



Keystone Town Council Work Session Agenda

The Keystone Town Council will have a Work Session on August 13, 2024, at 4:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435.

- I. CALL TO ORDER, ROLL CALL
- II. DISCUSSION OF COUNCIL PRIORITIES FOR 2024
- III. DISCUSSION OF BUDGET PROCESS
- IV. DISCUSSION OF BALLOT QUESTIONS & SURVEY RESULTS
- V. DISCUSSION OF ORDINANCE ON FORMATION OF BOARDS AND COMMITTEES
- VI. DISCUSSION OF REQUEST FOR PROPOSALS FOR INDEPENDENT FINANCIAL AUDITOR
- VII. DISCUSSION OF STR UPDATE
- VIII. DISCUSSION OF MANAGER/COUNCIL ISSUES
- IX. ADJOURNMENT

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH:
FROM: John Crone, Town Manager
DATE: August 13, 2024
SUBJECT: [Workshop] Discussion of Council Priorities for 2024

Executive Summary:

Staff requests input on any particular issues that the Council would like to see addressed in the near future.

Background:

The Town will be fully staffed by the end of August. Staff will be working on various issues before the end of the calendar year including:

- Implementation of short-term rental licensing
- Updating webpage
- Update IT hardware
- Draft Budget
- Begin codification including development code and nuisance ordinance
- Law enforcement agreement
- Complete various IGAs with other Summit County municipalities
- Roads survey
- RFP for road repair and improvements (2025 building season)
- Begin comprehensive plan
- Analyze Vail Resorts housing report
- Identify grant opportunities for various Town projects including rec path repair
- Complete road maintenance contracts
- Arrange for traffic studies

- Negotiate building purchase

There are many other projects that Staff will continue to work on; however, Staff is seeking input from the Council on any matters that Councilmembers have identified that should be addressed before year-end.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
FROM: John Crone, Town Manager
DATE: August 13, 2024 – Work Session
SUBJECT: FY 2025 Budget Calendar and Information

Executive Summary:

The purpose of this work session item is to provide an overview of the budget calendar for FY 2025, as well as to identify certain parts of the budget that hold particular interest.

Background:

Timeline

August 25 – County assessors certify assessed and actual values to Town.

Since we do not have a property tax, this date does not matter to Keystone.

October 15 – Proposed budget must be submitted to Town Council.

The Town has a meeting scheduled for October 8. We will present the draft budget at that time. No action will need to be taken by the Board at the Oct. 8 meeting. The proposed budget can undergo significant changes before adoption. The Town will schedule several workshops to go over the budget and make any changes that the Council identifies before adoption in December.

Public Hearing (November)

The Town must hold a public hearing on the budget and must provide public notice at least 7 days before the hearing.

December 15 – Town Council must adopt budget on or before this date.

The Town has two meetings scheduled in December. The first one is on the 9th and second is on the 23rd. I anticipate that we will likely cancel the second meeting, so the Budget will need to be approved at the meeting on the 9th (or we can schedule an additional meeting if there are problems approving on the 9th).

January 31, 2025 – Certified copy of the adopted budget must be filed with the Division of Local Government

June 30, 2025 – Deadline for auditor to submit report to Town Council

July 31, 2025 – Deadline to submit audit report to the Office of the State Auditor

Budget Requirements

The Town Charter has certain requirements for our budget.

Section 10.7. Scope of Annual Budget.

- (a) The budget adopted by the Town Council shall contain;
 - (1) an estimate of anticipated revenue from all sources for the ensuing year;
 - (2) an estimate of the general fund cash surplus at the end of the current fiscal year or of the deficit to be made up by appropriation;
 - (3) the estimate of expenditures for the operation of the departments, offices and agencies of the Town;
 - (4) debt service requirements for the ensuing fiscal year;
 - (5) an estimate of the sum required to be raised by any tax levy for the ensuing fiscal year and the rate of levy necessary to produce such sum;and

- (6) a balance between the total estimated expenditures, including any deficit to be met and monies set aside for public improvements, and total anticipated revenue, plus any surplus.
- (b) All estimates shall be in detail showing revenues by source and expenditures by departments, organizational units, activities, character and object.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
FROM: John Crone, Town Manager
Jennifer Madsen, Town Attorney
DATE: August 13, 2024 – Work Session
SUBJECT: [Work Session] Discussion on Ballot Questions/deBrucing
and Lodging Tax (part 5)

Executive Summary:

This work session item is a continuation of the discussions from June 11, June 28, and July 9 related to consideration of ballot questions on the November 2024 ballot. Draft ballot language was provided to Council at the work session on July 23 and Council gave direction on revisions to the draft language. This staff report provides the revised draft ballot language for a DeBrucing question and for a lodging tax question. In addition, there is discussion of the proposed survey questions on the ballot questions.

Background:

Based on the discussion at the July 23, the draft ballot language is provided below. These ballot questions would need to be approved by Council and provided to the County Clerk no later than September 6. The last regular Town Council meeting before September 6 is the August 27 regular meeting.

DeBrucing Question:

The following is draft language for a DeBrucing ballot question for the November 2024 election.

WITHOUT CREATING ANY NEW TAX OR INCREASING ANY CURRENT TAXES, SHALL THE TOWN OF KEYSTONE, COLORADO, BE AUTHORIZED TO RETAIN AND SPEND THE FULL AMOUNT OF ALL REVENUE COLLECTED FROM ALL SOURCES, INCLUDING BUT NOT LIMITED TO STATE AND PRIVATE GRANTS AND SUMMIT COUNTY SALES TAX, COMMENCING IN 2025 AND EACH SUBSEQUENT YEAR, WITHOUT REGARD TO ANY STATE REVENUE OR EXPENDITURE LIMITATION INCLUDING THE LIMITATION CONTAINED IN THE TAXPAYPAYER'S BILL OF RIGHTS, ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

___ YES

___ NO

Lodging Tax Question:

A lodging tax question is subject to the requirements of TABOR as it is a new tax.

SHALL TOWN OF KEYSTONE TAXES BE INCREASED BY \$2,000,000 ANNUALLY IN THE FIRST FULL FISCAL YEAR OF COLLECTION COMMENCING ON JANUARY 1, 2025, AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED THEREAFTER, BY THE IMPOSITION OF A LODGING TAX AT THE RATE OF TWO PERCENT (2%) ON THE PURCHASE PRICE, OR OTHER CONSIDERATION PAID OR CHARGED FOR THE FURNISHING OF ANY ROOM OR OTHER ACCOMMODATION FOR A PERIOD OF LESS THAN THIRTY (30) CONSECUTIVE DAYS LOCATED WITHIN THE TOWN OF KEYSTONE, WITH THE REVENUES OF SUCH TAX TO BE SPENT ON

- CAPITAL INFRASTRUCTURE, PROJECTS, HIGHWAY 6 SAFETY, AND MAINTENANCE (SUCH AS IMPROVEMENTS TO STREETS AND TRAILS); AND
- PUBLIC SAFETY; AND

AND ANY LAWFUL MUNICIPAL PURPOSE, AND SHALL ALL REVENUES FROM SUCH TAXES AND ANY EARNINGS THEREON BE COLLECTED, RETAINED, AND SPENT AS A VOTER-APPROVED REVENUE CHANGE WITHOUT LIMITATION OR

CONDITION CONTAINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

YES

NO

Survey Results:

At the July 23 meeting, the Board asked staff to publish a survey to find out how the ballot questions are perceived by members of the community. As of Friday morning, we have received 227 unique responses.

Analysis:

Debrucing – The generic debrucing question has a 11% lead in our polling; however, it only pools at 51% with almost 9% undecided. It's approval jumps to 57% when respondents were informed that it would allow the Town to keep grant monies. It jumped to 55% when respondents were informed that 230 Colorado municipalities had debruced.

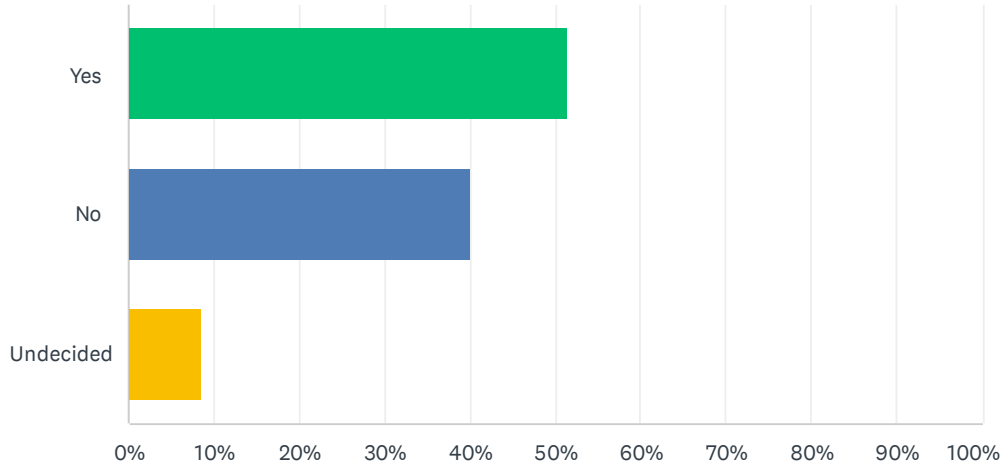
Although there is a strong lead in polling, it is clear that there are a significant number of people who do not understand what debrucing entails. This question will need a strong public information campaign to ensure passage.

Lodging Tax – The lodging tax received very strong support. The generic question polled at 63% with a 29% differential between approval and disapproval and very few undecided. When asked if the respondents would support the measure if funding was used for other than capital projects and public safety, the respondents disapproved of the measure by almost 11%.

This proposal as written has strong support. Communications about the questions should emphasize that the funds will go to capital projects and public safety.

Q1 Do you support a ballot measure to allow the Town of Keystone to keep revenue above the state limitations imposed by the TABOR amendment?

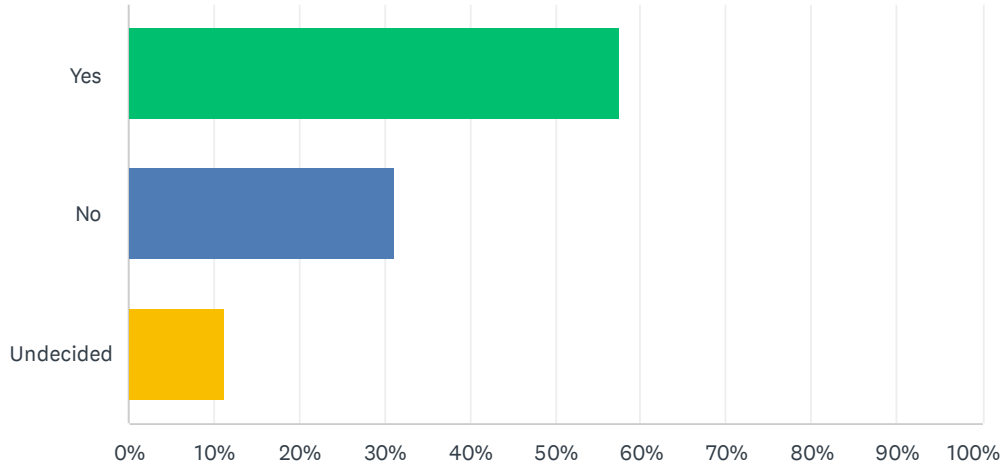
Answered: 224 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	51.34%	115
No	40.18%	90
Undecided	8.48%	19
TOTAL		224

Q2 De-brucing will allow Keystone to receive both state and private grants for specific projects, given this information do you support the ballot measure?

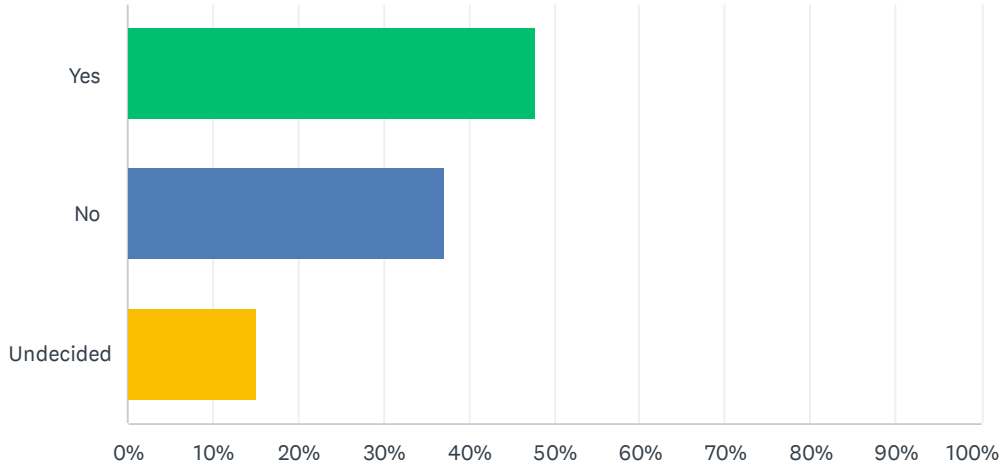
Answered: 221 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	57.47%	127
No	31.22%	69
Undecided	11.31%	25
TOTAL		221

Q3 The Town of Keystone does not have its own sales tax or property tax (it does receive a share of the County sales tax), given this information do you support the ballot measure?

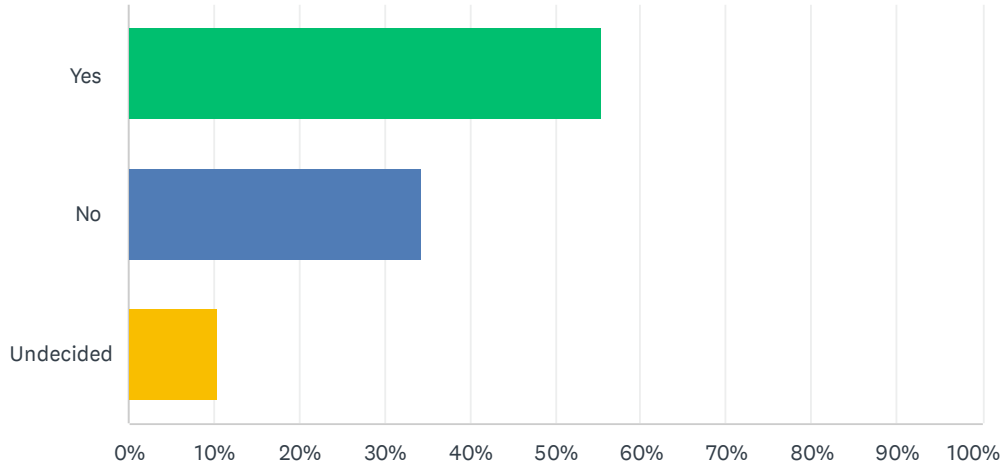
Answered: 224 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	47.77%	107
No	37.05%	83
Undecided	15.18%	34
TOTAL		224

Q4 230 out of 274 Colorado cities and towns have de-bruced, given this information do you support the ballot measure?

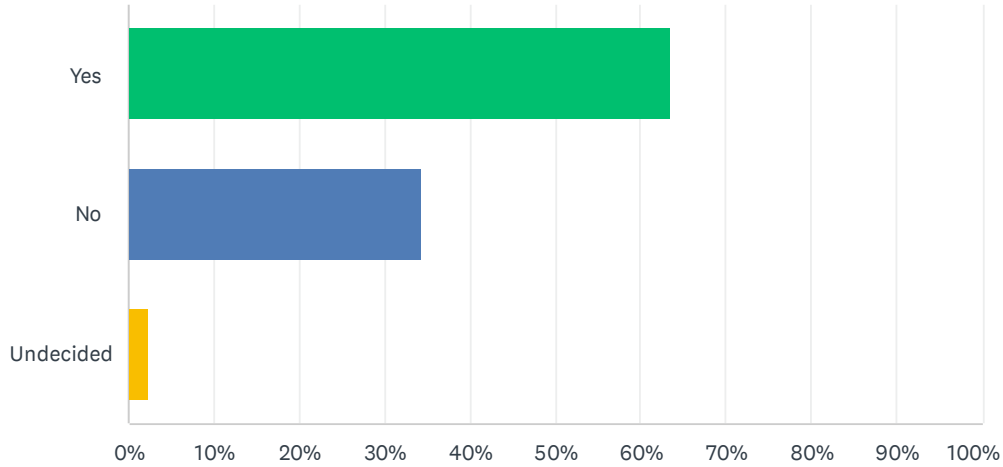
Answered: 222 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	55.41%	123
No	34.23%	76
Undecided	10.36%	23
TOTAL		222

Q5 Do you support a ballot measure reinstating a 2% tax on all short-term lodging stays to pay for capital projects and public safety?

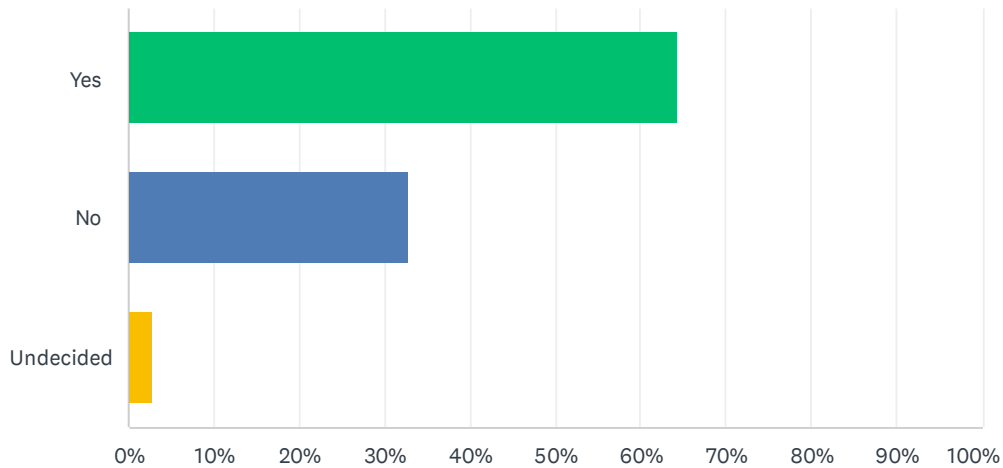
Answered: 219 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	63.47%	139
No	34.25%	75
Undecided	2.28%	5
TOTAL		219

Q6 With the proposed tax, Keystone will charge 8.375% tax on short-term lodging. Frisco charges a 15.725% tax on short-term rentals Dillon charges 19.875%, Silverthorne charges 16.375%, Breckenridge charges 12.275%, and unincorporated Summit County charges 8.375%. Given this information do you support the ballot measure?

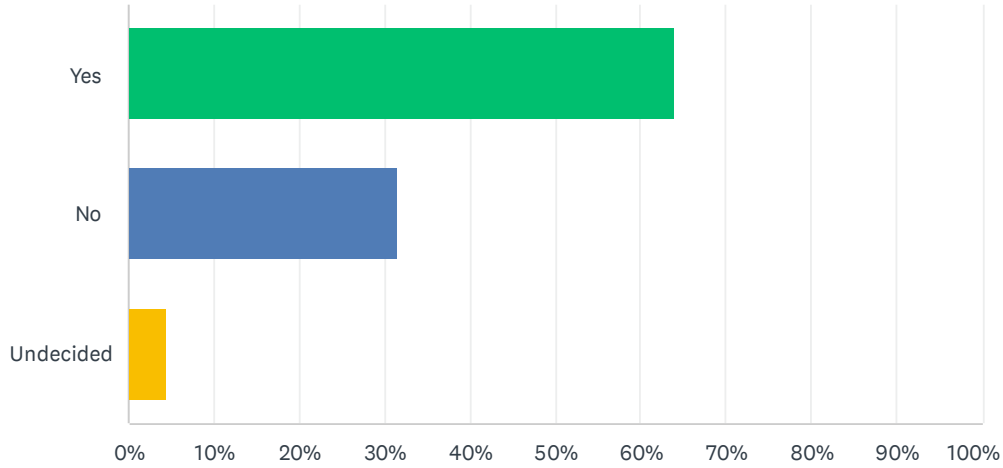
Answered: 219 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	64.38%	141
No	32.88%	72
Undecided	2.74%	6
TOTAL		219

Q7 Keystone businesses paid a 2% county lodging tax until July 2024, given this information will you support the ballot measure to reinstate the tax?

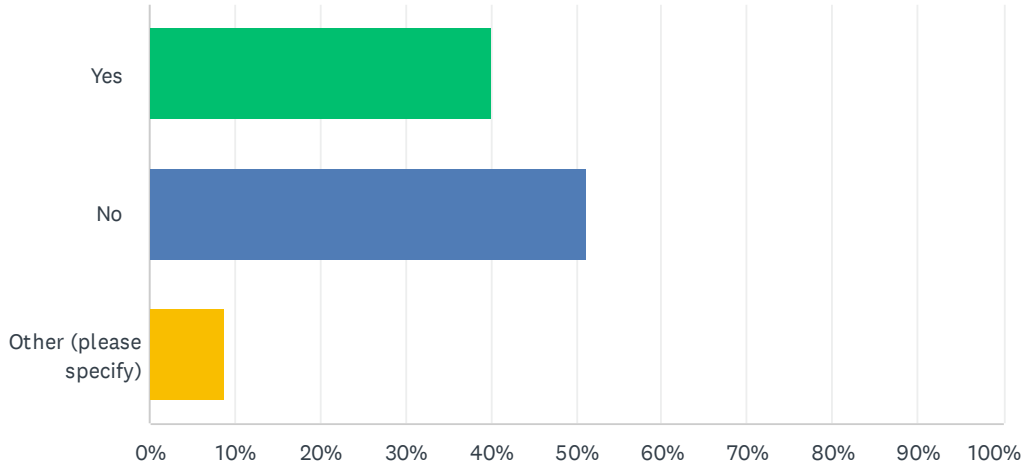
Answered: 219 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	63.93%	140
No	31.51%	69
Undecided	4.57%	10
TOTAL		219

Q8 Would you support the ballot measure if the funding was used for items other than capital projects and public safety?

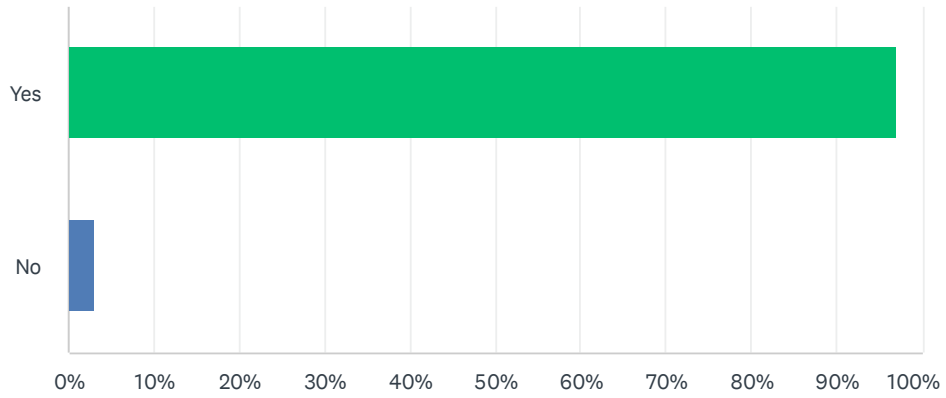
Answered: 219 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	40.18%	88
No	51.14%	112
Other (please specify)	8.68%	19
TOTAL		219

Q9 Do you own or rent a residence in Keystone?

Answered: 208 Skipped: 19



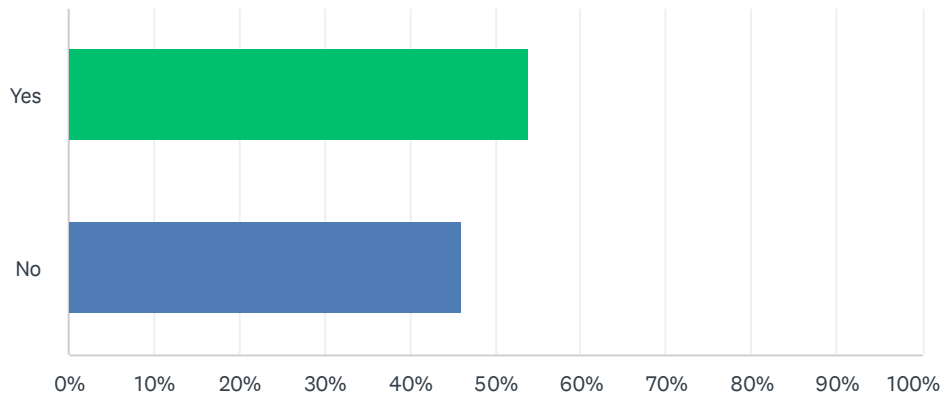
ANSWER CHOICES	RESPONSES	
Yes	97.12%	202
No	2.88%	6
TOTAL		208

Q10 What neighborhood is your residence in?

Answered: 182 Skipped: 45

Q11 Are you registered to vote in Keystone?

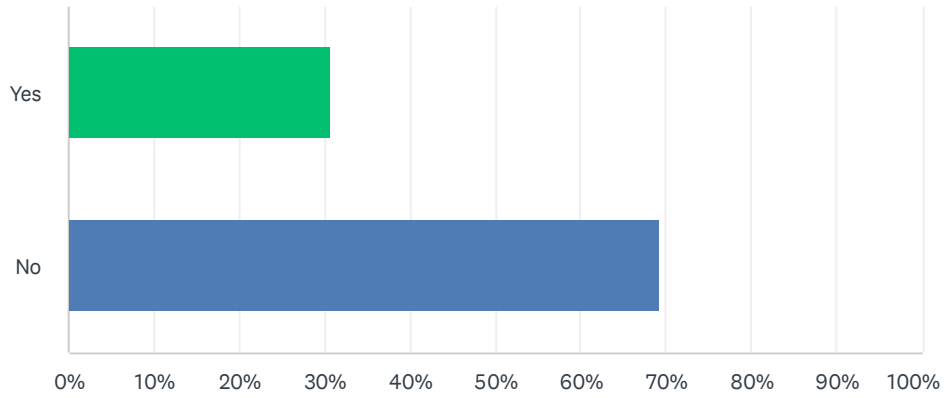
Answered: 208 Skipped: 19



ANSWER CHOICES	RESPONSES	
Yes	53.85%	112
No	46.15%	96
TOTAL		208

Q12 Do you operate a short-term rental in Keystone?

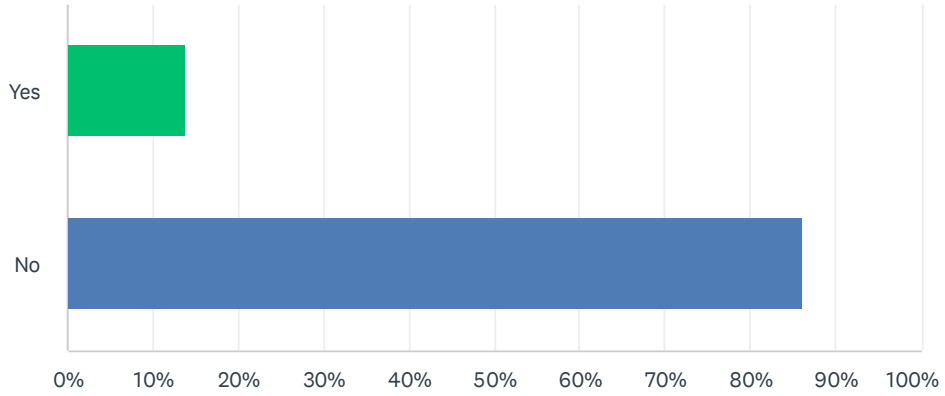
Answered: 208 Skipped: 19



ANSWER CHOICES	RESPONSES	
Yes	30.77%	64
No	69.23%	144
TOTAL		208

Q13 Do you operate or work for a business in Keystone (not including your short-term rental)?

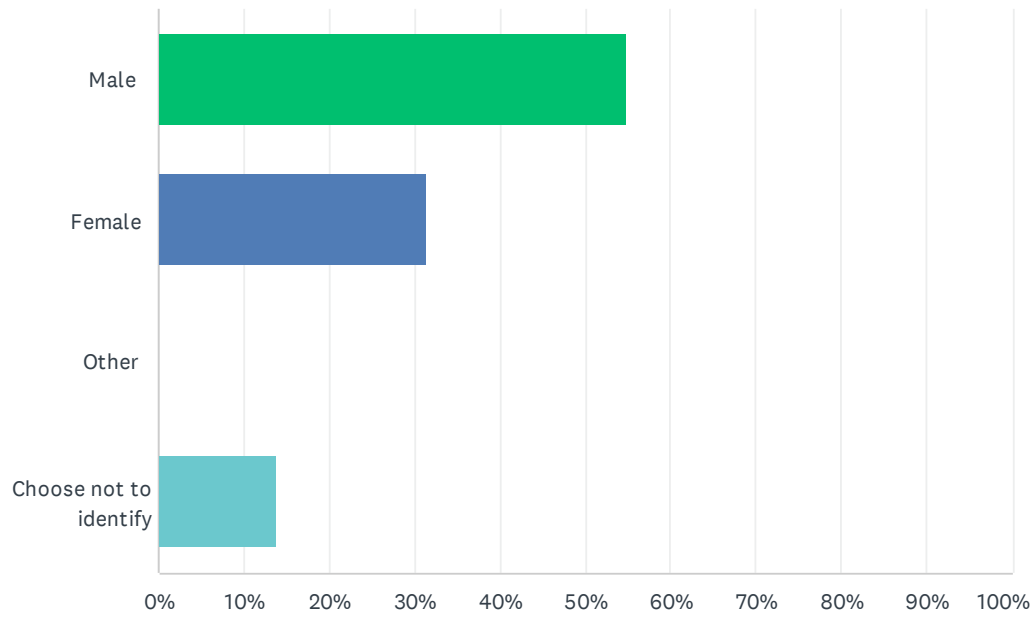
Answered: 210 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	13.81%	29
No	86.19%	181
TOTAL		210

Q14 Sex:

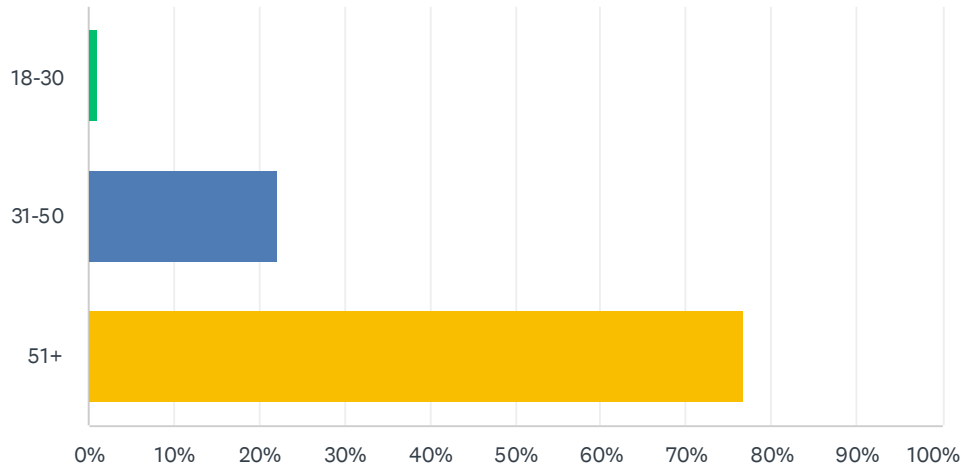
Answered: 210 Skipped: 17



ANSWER CHOICES	RESPONSES	
Male	54.76%	115
Female	31.43%	66
Other	0.00%	0
Choose not to identify	13.81%	29
TOTAL		210

Q15 Age:

Answered: 203 Skipped: 24



ANSWER CHOICES	RESPONSES
18-30	0.99% 2
31-50	22.17% 45
51+	76.85% 156
TOTAL	203

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
FROM: Jennifer Madsen, Town Attorney
DATE: August 13, 2024
SUBJECT: [Work Session] Discussion of an Ordinance on formation of boards and commissions

Executive Summary:

Article IX of the Keystone Home Rule Charter provides that Town Council has the authority to create and disband boards, commissions, and committees and confer powers and duties through Resolution or Ordinance.

In past work sessions, Town Council has discussed consideration of forming a citizen's advisory board. The purpose of this work session item is to discuss preparation of an ordinance for the establishment of certain boards, commissions, and committees.

Background:

Towns establish boards, commissions, task forces, and committees to advise the governing bodies and a wide range of policy issues.

Council can establish standing advisory boards and commissions and "ad hoc" advisory commissions and committees for limited periods to consider specific issues. These boards and commissions may provide many benefits to local government decision making processes by studying issues, plans, and policies. It can be a way to involve a greater number of individuals in the decision-making process and engage in community outreach.

For longer term boards and commissions, it is recommended that Town Council create

these boards and commissions through the adoption of an ordinance. The ordinance would include topics such as:

- Creation of a Board/Commission/Committee. The ordinance would include the purpose and the scope of the advisory. This section is key because it defines the body's authority and identifies specific expectations of the advisory body.
- Membership. This ordinance should define which individuals may participate on the Board/Commission/Committee. For example, is membership limited to registered electors of Keystone or are property owners permitted membership? The ordinance should define the appropriate size of the advisory body and that Town Council appoints the members.
- Term limits. Town Council may want to consider term limits for members of the advisory bodies.
- Vacancies. The process of filling vacancies should be defined.
- Removal. The ordinance should include a process for removal of members.
- Meetings, officers, bylaws. The ordinance may define requirements for meetings, officers, and bylaws of the advisory body.
- Staff liaison. Typically, an enabling ordinance would identify the staff liaison for the advisory body.

Included with this staff report are examples of ordinances creating advisory bodies from other municipalities. An important consideration in organizing advisory bodies is the administrative time needed to support the advisory body.

The goal with the work session is to begin the conversation of forming advisory bodies.

Attachment:

- Attachment 1: Centennial Boards and Commissions
- Attachment 2: Silverthorne Arts and Culture Advisory Board
- Attachment 3: Steamboat Boards and Commissions

ARTICLE 4 Boards, Commissions and Committees

Division 1 Regulations of General Applicability

Sec. 2-4-10. Applicability and reference.

- (a) This Division shall apply to the Audit Committee, the Investment Committee, the Budget Committee, the Election Commission, the Open Space Advisory Board, the Planning and Zoning Commission, the Senior Commission, and any other board, commission or committee created by the City, except the Youth Commission and Fiber Commission, as and if in existence, and except to the extent provided by ordinance or resolution.
- (b) This Division shall not apply to Annual Appointment Committees except to the extent provided by Section 2-4-40 below or to other ad hoc committees or subcommittees of or formed from time to time by the City Council.
- (c) Codified regulations governing specific boards, commissions and committees may be found in the following locations:
 - (1) Audit Committee: Article 6 of Chapter 4 of this Code.
 - (2) Budget Committee: Article 7 of Chapter 4 of this Code.
 - (3) Election Commission: Division 1 of Article 6 of Chapter 2.
 - (4) Investment Committee: Article 5 of Chapter 4 of this Code.
 - (5) Open Space Advisory Board: Division 2 of this Article 4 of Chapter 2.
 - (6) Planning and Zoning Commission: Section 12-13-202 of the Centennial Municipal Code (Centennial Land Development Code).
 - (7) Senior Commission: Division 3 of Article 4 of Chapter 2.
 - (8) Youth Commission: Division 4 of this Article 4 of Chapter 2 (not subject to the regulations set forth in this Division as set forth in subsection (a)).

(Ord. 2012 O-21 §2; Ord. 2019-O-30 §2; Ord. 2023-O-12, §3)

Sec. 2-4-20. Definitions.

The following terms and phrases shall have the following meanings for the purposes of this Article:

Board or commission or committee means any board, commission, committee or authority to which this Article applies.

Opening means a position made available due to the expiration of a term of office or due to the creation of a new position on a board, commission or committee. An *opening* shall include regular member positions, alternate member positions and non-voting advisory member positions.

Vacancy shall mean a position made available prior to the expiration of the applicable term of office due to resignation, incapacitation, ineligibility, removal or other reason. A *vacancy* shall include regular member positions, alternate member positions and non-voting advisory member positions.

Sec. 2-4-30. Regular, alternate and non-voting positions and filling of vacancies.

- (a) Every board, commission or committee shall be comprised of the number of regular members, alternate members and non-voting advisory members as required by applicable state law, this Code or resolution.
- (b) Unless otherwise provided by ordinance or resolution, all regular and alternate members of boards, commissions or committees shall be residents of the City at all times throughout their terms of appointment.
- (c) Every board, commission and committee shall include two (2) alternate member positions, excluding the Audit Committee, the Budget Committee and the Investment Committee. The two (2) alternate member positions shall be designated as a first alternate and a second alternate. A person serving in a position as an alternate shall have the right to participate in all meetings of the board, commission or committee to the same extent as a regular member, except that a person serving in the position of alternate shall not be entitled to cast a vote on any matter.
- (d) An alternate member shall be:
 - (1) Temporarily assigned by the chair of the board, commission or committee to serve in the position of a regular member in the event of an absence of a regular member during all or any portion of a meeting of the board, commission or committee. When assigned to fill a regular position during a meeting, the alternate member shall assume all rights, duties and obligations of the regular member during the period of assignment and may cast a vote on any matter pending before the board, commission or committee. Upon the return of a regular member to a meeting prior to adjournment, the regular member shall replace the alternate member at the conclusion of the matter then under discussion.
 - (2) Named by the board, commission or committee chair as a regular member in the event of a vacancy in the position of a regular member with notice to follow to the City Clerk and City Council. If alternates are designated as first alternate and second alternate, the first alternate shall be named as the regular member to fill the vacancy first and the second alternate shall become the first alternate. Vacancies in alternate members created by such appointments shall not be filled until the time for annual appointment of citizen members by the Annual Appointment Committee as set forth in Section 2-4-40.
- (e) Boards, commissions and committees may have non-voting advisory members as established by ordinance or resolution.
- (f) City employees and current employees of City contractors, unless otherwise expressly provided by Charter or local law, shall not be eligible to serve as members of the City's boards, commissions or committees.

(Ord. 2012 O-21 §2; Ord. 2015-O-21 §1; Ord. 2019-O-30 §§3, 4)

Editor's note(s)—Ord. 2019-O-30, §3, adopted Nov. 4, 2019, changed the title of § 2-4-30 from "Regular, alternate and non-voting positions" to "Regular, alternate and non-voting positions and filling of vacancies."

Sec. 2-4-40. Annual Appointment Committee.

- (a) The City Council shall cause to be created annually at the beginning of each calendar year an ad hoc committee to be known as the Annual Appointment Committee. It shall be the duty of the Annual Appointment Committee to solicit, accept and review applications for citizen memberships to specific openings on City boards, commissions or committees and to interview and recommend appointment(s) of candidate(s) to fill all citizen openings on boards, commissions or committees.

-
- (b) Membership on an Annual Appointment Committee will be comprised of five (5) persons. Unless otherwise determined by the City Council, two (2) members shall be Council Members selected by the City Council, two (2) members shall be regular or alternate members of any of the boards, commissions or committees of the City, and one (1) member shall be either an administrative staff person or a resident of the City, as selected by the City Manager.
 - (c) The City Clerk shall determine the appropriate process for the solicitation of candidate(s) to fill citizen opening(s) on boards, commissions or committees. At a minimum, such process shall include publication of a notice of openings, candidates' submission of an application and summary of qualifications, and an interview of qualified candidates. The Annual Appointment Committee shall make and submit to the City Council, by March 1 of each year, a written recommendation of citizen member appointment(s) in a form to be approved by the City Clerk. An Annual Appointment Committee's recommendation(s) for appointment shall identify one (1) candidate for each opening and, when possible, one (1) additional candidate as a secondary recommendation in the event a recommended candidate withdraws prior to appointment or is not selected for appointment by the City Council.
 - (d) The Annual Appointment Committee shall endeavor to recommend citizen member candidates possessing the skills, interests and experience that will best serve and complement the relevant board, commission or committee's existing membership and expertise. The diversity of representation upon a board, commission or committee based on the members' district residency shall not be a factor for selection, except that such diversity may be considered where two (2) or more candidates are otherwise equally qualified to fill an opening.
 - (e) The Annual Appointment Committee shall be automatically dissolved upon the City Council's appointment(s) of members to the openings on the boards, commissions or committees.

(Ord. 2019-O-30 §5)

Editor's note(s)—Ord. 2019-O-30, §5, adopted Nov. 4, 2019, repealed the former § 2-4-40, and enacted a new § 2-4-40 as set out herein. The former § 2-4-40 pertained to Appointment Committees and derived from Ord. 2012 O-21 §2.

Sec. 2-4-50. Length and commencement of terms.

- (a) The term of all appointments of citizen members to a board, commission or committee of the City subject to this Division shall be three (3) years.
- (b) The term of all appointments of citizen members to a board, commission or committee of the City subject to this Division shall always commence on April 1 of the relevant year.

(Ord. 2019-O-30 §6)

Editor's note(s)—Ord. 2019-O-30, §6, adopted Nov. 4, 2019, repealed the former § 2-4-50, and enacted a new § 2-4-50 as set out herein. The former § 2-4-50 pertained to the appointment to an opening on a board, commission or committee and derived from Ord. 2012 O-21 §2.

Sec. 2-4-60. Limits on appointments and number of terms.

- (a) No person may serve at any time as a citizen member on more than one (1) board, commission or committee of the City subject to this Division.
- (b) No citizen appointed member of a board, commission or committee of the City subject to this Division may serve more than two (2) consecutive terms on any one (1) board, commission or committee of the City, but

such person may serve on a different board, commission or committee of the City if appointed, subject to the limits set forth herein.

- (1) A person who has been limited from serving because such person has already served the number of terms allowed by this subsection may not serve on the same board, commission or committee of the City until an interim full three-year term has elapsed.
- (2) The term during which a person serves as an alternate citizen member on a board, commission or committee of the City and any term in which such alternate member is assigned to fill a regular member vacancy shall not count as a term for purposes of determining the limits on number of terms set forth herein.
- (3) City Council may by resolution waive the otherwise applicable limit on number of terms applicable to any person if it determines that an insufficient number of qualified applicants have applied for appointment to the board, commission or committee on which such person serves.

(Ord. 2019-O-30 §7)

Editor's note(s)—Ord. 2019-O-30, §7, adopted Nov. 4, 2019, repealed the former § 2-4-60, and enacted a new § 2-4-60 as set out herein. The former § 2-4-60 pertained to the appointment to a vacancy on a board, commission or committee and derived from Ord. 2012 O-21 §2.

Sec. 2-4-70. Reappointment.

Subject to the limitation on terms set forth in Section 2-4-60, an incumbent regular, alternate or non-voting advisory member previously appointed to an opening on a board, commission or committee may seek re-appointment to an opening on the same board, commission or committee. To apply for re-appointment, such incumbent member shall be required to submit an application and summary of qualifications as required of all other candidates by the Annual Appointment Committee pursuant to Section 2-4-40 above.

Sec. 2-4-80. Meeting stipend.

Board, commission and committee members may be entitled to a meeting stipend for meeting attendance in an amount established by resolution of the City Council. A member of any board, commission or committee may additionally receive reimbursement of reasonable expenses related to the functions of the board, commission or committee to the extent provided by resolution.

Sec. 2-4-90. Removal.

Board, commission and committee members serve at the pleasure of the City Council and may be removed by resolution of the City Council with or without cause and with or without notice and hearing, at the sole discretion of the City Council. Removal by the City Council shall customarily be imposed where the City Council finds a member engaged in any of the following:

- (1) Failure to comply with applicable statutes, ordinances, resolutions or laws;
- (2) Continuing obstructive, offensive, argumentative or disrespectful behavior that diminishes the effectiveness of the board, commission or committee's ability to conduct business and/or to make recommendations to the City Council;
- (3) Unexcused absences which, in the opinion of the majority of the board, commission or committee, render the member unable to be an effective participant on the board, commission or committee; or

-
- (4) Disclosure of confidential information of the board, commission or committee, including disclosure of preliminary drafts of reports and work product, as defined in the Colorado Open Records Act, as may be amended from time to time.

Sec. 2-4-100. Bylaws.

Boards, commissions and committees may adopt and from time to time amend bylaws for their proper operation as the members deem expedient, which shall be consistent with the laws of the State and the City. A copy of the bylaws and any amendments shall be made available on the City's website and provided to the City Council promptly after adoption by the board, commission or committee. The City Council shall have the right to establish, amend, alter or modify the bylaws of any board, commission or committee.

Division 2 Open Space Advisory Board

Sec. 2-4-200. Open Space Advisory Board creation and composition.

There is hereby created an advisory board to be known as the Open Space Advisory Board ("Board") for the City. The Board shall be comprised of five (5) regular members and two (2) alternate members. All appointments shall be for three-year terms.

Sec. 2-4-210. Purpose.

The Board's purpose and function is to, upon referral from the City Council: (1) review and provide the City Council with advice on proposed park, open space, trail or recreation policies, projects, land acquisitions or dispositions and plans; and (2) advise the City Council on other matters as may be referred to the Board by the City Council. The City Council, as an elected body, shall continue to exercise, in its sole discretion, all authority on the priority of and allocation of City funds to proposed park, open space, trail or recreation projects and plans, and nothing contained herein shall restrict the City Council from taking any action related to parks, open space, trails or recreation projects, including but not limited to the expenditure of monies, acquisition or disposition of lands, approval of projects or the adoption of policies. Furthermore, the review and recommendation of parks, open space, trails and recreation projects by the Board shall not be a substantive or procedural requirement prior to any City Council or administrative action on any such matter.

Sec. 2-4-220. Criteria for appointment.

Regular and alternate members shall be appointed at-large from the Council Districts of the City. The following factors shall be considered, when possible, by the Annual Appointment Committee in making recommendations to the City Council for appointment of regular and alternate members to the Board:

- (1) When possible, representation to the Board shall be equally distributed from among residents of all Council Districts.
- (2) Appointees should demonstrate commitment and ability to attend meetings on a regular basis.
- (3) Appointees should be without conflicts or potential conflicts of interest. Without limitation, a conflict shall be presumed by an applicant's employment with, appointment to or affiliation with any governmental or quasi-governmental entity or other entity which has or may seek funding or special consideration from the City and which relates to any matter within the purview of the Board to consider and upon which to make recommendations.
- (4) Consideration should be given to the appointees' motivation for seeking appointment to the Board.

-
- (5) Expertise in the field of parks, open space, trails or recreation planning, development or services shall be preferred.
 - (6) Past board, commission or committee experience and familiarity with rules and procedures for public meetings shall be preferred.

Division 3 Senior Commission

Sec. 2-4-300. Senior Commission creation and composition.

There is hereby created an advisory board to be known as the City of Centennial Senior Commission ("Commission"). The Commission shall be comprised of five (5) regular resident citizen members, two (2) alternate members and up to three (3) non-voting advisory members. Non-voting advisory members will be selected by the City Council from a list of interested organizations or agencies that serve the City senior community and non-voting advisory members will not be required to be residents of the City. The Mayor shall select one (1) member of the City Council to act as liaison with the Commission.

Sec. 2-4-310. Purpose.

- (a) The Senior Commission shall encourage senior citizen involvement in community issues by, among other things:
 - (1) Advising the City Council on matters affecting seniors;
 - (2) Serving as a forum for the expression of ideas, needs, concerns and goals relating to community issues, particularly as they may affect seniors;
 - (3) Offering hands-on experience and learning by and for seniors of our community;
 - (4) Enlisting community-wide participation in resolving senior concerns; and
 - (5) Providing seniors opportunities to participate with other citizens in activities and programs that benefit all of the citizens of the City.
- (b) The Senior Commission is an advisory board only, intended to provide recommendations and advice to the City Council. The Commission shall not have any express or implied power to act as the final decision making authority on any issue that impacts or binds the City.

(Ord. 2012 O-21 §2)

Division 4 Youth Commission

Sec. 2-4-400. Youth Commission creation and composition.

There is hereby created an advisory board to be known as the City of Centennial Youth Commission ("Commission"). The Commission shall be comprised of nine (9) regular members between the ages of thirteen (13) and eighteen (18) years, two (2) alternate members between the ages of thirteen (13) and eighteen (18) years and up to three (3) non-voting advisory members. All appointments shall be for two-year terms regardless of a change in membership status from alternate member to regular member. Terms of regular and alternate members shall automatically expire upon their nineteenth birthday. The non-voting advisory members shall provide advice and act as community and informational resources to the Commission. The Mayor shall select one (1) member of City Council to act as liaison with the Commission.

Sec. 2-4-410. Selection.

All Commission members shall be selected in accordance with the bylaws of the Commission.

Sec. 2-4-420. Purpose.

- (a) The Youth Commission shall encourage youth involvement in community issues by, among other things:
 - (1) Advising the City Council on matters affecting youth;
 - (2) Serving as a forum for the expression of ideas, needs, concerns and goals relating to community issues, particularly as they may affect youth;
 - (3) Offering hands-on experience and learning to the youth of the community; and
 - (4) Enlisting community-wide participation in resolving youth concerns.
- (b) The Youth Commission is an advisory board only, intended to provide recommendations and advice to the City Council. The Commission shall not have any express or implied power to act as the final decision making authority on any issue that impacts or binds the City.

(Ord. 2012 O-21 §2)

ARTICLE IV. BOARDS AND COMMISSIONS¹

DIVISION 1. GENERALLY

Sec. 2-201. Appointment, removal of members.

- (a) The city council shall appoint members to city boards, committees or commissions who are residents of the city and up to two (2) members only of all city boards, committees or commissions (unless otherwise specified and excluding the planning commission, whose membership is defined in the city home rule Charter and the board of adjustment) may reside outside of the city limits, but within the Routt County boundary. Terms for all board, committee and commission members shall remain effective until a replacement is ratified by city council, unless a member resigns, in which case the seat will remain vacant until filled.
- (b) The city council may remove any member by majority vote for conflict of interest violation, any other violation of applicable law, regulation, or policy, nonattendance to duty, failure to attend three (3) consecutive regularly scheduled meetings without a leave of absence approved by a majority of the board or commission, or any other cause.
- (c) The city council shall fill any vacancy for the remainder of the term.

(Ord. No. 1608, § 1, 6-16-98; Ord. No. 1911, § 1, 8-19-03; Ord. No. 2190, § 1, 6-17-08; Ord. No. 2253, § 1, 7-7-09; Ord. No. 2484, § 9, 1-7-14)

Sec. 2-202. Alternate members.

The city council may appoint alternate members as deemed appropriate. Alternate members shall attend meetings of the board or commissions to which they are appointed. An alternate member shall vote only if in the absence of a regular member of a board or commission; provided that an alternate member shall not vote on matters that are on the record unless:

- (1) The alternate was present at the hearings or meetings at which evidence on the matter was presented;
or
- (2) The alternate has listened to audio or video tapes of such hearings or meetings.

(Ord. No. 2484, § 10, 1-7-14)

Sec. 2-203. Meetings; officers.

Each city board or commission shall:

- (1) Hold regular monthly meetings;

¹Charter reference(s)—Election commission, § 2.9; boards and commissions, § 5.1 et seq.

-
- (2) Keep minutes of its meetings and records of its transactions which are publicly available;
 - (3) Appoint a chair, vice-chair and secretary. The secretary may be a city employee;
 - (4) Conduct its meetings under the rules of conduct set forth in division 2 of this article;
 - (5) Hold all meetings open to the public, after notice of date, time, place and subject matter of the meeting, and provide an opportunity for public comment at the meeting; and
 - (6) Unless otherwise provided by law, conduct all quasi-judicial hearings under the procedures prescribed by article III, division 3.

Sec. 2-204. Quorum.

Unless otherwise provided by law, three (3) members of each board constitute a quorum, and each board or commission shall act only on an affirmative vote of at least three (3) members.

Sec. 2-205. Authority.

Unless otherwise provided by law, each city board or commission is authorized to:

- (1) Hold special meetings at any time upon the call of a quorum and after at least twenty-four (24) hours' notice to members and as much public notice as is practicable under the circumstances;
- (2) Administer oaths;
- (3) Request of the city council the issuance of subpoenas to require the presence of persons and the production of writings, papers, books, documents, records or tangible things necessary to its proceedings.
 - a. The secretary of the board or commission shall issue subpoenas upon written request therefor.
 - b. Subpoenas shall be served in accordance with the provisions of Colorado Rules of Civil Procedure, Rule 45(c), except that no witness fees or mileage shall be paid.
 - c. No person shall fail to obey a subpoena issued by a board or commission.

Sec. 2-206. Compensation of members; members not to hold other city office.

Except as otherwise provided by law, all members of city boards and commissions shall serve without pay, shall serve until their successors take office, and shall not be employed by the city, but the secretary of any board or commission may be a city employee.

(Ord. No. 2645, § 1, 5-1-18)

Sec. 2-207. Voting.

If a member of a city board or commission is present at a meeting and refuses to vote, the member's vote shall be recorded in the affirmative. No member is excused from voting except on approving minutes of a meeting that the member did not attend, on a matter creating a conflict of interest under article II, division 2 or on consideration of such member's conduct in the business of the board or commission.

Secs. 2-208—2-230. Reserved.

DIVISION 2. RULES OF PROCEDURE AND CONDUCT OF MEETINGS

Sec. 2-231. Procedure for boards and commissions of the city.

- (a) The procedures in this division are intended to govern the actions of all boards, commissions and committees of the city in the general conduct of their business and to serve as a reference in settling parliamentary disputes. In handling routine business, the board, commission or committee may by general consent use a more informal procedure than that set forth in this division.
- (b) The procedures in this division may be suspended at any time by vote of two-thirds of the members of the board, commission or committee present.

Sec. 2-232. Presiding officer; chair.

The chair of the board, commission or committee is responsible for conducting its meetings in an orderly and democratic manner and assuring that minority opinion may be expressed and that the majority is allowed to rule. At the same time, the chair retains all of the prerogatives of a duly appointed member; the chair may make and second motions and take part in discussions and must vote on all matters not involving the chair's personal financial interest or the chair's official conduct.

Sec. 2-233. Agenda.

- (a) The agenda is distributed to members no later than three (3) days preceding meetings, whether regular, special, or continued. Items generally shall not be added, but may be added or deleted with the consent of the chair. Notice shall be given as provided in the Charter by posting in three (3) locations within the city. However, failure to give such notice shall not invalidate any action taken by the board, commission or committee, and such provision shall not apply at all to items adopted by emergency. Items are placed on the agenda by the staff, with the approval of the city manager.
- (b) The order of the agenda shall be generally as follows:
 - (1) Call to order and roll call;
 - (2) Approval of minutes. Minutes of the previous meeting must either be read and approved or made available beforehand and approved. Opportunity must be given in either case for correction of the minutes;
 - (3) Public comments. An opportunity is provided for members of the public to speak to the board, commission or committee on matters not scheduled on the regular agenda. Comments should be limited to a three-minute time period. The board, commission or committee will make no decision or take any action, except to schedule the matter for discussion at a later date;
 - (4) Unfinished business;
 - (5) New business;
 - (6) Recess. At any point in the agenda, the chair may declare a recess until a specified time;
 - (7) Staff reports;

(8) Members' reports;

(9) Adjournment.

(Ord. No. 2484, § 11, 1-7-14)

Sec. 2-234. Rules of speaking.

- (a) To obtain the floor, a board, commission or committee member or staff member addresses the chair.
- (b) To assign the floor, the chair recognizes by calling out the person's name. Only one person may have the floor at a time. A person shall not speak while another has the floor. The chair will generally next recognize the person who first asks for the floor after it has been relinquished.
- (c) During citizen participation or public hearings, members of the public are recognized by the chair. Citizens will be asked to identify themselves for the record. No person shall make a presentation (not including questions) longer than three (3) minutes, unless given permission by the chair before beginning to speak.
- (d) All board, commission or committee members, staff members and members of the public are requested to direct their remarks to the action which they are requesting. Speakers engaging in personal attacks may be interrupted by the chair.

(Ord. No. 2484, § 12, 1-7-14)

Sec. 2-235. Procedure for handling motions.

- (a) A board, commission or committee member, after obtaining the floor, makes a motion. If long and involved it should be in writing. The member may state reasons briefly before making the motion; but may argue the motion only after it has been seconded; and having spoken once may not speak again until everyone who wishes to be heard has had the opportunity to speak, except to answer questions asked by other members. Having made a motion, a member may neither speak against it nor vote against it.
- (b) Another member seconds the motion. All motions require a second, to indicate that more than one member is interested in discussing the question. The seconder does not, however, have to favor the motion in order to second it; if there is no second, the chair shall not recognize the motion.
- (c) The chair states the motion and asks for discussion.
- (d) General debate and discussion follow, if desired. Board, commission or committee members, the city manager or the city attorney, when wishing to speak, shall follow the rules of speaking outlined above. The speaker's position on the motion should be stated directly: "I favor this motion because ...," "I am opposed to this because ...," etc. Remarks should be addressed to the chair.
- (e) The chair restates the motion and puts the question before the board, commission or committee by voice vote. The chair announces the result of the vote. If the chair is in doubt of the result of the voice vote, the president may call for raising of hands or a roll call vote. If any member is in doubt of the result of a voice vote, the councilmember may obtain a vote by raising of hands or by roll call by asking for it, without need to be recognized by the chair. In case of a tie vote, the motion fails.

Sec. 2-236. Procedure in handling public hearings.

The chair first announces the title or the general description of the matter coming before the board, commission or committee for public hearing and asks the staff to make a presentation, if there is any to be made, and then the members of the board, commission or committee have the opportunity to ask questions of the staff.

Created: 2024-06-21 17:12:47 [EST]

(Supp. No. 51)

Thereafter the chair opens the public hearing and recognizes those members of the public who wish to speak on the matter, if any. If any member wishes, questions may be asked of persons testifying. The chair then requests an appropriate motion. The chair then states the question, followed by discussion by the board, commission or committee, and amendments, if any. After debate, the chair restates the motion and puts the question to a vote. After the conclusion of the vote, the chair declares the matter adopted or defeated.

Sec. 2-237. Voting.

Voting ultimately decides all questions. Boards, commissions or committees may use any one of the following ways of voting:

- (1) *Voice vote.* All in favor say "aye" and all opposed say "no." The chair rules on whether the "ayes" or "nos" predominate, and the question is so decided.
- (2) *Raising of hands.* All in favor raise their hands, and then all opposed raise their hands. The chair decides which side predominates and the question is so decided.
- (3) *Roll call.* The clerk calls the roll of the members, and each member present votes "aye" or "no" as each name is called. The clerk then announces the result of the roll call vote.

Sec. 2-238. Nominations and elections.

- (a) Nominations for chair and vice-chair are made orally. No second is required, but the consent of the nominee should have been obtained in advance. Any person so nominated may at this time withdraw his or her name from nomination. Silence by the nominee shall be interpreted as acceptance of candidacy.
- (b) A motion then is made and seconded to close nominations and acted on as any motion. The voting is accomplished by raising of hands unless there is only one nomination and a unanimous vote for the candidate. The names shall be called in alphabetical order.
- (c) If it is the desire of the board, commission or committee to use paper ballots, such a procedure is proper.
- (d) If any candidate nominated receives a majority of the votes of the members present on the first ballot, such person is declared elected. If none of the candidates receives a majority on the first ballot, the candidate (plus ties) receiving the lowest number of votes is dropped as a candidate unless this elimination would leave one candidate or less for the office. Then a second vote is taken. This process continues until one candidate receives a majority of the votes of the members present and is declared elected.

Sec. 2-239. Study sessions.

Materials for study sessions generally will be made available to members of the board, commission or committee three (3) days before the meeting. Notice will be given as for other meetings. Testimony of persons other than staff is not permitted at study sessions although questions may be asked by the members of the board, commission or committee of members of the general public present at such meetings. The board, commission or committee will give direction to staff at study sessions for the presentation of action items at future regular meetings.

Sec. 2-240. Parliamentary procedure.

Except as otherwise provided herein, all matters of procedure are governed by operating procedures established by rule.

(Ord. No. 2484, § 13, 1-7-14)

Secs. 2-241—2-270. Reserved.

DIVISION 3. RESERVED²

Secs. 2-271—2-310. Reserved.

DIVISION 4. BOARD OF ADJUSTMENT³

Sec. 2-311. Membership and organization.

- (a) The membership of the board of adjustment shall consist of five (5) members appointed by the council. Each member shall be appointed for a term of three (3) years in such a manner that the terms of no more than three (3) members expire in any one year. Appointments to fill vacancies are to be made only for the unexpired portion of the term. The council may remove any member of the board without cause.
- (b) The board shall elect from its membership its own officers, who shall serve annual terms and may succeed themselves. The board shall adopt such rules and regulations as it deems necessary for its procedure. The concurring vote of a majority of the members of the board shall be necessary in order to decide in favor of the petitioner any matter which comes before it pursuant to chapter 26 of this Code.

(Code 1975, § 16.394.010; Ord. No. 1610, § 1, 7-7-98; Ord. No. 2048, § 1, 5-2-06; Ord. No. 2484, § 15, 1-7-14)

Secs. 2-312—2-335. Reserved.

DIVISION 5. BOARD OF APPEALS⁴

Sec. 2-336. Reserved.

Editor's note(s)—Ord. No. 2484, § 16, adopted Jan. 7, 2014, deleted § 2-336, which pertained to the creation of the board of appeals and derived from Ord. No. 1912, § 1, adopted Sept. 9, 2003.

Sec. 2-337. Membership.

Uniform Building Code (includes Plumbing, Mechanical, Swimming Pool, Solar Energy, Abatement of Dangerous Buildings and National Electric Codes): The council accepts the membership of this board of appeals as appointed by the Routt County Board of Commissioners and pursuant to the terms in the joint city-county intergovernmental agreement for building department services.

²Editor's note(s)—Ord. No. 2776, § 16(Exh. M), adopted Nov. 17, 2020, repealed former Div. 3, §§ 2-271—2-273, in its entirety which pertained to the architectural review commission, and derived from Ord. No. 1807, § 1, 9-4-01, Ord. No. 2484, § 14, 1-7-14.

³Cross reference(s)—Community Development Code, ch. 26.

⁴Cross reference(s)—Buildings and building regulations, ch. 5.

Uniform Fire Code: The council may appoint one member to serve on this five- member board of appeals as the city's representative, and this member shall follow the membership terms provided by the Routt County Board of Commissioners.

(Ord. No. 1912, § 1, 9-9-03)

Secs. 2-338—2-360. Reserved.

DIVISION 6. HISTORIC PRESERVATION COMMISSION⁵

Sec. 2-361. Established.

There is hereby established a historic preservation commission ("HPC" or "commission") for the city.

(Ord. No. 2624, § 2, 11-14-17)

Sec. 2-362. Membership; appointment and term of members.

- (a) The commission shall be comprised of five (5) members and two (2) alternates, with no more than two (2) members residing outside the city boundaries, but within the Routt County boundary. The members shall have the responsibilities set forth in this section.
- (b) All members of the commission shall have demonstrated interest, knowledge, or formal training in historic preservation and related fields including history, architecture, landscape architecture, architectural history, archaeology, planning, building trades, cultural geography, cultural anthropology, real estate, or law and be supportive of historic preservation. At least two (2) regular members of the commission shall be professionals in preservation whose qualifications, to the extent possible, conform to the Secretary of the Interior's Professional Qualifications Standards [36 C.F.R. Part 61] regarding composition of the commission.
- (c) The five (5) members and one alternate of the commission shall be appointed by the city council. All terms shall be three (3) years in duration. Should a position become vacant, city council may appoint a new member who shall serve out the remainder of the unexpired term.
- (d) The commission shall annually elect from its membership a chairperson. The chairperson may serve successive terms.
- (e) In addition to the commission membership described above, the commission may invite representatives of the following organizations to participate in commission meetings as non-voting ex officio members. Their attendance shall be discretionary: Steamboat Springs Planning Commission, Steamboat Springs City Council and the Routt County Regional Building Department.

(Ord. No. 2624, § 2, 11-14-17)

⁵Editor's note(s)—Prior to inclusion of Ord. No. 2624, art. IV, div. 6 was entitled "Centennial Commission" which was deleted by Ord. No. 2445, adopted Jan. 8, 2013, and had derived from: Code 1975, §§ 2.37.010, 2.37.020; and Ord. No. 1629, § 1, adopted Nov. 3, 1998.

Sec. 2-363. Powers and duties; meetings.

- (a) The commission shall establish and publish administrative rules, regulations and procedures regarding its duties under this section and under the Community Development Code article 1, chapter 26.
- (b) The commission shall set a regular meeting time, day and place and cause same to be published to the community at least seventy-two (72) hours in advance of any such regular or special meeting of the commission. The commission shall report to city council on its activities annually.

(Ord. No. 2624, § 2, 11-14-17)

Secs. 2-364—2-385. Reserved.

DIVISION 7. RESERVED⁶

Secs. 2-386—2-410. Reserved.

DIVISION 8. RESERVED⁷

Secs. 2-411—2-435. Reserved.

DIVISION 9. PARKS AND RECREATION COMMISSION⁸

Sec. 2-436. Created.

There is created a parks and recreation commission for the city, which shall consist of seven (7) members.
(Code 1975, § 2.25.010; Ord. No. 2484, § 18, 1-7-14)

Sec. 2-437. Membership; appointment and term of members.

Members of the parks and recreation commission shall be appointed by the city council. The parks and recreation commission shall consist of seven (7) members, two (2) of whom may reside in the county outside of

⁶Editor's note(s)—Ord. No. 2484, § 17, adopted Jan. 7, 2014, deleted div. 7, §§ 2-386—2-388, entitled "Historic Preservation Advisory Commission", which derived from: Ord. No. 1672, § 1, adopted Apr. 6, 1999; Ord. No. 1784, § 1, adopted Feb. 20, 2001; Ord. No. 1793, § 1, adopted May 1, 2001; and Ord. No. 1999, § 1, adopted June 21, 2005. The historic preservation commission provisions are addressed in § 26-84(d) of this Code.

⁷Editor's note(s)—Ord. No. 2466, § 1, adopted Aug. 6, 2013, deleted div. 8, §§ 2-411—2-413, entitled "Urban Redevelopment Authority Advisory Committee", which derived from Ord. No. 2186, § 1, adopted June 3, 2008.

⁸Editor's note(s)—Formerly entitled "Parks and Recreation Advisory Commission". Renamed by Ord. No. 2484.

Cross reference(s)—Parks and recreation, ch. 16.

the corporate limits of the city but within school district RE-2. All commission members shall have resided within the county for a period of at least one year. The city council's selection process should ensure that the commission is made up of individuals who represent a wide cross section of the community to adequately represent the interests of all age groups served by the city parks and recreation department. Ex officio members, without vote, shall be as follows: the city manager and a representative designated by the city board of education. Members shall serve for a term of two (2) years or until their successors are appointed and qualified. The terms of the members shall be staggered so that the number of terms on the commission expiring in any year shall not differ by more than one from the number of terms expiring in any other year. Such terms shall expire on March 31 of the appropriate year. A vacancy occurring before the expiration of a term shall be filled by appointment of the city council for the remainder of the unexpired term.

(Code 1975, § 2.25.040; Ord. No. 1579, § 1, 11-18-97; Ord. No. 2484, § 18, 1-7-14)

Sec. 2-438. Powers and duties.

- (a) The parks and recreation advisory commission shall have the power and duty to:
- (1) Act in an advisory capacity to the city council in all matters pertaining to parks and recreation programs and services;
 - (2) Consider the annual budget for parks and recreation programs during the process of its preparation and make recommendations with respect thereto to the city council and the city manager;
 - (3) Advise in the planning of parks and recreation programs for the inhabitants of the city, promote and stimulate public interest therein, and, to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein;
 - (4) Recommend policies for the acquisition, development and improvement of recreation, parks and playgrounds subject to the rights and powers of the city council;
 - (5) Inquire into all programs proposed by and be entitled to access to information from the parks and recreation department concerning programs and services affecting parks and recreation.
 - (6) The ice rink advisory committee shall advise the parks and recreation commission on issues related to the ice rink. The parks and recreation commission shall appoint members of the ice rink advisory committee. The ice rink advisory committee shall consist of seven (7) members with two-year terms. The members' terms shall be staggered, with three (3) expiring one year and four (4) expiring the next.
- (b) The following delineate some of the ways the commission can carry out its duties and responsibilities as outlined in this section:
- (1) Give due attention and study to recreation and park services as they affect the welfare of the people of the city;
 - (2) Interpret the recreation and park services of the department of parks and recreation to the community;
 - (3) Interpret community recreation and park needs to each of the public jurisdictions participating in leisure services through public input as deemed necessary by the commission;
 - (4) Take initiative in planning for future recreation and park areas and facilities as well as determining means of bringing present areas and facilities up to an acceptable standard;
 - (5) Serve as a sounding board against which the department of parks and recreation, the city council and the city staff may test their plans and ideas for the coordinated operation of an effective parks and recreation program;

-
- (6) Recommend legislative policy to the city council and the parks and recreation department, although adoption of policy will remain the prerogative of the city council;
 - (7) Encourage individuals and citizen groups to give funds, property and manpower for the development and operation of the parks and recreation program to serve the community.

(Code 1975, §§ 2.25.020, 2.25.030; Ord. No. 2603, § 1, 4-18-17)

Secs. 2-439—2-460. Reserved.

DIVISION 10. PLANNING COMMISSION⁹

Sec. 2-461. Planning policy.

The city council believes that planning should be made for the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the city and its environs which will, in accordance with future needs, best promote health, safety, morals, order, prosperity and general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provision for traffic, the promotion of safety from fire and other danger, the promotion of healthful and convenient distribution of population, wise and efficient expenditure of public funds and adequate provision of public utilities and other public requirements.

(Code 1975, § 2.25.020)

Sec. 2-462. Membership.

The city planning commission is composed of seven (7) members.

(Ord. No. 1792, § 1, 5-1-01; Ord. No. 2484, § 19, 1-7-14)

Sec. 2-463. Powers and duties.

- (a) The planning commission shall have the powers granted and shall perform all the duties imposed by article III of chapter 26 of this Code or other applicable ordinances of the city, as amended from time to time.
- (b) The planning commission shall review and recommend a comprehensive plan for the physical development of the city. The city council shall review the recommended comprehensive plan and consider it for approval.
- (c) The planning commission shall periodically recommend updates on the comprehensive plan, for approval by the city council.
- (d) The planning commission shall review the plans of all subdivisions for conformance with city ordinances and the comprehensive plan and shall recommend to the council to either approve, revise or reject such plans. The planning commission may from time to time advise the council as to the prescribed design criteria and the comprehensive plan.
- (e) The planning commission shall have all the powers granted and shall perform all the duties imposed by article III of chapter 26 of this Code, or other ordinances of the city, as amended from time to time.

⁹Cross reference(s)—Community Development Code, ch. 26.

-
- (f) The planning commission shall recommend such changes to relevant ordinances and other regulations as it deems desirable to aid in accomplishing its assigned duties.
 - (g) The planning commission shall perform such other tasks as may be assigned by the city council.
 - (h) The commission shall have all the powers granted and shall perform all the duties imposed by C.R.S. tit. 31, art. 23, pt. 2 [§ 31-23-201 et seq.].

(Code 1975, §§ 2.28.030, 2.28.050)

Secs. 2-464—2-485. Reserved.

DIVISION 11. RESERVED¹⁰

Secs. 2-486—2-510. Reserved.

DIVISION 12. RESERVED¹¹

Secs. 2-511—2-515. Reserved.

DIVISION 13. RESERVED¹²

Secs. 2-516—2-519. Reserved.

DIVISION 14. RESERVED¹³

Secs. 2-520—2-530. Reserved.

¹⁰Editor's note(s)—Ord. No. 2265, § 1, adopted Aug. 4, 2009, repealed div. 11, §§ 2-486—2-488, which pertained to the Steamboat Springs Water Committee and derived from Ord. No. 2193, § 1, adopted July 1, 2008.

¹¹Editor's note(s)—Ord. No. 1586, § 1, adopted Dec. 16, 1997, repealed §§ 2-511, 2-512 in their entirety. Formerly, said sections pertained to the Yampa River Valley Film Board and derived from §§ 2.26.010, 2.26.020 of the 1975 Code.

¹²Editor's note(s)—Ord. No. 2484, § 20, adopted Jan. 7, 2014, deleted div. 13, § 516, entitled "Howelsen Hill Commission", which derived from Ord. No. 1281, adopted June 2, 1992; Ord. No. 1580, §§ 1 and 2, adopted Dec. 2, 1997; and Ord. No. 1785, § 1, adopted March 6, 2001.

¹³Editor's note(s)—Ord. No. 2305, § 1, adopted Feb. 2, 2010, repealed div. 14, which pertained to the tennis advisory commission and derived from Ord. No. 1922, § 1, adopted Nov. 18, 2003.

DIVISION 15. GOLF MANAGEMENT COMMITTEE¹⁴

Sec. 2-531. Purpose.

The purpose of this Division is to clarify the role of the Golf Management Committee which shall provide policy guidance and recommendations on all golf course operations, including but not limited to food and beverage operations, pro shop operations, maintenance operations and the marketing plan.

(Ord. No. 1567, § 1, 10-7-97; Ord. No. 2813, § 1, 7-6-21)

Sec. 2-532. Membership; terms of members; organization.

- (a) The golf management committee shall consist of five (5) members appointed by city council. The city manager and the finance director, or their designees shall be ex officio, nonvoting members of the committee.
- (b) One (1) of the five (5) city council appointed members shall be actively involved in the lodging community.
- (c) Each city council appointed member shall serve a term of three (3) years beginning November 1 of the appropriate year.
- (d) Appointments to fill vacancies shall be made only for the unexpired portion of the term.
- (e) The city council may remove any committee member at any time for any reason.
- (f) The committee shall meet at least monthly at such time and place to be determined by the committee.
- (g) The committee shall elect from its membership its own officers, who shall serve annual terms and may succeed themselves. The committee shall adopt such rules and procedures as it deems necessary for effective meetings.

(Ord. No. 1567, § 1, 10-7-97; Ord. No. 2813, § 1, 7-6-21)

Sec. 2-533. Compensation.

All members shall serve without compensation except for such amounts determined appropriate by the city manager to offset expenses incurred by committee members in the performance of their duties as committee members. All city council appointed committee members shall receive an individual golf course and Family Howelsen Hill ski privileges for the time period in which they serve on the committee.

(Ord. No. 1567, § 1, 10-7-97; Ord. No. 2813, § 1, 7-6-21)

¹⁴Cross reference(s)—Parks and recreation, ch. 16.

Sec. 2-534. Powers and responsibilities.

The committee shall report directly to the city manager or designee.

The golf management committee shall have the following powers and responsibilities:

- (a) Providing policy guidance to the parks and recreation director, the golf course superintendent, the food and beverage concessionaire and the golf professional at the golf course;
- (b) Making recommendations regarding the golf course to ensure the highest level of service and quality is maintained in all operations;
- (c) Making recommendations to the city manager relative to establishing policies concerning the golf course, including, but not limited to setting rates and fees and regulating access and use of the facilities;
- (d) Making recommendations to the city manager concerning the need to enter into, modify or terminate agreements affecting the operations of the golf course;
- (e) Making recommendations to the parks and recreation director concerning the annual performance of the golf course superintendent and the head golf pro.
- (f) Evaluating concessionaire agreements and performance of concessionaires relative to golf course operations and making appropriate recommendation to the city manager;
- (g) Subject to the availability of funds specifically provided therefor in the adopted operating budget for the golf course and approval by the city manager, attending training and golf course operations related seminars.
- (h) Making recommendations to the city manager as to the annual golf course budget;
- (i) Complying with all city ordinance, regulations and policies in the operation of the committee and the golf course.
- (j) Complying with all golf course policies expected of guests and being a positive representative of the course.

(Ord. No. 1567, § 1, 10-7-97; Ord. No. 2813, § 1, 7-6-21)

Sec. 2-535. Relationship to city council.

The committee may make policy recommendations to the city council regarding any proposals or opportunities to expand the city's involvement in public golf programs and/or facilities, expanding the golf course, issuing debt for capital improvements and purchasing property.

(Ord. No. 1567, § 1, 10-7-97; Ord. No. 2813, § 1, 7-6-21)

DIVISION 16. RESERVED¹⁵

¹⁵Editor's note(s)—Ord. No. 2484, § 21, adopted Jan. 7, 2014, deleted div. 16, § 2-536, entitled "Community Support Committee", which derived from: Ord. No. 2110, § 1, adopted May 22, 2007; and Ord. No. 2199, § 2, adopted Aug. 5, 2008.

Secs. 2-536—2-540. Reserved.

ARTICLE II Arts and Culture Advisory Board

Sec. 5-2-1. Creation.

Pursuant to the authority conferred by § 5.1 of the Silverthorne Town Charter, there is hereby created an Arts and Culture Advisory Board (the "Board"), with the powers set forth in this Article, for the general purpose of enhancing Town Council-community discussion and feedback, as well as providing advice and recommendations to the Town Council on matters related to arts and culture.

Sec. 5-2-2. Powers.

- (a) Review. The Board shall act as an advisory board to the Town Council and in that capacity, it may hold public meetings to solicit public input regarding arts and culture or investments in arts and culture opportunities. It shall review and make recommendations concerning matters related to arts and culture as may be referred to the Board by the Town Council or Town Manager.
- (b) Liaison. The Board shall act as a liaison between the community and Town Council to enhance community-Town Council relations and to promote public awareness of the Town's arts and culture programs. It shall, from time to time, initiate, prepare and submit recommendations concerning policy matters related to arts and culture to the Town Council, staff and other boards, committees, commissions or entities to apprise the Town Council of the community's needs for investments in arts and culture.
- (c) Working groups. The Board may at its discretion establish working groups to work on specific projects or tasks. Members of working groups are not members of the Board and need not be appointed by the Town Council.
- (d) Rules. The Board shall adopt rules for transaction of business.
- (e) Land use matters. The Board shall have no power or authority to investigate, review, or otherwise participate in land use matters.

(Ord. No. 2016-05, §1)

Sec. 5-2-3. Membership; terms.

- (a) Qualifications. A Board member shall be either a resident of the Town or registered elector in the State of Colorado. If any member ceases to reside in the Town or the State of Colorado, his or her membership shall immediately terminate.
- (b) Appointment. The Town Council shall appoint not less than (3) and no more than five (5) Board members. Two (2) of these members will be Town Council representatives, and a majority of the Board shall always be comprised of residents of the Town. Appointments for Board members filling expired terms shall be held at the last regular meeting of the Town Council of the year or at a special meeting called for that purpose. When a re-appointment or replacement is made, the reappointment or replacement shall be considered effective on the date that the prior term expired. A Board member whose term has expired may continue serving until he or she is either re-appointed or until their successor is chosen.

-
- (c) Compensation. Board members shall serve without compensation, but may receive reimbursement for necessary travel and other expenses incurred on official duty when such expenditures are required for the efficient dispatch of Board business.
 - (d) Conflicts of interest. Should any Board member represent a project being reviewed, or become affiliated with an owner, developer or builder of a project being reviewed, that Board member shall abstain from any voting and participation on any action or recommendation relating to that project. The reason for abstention should be stated prior to any action taken by the Board.
 - (e) Terms. Board members shall serve terms of three (3) years, and may only serve two consecutive terms. After serving two consecutive terms, a Board member must vacate his or her position for at least one year before seeking re-appointment to another term. There shall be staggered terms of office for Board members so that one third of the Board shall be up for re-appointment each year. The system for staggered terms of membership shall be implemented as follows: one Board member shall have an initial term of one (1) year, two (2) Board members shall have terms of two (2) years, and two (2) Board members shall have terms of three (3) years. Initial Board members serving less than a full three-year term as their initial term shall be considered to have served a full three-year term for purposes of the limits on more than two successive terms.
 - (f) Ex officio members. The Town Council may appoint any number of ex officio members to the Board who shall not have any voting rights and shall not count toward a quorum.

(Ord. No. 2016-05, §1)

Sec. 5-2-4. Removal.

- (a) Board members shall be subject to removal by a two-thirds vote of the entire Town Council, for inefficiency, neglect of duty, or malfeasance in office.
- (b) The Town Council may only remove a Board member after notice and a public hearing. The notice shall include a written statement of the reasons for removal. At the hearing, the Board member shall be provided with an opportunity to respond to the statement of reasons. If the Board member fails to appear at the public hearing, the Town Council may nonetheless proceed with the removal proceedings.
- (c) For purposes of this Section, inefficiency, neglect of duty, or malfeasance in office means:
 - (1) Failing to comply with applicable statutes, ordinances, resolutions or established rules of procedure;
 - (2) Failure to follow the policies adopted by the Town Council, including without limitation the Town's Arts and Culture Strategic Plan.
 - (3) Obstructive, offensive, argumentative or disrespectful behavior which diminishes the effectiveness of the Board or its ability to conduct business; or
 - (4) Excused or unexcused absences from Board meetings which, in the opinion of the Town Council, render the Board member unable to be an effective participant in Board business.
- (d) A decision by the Town Council to remove a Board member shall be final, subject only to review by the district court pursuant to C.R.C.P. 106(a)(4).

(Ord. No. 2016-05, §1)

Sec. 5-2-5. Vacancies.

- (a) A Board position shall become vacant when a Board member: fails to meet the qualifications for the Board; dies; resigns; is removed by the Town Council; or is absent from three (3) consecutive regular Board meetings without a leave of absence given by a majority vote of the entire Board.
- (b) A vacancy shall be declared by a vote of the Town Council.
- (c) A vacancy shall be filled by the Town Council for the unexpired term by appointment.

(Ord. No. 2016-05, §1)

Sec. 5-2-6. Officers.

- (a) By majority vote of those present, the Board shall elect a Chair and Vice-Chair and create and fill such other of its offices as it may determine. The election shall be conducted at the Board's first meeting of the calendar year.
- (b) Term. All officers shall serve terms for one (1) year, with eligibility for re-election. The Board shall consider the re-election of existing officers or the appointment of new officers at the first meeting of the calendar year and following the appointment of the new Board members filling expired terms, or as soon as practical thereafter. Officers shall remain in office until their successors have been selected, and may serve consecutive terms without limit.
- (c) Vacancies. If a vacancy occurs during the term of office for any officer, the Board shall elect a new officer to fill the remainder of the term as soon as practical.
- (d) Duties of Chair. The duties of the Chair include: presiding over Board meetings and exercising parliamentary control; determining whether member absences are excused; acting as a liaison between the Board and Town Staff, between the Board and Town Council, and between the Board and the community; attending Town Council meetings; and submitting reports as required to Council.
- (e) Duties of Vice-Chair. The Vice-Chair shall act in place of the Chair in the Chair's absence, inability, or refusal to act.

(Ord. No. 2016-05, §1)

Sec. 5-2-7. Meetings.

- (a) The Board shall hold at least one (1) regular meeting each month. The date, time and place of the regular meeting shall be designated by the Board. All meetings shall be open to the public.
- (b) Robert's Rules of Order are adopted and shall govern the conduct of meetings unless suspended by a majority vote of Board members present at a meeting.
- (c) A typed agenda shall be prepared for each Board meeting and copies shall be distributed by the Chair or designee, to all members of the Board, the Recreation and Culture Director, the Town Manager, and other appropriate persons, agencies and Town staff. The agenda should follow the following format: (1) Call to Order/Roll Call; (2) Approval of Minutes; (3) Public Comments; (4) Reports of Officers and Ad Hoc Work Groups; (5) Old Business; (6) New Business; (7) Adjournment. The agenda shall be posted at least 24 hours prior to each meeting.

-
- (d) Minutes and records. The Board shall record or keep minutes of all meetings held and business transacted. All records of the Board shall be open for public inspection, except those that may be exempt from public disclosure under state law.
 - (e) Special meetings. The Chair may call special meetings to accommodate special projects and other important topics for review, discussion or recommendation, and as alternate meeting dates due to weather conditions or other scheduling difficulties. Notice of the time, place and date of the special meeting and an agenda of the special meeting to all Board members at least 24 hours prior to a special meeting.
 - (f) Quorum. No business of the Board shall be transacted except at a regular or special meeting at which a quorum of the Board is present. Three (3) Board members shall constitute a quorum. In the absence of a quorum, a convened meeting shall be continued to a date certain and adjourned.
 - (g) Vote. Approval of any measure or action brought before the Board requires a majority of those present. In the event of a dissenting vote by one (1) or more members of the Board, a roll call vote shall be recorded in the minutes of the meeting.
 - (h) Communication. All actions and recommendations to the Town Council, Town Departments, and other Town commissions or boards shall be communicated to the Town Council through the Town Manager by memorandum, formal report or through summary minutes signed by the Chair or designee.
 - (i) Executive Sessions. The Board is authorized to conduct executive sessions pursuant to the Colorado Open Meetings law, C.R.S. § 24-6-401, et seq.

(Ord. No. 2016-05, §1)

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
FROM: John Crone, Town Manager
DATE: August 13, 2024 – Town Council Meeting
SUBJECT: Resolution 2024-56, A Resolution of Town Council of the Town of Keystone, Colorado, Approving a Request for Proposals for an Independent Financial Auditor

Executive Summary:

Per State Statute and Town Charter, the Town of Keystone is required to have an independent audit of all accounts conducted annually.

Recommendation:

Review the attached RFP and direct staff to amend accordingly and approve the attached Resolution authorizing Town Staff to initiate the RFP process to retain an auditor to perform a FY 2024 financial audit.

Background:

The Town of Keystone Charter and State statutes require that an independent audit of the Town's finances is conducted within six months from the end of the fiscal year. Municipal auditors tend to book up early, so staff believes that we should contract with one as soon as possible.

Alternatives:

None

Financial Considerations:

The draft RFP estimates the fee for the auditor to range from \$10,000-\$15,000.

Previous Council Actions:

None.

Next Steps:

Approve the attached RFP and resolution authorizing staff to initiate the RFP process.

Suggested Motions:

Approval:

I move to APPROVE Resolution 2024-56, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request for Proposals for an Independent Audit of Town Finances.

Denial:

I move to DENY Resolution 2024-56, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request For Proposals for an Independent Audit of Town Finances.

Attachments:

- Resolution 2024-56, A Resolution of Town Council of The Town of Keystone, Colorado Approving a Request for Proposals for an Independent Audit of Town Finances.
- Draft Request for Proposals for Town of Keystone Independent Auditor

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-56

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPROVING A REQUEST FOR PROPOSALS FOR AN IDEPENDENT AUDIT OF
TOWN FINANCES**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, section 10.15 of the Town Charter requires that the Town must provide for an independent audit of all accounts of the Town; and

WHEREAS, section 10.15 of the Town Charter also requires that such audit must be completed within six months of the close of the fiscal year; and

WHEREAS, the Town Council finds it in the best interest of the Town to retain an independent auditor in a timely manner.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town Council authorizes Town staff to initiate the Request for Proposals (RFP) process in substantially the form attached hereto as Exhibit A. The Town Manager is authorized to publish the RFP on behalf of the Town.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of ___ in favor and ___ against, this 13TH day of August 2024.

By: _____
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: _____
Town Clerk

By: _____
Town Attorney

EXHIBIT A

Request for Proposal for Audit

August 13, 2024

This is a Request for Proposal for Auditing services for the Town of Keystone which is located in Summit County, Colorado. The Town incorporated on February 8, 2024. The Town of Keystone has one General Fund and three restricted funds, Capital Improvement, Housing and Conservation Trust funds.

The following information is attached for your review:

- 2024 budget as filed on the Division of Local Government e-filing portal
- The Town's preliminary June 30, 2024, financial statements
- There are no previous audits as this will be the first financial year following incorporation of the Town

Marchetti & Weaver, LLC (MWLLC) is the non-independent accountant for the Town. Marchetti & Weaver's office will prepare "PBC" audit workpapers on a fund accounting basis supporting the year-end financial statements for the funds and will prepare reconciling items to convert these fund statements to government-wide financial statements.

The Town is requesting you submit a proposal to audit the financial statements and prepare audit reports, including financial statements and footnotes prepared in conformity with generally accepted accounting principles. Marchetti & Weaver will write the management discussion and analysis to accompany the financial statements after the audits have been prepared in draft form.

The Town's accounting records are in an electronic format and the fieldwork may be performed remotely. MWLLC will have the audit work-papers completed in early February and the audit work can be performed at any time following that date, preferably no later than March 31st. The final audits will need to be issued no later than June 29 so they can be timely filed with the Office of the State Auditor.

We would like to receive your proposal by September 13, 2024, for consideration by the Town Council at their September 24, 2024 meeting. If you will not be able to meet this requirement, please let us know when you will be able to respond. Please provide information regarding other governmental audits your firm performs with your response. Please note the Town reserves the right to reject any and all proposals and to make the final decision based upon the Town's perception of value and suitability in its sole discretion.

Please submit your proposal via email to bethj@mwcpaa.com or to: Town of Keystone

C/O Marchetti & Weaver, LLC, 28 2nd Street, Unit 213, Edwards, CO 81632

If you have additional questions not answered by the information provided above, please contact me at

bethj@mwcpaa.com or at 970-926-6060, extension 1.

Thank you for your time in considering our request.

TOWN OF KEYSTONE, COLORADO

STAFF REPORT

TO: Mayor & Town Councilmembers
THROUGH: John Crone, Town Manager
Jennifer Madsen, Town Attorney
FROM: Madeleine Sielu, Town Clerk
DATE: August 13, 2024 – Work Session
SUBJECT: [Work Session] Short-Term Rental Process Update

Executive Summary:

The Town of Keystone has been working on transitioning the responsibilities of administration of Short-Term Rental (STR) licensing and regulations for properties in the Town of Keystone from Summit County. This process has spanned the past several months. The renewal process for Short-Term Rental licenses is expected to begin in the next two weeks. The administration of new licenses, as well as the responsibility of regulating STRs in the Town of Keystone will officially transition to the Town of Keystone on October 1, 2024. This update is meant to provide an overview of the process currently and answer any questions Town Council has related to this process.

Previous Council Actions:

May 6, 2024 – Special Meeting: Town Council approved an amendment to the Intergovernmental Agreement between the Town of Keystone regarding the incorporation of Keystone, Colorado. This agreement outlined that the Town will begin the administration and enforcement of STR licensing beginning October 1, 2024.

May 14, 2024 – Work Session: Town Council received an overview of the existing STR regulations in Summit County.

May 28, 2024 – Work Session: Town Council reviewed options for software to manage the licensing, administration, and regulation of STRs. Council also reviewed a first draft of language for the STR Ordinance.

June 11, 2024 – Regular Meeting: Town Council approved Ordinance 2024-O-07 on first reading and scheduled it for second reading. Council also approved a contract with BlueVector AI to creating licensing administration software for STR licenses.

June 25, 2024 – Regular Meeting: Town Council approved held a public hearing and approved Ordinance 2024-O-07 on second reading. Council also approved a contract with Deckard Technologies for STR identification and implementation of a 24/7 complaint hotline.

July 9, 2024 – Work Session: Town Council reviewed STR license fees.

July 23, 2024 – Regular Meeting: Town Council approved the STR license fee of \$285 for new licenses and renewal licenses, which is consistent with current fees for licenses in the resort overlay zone of unincorporated Summit County.

Software Updates:

BlueVector AI: Licensing Administration

Staff have been working with BlueVector daily to develop and implement a new licensing administration software solution for managing all the Town's core licensing functions. The focus has been primarily on developing an effective workflow for STR licensing and then replicating the software workflows for other licensing functions. At the beginning of this process, staff reached out to several of the primary STR property management companies in the area to understand what some of the strengths and weaknesses of the existing licensing process in Summit County were. This shaped the development of the software with the goal of making a process that works most effectively for hosts, owners, property management companies, residents, and the Town staff.

The software solution will allow property managers and owners with multiple properties to view all their existing licenses on a dashboard and use their data from prior years to help streamline the renewal process. Staff is working with property management companies with the highest percentage of properties in Keystone to validate the data received from Summit County and clean up inconsistencies before it is loaded into the system. Having the correct data in a consistent format will make the renewal process

smoother for everyone. Having correct data is also critical to the operations of the hotline and enforcement, because this will ensure that the contact information and properties are clearly identifiable.

Integrating the payment software system with the STR licensing application has introduced a slight delay in the process. Obtaining the appropriate documentation from the Statewide Internet Portal Authority (SIPA) required additional unexpected steps not originally considered in the project timeline. All required payment documentation has been received and staff are working with BlueVector on Quality Assurance Testing (QAT) to approve functionality of all features. After this, staff expect to complete the final data load and complete an audit of the data load. The system is expected to launch to the public in the next two weeks.

Deckard: STR Identification and 24/7 Hotline

Deckard has identified STR listings within the Keystone limits and built a preliminary database of these listings. Deckard has included a list of several STR listing websites that are unique to the Summit County area to include in the listings it compiles. Additionally, staff has worked with Deckard to develop scripts for the hotline and begin building the workflow for notifying responsible agents. Additional focus on this development, including identifying which STR listings have active STR licenses will occur after the Town has finalized the launch of the licensing application system. This will ensure that the data is consistent between the two systems.

Good Neighbor Guidelines:

When Town Council approved Ordinance 2024-O-07 Regulating Short-Term Rentals, they asked that staff provide an updated version of the Good Neighbor Guidelines before the system goes live. A copy of the proposed guidelines is included with this item as an attachment. These guidelines have been modeled after the guidelines provided by other municipalities and Summit County. Most local municipalities guidelines are very similar to these. Staff is looking for direction from Town Council on any additional items to be included in this document.

Next Steps:

The renewal process is expected to go live within the next two weeks. Staff plan to send an update to all STR owners, property managers, and responsible agents providing them with an update in the next week. Additionally, Summit County provided all of these individuals with notice of the change and with the Town's contact information when their renewal process opened. Staff have received calls and e-mails from more than 400 owners and all the major property management companies in the area. This supports the idea that people are receiving the messaging about STRs and are engaged and ready for this renewal process to begin. Staff will continue to support this process to make sure that folks are aware of this change and are in compliance by obtaining a license from the Town of Keystone by October 1, 2024.

Staff will host several different office hours sessions virtually and in-person to allow people to ask questions about the application process and get help with the software as needed. There will also be specific training provided for property management companies. Community members will have questions throughout this renewal process, and these sessions will provide an opportunity for people to get the direction needed throughout this change. Council will be provided with a list of these training opportunities when they are finalized, and these can be shared with constituents who have lots of questions. These will also be posted on the website, on the Town's social media page, and the Town's e-mail lists.

Attachment:

- Proposed Good Neighbor Guidelines

Good Neighbor Guidelines

The Good Neighbor Guidelines are a code of ethics for Town of Keystone visitors staying in a short-term vacation rental unit. These guidelines help ensure that our community remains safe, enjoyable and beautiful for everyone who lives, works and plays in Keystone.

24-Hour Responsible Agent Contact Information: If at any time you have concerns about your stay, please call this 24-hour contact number (Insert Responsible Agent number). In the event of an emergency, call 911.

Wildfire Safety and Prevention: Wildfire is a serious risk here, and fire restrictions may be in place, depending on conditions and time of year. Even if fire restrictions are not in place, be vigilant: Only use approved and permitted outdoor devices, and ensure that a responsible adult is always present until a fire is out cold.

To apply for a REQUIRED fire pit permit, please visit the [Summit Fire and EMS website](#).

Visitors must check to see whether fire restrictions are in effect before lighting a fire outdoors, smoking outdoors, or using outdoor grills, barbecues or stoves. Portable outdoor fireplaces are prohibited. Visit www.SummitCountyCO.gov/wildfire to find current fire restrictions and other wildfire prevention information.

To Receive Emergency Alerts: sign up to receive emergency information at www.SCAalert.org.

Respect for Wildlife: Summit County is blessed with a diversity of wildlife, including bears, elk, moose, mountain lions, marmots, bighorn sheep, mountain goats and beavers. It can be exciting to view Colorado's wildlife, but it is important to do so at a safe distance. Most dangerous and potentially harmful encounters with wildlife occur because people fail to leave animals alone. Wildlife should not be harassed, captured, domesticated or fed.

Intentional or inadvertent feeding is the major cause of most wildlife problems. It is illegal in Colorado to intentionally place or distribute feed, salt blocks or

other attractants for large animals.

Respect for Neighbors: Please be friendly and courteous, and treat your neighbors as you would like to be treated. Respect your neighbors and their property. The property owner or responsible agent shall inform all renters of property boundaries and limitations.

Noise and Outdoor Lighting: Be considerate of the neighborhood and your neighbors' right to the quiet and peaceful enjoyment of their home and property, especially after 9 p.m. The Summit County Sherriff's Office may be contacted if local noise ordinances are not followed. A properly installed noise meter on the property is recommended to reduce potential issues.

Do not direct outdoor lighting toward neighbors' homes, and do not leave outdoor lights on when you check out.

Maintenance of Property: Be sure to keep the property clean, presentable and free of trash and debris.

Trash and Recycling: Place all trash and recycling in the designated containers stored indoors, in order to prevent issues for wildlife or snow removal operators. Your Responsible Agent must provide a County-approved trash disposal and collection plan. Please see the attached fact sheet for guidelines on accepted materials for recycling. If your rental does not provide recycling bins, visit <http://www.HighCountryConservation.org> to find the locations of Summit County's free recycling drop-off centers in Breckenridge, Frisco, Dillon and Silverthorne. Cigarette butts should be properly extinguished, cooled and disposed of in a trash receptacle.

Parking & Traffic Safety: All vehicles must park in the designated parking spaces provided. Do not park on roadways, lawns or in a manner that blocks driveways, sidewalks, alleys or mailboxes. Observe posted speed limits and watch for children and pedestrians. A copy of the Town-approved parking plan must be provided to all renters in the rental agreement and posted in a prominent location within the property.

Maximum Capacity: This short-term rental unit has a maximum capacity of _____ overnight guests, and this limit cannot be exceeded for any reason.

Driving Conditions: The combination of extreme weather conditions and steep grades can create treacherous driving conditions in Colorado's mountains. Some roads in Summit County are only plowed once per day and can become impassable. It is highly recommended that your vehicle be equipped with the following, September through May: 4WD or AWD, snow tires or mud/snow tires (M+S) with minimum 3/16 inch tread, functioning defrosts (front and back), sturdy ice scraper and snow brush, windshield fluid rated for 0 degrees F or colder, shovel, gloves, boots and other winter clothing.

In winter conditions, give plow trucks extra space, do not pass plow trucks, drive slowly, increase your following distance from other vehicles, avoid stopping on an uphill slope, use the left lane only for passing, and never use cruise control.

If weather conditions require, CDOT will implement a Traction Law on state highways (e.g., I-70, U.S. Hwy. 6, and Colo. Hwy. 9). Under a Traction Law, motorists will need to have either snow tires, M+S tires, or a four-wheel/all-wheel drive vehicle. All tires must have a minimum 3/16 inch tread. Motorists driving with inadequate equipment could be fined more than \$130. If a motorist blocks the roadway because they have inadequate equipment during a Traction Law, they could be fined more than \$650. From September 1 – May 31, a Traction Law is always in effect on I-70 from Morrison to Dotsero. For more information visit codot.gov/travel/winter-driving/tractionlaw.

Transportation: Due to parking restrictions, adverse driving conditions, and efforts to cut traffic and emissions in both Summit County and on the I-70 Mountain Corridor, we encourage you to consider transportation modes other than your personal car or a rental car. Vehicles in Summit County produce nearly 280,000 metric tons of CO2 equivalent annually; please help our effort to curb these harmful emissions. Transportation options both to and around Summit County are plentiful. Visit goi70.com to learn more about driving in Colorado's mountains.

Transit to Trails: Especially on weekends, certain Summit County trailheads are reaching capacity and experiencing overcrowding issues. During these peak times, you might not be able to find a parking spot and will be turned away as a result. Therefore, it is recommended to take the free Summit Stage bus and participate in the *Transit to Trails* program. Many short-term vacation rental units are located near a Summit Stage bus route, and the bus conveniently stops at numerous trailheads throughout the County. Please visit the [Transit to Trails](https://www.summitstage.com/transit-to-trails) website for schedules and routes.

Pets: If pets are allowed in your rental unit, you must promptly clean-up after pets, prevent excessive and prolonged barking, and keep pets from roaming the neighborhood or harassing wildlife. Control aggressive pets and be sure to abide by the local leash laws. Dogs must be on leashes when on the Summit County Recreational Pathway System. Store pet food indoors in a secure container to reduce the likelihood of attracting wildlife and pests.

Tenant/Guest Responsibility: Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions, which may include consequences for failures to abide by the Good Neighbor Guidelines. Please note that the unit you're in may have HOA guidelines that must be adhered to as well.

When It Comes To Wildlife Be Responsible, Be Ethical



YOU CAN PREVENT WILDLIFE CONFLICTS!
Don't Feed! Don't Approach! Don't Harass!



NEVER, EVER FEED A BEAR

Bears have an excellent sense of smell and a great memory. Feeding or allowing one to eat your trash can be an automatic death sentence. Bears that seek food from human sources will need to be killed. Secure your trash by locking dumpsters, using bear-proof trash cans and **ONLY** put trash out the morning of pickup. Keep BBQ grills clean, feed pets indoors and only feed birds during winter.

Salt blocks are considered food, and using salt, food or trash to attract bears is unethical and *illegal!* You will be fined!

KEEP AWAY FROM MOOSE

Because of their growing populations, moose are frequently seen throughout Colorado. They are great to watch from afar but up close moose can be very dangerous. Always keep your distance and **NEVER** let dogs bark at or chase moose! Moose may charge and attack aggressively if you or your dog get too close. If a moose charges, run and get behind a tree or something large.

Remember, salt blocks are considered food. Using salt to attract moose is unethical and *illegal!* You will be fined!



COLORADO IS MOUNTAIN LION COUNTRY

Mountain lions share the landscape with us but typically stay away from people. To avoid conflict, keep your pets on a leash and supervise your children. Be extra cautious at dusk and dawn. If you see a lion, stand your ground and do not run away. If it approaches, talk firmly, wave your arms and throw rocks at it. If it attacks, fight back aggressively and don't stop until you drive the lion away!

Feeding deer and other wildlife is *illegal* and can attract lions and other predators.

DON'T FEED FOXES AND COYOTES

Coyotes and foxes can carry rabies, and feeding them can make them aggressive, leading to attacks on people and pets. Keep your dog on a leash and *never* let your dog play with coyotes! If a coyote gets too close, yell and throw rocks at it. If it attacks, fight back aggressively!



Coyote



Red Fox

Report wildlife attacks immediately!

Single Stream Recycling

All of these recyclables can go into one bin



#1-#7 PLASTIC BOTTLES & TUBS



ALUMINUM & TIN CANS
(PLEASE RINSE)



NEWSPAPER, PAPER,
CARDBOARD & PAPERBOARD



MILK & JUICE CARTONS

These items CANNOT BE RECYCLED in Single Stream Recycling Bin:



NO PLASTIC BAGS OR TRASH
Do not put recyclables in plastic bags.



NO GLASS



NO PLASTIC PACKAGING,
WRAP OR FILM



NO PAPER CUPS
OR TO GO CONTAINERS



NO STYROFOAM



NO FOOD WASTE



SEPARATE AND TAKE GLASS TO
RECYCLING CENTER.
NO GLASS IN SINGLE STREAM RECYCLING.



HIGH COUNTRY
CONSERVATION CENTER

QUESTIONS? CALL 970.668.5703
HIGHCOUNTRYCONSERVATION.ORG

WHY DRIVE?

Leave the mountain driving to someone else! Spend the trip reading, napping, or chatting with friends, rather than sitting in your car battling for position on I-70. A more enjoyable trip, and a more environmentally friendly way to travel!

<https://goi70.com/>

Airport Shuttles

Epic Mountain Express

Book online or call 970-754-7433

Fresh Tracks Transportation

Book online or call 970-453-7433

Summit Express

Book online or call 1-855-MTN-VANS

Peak 1 Express

Book online or call 855-GO-PEAK1

Powderhound Transportation

Book online or call 888-248-7772

Black Mountain Limo

Book online or call 970-485-2172.

Bustang

Bustang's West Line offers daily round-trip service between Denver and Grand Junction by way of Frisco, Vail, and other mountain locations. It is now easy to reach your rental using only public transit. From Denver International Airport, take the RTD A-Line train to catch Bustang at Union Station! Bustang then heads into the mountains, dropping passengers at the Frisco Transfer Center where they can easily connect with the county-wide Summit Stage Free Bus! The Summit Stage moves travelers between all Summit County towns and resorts. If your rental is a bit farther out of town, Taxis, Uber and Lyft drivers are plentiful and are happy to quickly and affordably take you from the Frisco Transfer Center right to your doorstep! For more info about Bustang, check out <https://ridebustang.com/schedules/>

Getting Around in the Mountains

Getting around in the mountains without a car is just as easy as getting to them! Summit County has some of the country's best local bus systems, and virtually all towns and resort areas are accessible by bus.



Local Bus Service

Summit Stage - Serving all of Summit County and most rental properties (FREE)
<https://www.summitcountycogov/360/Summer-Schedule>

Breck Free Ride – Breckenridge (FREE)
<https://www.breckfreeride.com/routes-schedules/system-map>

Taxi

Breckenridge Taxi - Local taxi that services Summit and Eagle counties as well as Denver International Airport. Book online or call 970-453-TAXI