of a total taking of the Property, the proceeds shall be applied to the Obligations secured by this deed of trust with the excess, if any, paid to Trustor. In the event of a partial taking of the Property, the proceeds shall be divided between payment of the Obligations, if any then due, and payment to Trustor, in the same ratio as the amount of the Obligations of Trustor bears to Trustor's equity in the Property immediately prior to the date of taking. Trustor's equity means the fair market value of the Property less the Obligations.

If the Property is abandoned by Trustor, or if Trustor fails to respond to Beneficiary within thirty (30) days from the date notice is given in accordance with paragraph 11 hereof by Beneficiary to Trustor that the condemnor offers to make an award or settle a claim for damages, Beneficiary is authorized to collect and apply the proceeds, at the Beneficiary's option, either to restoration or repair of the Property or to the Obligations.

8. Any forbearance by Beneficiary in exercising any right or remedy hereunder, or otherwise afforded by law, shall not be a waiver or preclude the subsequent exercise of any such right or remedy.
9. Each remedy provided in the Promissory Note, the Loan Agreement or in this deed of trust is distinct from and cumulative to all other rights or remedies under the Promissory Note, the Loan Agreement and this deed of trust or afforded by law or equity and may be exercised concurrently independently or successively.
10. The covenants and agreements herein contained shall bind, and the rights hereunder shall inure to, the respective successor and assigns of Trustor and Beneficiary. All covenants and agreements of the Trustor shall be joint and several.
11. Except for any notice required by law to be given in another manner, (a) any notice to Trustor provided for in this deed of trust shall be in writing and shall be given and effective upon (1) delivery to Trustor or (2) mailing such notice by certified mail, return receipt requested, addressed to Trustor at Trustor's address stated herein or at such other address as Trustor may designate by notice to Beneficiary as provided herein, and (b) any notice to Beneficiary shall be in writing and shall be given and effective upon (1) delivery to Beneficiary or (2) mailing such notice by certified mail, return receipt requested, to Beneficiary's address stated here or to such other address as Beneficiary may designate by notice to Trustor as provided herein. Any notice provided for in this deed of trust shall be deemed to have been given to Trustor or Beneficiary when given in any manner designated herein.
12. The Promissory Note, the Loan Agreement, and this deed of trust shall be governed by and interpreted in accordance with the laws of the State of Colorado. In the event that any provision or clause in this deed of trust or the Promissory Note or the Loan Agreement conflicts with such law, such conflict shall not affect other provisions of this deed of trust, the Promissory Note or the Loan Agreement which can be given effect without the conflicting provisions and to this end the provisions of this deed of trust, the Promissory Note and the Loan Agreement are declared to be severable.
13. Except as provided in paragraph 14, upon Trustor's breach of any covenant or agreement of Trustor in this deed of trust, in the Promissory Note or in the Loan Agreement, or upon any default in a prior lien upon the Property, at Beneficiary's option all of the Obligations of Trustor shall be immediately due and payable (hereinafter "Acceleration"). To exercise this option Beneficiary may invoke the power of sale and any other remedies permitted by law. Beneficiary shall be entitled to collect all reasonable costs and expenses incurred in pursuing the remedies provided in this deed of trust, including, without limitation, all attorney fees actually incurred.

If Beneficiary invokes the power of sale, Beneficiary shall give written notice to Trustee of such election. Trustee shall give such notice to Trustor of Trustor's rights as is provided by law. Trustee shall record a copy of such notice as required by law. Trustee shall advertise the time and place of the sale of the Property, for not less than four weeks

in a newspaper of general circulation in the county in which the Property is situated, and shall mail copies of such notice of sale to Trustor and other persons as prescribed by law. After the lapses of such time as may be required by law, Trustee, without demand on Trustor shall sell the Property at public auction to the highest bidder for cash at the time and place (which may be on the Property or any part thereof as permitted by law) in one or more parcels as the Trustee may think best and in such order as the Trustee may determine. Beneficiary or Beneficiary's designee may purchase the Property at any sale. It shall not be obligatory upon the purchaser at any such sale to see to the application of the purchase of money.

Trustee shall apply the proceeds of the sale in the following order: (2) to all reasonable costs and expenses of the sale, including, without limitation, reasonable Trustee's and attorney's fees and costs of title evidence; (b) to all Obligations secured by this deed of trust; and (c) the excess, if any, to the person or persons legally entitled thereto.

14. Whenever foreclosure is commenced for nonpayment of any sums due hereunder, the owner of the Property or parties liable hereon shall be entitled to cure said defaults by paying all delinquent amounts as of the date of cure, costs, expenses, late charges, attorney's fees and other fees all in the manner provided by law. Upon such payment and the performance of all other Obligations owing hereunder, this deed of trust and the Obligations shall remain in full force and effect as though no Acceleration had occurred and the foreclosure proceedings shall be discontinued.

15. As additional security hereunder, Trustor hereby assigns to Beneficiary the rents, issues and profits for the Property; however, Trustor shall, prior to Acceleration under paragraph 13 hereof or abandonment of the Property, have the right to collect and retain such rents, issues and profits as they become due and payable.

Beneficiary or the holder of the Trustee's certificate of purchase shall be entitled to a receiver for the Property after Acceleration under paragraph 13 hereof, and shall also be so entitled during the time covered by foreclosure proceedings and the period of redemption, if any; and shall be entitled thereto as a matter of right without regard to the solvency or insolvency of the Trustor or of the then owner of the Property, and without regard to the value thereof. Such receiver may be appointed by any court of competent jurisdiction on ex parte application and without notice, notice being hereby expressly waived.

Upon Acceleration pursuant to paragraph 13, abandonment of the Property as specified in the Promissory Note or the Loan Agreement, Beneficiary, in person, by agent or by judicially-appointed receiver, shall be entitled to enter upon, take possession of and manage the Property and to collect the rents of the Property including those past due. All rents collected by Beneficiary or the receiver shall be applied first to payment of the costs of preservation and management of the Property, second, to payments due upon prior liens, and then to the Obligations. Beneficiary and the receiver shall be liable to account only for those rents actually received by Beneficiary or the receiver as the case may be.

Exhibit B

SECURED PROMISSORY NOTE

U.S. \$50,000.00

Steamboat Springs, Colorado
_____, 20__

For value received, the Routt County Habitat for Humanity, Inc., a Colorado nonprofit corporation (the "Borrower") promises to pay to the City of Steamboat Springs, Colorado (the "Note Holder"), or to order the principal sum of Fifty Thousand and No One Hundredths (\$50,000.00). The principal sum shall bear no interest if paid when due. Any amount not paid when due shall thereafter bear interest at the rate of one percent per month until paid in full. Unless due earlier under the terms of an Affordable Housing Bridge Loan Agreement (the "Loan Agreement") dated as of _____, 2012, between Borrower and Note Holder, all sums due hereunder shall be due and payable on March 13, 2013. Payments made under this Promissory Note shall first be applied to any interest due and then to principal.

If any payment required by this Note is not paid when due, or if any default under any Deed of Trust or other security instrument securing this Note occurs, the entire principal amount outstanding and accrued interest thereon shall at once become due and payable at the option of the Note Holder ("Acceleration"). The Note Holder shall be entitled to collect all reasonable costs and expenses of collection and legal action, including, but not limited to reasonable attorneys' fees.

Borrower may prepay the principal amount outstanding under this Note, in whole or in part, at any time without penalty.

Borrower hereby waives presentment, notice of dishonor and protest, and hereby agrees to any extensions of time of payment before, at, or after maturity.

Any notice to Borrower provided for in this Note shall be in writing and shall be given and be effective upon (1) delivery to Borrower or (2) mailing such notice by first-class U.S. mail, addressed to Borrower at Borrower's address for notice set forth in the Loan Agreement, or to such other address as Borrower may designate by written notice to the Note Holder at the address for the Fund Holder set forth in the Loan Agreement.

The indebtedness evidenced by this Note is or may be secured by a Deed of Trust dated _____, 20__, as well as other security and, until released said Deed of Trust and the other security instruments contain additional rights of the Note Holder. Such rights or other provisions of the Loan Agreement may cause Acceleration of the indebtedness evidenced by this Note. Reference is made to said Deed of Trust, the other security instruments and the Loan Agreement for additional terms. Said Deed of Trust grants rights in the property identified as:

Lot 1 Habitat Honeysuckle Subdivision

ROUTT COUNTY HABITAT FOR HUMANITY,
A Colorado nonprofit corporation

BY: _____

TITLE: _____

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE FOURTH SUPPLEMENTAL BUDGET APPROPRIATION OF 2012.

WHEREAS, Routt County Habitat for Humanity has requested a Bridge Loan in the amount of \$50,000; and

WHEREAS, the Community Housing Fund has funds available for the requested loan; and

WHEREAS, the City Council believes that such an appropriation is important to the economic health and welfare of the community.

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

Section 1. Supplemental Appropriation. That pursuant to Section 9.10 (a) of the City of Steamboat Springs Home Rule Charter, the City Council hereby appropriates the following sums of money or that portion necessary for the purposes herein named:

Community Housing Fund Habitat for Humanity Bridge Loan \$ 50,000

Section 2. 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 3. 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 4. 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 5. 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 _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this ____ day of _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 9.

CITY COUNCIL COMMUNICATION FORM

FROM: Bob Keenan, Senior Planner (Ext. 229)
Tyler Gibbs, AIA, Director of Planning and Community Development
(Ext. 244)

THROUGH: Deb Hinsvark, Interim City Manager (Ext. 240)

DATE: October 30, 2012

ITEM: Second reading of an ordinance vacating utility easements located in Airport Meadows, Filing 1, Lots 1 and 2, and providing an effective date and setting a hearing date.

NEXT STEP: The approval of an ordinance requires two readings to City Council. This is the first reading. The second reading is scheduled for October 30, 2012.

ORDINANCE
 RESOLUTION
 MOTION
 DIRECTION
 INFORMATION

PROJECT NAME: Easement Vacation; Airport Meadows, Filing 1, Lots 1 and 2.

PETITION: A request to vacate a variety of unnecessary utility easements as described and depicted in Exhibit A on lots 1 and 2 of Airport Meadows Filing 1.

LOCATION: Airport Meadows, Filing 1, Lots 1 and 2 (Across from Elk River Farm and Feed).

APPLICANT: Western Structures, LLC, PO Box 772658, Steamboat Springs, CO. 80477 C/O Matt Wagar, Moon Hill Design, Inc, PO Box 774049, Steamboat Springs, CO 80477.

CITY COUNCIL COMMUNICATION FORM
October 16, 2012
Airport Meadows, F1, Lots 1 and 2 Easement Vacation

EXECUTIVE SUMMARY:

1. Background Information:

The applicant is requesting to vacate the following utility easements. Please see the attached exhibit depicting the request.

Lot 1: All of the west and north property line utility easements and half (7.5') of the south property line easement.

Lot 2: All of the west, north and south easements.

The applicant has provided sign-offs from all of the applicable agencies agreeing to vacate these easements. Easements are required to be vacated by an ordinance as well as through recordation of a Final Plat.

2. Recommended Motion:

Staff recommends approval of the Ordinance vacating the unnecessary utility easements within Lots 1 and 2 of Airport Meadows, Filing 1.

3. Project Location Map

CITY COUNCIL COMMUNICATION FORM
October 16, 2012
Airport Meadows, F1, Lots 1 and 2 Easement Vacation

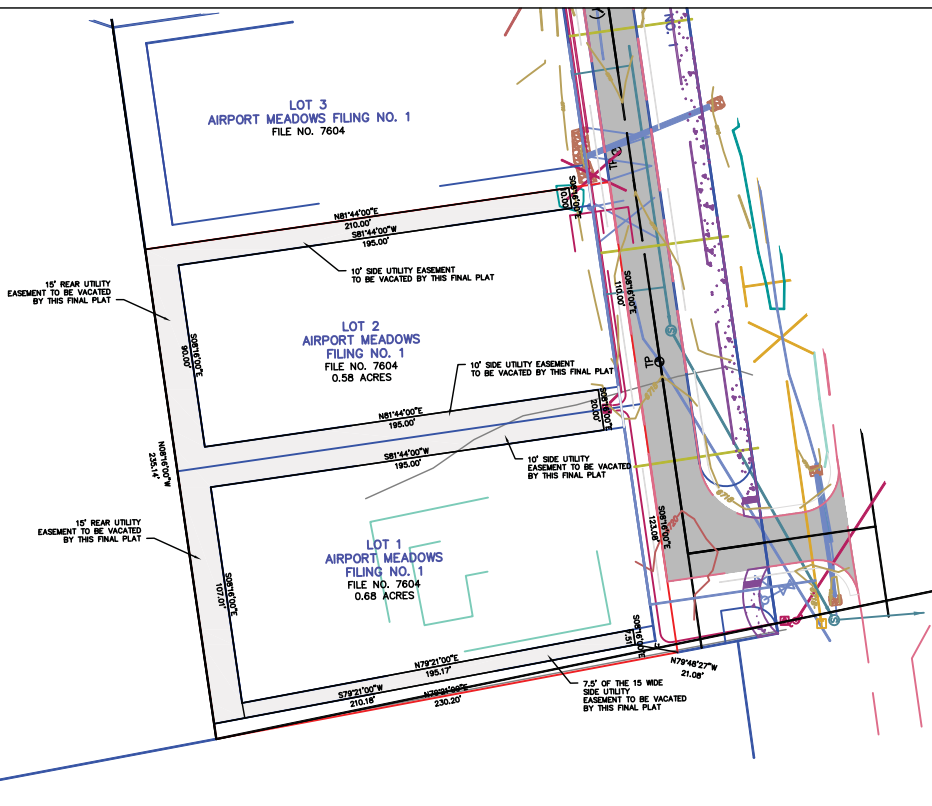


LIST OF ATTACHMENTS

Attachment 1 - Utility Easement Vacation Depicted

Attachment 1

Airport Business Park A Replat of Lot 1 and Lot 2, Airport Meadows Filing No. 1 located in the NW ¼ NW ¼ Section 6, Township 6 North, Range 84 West, 6th P.M., Routt County, Colorado



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT APPROVAL

THE DIRECTOR OF PLANNING SERVICES OF THE CITY OF STEAMBOAT SPRINGS, COLORADO, DOES HEREBY AUTHORIZE AND APPROVE THIS PLAT OF THE ABOVE SUBDIVISION THIS _____ DAY OF _____, A.D. 2012.

TYLER GIBBS, AICP, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

CITY COUNCIL APPROVAL

THE WITHIN PLAT OF AIRPORT BUSINESS PARK IS APPROVED FOR FILING THIS _____ DAY OF _____, 2012.

BY: _____
BART KONOUSKY, CITY COUNCIL PRESIDENT

ATTEST: _____
JULIE FRANKLIN, CITY CLERK

SURVEYOR'S CERTIFICATE

I, WALTER N. MAGILL, PLS NO. 38024, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS MAP AND SURVEY OF ROBERTS' SUBDIVISION, A REPLAT OF LOT 4 AND 5, FOX HUNT SUBDIVISION (I) WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, (II) HAS BEEN PREPARED IN COMPLIANCE WITH ALL APPLICABLE LAWS OF THE STATE OF COLORADO AT THE TIME OF THIS SURVEY (III) IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND (IV) CONTAINS ALL OF THE INFORMATION REQUIRED BY C.R.S. 38-91-101.

BY: _____
WALTER N. MAGILL, PLS 38024

CONSENT OF DEED OF TRUST BENEFICIARY

THE UNDERSIGNED BEING THE BENEFICIARY AND THE PUBLIC TRUSTEE OF ROUTT COUNTY, COLORADO, UNDER THAT CERTAIN DEED OF TRUST ENCUMBERING THE PREMISES SUBDIVIDED HEREIN, SAID DEED OF TRUST BEING RECORDED AT RECEPTION NO. _____, ROUTT COUNTY RECORDS, EXPRESSLY CONSENT TO AND JOIN IN THE PLATTING AND SUBDIVISION SHOWN HEREON, CONSENT TO AND JOIN IN THE PLATTING AND DEDICATION OF THE EASEMENTS SHOWN OR NOTED HEREON AND HEREBY SUBORDINATE THE INTERESTS OF THE UNDERSIGNED EXISTING BY VIRTUE OF SAID DEED OF TRUST TO THE PLATTING, SUBDIVISION AND EASEMENTS SHOWN HEREON AND TO THE AFORESAID DEDICATION.

ROUTT COUNTY PUBLIC TRUSTEE
JEANNE WHIDDON

BY: _____

TITLE: _____

STATE OF COLORADO

COUNTY OF ROUTT

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2012, BY _____

MY COMMISSION EXPIRES: _____

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE
(SEAL) _____
NOTARY PUBLIC

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2012, BY JEANNE WHIDDON AS PUBLIC TRUSTEE OF ROUTT COUNTY

ATTEST: _____
KAY WEINLAND, ROUTT COUNTY CLERK AND RECORDER

ATTORNEY'S OPINION

I, _____, BEING AN ATTORNEY AT LAW, DULY LICENSED TO PRACTICE BEFORE COURTS OF RECORD IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TITLE TO ALL LANDS HEREIN DEDICATED AND SHOWN UPON THIS PLAT AS REFLECTED IN THE _____ TITLE INSURANCE COMPANY TITLE COMMITMENT _____ DATED _____ AND THAT TITLE TO SUCH LANDS IS VESTED IN _____ FREE AND CLEAR OF ALL LIENS, TAXES AND ENCUMBRANCES, EXCEPT FOR THE LIEN OF GENERAL REAL PROPERTY TAXES AND EXCEPT FOR PATENT RESERVATIONS, THE TRAVERSE AND RIGHT-OF-WAY OF CERTAIN DITCHES, PONDS AND SPRINGS, RIGHTS-OF-WAY, EASEMENTS AND ENCROACHMENTS OF RECORD AND APPARENT RESTRICTIONS, RESERVATIONS, AGREEMENTS, AND COVENANTS, THE DEEDS OF TRUST SUBORDINATED HEREIN AND THOSE SPECIFIC SCHEDULE B EXCEPTIONS LISTED ON SAID TITLE COMMITMENT.

ATTORNEY-AT-LAW

EFFECTIVE THE _____ DAY OF _____, 2012

ROUTT COUNTY CLERK AND RECORDER'S ACCEPTANCE

THIS MAP WAS ACCEPTED FOR FILING IN THE OFFICE OF THE CLERK AND RECORDER OF ROUTT COUNTY, COLORADO THIS _____ DAY OF _____, A.D., 2012 AT RECEPTION NUMBER _____ TIME: _____ M. AND FILE NO. _____

ROUTT COUNTY CLERK AND RECORDER

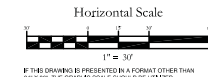
ROUTT COUNTY SURVEYOR CERTIFICATE

THIS MAP WAS FILED AND INDEXED AS FILE NO. SP _____ ON _____ DAY OF _____, 2012, AT _____ M. IN THE LAND SURVEY PLAT RECORDS FILE AND INDEX SYSTEM MAINTAINED IN THE OFFICE OF ROUTT COUNTY CLERK AND RECORDER PURSUANT TO C.R.S. 38-50-101.

ROUTT COUNTY SURVEYOR

BY: _____
RIDGWAY C. MOON

AIRPORT BUSINESS PARK AIRPORT BUSINESS PARK REPLAT OF LOT 1 AND LOT 2, AIRPORT MEADOWS FILING NO. 1



Contour Interval = 2 Feet

NO.	DATE	REVISIONS	INT.

DATE: 7/28/2012 DESIGN: JSM
JOB NO. 1263-001 DRAFTED: JSM
DWG. NAME: REVIEW: JSM

Four Points Surveying and Engineering

440 S. Lincoln Ave., Suite 4B
P.O. Box 775966
Steamboat Springs, CO 80487
(970)-871-6772
www.fourpointsurveying.com

SHEET NO.
1
OF 1

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN 10 YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE VACATING UTILITY EASEMENTS LOCATED IN AIRPORT MEADOWS, FILING 1, LOTS 1 AND 2, AND PROVIDING AN EFFECTIVE DATE AND SETTING A HEARING DATE.

WHEREAS, in accordance with Chapter 20, Art. I, Div. 3 of the Steamboat Springs Revised Municipal Code, the owners of Airport Meadows, Subdivision, Filing 1, Lots 1 and 2 wish to vacate utility easements within Lots 1 and 2 of Airport Meadows Subdivision, Filing 1 (the "Property") as outlined in the legal description; and

WHEREAS, the Public Utility providers have reviewed the request and determined that the subject public easements are not a necessary part of the District's public utility system; and

WHEREAS, the City Council finds that vacating the subject utility easements will promote the public interest by clarifying the easement boundaries.

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

Section 1. That the two utility easements within Lots 1 and 2, Airport Meadows Subdivision, Filing 1 as described in Exhibit A are hereby vacated.

Section 2. That pursuant to Section 7-11 of the Charter of the City of Steamboat Springs, Colorado, the second publication of this ordinance may be by reference, utilizing the ordinance title.

Section 3. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

Section 4. 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 5. This Ordinance shall take effect upon the later of the expiration of thirty (30) days from and after its publication following final

passage, as provided in Section 13.6 of the Steamboat Springs Home Rule Charter.

Section 6. A public hearing on this ordinance shall be held on October 16, 2012 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 _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this ____ day of _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

Exhibit A



Ph: 970-871-6772 · Fax: 970-879-8023 · P.O. Box 775966 · Steamboat Springs, Colorado 80477

A legal description of utility easements to be vacated located within Lot 1 and Lot 2, Airport Meadows Filing No. 1, located in the NW ¼ NW ¼ Section 6 Township 6 North, Range 84 West of the 6th P.M., Steamboat Springs, Routt County, Colorado

A legal description of utility easements to be vacated located within Lot 1 and Lot 2, Airport Meadows Filing No. 1, located in the NW ¼ NW ¼ Section 6 Township 6 North, Range 84 West of the 6th P.M., Steamboat Springs, Routt County, Colorado; more particularly described as follows:

Commencing at the Southeast corner of Lot 1, Airport Meadows Filing No. 1; thence North 79°48'27" West 21.08 feet to the Point of Beginning; thence South 79°21'00" West, 210.18 feet to a point of intersection with the westerly line of Lot 1; thence North 08°16'00" West along the westerly lot line of Lot 1 and Lot 2, Airport Meadows Filing No. 1, 235.14 feet to the northwest corner of Lot 2; thence North 81°44'00" East, 210.00 feet along the north line of the said Lot 2; thence South 08°16'00" East, 10.00 feet; thence South 81°44'00" West, 195.00 feet; thence South 08°16'00" East, 90.00 feet; thence North 81°44'00" East, 195.00 feet; thence South 08°16'00" East, 20.00 feet; thence South 81°44'00" West, 195.00 feet; thence South 08°16'00" East, 107.01 feet thence North 79°21'00" East, 195.17 feet; thence South 08°16'00" East, 7.50 feet to the point of beginning, said easement contains 10,837 square feet more or less.

Basis of Bearings: Airport Meadows Filing No. 1 plat bearing of North 08°16'00" West along the west line of Lots 1 through Lot 6, per the final plat as recorded at Routt County records at File #7604 of Routt County Clerk and Recorder.

Legal description prepared by Walter N. Magill, Colorado Professional Land Surveyor, 38024 for and on behalf of Four Points Surveying and Engineering.

AGENDA ITEM # 10.

CITY COUNCIL COMMUNICATION FORM

FROM: Mel Stewart, Fire Chief (879-7170)

THROUGH: Joel Rae, Public Safety Director (Ext. 113)
Dan Foote, Staff Attorney (Ext. 223)

DATE: October 30, 2012

ITEM: Second reading of an ordinance authorizing the City Manager to impose and lift fire restrictions; repealing all conflicting ordinances; and providing an effective date.

NEXT STEP: City Council to review proposed ordinance.

DIRECTION
 INFORMATION
 ORDINANCE
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Provide authority to City Manager to impose and rescind fire restrictions in the future.

II. RECOMMENDED ACTION:

Requesting that the City Council approve and enact an ordinance to give the City Manager the authority to impose and rescind fire restrictions.

III. FISCAL IMPACTS:

No impacts for this step of the process.

IV. BACKGROUND INFORMATION:

Currently, in order to impose or rescind fire restrictions, an ordinance must be brought before the City Council. By allowing the City Manager this authority, the City can respond in a more timely manner to address changing conditions. This will allow the City of Steamboat Springs to more closely follow the direction of other agencies and authorities in our region.

V. LEGAL ISSUES:

None at this time

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None at this time

VII. SUMMARY AND ALTERNATIVES:

Continue to require fire restrictions to be implemented and rescinded by City Council through a standard or emergency ordinance.

Approve new ordinance allowing the City Manager to impose and rescind fire restrictions.

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO IMPOSE AND LIFT FIRE RESTRICTIONS; REPEALING ALL CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Steamboat Springs is located in the jurisdiction of the Northwest Colorado Fire Management Unit, which has established criteria governing the imposition and lifting of fire restrictions by its constituent members; and

WHEREAS, the City currently imposes and lifts fire restrictions by ordinance, which is a process that may unnecessarily delay the imposition or restriction of fire restrictions; and

WHEREAS, the criteria established by the Northwest Colorado Fire Management Unit are sufficiently objective in nature to provide adequate guidance for City administrative officials to impose or lift fire restrictions without seeking Council approval of their actions by ordinance and it is therefore appropriate for the City Council to delegate to the City Manager the authority to impose or lift fire restrictions; and

WHEREAS, the City Council of the City of Steamboat Springs hereby determines that it is necessary to the preservation of the health, safety, and welfare of the citizens of the City to delegate to the City Manager the authority to impose or lift fire restrictions in accordance with the criteria established by the Northwest Colorado Fire Management Unit.

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

Section 1. Article III, Chapter 2 of the City of Steamboat Springs Revised Municipal Code is hereby amended by the addition of the following Section 26-174:

“Section 26-174. Fire Restrictions.

The City Manager is authorized to impose and/or lift fire restrictions within the corporate limits of the City of Steamboat Springs in accordance with the criteria established by the Northwest Colorado Fire Management Unit. The City Manager shall consult with the Director of Public Safety Services and/or the City Fire Chief

in determining whether the criteria support the imposition or lifting of fire restrictions. The City Manager shall reduce to writing, post, and publish any decision to impose, lift, or modify fire restrictions pursuant to this section. Publication shall be in the same manner provided for the posting and publication of ordinances. Fire restrictions imposed by the City Manager and posted and published pursuant to this section shall be a "rule or regulation authorized by ordinance" for purposes of the imposition of penalties for violations pursuant to Section 1-15(a)(1) of this code."

Section 2. 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 3. This ordinance shall take effect five (5) days after publication following final passage pursuant to Section 7.6(h) of the City of Steamboat Springs Home Rule Charter.

Section 4. The City Council hereby finds, determines and declares that this emergency ordinance is necessary for the immediate preservation of the public peace, health, and safety.

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 _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this ____ day of _____,
2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 11.

CITY COUNCIL COMMUNICATION FORM

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

THROUGH: Deb Hinsvark, Interim City Manager (Ext. 240)

DATE: October 30, 2012

ITEM: Second reading of an ordinance amending the International Building Code 2006 Edition in Chapter 5, Article 1, Section 5-3: International Building Code-Amendments and Deletions to add an exception to allow a boarding house to comply with the International Residential Code.

NEXT STEP: If approved on second reading, the building code will be amended to include the proposed exception.

ORDINANCE
 RESOLUTION
 MOTION
 DIRECTION
 INFORMATION

PROJECT NAME: Ordinance amending IBC to allow B&B's to be reviewed under IRC.

PETITION: An ordinance amending the International Building Code 2006 Edition in Chapter 5, Article 1, Section 5-3: International Building Code – Amendments and Deletions to add an exception to allow a boarding house to comply with the International Residential Code.

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.

CITY COUNCIL COMMUNICATION FORM

Ordinance amending IBC to allow B&B's to be reviewed under IRC

October 30, 2012

I. BACKGROUND

The current International Building Code requires Bed and Breakfast uses to install fire sprinkler systems. Similar uses such as Vacation Home Rentals do not have to install fire sprinkler systems. Staff is proposing this change to the IBC to allow for Bed and Breakfasts to operate without fire sprinkler systems. This change will treat VHRs and Bed and Breakfasts equally with respect to fire sprinkler requirements.

The Regional Building Department Oversight Committee reviewed the proposed change on August 29, 2012 and recommended that it move forward for adoption by the City Council.

II. PUBLIC COMMENT

No public comment was received on this application.

III. NEW INFORMATION

No new information at this time.

IV. RECOMMENDED MOTION

Staff recommends approval of the proposed ordinance.

CITY OF STEAMBOAT SPRINGS, COLORADO

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE INTERNATIONAL BUILDING CODE 2006 EDITION IN CHAPTER 5, ARTICLE 1, SECTION 5-3: INTERNATIONAL BUILDING CODE-AMENDMENTS AND DELETIONS TO ADD AN EXCEPTION TO ALLOW A BOARDING HOUSE TO COMPLY WITH THE INTERNATIONAL RESIDENTIAL CODE.

WHEREAS, the City of Steamboat Springs has previously adopted the 2006 Editions of the International Family of Codes mentioned above and all related technical codes; and

WHEREAS, the City of Steamboat Springs finds it necessary to include a boarding house definition to the description of R-3 occupancies; and

WHEREAS, the Routt County Regional Building Department Oversight Committee has reviewed and recommended this change; and

WHEREAS, the Building Official has reviewed and recommended this change.

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

Section 1. Chapter 5, Article 1, Section 5-3 shall be amended to include the following addition:

International Building Code Section 310.1 Residential Group R, R-3 is amended to add the following exception:

EXCEPTION: Boarding Houses containing not more than four (4) sleeping units for rent or hire that are also occupied as the residence of the proprietor may comply with the International Residential Code.

Section 2. That pursuant to Section 7-11 of the Charter of the City of Steamboat Springs, Colorado, the second publication of this ordinance may be by reference, utilizing the ordinance title.

Section 3. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

Section 4. 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 5. This Ordinance shall take effect upon the later of 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 6. A public hearing on this ordinance shall be held on November 6, 2012 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 _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

FINALLY READ, PASSED AND APPROVED this ____ day of _____, 2012.

**Bart Kounovsky, President
Steamboat Springs City Council**

ATTEST:

**Julie Franklin, CMC
City Clerk**

AGENDA ITEM # 12.

CITY COUNCIL UPDATES

This is a discussion item only

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 13, 2012*******

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

AGENDA ITEM # 13.

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2012-20

TUESDAY, NOVEMBER 13, 2012

5:05 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.**

5:00PM SSRA Meeting.

A. ROLL CALL (5:05PM)

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 13, 2012*******

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

B. COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

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.

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.

- 1. 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, 2013, and ending the thirty-first day of December, 2013. (Weber)
- 2. SECOND READING OF ORDINANCE:** An ordinance approving the Fourth Supplemental Budget Appropriation of 2012. (Weber)
- 3. EMERGENCY ORDINANCE:** Moratorium on recreational marijuana related facility. (Rae/Foote)

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

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 13, 2012*******

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

DISCUSSION. ALL ORDINANCES APPROVED BY CONSENT SHALL BE READ INTO THE RECORD BY TITLE.

4. PROJECT: Mountain Waffle

PETITION: Development plan application to locate a food cart during the winter season at 2305 Mt. Werner Circle (adjacent to Gondola Transit Center).

LOCATION: 2305 Mt. Werner Circle and 608 Yampa Street.

APPLICANT: Joel Rosenberg, 799 South 10th Street, #2A, Philadelphia, PA, (310) 499-3811.

PLANNING COMMISSION VOTE: To be heard October 25, 2012.

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.**

I. REPORTS

5. City Council

6. Reports

- a. Agenda Review (Franklin):
 - 1.) City Council agenda for November 20, 2012.
 - 2.) City Council agenda for December 4, 2012.

7. Staff Reports

- a. City Attorney's Update/Report. (Lettunich)
- b. Interim Manager's Report: Ongoing Projects. (Hinsvark)

J. OLD BUSINESS

8. Minutes (Franklin)

- a. Regular Meeting 2012-18, October 16, 2012.
- b. Regular Meeting 2012-19, October 30, 2012.

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 13, 2012*******
This agenda is tentative and the information is subject to change until the agenda is finalized.

K. ADJOURNMENT

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

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 20, 2012*******

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

CITY OF STEAMBOAT SPRINGS

AGENDA

REGULAR MEETING NO. 2012-21 TUESDAY, NOVEMBER 20, 2012

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

B. COMMUNITY REPORTS/CITY COUNCIL DISCUSSION TOPIC:

1.

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 20, 2012*******

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

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:** An ordinance approving the Fourth Supplemental Budget Appropriation of 2012. (Weber)

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.

-
- 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.**

- 3. FIRST READING OF ORDINANCE:**

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

*******TENTATIVE AGENDA FOR TUESDAY, NOVEMBER 20, 2012*******

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

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. SECOND READING OF ORDINANCE:

I. REPORTS

6. City Council

7. Reports

- a. Agenda Review (Franklin):
 - 1.) City Council agenda for December 4, 2012.
 - 2.) City Council agenda for December 18, 2012.

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 # 14.

STAFF REPORTS:

City Attorney's Update/Report
City Charter – Amendment – information/discussion

Interim Manager's Report: Ongoing Projects

The above are discussion items only

City Manager Search Process

Materials follow this page

AGENDA ITEM # 14b.1.

CITY COUNCIL COMMUNICATION FORM

FROM: Anne Small, Director of General Services (Ext. 249)
THROUGH: Bart Kounovsky, City Council President
DATE: October 30, 2012
ITEM: City Manager recruitment options.
NEXT STEP: Council direction.

DIRECTION
 INFORMATION

I. REQUEST OR ISSUE:

Staff requests Council direction on next steps for recruiting a new City Manager.

II. RECOMMENDED ACTION / NEXT STEP:

Staff makes no recommendations.

III. FISCAL IMPACTS:

Peckham & McKenney	\$18,500 plus \$7,500 in expenses
Mercer Group	\$15,600 plus \$3,500 in expenses
Mercer Group & Staff	Approximately \$10,000 plus expenses, plus staff time
In-house	Staff time plus advertising costs (approximately \$2,500)

IV. BACKGROUND INFORMATION:

As required by the City's Home Rule Charter, Council shall appoint a City Manager within six months after any vacancy exists in this position. Peckham & McKenney (P&M), a consulting firm specializing in executive searches for local governments, conducted the recruitment process for the past three City Managers. P&M offers a full service process and is very familiar with the Steamboat community. Staff also contacted the Mercer Group, who has significant experience recruiting city managers for resort towns. Mercer also offers turn-key search services and a hybrid of services where staff participates on

the front-end of the process and the consultant performs screening, preliminary interviews, selection of candidates for Council to review and coordinating the interview process.

Alternatively, the City's Human Resources division can provide the required search services without using a consultant. The brochure prepared for the most recent recruitment can be updated and ads can be placed on the City's website, ICMA and CML websites and in other industry publications. Staff will seek Council's direction on methods for screening the resumes, conducting preliminary interviews, and identifying the finalists for interview by Council.

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

Costs to hire an outside consultant.

VII. SUMMARY AND ALTERNATIVES:

Council may opt to:

1. Hire one of the two recommended consultants
2. Hire the Mercer Group at a lower cost to share work elements with staff
3. Direct staff to perform all elements of the recruitment in-house
4. Provide alternate direction