

**STEAMBOAT SPRINGS ACCOMMODATIONS TAX RESERVE COMMITTEE
MINUTES
May 18, 2017**

The meeting of the Steamboat Springs Accommodations Tax Reserve Committee was called to order at approximately 12:20 p.m. on Thursday, May 18, 2017, in Room 113-114, Centennial Hall, 124 10th Street, Steamboat Springs, Colorado.

Committee members in attendance were: Chair Larry Mashaw, Frank Alfone, Scott Marr, Kady Watson, Nancy Kramer, Helen Beall and Joella West. City staff member present was Assistant to The City Manager Winnie DelliQuadri.

PUBLIC COMMENT ON ITEMS NOT ON THE AGE NDA

None.

Approval of Minutes: May 9

Frank Alfone moved to approve the May 9, 2017 meeting minutes. Nancy Kramer seconded the motion. The motion carried unanimously with Scott Marr abstaining.

Debrief City Council Direction

Mashaw: They pretty much took our recommendation. We did ask if they wanted to give us further guidance; I didn't really feel that we got any further guidance or direction. There was a brief discussion about whether to include or exclude CIP projects; it was determined that they should be included, partly I think because it would be difficult to determine what was a city project and what wasn't.

Finalize RFP

Move ballot language to Introduction.

Fix typos.

Mention "citizen at large with an arts focus" as that was preferred.

Add Winnie's name instead of Julie Franklin.

Mashaw pointed out that the committee actually only has from September 5-12 to make its recommendation with any clarifying information submitted to the committee by the 5th and the communication form due on the 12th.

DelliQuadri said that the committee will be able to review RFP's as they come in rather than all at once; she'll be able to forward items even when she's on vacation.

The committee changed the additional information request period to August 18-September 5.

Be clear on requirements, preferences and what the application must include; embed that in the RFP.

Committee members said they would prefer a PDF since they can review them on any device; DelliQuadri said she prefers Word documents to make cutting and pasting into summary sheets/communication forms easier.

The committee agreed to request that proposals be sent in PDF format.

“Additional information may be requested of respondents.”

DelliQuadri said she included a sentence that additional due diligence may be required to cover situations where the positive economic impact of a proposal is not clear enough or is in question. In these cases, the committee can request that the applicant engage a third party to provide such due diligence.

Kramer asked if the matrix of criteria should be included; the committee included a sentence that specified that proposals will be evaluated based on the 1986 ballot language and the criteria included in the RFP.

Watson wanted to ensure that the RFP indicates that project presentations may be requested by the committee.

DelliQuadri said that the questions on the cover relate directly to the criteria. She will be able to create a summary sheet using the answers to those questions.

Alfone asked DelliQuadri whether the timeline gives city staff enough time to review the finalists; DelliQuadri said staff will be able to review the maintenance proposals and determine whether they seem realistic.

The application will be in MS Word; the rest of the RFP will be in PDF.

Watson recommended and the committee agreed to require that applications be typed rather than handwritten. That requirement along with the page limit will be stated at the top.

Move Question 7 to Question 2.

Add the statement: “Use economic data in your response.”

West recommended and the committee agreed to specify above the questions that all questions must be answered in four pages or less.

“Your answers may not exceed four pages in total.”

Beall mentioned font size; the application will ask them to use 12 point.

Three optional pages of information pertinent to the project (not the narrative.)

Add “easement” to #4. Will land need to be purchased or an easement be required?

Required attachments:

Watson wanted to be sure it was clear that including maintenance and replacement costs is required/very important. Repeat the language about no additional city subsidy will be given.

Each RFP should be a maximum of 15 pages. Order: Application form, narrative, budget, pro forma, timeline, maps, optional pages.

The committee discussed whether to allow additional narrative in the optional attachments. Mashaw said he wouldn't mind reading additional narrative if an applicant felt they were hamstrung by the questions from expressing themselves.

DelliQuadri suggested that in that case there be a Question #8 asking applicants to describe any additional information about their project in one page or less.

West thought that would be an invitation to the applicant to not pay disciplined attention to filling out the form, which would make proposals more difficult to compare.

Committee members agreed that the application already includes enough flexibility, precluding the need for such a question.

DelliQuadri will send the above RFP edits to the committee; committee members can signify their approval with an email directly to Winnie.

DelliQuadri said the press release is ready to go and there is a dedicated webpage that will contain the RFP. There will be social media posts. It will be in the Legal Notices section of the paper.

DelliQuadri will send the RFP to department heads and ask them to send it to any stakeholder group they are working with.

Marr asked whether it's okay for committee members to send out copies of the RFP individually; the answer was no. DelliQuadri said she wants to know who is asking for them. The city tracks that by requiring people to sign in with their name and address on the website. That will make it possible to send out any addendums and respond to individual questions.

DelliQuadri reminded committee members that they may not have conversations with people about projects, tour a project with someone, do anything with one project team that they wouldn't be doing with every project team as well as everyone on the committee – they must not allow themselves to be lobbied.

DelliQuadri will call the group together if there are policy questions or other non-logistical/legal questions.

Questions can be submitted until July 5.

West wondered if the question period should be shortened to give people longer to fill out the RFP with their questions answered. The current timeline will give them one month after July 6.

Committee members thought that applicants would still be able to work on the majority of the RFP until their particular question is answered.

DelliQuadri thought it may take a while for some applicants to begin working on their RFP.

Mashaw reminded members to give themselves enough time to read each proposal before the meeting at which it is discussed.

West said she will be out of the country August 24-September 14.

DelliQuadri said she would prefer that West Skype into the meetings if possible – especially if the decision of finalists has not yet been made.

DelliQuadri: You have to be able to be swayed by the conversation; you can't cast whatever vote you want to cast and then leave and not partake in the process.

West said she would find out if Skype will be available.

Beall said she will be out of town the week of September 4 but will be able to Skype in.

DelliQuadri said the city could accommodate Skyping people in.

Next Meeting: July 6

Agenda: Discuss questions; finalize evaluation matrix form.

Adjournment

The meeting adjourned at approximately 1:18 p.m.

MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY: Timothy Keenan and Winnie DelliQuadri. Approved this 10th Day of August, 2017.