



## **Keystone Town Council Work Session Agenda**

The Keystone Town Council will have a Work Session on June 10, 2025, at 4:00 p.m.  
at 1628 Sts. John Rd, Keystone, CO 80435.

The Town of Keystone conducts hybrid meetings. This meeting will be held in person at Keystone Town Hall and will also be broadcast live over Teams. [Join the live broadcast available by computer here.](#) If you will need special assistance in order to attend any of the Town's public meetings, please notify the Town Clerk's Office at (970) 450-3500x1 via phone, or [clerk@keystoneco.gov](mailto:clerk@keystoneco.gov) via e-mail, at least 72 hours in advance of the meeting.

- I. CALL TO ORDER, ROLL CALL**
- II. PUBLIC COMMENT PERIOD**
- III. DISCUSSION OF TOWN FINANCIALS**
- IV. DISCUSSION OF SHORT-TERM RENTALS UPDATE**
- V. DISCUSSION OF ADVISORY COMMITTEES**
- VI. DISCUSSION OF ANIMAL CONTROL ORDINANCE**
- VII. DISCUSSION OF DRAFT GOVERNMENT OBSTRUCTIONS ORDINANCE**
- VIII. UPDATE ON TASKS LIST AND COUNCIL RETREAT RECAP**
- IX. DISCUSSION OF MANAGER/COUNCIL ISSUES**
- X. ADJOURNMENT**

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers

THROUGH:

FROM: John Crone, Town Manager

DATE: June 10, 2025 – Worksession

SUBJECT: 2025 Budget forecast update

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**Executive Summary:** As the Town of Keystone continues its first full year of operations, we are refining our 2025 budget forecast to reflect updated information, Council goals, and actuals to date. The attached forecast outlines key adjustments to both revenues and expenditures based on what we know now.

**Background:** The Town of Keystone officially incorporated in 2024 and adopted its first full-year operating budget in December 2024 for the 2025 fiscal year. A supplemental budget was approved on February 11, 2025, to include a Down Payment Assistance Loan Program within the Housing Fund. This updated forecast provides Council with a clear snapshot of the Town's current financial position and incorporates key adjustments.

### **Financial Updates:**

### **General Fund**

The General Fund is the Town's primary operating fund and supports essential municipal functions such as general administration, law enforcement, planning, and community services. It is funded through general revenues including sales tax, state and county shared revenues, and grants.

Expenditures from the General Fund are appropriated annually through the formal budget process and are monitored throughout the year to ensure alignment with Council goals, local ordinances, and fiscal policy.

## **Revenue Updates**

**Sales Tax:** Adjusted to remain flat with 2024 collections

**Highway Users Tax Fund:** Reduced based on eligibility beginning July 2025

**Nicotine Tax:** Increased due to updated expectations from the intergovernmental agreement.

**Grants:** Adjusted upward to reflect recent awards, including funding for an intern and enhanced STR software.

**Vehicle-Related Taxes:** Reductions made as some distributions were misallocated or are under review by Summit County.

## **Expenditure Updates**

**Administrative Adjustments:** Several line items have been revised, particularly for health insurance, payroll taxes, and FSA.

**STR and Comp Plan Support:** Adjusted to reflect grant offsets.

**Law Enforcement and Website Costs:** Revised based on finalized contracts.

**Bear-Proof Container Grants:** \$40,000 earmarked from Council's community support allocation.

**Accounting Transition:** While we've signed a contract with Caselle, implementation is still pending. In the meantime, we'll continue to rely on M&W's services a bit longer

## Budget Position

At this time, the General Fund shows an increase in expenditures of approximately \$254,953, putting us over our currently appropriated budget. However, many line items remain fluid pending final quotes and vendor bids. Staff will continue to monitor and refine these numbers. If necessary, we can pursue a supplemental budget later in the year.

The updated forecast shows revenues at \$4.73M and expenditures at \$3.97M for the year, leaving an estimated savings of about \$763K. We started the year with a higher fund balance than originally budgeted at \$1.94M , and we're now projecting to end the year with over \$2.7M in reserves.

## Notable Forecast Adjustments

### Sales Tax

**Variance: -\$105,830**

*Note: Sales tax revenue was adjusted to remain flat with 2024 actuals, incorporating first quarter 2025 collections. Sales tax collections for the first three months of 2025 are up 6% compared to 2024 actuals, but currently tracking 2% below our 2025 projections, which assumed an 8% year-over-year increase. New accommodations are to open by November 2025 at the base of Keystone will add additional tax revenues. Staff will continue to monitor.*

### Highway Users Tax Fund (HUTF)

**Variance: -\$36,612**

*Note: The State Fiscal Year 2025 HUTF distribution is based on 2023 vehicle registrations and lane miles. Since Keystone incorporated in 2024, we will begin receiving distributions in July 2025.*

### Nicotine Tax

**Variance: +\$69,407**

*Note: Forecast increased due to anticipated disbursements once all participating towns finalize the agreement. Effective January 1, 2025. This revenue is restricted.*

### Road and Bridges Tax

**Variance: -14,037**

*Note: Based on the information Summit County submitted to us. Restricted for roads.*

## **Specific Ownership Tax**

**Variance: -\$34,723**

*Note: Since the Town does not levy property taxes, we do not qualify for these funds.*

## **Auto Ownership Tax**

**Variance: -\$10,657**

*Note: We received \$12,607 YTD. However, \$8,000 of this will be adjusted back to 2024 and moved to the housing fund since it was MHA tax. Approx \$3,500 for 2025 will be adjusted to the housing fund. Revenue reduced while SC is researching the distribution of vehicle sales tax.*

## **Grants**

**Variance: +\$125,000**

*Note: These are reimbursable grants. Town Manager and Comp Plan Grant are reimbursed at 50%. Our Clerk just received a grant for \$110,000 for a part time intern (\$10K) and enhance our short-term licensing software (\$100,000).*

## **Total Revenue**

**Variance: -\$7,453**

*Note: Total revenue forecast reflects a 0.2% decrease from the original 2025 budget.*

## **Expenditures – Key Forecast Changes**

### **Flexible Spending Account**

**Variance: +11,100**

*Notes: The budgeted amount included employee FSA expense, which are treated as a liability, not an expenditure. The only actual expenditure is the administrative fee of \$75 per month, or \$900 annually.*

### **Health Insurance Contributions**

**Variance: -\$37,774**

*Note: This reflects the 20% contribution by employees, reducing the Town's net cost.*

### **Workers' Comp Insurance**

**Variance: +\$10,375**

*Note: Our estimate from CIRSA is under \$2,000 for the year. Our employees are all considered office employees so cost is minimal.*

## **Payroll Taxes**

**Variance: +\$27,291**

*Note:* As a local government not participating in Social Security, our employer-paid taxes are minimal. However, we recently identified an issue with employer tax deductions and remittances not being properly processed. Staff is actively working with Paylocity to resolve the problem

## **Office Lease**

**Variance: none at this time**

*Notes:* Current rent is \$4,900 monthly. When a lease purchase is negotiated, we will need to revisit this line item.

## **Prof Services/ Membership Fees and Dues and Subscription**

**Variance: no change**

*Note:* These two-line items have payments that still need to be reclassified. Once we bring finances in-house, we'll be able to clean that up. The budgeted amounts in each category are appropriate as they are.

## **Insurance**

**Variance: \$-1,000**

*Note:* Based on CIRSA quote

## **Website**

**Variance: -\$5,000**

*Note:* Annual reoccurring fee for website was not budgeted or lumped into Website Capital.

## **Community Support Town Council**

**Variance: No change**

*Note:* \$22K was for childcare grant and \$10K Treetop which is part of the restricted funds we will get from nicotine tax; \$8K for Summit Foundation passes. \$5K for the 2025 Mountain Towns Host fees will be moved here. The \$40,000 for grants for bear-proof garbage containers will be funded from this allocation.

## **Misc Expense Town Council**

**Variance: -\$5,599**

*Note:* Increased to cover Town Council meeting dinners. TV purchase was code here and will need to be reclassified.

## **Administrative Wages**

**Variance: -\$10,000**

*Note:* Increased to include the addition of an intern funded by a grant.

### **Smoking Cessation Program** (Nicotine Tax)

**Variance: +\$27,000**

*Note:* This expenditure is not needed since the nicotine tax revenue will be reduced by this fee and we will just receive the net.

### **Accounting Contract**

**Variance: -\$30,000**

*Note:* We signed a contract with Caselle last month and are waiting for the implementation to bring all finances in-house so M&W's services will be needed for a bit longer.

### **Short-Term Rental Contract Support**

**Variance: -\$90,000**

*Note:* Adjusted to reflect the grant to enhance the STR software

### **Law Enforcement Contract Support**

**Variance: -\$61,327**

*Note:* Increased to include both Dillon Keystone Police force IGA approved in February and Summit County Sherriff's contract that ends May 2025.

### **Website**

**Variance: +\$10,000**

*Note:* Reduced as the new website contract is for \$20,000

### **Comprehensive Use Plan**

**Variance: -\$100,000**

*Note:* Increase to cover entire expense for the comp plan. 50% will be reimbursed by a grant which is shown under grants under revenues.

### **Total Operating Expenditures**

**Variance: -\$254,953**

*Note:* With the current adjustments, General Fund expenditure shows an increase of \$254,953, exceeding our appropriated budget. As we are still gathering information and bids, there may be opportunities to reduce expenditure. If necessary, we can file a supplemental budget later.

### **Closing**

We will continue monitoring our financial position and update Council regularly.

# Restricted Funds

## Workforce Housing Fund

The Workforce Housing Fund is established to support the development, preservation, and administration of affordable and attainable housing within the Town of Keystone. It is funded through revenue from the Multi-Jurisdictional Housing Authority (MHA) tax.

These revenues are restricted in use, and all expenditures are tracked independently from the General Fund to ensure transparency and compliance with applicable ballot language and intergovernmental agreements.

### Revenue

#### Revenue 5A and 6B

**Variance: -\$410,667**

*Note:* MHA tax revenue was adjusted to remain flat with 2024 levels, incorporating actual collections from January through March 2025. We have also begun receiving MHA revenue from the County on vehicle-related taxes. Additionally, we've reached out to SCHA with a few questions regarding the tax collection; their staff is currently out of the office and expected to return next week.

#### DPA Loan Interest

**Variance: +\$676**

*Note:* This is a new line item added to reflect the interest being collected on down payment assistance loans as it is being repaid.

#### Interest Income on Taxes

**Variance: -\$24,750**

*Notes:* Interest has been adjusted to today's rates and balance

### Expenditures

#### Housing Authority Fees

**Variance: +\$58,929**

*Notes:* This has been adjusted to zero, expenditure not needed since it reduces our revenue as a net.



The Workforce Housing Fund was originally budgeted with an ending fund balance of \$1,352,563. Based on the updated revenue and expenditure adjustments noted above, the projected ending balance is now \$795,576.

## Conservation Trust Fund (CTF)

The Conservation Trust Fund is a restricted fund supported by proceeds from the Colorado state lottery. These funds are distributed to eligible local governments based on population and may only be used for parks, recreation, open space acquisition, and related capital improvements.

As a newly incorporated municipality, the Town of Keystone became eligible to receive CTF distributions beginning July 2025, based on population data submitted in 2024. All revenues and expenditures from this fund are tracked separately to ensure compliance with state guidelines and to support long-term investments in community recreational assets.

### Revenues

#### Conservation Trust Revenue

**Variance: -\$6,920**

Notes: This was reduced since distribution will start in July 2025.

Summary: No expenditures were budgeted for this year, and the beginning fund balance is zero.

The Town is not yet receiving Conservation Trust Fund revenues; distributions are anticipated to begin in July 2025.

## Lodging Tax Fund

The Lodging Tax Fund is a restricted fund established to support key community priorities, including public safety, infrastructure improvements, and Highway 6 corridor safety. It is funded by the Town's 2% lodging tax on all short-term lodging stays of less than 30 days.

Revenues collected are dedicated and must be used in accordance with the ballot language approved by voters. All expenditures are tracked separately from the General Fund to ensure transparency, accountability.

## **Revenues**

### **Lodging Tax**

**Variance: none**

Notes: We have not made any adjustments to lodging tax revenue at this time. Based on actual collections for the first four months and a forecast that remains flat with 2024 lodging sales tax, we anticipate exceeding the current projection. Additionally, the opening of new base area accommodations in November is expected to further increase lodging tax revenues.

### **Interest Income**

**Variance: -\$23,165**

Notes: This has been adjusted to reflect current interest rates and account balances.

### **Expenditures**

No adjustments have been made to the budgeted expenditures at this time. The full amount allocated for police services under the IGA with Dillon will be expended and fully funded by year-end. Once we receive bids for construction, repaving, and engineering of roads and trails, we will reevaluate and update the forecast accordingly.

**Next Steps:** We'll continue tracking spending and revenue collections through the remainder of the year. A supplemental budget will be brought to Council later this year if expenditure forecasts remain above current appropriations.

**Suggested Motions:** None this was for informational purposes

**Attachment:** 2025 Budget

	A	B	D	E	F	G	H
6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	Notes and % of amended budget
10		<b>GENERAL FUND</b>					
11		<b>Revenues</b>					
12	1-4100 · Sales	<b>Sales Tax</b> (2 mos estimated)	3,440,698	3,334,868	(105,830)	1,379,507	Sales tax revenue was adjusted to remain flat with 2024 actuals, incorporating first quarter 2025 collections.
13		<b>Other Tax Revenue</b>					
14	1-4210 · High	* Highway Users Tax Fund	66,612	30,000	(36,612)	171	The State Fiscal Year 2025 HUTF distribution is based on 2023 vehicle registrations and lane miles. Since Keystone incorporated in 2024, we reported this year, with distributions starting in July 2025.
15	1-4220 · Ciga	Cigarette Tax	7,115	7,115	0	1,875	3 month of actuals
16	*	* Nicotine Tax	83,315	152,722	69,407	0	Waiting for other towns to sign. Agreement states Jan 1. 2025 for disbursements
17	1-4240 · Road	* Road and Bridges Tax	103,774	89,737	(14,037)	40,094	Based on the information Summit County submitted to us.
18	1-4250 · Spec	Specific Ownership Tax	34,723	0	(34,723)	0	Since we don't levy property taxes we don't qualify for SO tax
19	1-4260 · Auto	Auto Ownership Tax	13,657	3,000	(10,657)	12,607	\$8K will be adjusted back to 2024 and \$3,500 for 2025 to the housing fund for the MHA tax
20	1-4200 · Other	Other Tax Revenue			0		
21		<b>Total Other Tax Revenue</b>	309,196	282,574	(26,623)	54,747	18%
22		<b>Fees</b>					
23							
24	1-4410 · Build	Building Permits	40,641	40,641	0	16,810	10% revenue from SC on building permit review and grading and excavating permits
25	1-4415 · Comm	**Comm Dev Reimbursable Costs	20,000	20,000	0	0	received once a development occurs expense. See other **
26	1-4400 · Franchise	Franchise Fees	1,500	1,500	0	0	working on getting this from Comcast
27			62,141	62,141	0	16,810	27%
28		<b>Licenses</b>					
29							
30	1-4500 · Busk	Business Licenses	34,000	34,000	0	0	Starting in July
31	1-4510 · Short	Short Term Rentals	547,150	547,150	0	45,600	
32	1-4520 · Liquor	Liquor Licenses	1,750	1,750	0	1,478	
33	1-4530 · Tobacco	Tobacco Licenses	0	0	0	0	not used
34			582,900	582,900	0	47,078	8%
35		<b>Fines</b>					
36							
37	1-4600 · Municipal	Municipal Court Fines	40,000	40,000	0	0	New IGA
38	1-4610 · Code	Code Enforcement Fines	5,000	5,000	0	0	
39	1-4615 · Court	*** Court Reimbursable Costs	19,382	19,382	0	0	will receive once cost occurs. See other *** under expenditures
40			64,382	64,382	0	0	0%
41		<b>Other Income</b>					
42							
43		Grants	215,000	340,000	125,000	30,320	Town Manager Grant and Comp plan are reimbursable grants at 50%. Our Clerk just received a grant from SIPA for \$110K.
44	1-4700 · Interest	Interest on Taxes			0	0	
45		Interest on Investments	68,000	68,000	0	25,560	
46		Admin Miscellaneous Income	0	0	0	105	CML dinner
47			283,000	408,000	125,000	55,985	20%
48							
49							
50		<b>Total Revenue</b>	<b>4,742,317</b>	<b>4,734,864</b>	<b>(7,453)</b>	<b>1,554,127</b>	<b>33%</b>

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6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	<u>Notes and % of amended budget</u>
51		<b>Expenditures</b>					
52		<b>Employee Benefits &amp; Taxes</b>					
53							
54		401 A Match	67,515	67,515	0	20,811	Town contributes 8% in lieu of social security employee must contribute 3%.401a
55		457 Match	25,318	25,318	0	5,312	Town matches up to 3% toward 401a when they contribute to 457
56		Flexible Spending Account (FSA)	12,000	900	11,100	300	This is an expense account and the admin cost is \$75 per month so \$900 per year.
57	1-5160	Wellness Reimbursement	17,500	17,500	0	5,729	employee benefit
58		Health Insurance Premiums	120,360	197,692	(77,332)	58,483	employee pays 20%
59		Health Ins Employee Contributions	0	(39,538)	39,538	(11,330)	20% from employee
60		Workers Comp Insurance Premiums	12,375	2,000	10,375	416	WC estimate is less than \$2K for the year.
61		COL and Merit Raises	40,548	40,548	0	7,530	
62	1-5300	Payroll Taxes	40,137	12,846	27,291	4,524	
63							
64		<b>Total Employee Benefits &amp; Taxes</b>	<b>335,753</b>	<b>324,780</b>	<b>10,973</b>	<b>91,775</b>	<b>27%</b>
65		<b>General Expenditures All Departments</b>					
66	1-6010	Telephone	3,168	3,168	0	820	
67		Office Lease	196,158	196,158	0	19,600	Rent is \$4900 month
68		Office Building Maintenance	3,504	3,504	0	0	
69	1-6005	Office Supplies	5,000	5,000	0	4,431	
70		Prof Services/Membership Fees	17,000	17,000	0	11,431	Employers Council, I70 Co., CGFOA, CAST & CML
71		Dues and Subscriptions	7,000	7,000	0	13,501	DocuSign, Smartsheet, Mailchimp, CAST, Breckenridge \$5K needs to be reclassified
72	1-6040	Training	14,011	14,011	0	5,267	
73		Travel/Meals/Lodging	14,011	14,011	0	878	
74	1-6055	Uniforms/Clothing	5,000	5,000	0	3,173	Planning commissioners coats
75	1-6070	Insurance	7,500	8,500	(1,000)	2,338	Based on CIRSAs quote
76		Bank and Misc Fees	0	0	0	30	
77		IT/Technology	60,000	60,000	0	12,318	Verticomm, SIPA, and phone set up
78	3-5205	Website	0	5,000	(5,000)	4,030	\$5K annual reoccurring fee
79		Equipment Repairs/Leases	7,589	7,589	0	0	
80							
81		<b>Total Gen Exp All Departments</b>	<b>339,942</b>	<b>345,942</b>	<b>(6,000)</b>	<b>77,817</b>	<b>23%</b>

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6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	<u>Notes and % of amended budget</u>
82		<b>1-4000 · Tax Revenue</b>					
83		<b>Mayor and Town Council</b>					
84		1-5010 · Mayor Wages	12,000	12,000	0	3,706	
85		1-5015 · Council Wages	36,000	36,000	0	10,657	
86		Cell Phone AllowTown Council	6,300	6,300	0	2,025	
87							
88			54,300	54,300	0	16,388	30%
89							
90		1-6105 · Community Support Town Council	100,000	100,000	0	31,963	Child care \$22K, Summit Foundation passes \$8K, Treetop \$10K * Nicotine revenue is restricted, \$5K 2025 Mountain Towns Host Fees will be moved here. The \$40,000 for grants for bear-proof garbage containers will be funded from this allocation.
91		1-6110 · Travel and Training	5,000	5,000	0	0	
92		Misc Expense Town Council	1,401	7,000	(5,599)	4,750	Town Council dinners
93		<b>Total Mayor and Town Council</b>	<b>160,701</b>	<b>166,300</b>	<b>(5,599)</b>	<b>53,101</b>	<b>33%</b>
94							
95		<b>Administration Services</b>					
96		Town Manager Wages	178,200	178,200	0	50,769	
97		Administrative Wages	185,240	195,240	(10,000)	56,707	to include intern from grant
98		Cell Phone Administration	2,700	2,700	0	900	
99		Keystone Housing Administration	18,000	18,000	0	6,000	
100							
101			384,140	394,140	(10,000)	114,376	
102		1-6215 · Postage	2,919	2,919	0	58	
103		1-6220 · Printing	4,000	4,000	0	294	
104		Community Engagement	20,000	20,000	0	3,602	comp plan
105		1-6247 · Local Travel	2,919	2,919	0	38	
106		1-6270 · Elections	0	0	0	0	
107		1-6865 · Town Attorney Contract	150,000	150,000	0	41,933	
108		Smoking Cessation (fr Nicotine Tax)	27,000	0	27,000	0	expenditure not needed since it reduces our revenue as a net
109		1-6810 · Payroll Contract (Paylocity)	9,900	9,900	0	3,601	implementing an account system takes time so their services are need a bit longer
110		1-6820 · Accounting Contract (M&W)	10,000	40,000	(30,000)	25,031	
111		1-6825 · Annual Audit Contract	19,266	19,266	0	0	
112		Short Term Rental Contract Support	120,264	210,264	(90,000)	34,650	to include the str software enhancements funded by grant
113		Miscellaneous Administrative Expense	15,000	15,000	0	169	
114							
115		<b>Total Administrative Services</b>	<b>765,407</b>	<b>868,407</b>	<b>(103,000)</b>	<b>223,752</b>	<b>29%</b>
116		<b>1-4000 · Tax Revenue</b>					

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6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	Notes and % of amended budget
117		Finance Department					
118		Finance Department Wages	127,000	127,000	0	30,773	
119		Cell Phone Finance	900	900	0	263	
120		Keystone Housing Finance	6,000	6,000	0	1,750	
121							
122			133,900	133,900	0	32,786	
123							
124		Communications / Postage	2,000	2,000	0	0	
125	1-6672	Computer Services	18,000	18,000	0	15,650	Caselle contract
126		Miscellaneous Expense	4,009	4,009	0	0	
127		Total Finance Department	157,909	157,909	0	48,436	31%
128	1-4000	Tax Revenue					
129	1-5030	Community Development					
130		Community Development Wages	241,729	241,729	0	71,686	
131		Cell Phone Comm Dev	1,800	1,800	0	600	
132		Keystone Housing Incentive Comm Dev	12,000	12,000	0	4,000	
133							
134			255,529	255,529	0	76,286	
135		Building Permit/Inspections	0	0	0	0	
136		GIS	9,341	9,341	0	0	
137		**Professional Services (Contracted)	20,000	20,000	0	0	
138		Planning Supplies/Printing	5,838	5,838	0	50	
139	1-6247	Local Travel	5,838	5,838	0	0	
140	1-6360	Communications	0	0	0	0	
141		Miscellaneous Comm Dev Expense	2,500	2,500	0	0	
142							
143		Total Community Develop	299,046	299,046	0	76,336	26%
144							

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8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	Notes and % of amended budget
145		<b>1-6400 · Public Works</b>					
146		Public Works Wages	93,409	93,409	0	28,307	
147		Cell Phone Public Works	900	900	0	300	
148		Keystone Housing Public Works	6,000	6,000	0	2,000	
149							
150			100,309	100,309	0	30,607	31%
151		<b>1-6360 · Communications</b>	0	0	0	0	
152		Engineer Consultant	11,000	11,000	0	0	
153		Planning and Printing Supplies	2,500	2,500	0	0	
154		<b>Road Maint/Snow Plowing Contracts</b>					
155		Loveland Pass Village	22,800	22,800	0	0	
156		Keystone Roads- Currently County Maintained	86,000	86,000	0	62,388	
157		Roads not County Maintained	96,967	96,967	0	11,675	
158		Asphalt Crack Seal	0	0	0	0	
159		Noxious Weed Control	17,514	17,514	0	0	
160		Other Maintenance	40,866	40,866	0	81	
161		Total Road Maintenance/Snow Plowing Contracts	264,147	264,147	0	74,144	
162							
163		<b>1-6482 · Trail Maintenance</b>	50,000	50,000	0	0	
164		Signage	15,500	15,500	0	0	
165		Engineering Services	30,000	30,000	0	0	
166		Miscellaneous Public Works Expense	19,000	19,000	0	0	
167							
168		<b>Total Public Works Expenses</b>	<b>492,456</b>	<b>492,456</b>	<b>0</b>	<b>104,751</b>	<b>21%</b>
169							
170		<b>Public Safety</b>					
171		<b>1-6360 · Communications</b>	33,394	33,394	0	11,801	
172		Law Enforcement Contract Support	556,414	617,741	(61,327)	347,161	both Dillon and SC Sheriff
173		Animal Control	3,923	3,923	0	1,571	
174		Miscellaneous Public Safety Exp	0	0	0	0	
175							
176		<b>Total Public Safety Expenses</b>	<b>593,731</b>	<b>655,058</b>	<b>(61,327)</b>	<b>360,533</b>	<b>61%</b>
177							
178		<b>1-4600 · Municipal Court</b>					
179		Judge	7,589	7,589	0	0	
180		Prosecutor	11,209	11,209	0	0	
181		Miscellaneous Exp Municipal Cout	584	584	0	0	
182							
183		<b>***Total Court Expenses</b>	<b>19,382</b>	<b>19,382</b>	<b>0</b>	<b>0</b>	<b>0%</b>
184		<b>1-4000 · Tax Revenue</b>					

	A	B	D	E	F	G	H
6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	Notes and % of amended budget
185		<b>Capital and Non-Routine Projects</b>					
186		Repayment for Incorporation Costs			0	0	
187		Summit County fee for Cash advance			0	0	
188		Office Set Up-Furniture, Supplies and Equipment	45,500	45,500	0	0	some office supplies should be reclassified here. Will do once we have Caselle. New desks for council
189	3-5015	Facility Modifications			0	0	
190	3-5020	Staff Hiring Expense	1,200	1,200	0	0	
191		Start Up Consultant Support (Clerk/Community Dev/Public Works)			0	0	
192		IT-Infrastructure/Software/Computers/Printers/Set up	89,000	89,000	0	5,274	records management system, printer \$10K, \$5K conferencing equipment
193	1-6092	Website	30,000	20,000	10,000	0	new website. Contract received \$20K
194	3-5210	Town Signage	4,000	4,000	0	0	
195		Interim Town Manager (\$150/hr, 10 weeks)	0	0	0	0	
196		Engineering Assessment Town Maintained Roads	8,000	8,000	0	0	
197	3-5405	Flood Plain Plan	15,000	15,000	0	0	
198		Trails and Open Space Master Plan	30,000	30,000	0	0	connectivity plan
199	3-5415	Comprehensive Use Plan	100,000	200,000	(100,000)	65,949	contract just shy of \$200K grant will cover 50% which is shown in grants
200	3-5420	Strategic Plan	60,000	60,000	0	0	
201		2 Police Vehicles and equipment	0	0	0	0	
202	3-5225	Vehicle and equipment	70,000	70,000	0	0	new truck
203	3-6000	Buildings			0	0	
204							
205		<b>Total Capital and Non-Routine Exp</b>	<b>452,700</b>	<b>542,700</b>	<b>(90,000)</b>	<b>71,223</b>	<b>16%</b>
206							
207		<b>Economic Development</b>					
208		Economic Development and Marketing	100,000	100,000	0	120	
209							
210		<b>Total Economic Development Expenses</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>120</b>	<b>0%</b>
211							
212		<b>Total Operating Expenditures</b>	<b>3,717,028</b>	<b>3,971,981</b>	<b>(254,953)</b>	<b>1,107,844</b>	<b>30%</b>
213							
214		<b>Total Revenue (from above)</b>	<b>4,742,317</b>	<b>4,734,864</b>	<b>(7,453)</b>	<b>1,554,127</b>	
215							
216		<b>Operating Surplus (Deficit)</b>	<b>1,025,289</b>	<b>762,884</b>	<b>(262,406)</b>	<b>446,283</b>	
217		<b>Other Sources (Uses)</b>					
218		Transfer to Capital Improvement	0	0	0		
219		Transfer fr Workforce Housing			0	0	
220		Transfer fr Conservation Trust			0	0	
221	1-6745	Transfer fr Lodging Tax			0	0	
222		Summit County Adv - Sales Tax	0	0	0	0	
223	1-6750	Summit County Adv - Repayment	0	0	0	0	
224							
225		<b>Total Other Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
226							
227		<b>Beginning Fund Balance - General</b>	<b>1,102,678</b>	<b>1,943,033</b>	<b>840,355</b>	<b>1,943,033</b>	
228							
229		<b>Ending Fund Balance - General</b>	<b>2,127,967</b>	<b>2,705,917</b>	<b>577,949</b>	<b>2,389,316</b>	
230			=	<>	=		
231		<b>Components of General Fund Bal</b>					
232		TABOR Restricted Funds	142,270	142,046			
233		Unrestricted Funds	1,985,698	2,563,871			
234			<b>2,127,967</b>	<b>2,705,917</b>			
235							



	A	B	D	E	F	G	H
6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	Notes and % of amended budget
236		<b>RESTRICTED FUNDS</b>					
237		<b>Workforce Housing Fund</b>					
238		<b>Revenue and Other Financing Sources</b>					
240		Revenue 5A (17.2%) 2 mos Est.	226,361	155,726	(70,635)	97,967	MHA tax revenue was adjusted to remain flat with 2024 with actual collections from Jan to March 2025.
241		Revenue 6B (82.8%) 2 mos Est	1,089,689	749,657	(340,032)	471,608	MHA tax revenue was adjusted to remain flat with 2024 with actual collections from Jan to March 2025.
242		DPA Loan Interest		676	676	43	This is a new line item base on the DPA loan collection of interest
243		Interest Income on Taxes	49,850	25,100	(24,750)	8,865	Interest has been adjusted to today's rates and balance
244		<b>Total Revenues</b>	<b>1,365,900</b>	<b>931,159</b>	<b>(434,741)</b>	<b>578,483</b>	<b>42%</b>
245							
246		<b>Expenditures</b>					
247		Housing Authority Fees	58,929	0	58,929	0	per GASB not an expenditure since fee is deducted from disbursement and we just get net amount
248	4-5015	Land Purchase	600,000	600,000	0	0	
249	4-5020	Professional Services	150,000	150,000	0	0	conceptual site plans
250	4-5010	Down Payment Assistance	100,000	100,000	0	93,382	Repayment loan
251		DPA Loan Principal Payment (contra)		3,189	(3,189)	(386)	
252		Transfer to General Fund	0	0	0	0	
253							
254		<b>Total Expenditures</b>	<b>908,929</b>	<b>853,189</b>	<b>55,740</b>	<b>92,996</b>	<b>10%</b>
255							
256		<b>Surplus after other sources (uses)</b>	<b>456,971</b>	<b>77,970</b>		<b>485,487</b>	
257							
258		Fund bal - Beginning Housing Fund	895,592	717,606		717,607	
259		<b>Fund bal - Ending Housing Fund</b>	<b>1,352,563</b>	<b>795,576</b>		<b>1,203,094</b>	
260							
261		<b>Conservation Trust Fund</b>					
262		<b>Revenue and Other Financing Sources</b>					
263		Conservation Trust Revenue	12,920	6,000	(6,920)	0	CTF distributions are based on certified population from the prior year. Certified in the 2025, with distributions beginning in 2026.
264		Interest Income		0	0	0	
265		<b>Total Revenues</b>	<b>12,920</b>	<b>6,000</b>	<b>(6,920)</b>	<b>0</b>	<b>0%</b>
266							
267		<b>Expenditures</b>					
268		Conservation Trust Expenses	0	0	0	0	
269		Transfer to General Fund	0	0	0	0	
270							
271		<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
272							
273		<b>Surplus after other sources / uses</b>	<b>12,920</b>	<b>6,000</b>	<b>(6,920)</b>	<b>0</b>	
274							
275		Fund bal - Begin Cons Trust Fnd	12,920	0		0	
276		<b>Fund bal - Ending Cons Trust Fnd</b>	<b>25,840</b>	<b>6,000</b>	<b>(6,920)</b>	<b>0</b>	

	A	B	D	E	F	G	H
6			Approved			4 months	
7		* Restricted Funds	Amended		Variance	Ended	
8		** Expenditures occur with revenues	2025	2025	Favorable	4/30/2025	
9			Budget	Forecast	(Unfavor)	Actual	<u>Notes and % of amended budget</u>
277							
278		<b>Lodging Tax</b>					
279		<b>Revenue and Other Financing Sources</b>					
							We have not made any adjustments to lodging tax revenue at this time. Based on actual collections for the first four months and a forecast that remains flat with 2024 levels, we anticipate exceeding the current projection. Additionally, the opening of the Kindred Hotel in November is expected to further increase lodging tax revenues. adjusted based on current rate and balances
280		Lodging Tax	1,600,000	1,600,000	0	886,344	
281		Interest Income	32,000	8,835	(23,165)	4,402	
282							
283		<b>Total Revenues</b>	<b>1,632,000</b>	<b>1,608,835</b>	<b>(23,165)</b>	<b>890,746</b>	<b>55%</b>
284							
285		<b>Expenditures</b>					
286		Police Services	200,000	200,000	0	72,728	
287		Police Capital Equipment	250,000	250,000	0	0	
288		Misc. Public Safety Expenses	15,000	15,000	0	0	
289		Road Construction / Repaving	400,000	400,000	0	0	
290		Trail Construction / Repaving	80,000	80,000	0	0	
291		Engineering / Design Services	250,000	250,000	0	0	
292		Transfer to (from) General Fund	0	0	0	0	
293							
294		<b>Total Lodging Tax Expenditures</b>	<b>1,195,000</b>	<b>1,195,000</b>	<b>0</b>	<b>72,728</b>	<b>6%</b>
295							
296		<b>Surplus after other sources / uses</b>	<b>437,000</b>	<b>413,835</b>	<b>(23,165)</b>	<b>818,018</b>	
297							
298		<b>FUND BALANCE - Beginning Lodge Tax</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	
299		<b>FUND BALANCE - Ending Lodge Tax</b>	<b>437,000</b>	<b>413,835</b>	<b>(23,165)</b>	<b>818,019</b>	
300							

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager  
FROM: Madeleine Sielu, Town Clerk  
DATE: June 10, 2025 – Council Work Session  
SUBJECT: Short Term Rental Update – June 2025

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### **Executive Summary:**

After the 2024-2025 Short-Term Rental season, staff have reviewed operations of Short-Term Rental licensing, regulations, and enforcement, and received public feedback to determine recommended changes moving into the 2025-2026 season.

### **Background:**

When the Town Council originally enacted the Short-Term Rental regulations prior to the 2024-2025 season, they expressed the desire to receive significant community input and feedback after year one's implementations to determine if additional changes to the regulations should be made. Throughout April and May, staff hosted a series of four public listening sessions and launched a survey related to Short-Term Rentals to as many stakeholders as possible.

There were 47 community members in attendance across the four listening sessions between in-person and virtual attendees. 112 community members shared comments utilizing the online survey tool. People who attended and provided comments self-identified in the following groups: Short-Term Rental Owners, Property Management Companies, Homeowners, Full-Time Residents, Part-Time Residents, HOA representatives, and Guests/Visitors.

### *Parking:*

Concerns related to parking regulations came up at every listening session and were noted repeatedly in the Short-Term Rental survey results. Currently, the Short-Term Rental Code states the following regarding parking:

“(a.) Parking: A minimum of one (1) parking space is required per unit, up to a maximum of five (5) vehicles permitted to be parked outdoors on any Property.

- i. Designated parking spaces shall comply with all applicable parking requirements set forth in Section 3700 of the Land Use Code. All vehicles shall be parked on-site in designated parking areas; parking is prohibited on Town roads, in any landscaped area, or in a manner that blocks egress for adjacent residents (driveways, sidewalks, alleys or mailboxes).
- ii. The allowable number of parking spaces / vehicles shall be clearly stated in all short-term rental advertising. A copy of the approved parking plan for the short-term vacation rental Property shall be provided to all renters in the rental agreement and posted in a prominent location within the Property.
- iii. A Property owner may request an increase in the maximum number of allowed parking spaces through a Conditional Use Permit if the proposed parking meets all applicable regulations and criteria, and is found to be consistent with neighborhood character, including location and visual buffering from adjacent properties.”

Community members have shared concerns that there is no correlation between the number of parking spaces a unit has and the occupancy limits. Currently, a Short-Term Rental unit could allow for an occupancy of 19 renters, while only having one parking space.

In 2024, when the Town of Keystone received data from Summit County related to existing licenses within the Town limits, this included approved parking plans. These parking plans detailed the number of spaces and general descriptions of the location.

These descriptions were characterized by phrases like “in driveway”, “designated spots”, “surface lot”, “in garage”, etc. Moving forward, the Town may want to consider requiring a parking diagram to make the designated parking plan clearer which would assist with issues of enforcement. Since the ordinance requires the submission of a parking plan already, staff could require submission of a diagram to satisfy the requirements of the parking plan without implementing a specific code change.

Development of a Short-Term Rental parking pass template was noted several times by community members. This pass would include the license number and contact information to address the issue. Since parking was one of the largest concerns noted throughout the

#### *Life-Safety Concerns:*

Section (G)1 of the Short-Term Rental Code clearly outlines several health and safety concerns and standards that STR units must meet. These standards include items like insuring that the units are in good condition and repair, have operable toilets and sinks, and operable smoke detectors, carbon monoxide detectors, and fire extinguishers. The question of how to proactively enforce these concerns was noted by several commenters. These issues may only be reported after a life-safety issue occurs, which could put community members and guests at risk.

Currently, this is managed in three primary ways:

- 1) During the building permit process, property owners receive a sign-off/Certificate of Occupancy verifying that the property meets life-safety standards in the code;
- 2) During the application process STR owners and property managers affirm that they have met all the standards outlined in the Short-Term Rental code. (This is a general statement, and could be clarified in the future to include affirmations of each of the life-safety requirements specifically; and
- 3) When a complaint is submitted related to a violation of one of these standards.

The life and safety of Keystone community members and guests are critically important. The Town Council may want to consider additional measures to enforce these

requirements. In the Town of Grand Lake, Short-Term Rental Operators are required to submit proof of a fire inspection with their license application. This would add additional cost for owners, however, the benefit of ensuring that life-safety standards are met would be critical.

### *Resort Zone*

Several commenters provided feedback about the decision previously made by Summit County to zone all the areas that now lie within the Town of Keystone as a resort zone vs. a residential zone. This distinction between zones is a piece of the Short-Term Rental regulations that are noted in the Summit County Land Use and Development Code. Some community members noted the desire for everything to remain within the resort zone, while others noted that there may be certain neighborhoods that may be considered residential. Staff have shared this discussion with the Community Development Department for consideration during the comprehensive planning process. When the Town Council considers revisions to the Land Use and Development Code, the Town Council may want to consider whether to keep this distinction in the code or if revisions should be made. Staff would recommend that this conversation be revisited after the comprehensive planning process.

### *Enforcement/Hotline Concerns:*

Operationally, there were several pieces of feedback about the process for submitting concerns to the Town of Keystone, and the enforcement mechanisms that the Town has for enforcing regulations generally. Every sector of the community, whether it be property owners, STR owners, full-time residents, part-time residents, visitors, or property management companies, expressed a desire for more clarity on the process of enforcement of these regulations. There's a clear desire to understand the current process, as well as a continued desire to work towards improving the process.

Several community members reported that they were unaware of the Short-Term Rental hotline. Several community members reported that they did not feel like there was a sense of clarity about what should be reported to the hotline vs. their HOA vs. non-

emergency dispatch. Several community members felt frustrated about the perception that issues were not being dealt with appropriately or that there wasn't clear communication from staff about how issues were resolved.

#### *Other Items/Feedback:*

Items identified above were items that were clearly identified across several listening sessions and comments and had direct feedback/suggestions that could be tied back to the Short-Term Rental Code. Other items that were noted but weren't identified as clear points of consensus or were more nebulous or difficult to categorize are listed in the bullet list below.

- Concerns of rising fees/costs associated with Short-Term Rentals (Town's lodging tax and license fee as well as general costs associated with adhering to regulations).
- Keystone is a unique community, with different needs and desires than other Summit County communities.
- Increasing the economic viability of the community as a whole and ensuring that the Short-Term Rental regulations from the Town recognize this.
- Property owners are concerned about limitations on rentals decreasing property values.
- Many STR owners want the Town Council to know that they are also part-time residents of the community.
- Concerns related to the occupancy formula being too stringent or too relaxed.

#### **Next Steps:**

Over the course of the first year of the STR program, staff focused heavily on implementation of the systems and getting things up and running. Implementation of the licensing and enforcement software themselves had several layers of complexity. There are continued challenges and items that need to be worked out regarding technology, which staff will continue to provide the Council and community with updates on.

The clearest, recurring message shared throughout this listening period is that the Keystone community is an incredibly engaged and talented community with many

suggestions and feedback. This community has a strong desire to be engaged and informed about these processes, and there are additional steps that can be taken to expand and improve upon communication related to Short-Term Rental licensing, regulations, and enforcement moving forward. Staff are working on developing a clear Short-Term Rental communications plan that involves the following:

- A dedicated Short-Term Rental newsletter that any interested community member can opt-in to receive. These reports will share answers to frequently asked questions and provide updates. (Staff will do additional analysis to determine a regularly scheduled cadence that can be reasonably maintained with our staffing levels.)
- Quarterly Short-Term Rental community office-hours/listening sessions where critical stakeholders can attend and receive updates from the Town and share items of concern. This cadence was recommended by several different community members during the springs listening sessions. After 2025-2026, staff will evaluate the success of these sessions and determine if there is a need for change in cadence or format.
- Development of an STR toolkit for different stakeholder groups to help empower community members to contribute to community engagement related to Short-Term Rentals. There is a strong desire from the community to get engaged in the process, and this would provide an opportunity to share resources with community members.
- An additional request that came out of the listening sessions was for the establishment of a Short-Term Rental Advisory Board. Questions related to this will be expanded upon in the “Requests for Council Feedback” section below.

While staff are committed to increasing this communication, there will continue to be operational challenges of balancing the staff workload for Short-Term Rentals amongst all the Town’s priorities. Staff will need to continue to monitor this balance carefully. Additionally, with issues of code enforcement, there are some inherent limits in the amount of communication that can be provided with external parties during pending investigations.



### *Requests for Council Feedback*

- Are there any items that the Town Council would like to revise in the STR Code related to parking?
  - Should there be a correlation between parking and occupancy numbers?
  - Should the code clearly require a parking diagram be submitted as part of the parking plan?
  - Any other changes?
- Would the Town Council be interested in adding a requirement for a life-safety/fire inspection to the STR code?
- Are there any other changes that should be made to the STR code this summer?
- Would the Council support moving forward with establishing an STR advisory board?
  - Should we pre-determine the proposed make up of the board when creating the board or wait until after initial membership outreach?
- Any additional staff direction or feedback?

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: June 10, 2025  
SUBJECT: Advisory Committees

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### **Executive Summary:**

The purpose of this work session item is to discuss the formation and operation of a marketing advisory committee, ethics advisory committee, and a business advisory committee.

### **Background:**

Recently, with the advancement of the Comprehensive Plan and the completion of stage 1 of the RTAP program, the Town has reached a point where the Council could greatly benefit from the efforts and insights of various advisory committees. The Town has already established a Planning Commission and a trails and open space committee. It is in the process of creating a business advisory committee, ethics committee, and a marketing and tourism committee.

The Town Charter calls out the “intention” that committee membership to be “representative of the entire Keystone community.” However, when establishing committees, the Council needs to focus on the purpose of the committee and determine membership based on needs. For example, the marketing committee will be used to

inform the Council on marketing opportunities and practices, as well as tourism partnerships. Members on this committee should exhibit a degree of industry knowledge if they are to be valuable contributors to any recommendations. Other committees will be better served by encouraging a wide range of skills, knowledge, and viewpoints among the members. For example, members of the trails and open space committee will not need to know details about how to build trails, they will only need an opinion about where trails, parks, and open space should be located.

The Keystone Town Charter, sections 9.1 and 9.2, outline the minimal regulations that the Town must meet when setting up committees. Section 9.1 gives the Council the authority to create committees by resolution or ordinance. Section 9.2 requires that the members of a committee “shall be appointed by the Town Council in accordance with an Ordinance or Resolution setting forth the number of members, qualifications, terms, appointment procedures and compensation, if any, for each board, commission or committee.”

The Charter goes on to limit participation in committees by Councilmembers and employees. Councilmembers “shall only sit as advisory members or liaison members. on a board, commission, or committee.” Employees “may not serve on a board, commission , or committee related to their work function.” However, employees can (and should) serve as staff on committees.

The reason to limit Council and staff participation on these committees is because staff and Council have multiple opportunities to influence policies outside of committees. The committees are only established to give advice to the Council (and staff). The committees, unlike the Council, do not determine any Town policies.

## **Formation of Committees:**

Staff is looking for direction on forming the ethics, business advisory, and marketing committees. Specifically, staff needs guidance on the number of members on each committee, limitations on skills, backgrounds, or residency for members, and discussions on what the roles of the committees should be. Regardless of the roles assigned the committees, staff believes that all committees should also be charged with “performing any duties that are requested by the Town Council.”

For purposes of discussion, staff has presented some tentative ideas about the three committees.

### **Ethics Committee**

Purpose: The ethics committee is charged with developing a complete ethics policy that would apply to elected and appointed officials.

Membership: Two Councilmembers (any more would constitute a public meeting), Town Attorney, one at-large citizen

Skills or Residency: No special skills are necessary for this committee. All members, except the attorney, should be residents of Keystone.

### **Business Advisory Committee**

Purpose: The business advisory committee is charged with recommending Town policies or laws that promote local Keystone business success.

Membership: Similar to the open space and trails committee, the business advisory committee does not need to substantially limit the number of members. Keystone Resort should have a member (they have proposed Mark Kimball, Senior Director of Food, Beverage, and Recreation).

Skills or Residency: The committee may be limited to people who own or represent local Keystone businesses. There should not be a residency requirement.

### **Marketing Committee**

Purpose: The marketing committee is charged with developing and recommending a brand for the Town of Keystone and developing marketing strategy and policy recommendations.

Membership: Since this committee requires specific skill sets, the number of members should be limited to no more than eight members.

Skills or Residency: The membership of the committee should focus on marketing professionals or business professionals. Membership should include representatives from Keystone Resort, Kindred, STR management companies, and local business representatives.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: June 10, 2025  
SUBJECT: Nuisance ordinance – Animal Control

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### **Executive Summary:**

The purpose of this work session item is to review a draft animal control ordinance.

### **Background:**

Town Council is in the process of reviewing sections for a proposed nuisance ordinance. This section contains the animal control ordinance. The ordinance attempts to strike a balance that will allow voice control in certain areas but will restrict pets to leashes in areas that are more heavily used. It also addresses dangerous animals, vaccinations, and the impoundment of animals.

## **Draft Ordinance**

### **Section 1.** - Title.

This ordinance shall be known as the *ANIMAL CONTROL ORDINANCE*.

### **Section 2.** - Purpose.

The purpose of this Ordinance is to regulate animals in the Town of Keystone in order to protect the property, health, welfare, peace or safety of its citizens, inhabitants and visitors.

### **Section 3.** - Animals at Large

A. It is prohibited to allow a pet animal to run at large under circumstances where the animal is not either restrained by means of a leash, rope, chain or other physical restraint, no longer than eight (8) feet in length, of sufficient strength to control the animal, under an electronic control device, or which is under the effective and immediate control of the owner or other responsible person present with the animal and immediately obedient to that person's commands.

Exceptions: The following shall constitute exceptions to running at large:

1. A pet animal is not considered to be running at large, either on or off the premises of its owner, if the animal is being physically held by the owner or other responsible person or is in the immediate presence of the owner or other responsible person and is immediately obedient to that person's command.

2. A pet animal is not considered to be running at large if it is confined within a motor vehicle or secured within the confines of the bed of a pickup truck in such manner that it cannot exit the vehicle or pose a risk to any person outside the confines of the vehicle by its own volition.

B. Notwithstanding paragraph A, all pet animals on paved public pathways or in plazas and other public areas intended for public gatherings shall be restrained by means of a leash, rope, chain or other physical restraint, no longer than eight (8) feet in length, of sufficient strength to control the animal.

C. It is prohibited for any owner to fail to prevent his or her pet animal from disturbing the peace of any other person by habitual or persistent barking, howling, yelping, whining or any other unprovoked noise, whether the animal is on or off the owner's property.

D. It is prohibited for any owner to permit the accumulation of a pet animal's feces on the property on which the animal is kept such that it is detectable visually or odoriferously by others.

E. It is prohibited for any owner to fail to confine pet animal feces within the perimeters of the property on which the animal is kept, regardless of whether such failure to confine is the result of natural causes, such as surface water flow, or other causes.

F. No person shall be charged with a violation of this Section unless a written warning for a separate violation has been given at least twenty-four (24) hours



prior to the issuance of the citation, or if the person refuses to comply with a lawful order to come into compliance with this Section.

#### Section 4. Licensing

All dogs are required to wear a current Summit County animal license tag.

#### Section 5. Rabies Control

- A.     Vaccinations. Every person owning or harboring a dog or cat three (3) months of age or older, for forty-eight (48) hours or more, shall cause such dog or cat to have a current vaccination against rabies with a vaccine approved by the State Department of Health, by a veterinarian licensed to practice veterinary medicine. If other species of animals are vaccinated, such vaccination shall be with a vaccine approved by the State Department of Health. . In any proceeding or prosecution under this Ordinance, the burden of proving that a dog or cat has been vaccinated for the calendar year in question under the ordinances or regulations of another state, city, town or county shall be upon the person charged with a violation of this Ordinance.
- B.     Certificate of Vaccination. Upon vaccination, the veterinarian administering the vaccine shall execute and furnish to the owner of the animal as evidence thereof a certificate of vaccination, such issuer to retain a duplicate copy and deliver one (1) copy thereof to be retained by the owner. Such certificate shall contain the following information:
1.     The name, address and telephone number of the owner or harborer of the inoculated animal;
  2.     The date of inoculation;

3. The type of vaccine used and the period of time for which it is effective;
4. The year and series number of the rabies tag; and
5. The breed, age, color and sex of the inoculated animal.

C. Rabies Tags. Concurrent with the issuance and delivery of the certificate of vaccination referred to in Section 4(B) above, the owner of the animal shall attach to the collar or harness of the vaccinated animal a metal tag, to be acquired from the veterinarian who administered the vaccine referenced in Section 4(B) above, serially numbered and bearing the year of issuance and the name of the jurisdiction and state.

D. Duplicate Tags. In the event of loss or destruction of the original tag provided in Section 4(B) above, the owner of the animal shall obtain a duplicate tag from the veterinarian who administered the vaccine referenced in Section 4(B) above upon presentation of the above-described certificate or of other evidence satisfactory to the veterinarian that an original tag was issued and has been lost or destroyed. The owner of the animal shall also, within five (5) days of loss or destruction of the original tag, report, in writing, such events to the Town Clerk and to the agency responsible for the issuance of the original tag.

E. Proof. It is unlawful for any owner or harborer of any dog, cat or other animal to fail to cause an animal owned or harbored by him or her to be vaccinated as required by this Ordinance or to fail or refuse to exhibit his or her copy of the certificate of vaccination upon demand to any police officer,

animal control officer or other person charged with the enforcement of this Ordinance.

Section 6. – Reporting of Bites

- A. Duty to Report. Any person having knowledge of an animal bite or attack or of any other infliction of injury by an animal upon a human being or other animal shall promptly, but in any event within twenty-four (24) hours, report the incident to the animal control officer, any police officer, the public health veterinary section of the State Department of Health or the County Health Officer.
  
- B. Quarantine. Any animal which has bitten, or is suspected of biting, a human being or other animal shall be placed under observation for a period of ten (10) days from the date of the bite. The procedure and place of observation shall be designated by the animal control officer or other investigating officer, with the preference being given to confinement at the owner's premises if, in the sole judgment of such officer, the owner can and will adequately assure confinement. If the animal is not confined on the owner's premises, confinement shall be in the Town or County animal shelter or at any veterinary hospital of the owner's choice. Such confinement shall be at the expense of the owner. Stray animals whose owners cannot be located shall be confined in the Town or County animal shelter. The owner of any animal that has been reported as having inflicted a bite on any human being or other animal shall, on written demand of an animal control officer, produce the animal for quarantine as prescribed in this Section. It shall be unlawful for any owner to fail to comply with any such demand to produce an animal for quarantine, and each day of such refusal shall constitute a separate and

individual violation.

- C. Removal from Quarantine. It is unlawful for any person to remove from any place of isolation or quarantine any animal which has been isolated or quarantined as authorized, without the consent of the impounding agency or animal control officer.
- D. Observation during Quarantine. The purpose of quarantine under this Ordinance shall be to determine whether such animal is afflicted with rabies or other disease which may be communicable to human beings or other animals and to prevent, during such period, further contact between such animal and human beings or other animals. Accordingly, any animal control officer, police officer, representative of the public health veterinary section of the State Department of Health or any veterinary designated by any such officer or representative or by the Town shall have the right to examine such animal at any reasonable time; and any owner or other person in custody or control or harboring such animal during such quarantine period shall permit such examination and make the quarantined animal available therefor.

#### Section 7. – Impoundment

- A. Animal Shelter. Until further resolution or ordinance by the Town Council, the animal shelter owned and operated by the County is hereby designated as the animal shelter for the Town.
- B. Removal of Animals. It is unlawful for any person to remove any impounded animal from the animal shelter without consent of the animal

control officer.

- C. Removal of Animals from Quarantine. Animals impounded because of bites, or suspicion thereof, shall not be removed from the pound until after expiration of a ten-day observation period and until a release has been obtained from the County Health Officer.
- D. Disposition of Licensed and Vaccinated Animals. As soon as practicable after impoundment, notice of impoundment shall be posted in a conspicuous place at the Town Hall for not less than ten (10) business days. If the owner or reputed owner of the impounded animal is known to the animal control officer, he or she shall make a reasonable effort to give prompt written, telephonic or verbal notice to such owner or reputed owner. Notice in writing shall be deemed sufficiently given as of the date of posting in the United States mail, if mailed by regular mail, postage prepaid, addressed to any owner or reputed owner known to the animal control officer at his or her last known address as shown in the animal licensing records of the Town or by the last issue of the Town telephone directory. In no event shall the Town or any animal control officer be liable for failure or inability to notify an owner of such animal. Any impounded animal which is licensed and vaccinated for rabies pursuant to the terms of this Ordinance may be redeemed by the owner upon payment of the impound fee and care and feeding charges fixed by this Division, or by any subsequent resolution or ordinance adopted by the Town Council, any veterinary charges incurred for such animal, and such other reasonable and necessary costs as have been incurred in the keeping of such animal and are set by the animal control officer. If such animal is not removed from impoundment within ten (10) business days after the posting of notice of

impoundment, it shall be deemed abandoned and the animal control officer may humanely euthanize the animal under the supervision of a licensed veterinarian, or take such other steps, such as placing the animal for adoption, as is in the best interests of the community.

- E. Disposition of Unlicensed or Unvaccinated Animals. As soon as practicable after impoundment, notice of impoundment shall be posted in a conspicuous place at the Town Hall for not less than ten (10) business days. If the owner or reputed owner of the impounded animal is known to the animal control officer, he shall make a reasonable effort to give prompt written, telephonic or verbal notice to such owner or reputed owner. Notice in writing shall be deemed sufficiently given as of the date of posting in the United States mail, if mailed by regular mail, postage prepaid, addressed to any owner or reputed owner known to the animal control officer at his or her last known address as shown in the animal licensing records of the Town or by the last issue of the Town telephone directory. In no event shall the Town or any animal control officer be liable for failure or inability to notify an owner of such animal. Any impounded animal which is not licensed or vaccinated for rabies pursuant to the terms of this Ordinance may be redeemed by the owner upon payment of the impound fee and care and feeding charges fixed by this Section, or by any subsequent resolution or ordinance adopted by the Town Council, any veterinary charges incurred for such animal, and such other reasonable and necessary costs as have been incurred in the keeping of such animal and are set by the animal control officer, and in the case of a dog required to be licensed under this Ordinance and/or a dog or cat required to be vaccinated under this Ordinance, upon purchase of such license and/or completion of such vaccination, or proof that such vaccination has occurred, as the case

may be. If such animal is not removed from impoundment within ten (10) business days after the posting of notice of impoundment, it shall be deemed abandoned and the animal control officer may humanely euthanize the animal under the supervision of a licensed veterinarian, or take such other steps as placing the animal for adoption, as is in the best interests of the community.

**F. Pound Fees and Charges.**

1. The owner or keeper of any animal impounded under this Ordinance shall pay the impoundment, feeding, keeping and other charges as established by the County, and no person may reclaim any animal until such fees are paid. If the owner or keeper fails or refuses to pay when due any charge imposed under this Section, the Town may, without limitation, certify the charge to the County Treasurer for collection by the County in the same manner as delinquent general taxes upon property are collected. Fees may include:
  - a. Any veterinary charges incurred for such animal.
  - b. Any such other reasonable and necessary costs as have been incurred in the keeping of such animal and are verified by the animal control officer.
  - c. Any and all costs of euthanasia of such animal or of placing the said animal for adoption.
2. Any amounts payable by the owner of an animal pursuant to this Section shall be nonrefundable.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
FROM: John Crone, Town Manager  
Jennifer Madsen, Town Attorney  
DATE: June 10, 2025  
SUBJECT: Discussion of draft government obstruction regulations

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### **Executive Summary:**

The purpose of this work session is to present and discuss draft ordinance provisions aimed at protecting the integrity of government operations, public safety personnel, and the public from interference, impersonation, or false reporting.

### **Background:**

Now that the Town of Keystone has entered into a joint police department arrangement with the Town of Dillon, staff believes this is an appropriate time to introduce these regulations. The proposed ordinance reflects a proactive step toward ensuring consistency in enforcement practices between the two communities and providing the newly unified police department with clear, locally enforceable standards.

These regulations are closely aligned with those already adopted by the Town of Dillon and are intended to support the effective and lawful performance of public safety functions, while reinforcing public trust and accountability. Having consistent provisions across both jurisdictions will also aid in officer training, improve legal clarity, and streamline enforcement under the shared department structure.



## **Summary of Ordinance Provisions:**

### *Section 1 – Obstructing Government Operations:*

Prohibits intentional obstruction of official government functions through violence, threats, or physical interference, while acknowledging affirmative defenses, including lawful labor activity or intervention against unlawful conduct.

### *Section 2 – Impersonating a Peace Officer:*

Prohibits unauthorized individuals from wearing, reproducing, or imitating police uniforms or insignia, or falsely representing themselves as police officers or other public officials.

### *Section 3 – Obstructing a Peace Officer or Firefighter:*

Prohibits interference with the duties of peace officers and firefighters, including refusal to comply with lawful commands or use of force or obstruction while they are performing official duties.

### *Section 4 – False Reporting to Authorities:*

Prohibits knowingly making false reports of emergencies or crimes, giving false information to law enforcement to implicate another, or misrepresenting one's identity to an officer.

### *Section 5 – Failure to Assist a Police Officer:*

Makes it unlawful to refuse a lawful request for assistance from a police officer in limited situations, with exceptions for personal safety and incapacity.

Staff seeks Council feedback on the proposed ordinance.

## **Attachment:**

- Draft Ordinance Government Obstruction Regulations

**TOWN OF KEYSTONE  
ORDINANCE NO. 2025-O-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
KEYSTONE, COLORADO, ADOPTING REGULATIONS RELATED TO  
VIOLATIONS AGAINST GOVERNMENT AND PUBLIC OFFICIALS**

WHEREAS, the Town of Keystone (“Town” or “Keystone”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, Section 31-15-103 C.R.S. grants municipalities the authority to adopt ordinances and regulations to protect public health and safety; and

WHEREAS, the Town Council finds that the efficient, safe, and lawful functioning of government operations is essential to maintaining public order and the delivery of services to the community; and

WHEREAS, obstruction of government officials, employees, or operations through force, threats, or interference undermines the public interest and impairs the ability of the Town to carry out its legal responsibilities; and

WHEREAS, it is necessary to clearly define and prohibit conduct that unlawfully obstructs the duties of public officials while recognizing limited, constitutionally protected exceptions such as lawful labor activity or the right to resist unlawful government conduct; and

WHEREAS, the unauthorized impersonation of peace officers or other public officials poses a significant threat to public trust and safety, and may be used to mislead, coerce, or otherwise harm community members; and

WHEREAS, the Town has a compelling interest in protecting the public from individuals who wear or replicate police uniforms, insignia, or other identifying apparel in order to falsely represent themselves as law enforcement officers; and

WHEREAS, peace officers and firefighters must be able to perform their duties without interference in order to preserve public safety, enforce the law, and respond to emergencies in an effective and timely manner; and

WHEREAS, the Town Council finds that it is necessary to establish clear prohibitions against obstructing peace officers or firefighters through the use or threat of force, physical interference, or failure to comply with lawful commands; and

WHEREAS, these provisions are intended to promote public safety, protect governmental integrity, and align municipal regulations with constitutional standards and community expectations;

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,  
ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. Town Council adopts the following regulations related to violations against government and government officials.

**Section 1. Obstructing government operations.**

- (a) It is unlawful for any person to obstruct government operations.
- (b) A person commits obstructing government operations if the person intentionally obstructs, impairs or hinders the performance of a governmental function by a public official, employee or agent, by using or threatening to use violence, force or any form of physical interference or obstacle.
- (c) It is an affirmative defense that:
  - (1) The obstruction, impairment or hindrance was of unlawful conduct by a public official or employee; or
  - (2) The obstruction, impairment or hindrance was by lawful activities in connection with a labor dispute with the government; or
  - (3) The obstruction, impairment or hindrance was of the making of an arrest.

**Section 2. Impersonating a peace officer.**

- (a) It is unlawful for any person, other than an official police officer of the city, to wear a uniform, badge, insignia, or other apparel that is the same as, closely resembles, or is a convincing imitation of the official uniform or insignia used by the town's police officers.
- (b) It is unlawful for any person to create, reproduce, or cause to be created or reproduced any uniform, badge, insignia, or other identifying apparel that imitates or closely resembles that used by the city's police department.
- (c) It is unlawful for any person, without proper authority, to:
  - (1) Exercise or attempt to exercise the powers or duties of a police officer, sheriff, deputy sheriff, town employee, or town official; or
  - (2) Falsely represent or hold themselves out as such an officer or official for any reason or purpose.

**Section 3. Obstructing a peace officer or firefighter.**

- (a) It is unlawful for any person to willfully fail or refuse to comply with any lawful command, signal, or direction of a police officer issued in the discharge of the police officer's duties.
- (b) It is unlawful for any person to, in any way, interfere with, obstruct, or hinder any police officer who is discharging or apparently discharging their duties.
- (c) It is unlawful to obstruct a peace officer or firefighter.
- (d) A person commits obstructing a peace officer or firefighter when, by using or threatening to use violence, force, or any physical interference or obstacle, that person knowingly obstructs, impairs or hinders:
  - (1) The enforcement of the law or the preservation of the peace by a peace officer, acting under color of their official authority; or
  - (2) The prevention, control or abatement of fire by a firefighter, acting under color of their official authority.
- (e) It is not a defense to a prosecution under this Section that the peace officer or firefighter was acting in an illegal manner, if the peace officer or firefighter was acting under color of his or her official authority.
- (f) This Section does not apply to conduct that obstructs, impairs, or hinders the making of an arrest.

**Section 4. False reporting to authorities.**

It is unlawful for any person to knowingly make or cause a false report to be made to authorities. A person commits false reporting to authorities if they:

- (1) Knowingly cause a false alarm of fire or other emergency to be transmitted to or within an official or volunteer fire department, ambulance service or any other government agency which deals with emergencies involving danger to life or property;
- (2) Knowingly make or cause a false report to be transmitted to law enforcement authorities concerning a crime or other incident within their official jurisdiction, knowing that the crime or incident did not occur;
- (3) Knowingly provide false information to any law enforcement officer with the intent to implicate another person; or
- (4) Provide a false name, address, or age to a law enforcement officer with the intent to conceal their true identity or age.

**Section 5. Failure to assist a police officer.**

- (a) It is unlawful for any person, when lawfully requested by a peace officer acting in the course and scope of their official duties, to refuse or fail to assist the officer in preventing the commission of a crime, securing the custody of a person subject to arrest, or protecting another person from imminent harm, provided that such assistance does not place the person at unreasonable risk of physical harm.
- (b) This section shall not apply where:
  - (1) The person lacks the physical or mental capacity to provide the requested assistance;
  - (2) Compliance would place the person in danger of serious bodily injury;
  - (3) The request for assistance is not clearly communicated or is not reasonably understood as a lawful command.
- (c) Nothing in this section shall be construed to impose a duty to act where such a duty would violate constitutional rights or protections.

Section 3. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. This ordinance shall take effect and be enforced thirty (30) days after final publication.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON \_\_\_\_\_, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

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\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: June 10, 2025  
SUBJECT: Task List and Retreat recap

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### **Executive Summary:**

The purpose of this report is to begin discussion on developing goals and missions, a long-term strategic plan, and a short-term action plan.

### **Background:**

The Town Council attended a retreat in April of this year. At the retreat, the Council began a discussion of missions, goals, and purposes for the Town. The Council also expressed interest in identifying how the actions that the Town is taking relate to those goals.

The attached graph identifies current projects. Those projects that have been completed are ~~struck through~~. Several of the projects have been started but not completed, and there are a significant number of projects that we will be working on this year. Not all projects and tasks are on the list, and there are sure to be additional projects that spring up over the course of the year.

**Next Steps:**

This exercise will inform our strategic plan, budget, and most actions going forward. Staff is looking for guidance on the “Big Ideas”, “Categories”, and “Subgroups”. Do we need to add others? Should we take anything out?



Big Ideas	Categories	Subgroups	Action
People	<u>Community</u>	Residents and Second Homeowners	<del>Town Clean-Up Day</del> Secure Post Office / ZIP Citizen recognition (Proclamations)
		Workers	Develop Charitable Giving Policy
		Visitors	
	<u>Businesses</u>	Marketing	Establish Marketing Committee Develop Town Brand / Logo Research DMO option
		Resorts	Establish synergistic goals Work on annexations
		STRs	Update STR software STR Review Group
		Local Businesses	Establish Business Advisory Committee Implement Business License Ordinance
	<u>Safety</u>	Emergency Response	
			Town Emergency Operations Plan
		Police	<del>Complete Transition to Dillon-Keystone Police Department</del> <del>Dillon/Silverthorne/Keystone Municipal Court IGA</del>
			Complete Transition to Dillon/Silverthorne/Keystone Municipal Court
		Fire	<del>Fireworks Safe/Ban Ordinance</del> <del>Wild Fire Mitigation Ordinance</del>
		Health and Welfare	Consider Flavored Nicotine Product Ordinance
Places	<u>Buildings</u>		Tailor Building Code for Town Complete Lease/Purchase of Town Hall Parcel Ordinance on Small Cellular Facilities on Right of Way Council Chamber Technology Upgrades
	<u>Housing</u>		Negotiate Workforce Housing Deed Restrictions with County
	<u>Outdoor Spaces</u>		Negotiate Transfer of County Land in Keystone <del>Establish Trails and Open Space Committee</del> <del>Determine Trails and Open Space Responsibilities</del>
	-		
Transportation	<u>Roads</u>	HWY 6	<del>Assure Maintenance of US6 Medians</del> Design Rasor Drive Interim Fix
		Local	Tailor Roadway Design and Construction Standards for Town Code Formalize Phase I and Phase II of Roads Maintenance Identify Roads/Negotiate/Assume Maintenance of Phase II Roads Maintenance Oversee Soda Ridge Road Repaving by XCEL Soda Ridge Road/Ranch Road Stables Section Repaving Town Roads Maintenance/Capital Assessment Report Put all Roads Maintenance/Plowing Contracts in Place
	<u>Pathways</u>		Install Brightwood Sidewalk <del>Negotiate Participation of Other Entities in Funding Brightwood Sidewalk</del> Assume Maintenance and Plowing of Brightwood Sidewalk Conceptual Design/Cost Estimate for Sidewalk on North Side of US6
	<u>Parking</u>		
	<u>Public Transportation</u>		

		Work on expanding Summit Stage service
Environment		
<div><div></div><div></div><div></div><div></div><div></div></div>	<u>Policies and Practices</u>	Dark Sky Climate
	<u>Wildlife</u>	<del>Implement Bear Proof Container Ordinance</del> <del>Bear Proof Trash Container State Grant Options</del> <del>Bear Proof Container Town Grant Ordinance</del>
	<u>Water</u>	Tailor Storm Drainage Design Town Code
	<u>Woods</u>	
Recreation		
<u>Winter</u>	Ski Resort	
<u>Summer</u>		
<u>Shoulder</u>		
Governance		
<div><div></div><div></div><div></div></div>	<u>Engagement</u>	Update Blue Vector Software Meet with HOAs Update Website
	<u>Policies</u>	Complete Comprehensive Plan After Comp Plan -Write Three Mile Plan After Comp Plan-Contract for Trails and Open Space Master Plan After Comp Plan-Reassess and write Town Zoning After Comp Plan-Tailor Subdivision Regualtions After Comp Plan-Tailor Town Land Use Code <del>Donor Policy</del> <del>TM Letter designating Town Employee to perform TM duties during temporary absence or disability</del> Town Manager Evaluation Council Policy on Supporting/Opposing Legislation Mountain Energy Project / PUC
	<u>Laws</u>	Codification Ordinance Codify Ordinances Tailor Administrative Section of Municipal Code Unclaimed Property Ordinance Identify and write the Fincance Section of the Town Code-Special Funds/Expenditures/Processes Psychedelic Ordinance <del>General Nuisance Ordinance</del> <del>Animal Control Ordinance</del> <del>Noise Ordinance</del> <del>Governmental Authority Ordinance</del>
<div><div></div><div></div><div></div></div>	<u>Fiscal</u>	Ethics Code Negotiate Keystone PUD with County
		2026 Budget <del>Lodging Tax Policies</del> Collect Funds owed to Keystone from County WFH Tax, Sales Tax, HUTF, Specific Ownership, etc Implement Means to Track/Audit Tax Payments WF Housing/Sales Tax/Lodging Tax Implement new Finance/Accounting System <del>Town Finance Audit</del> Fines and Fee Schedule