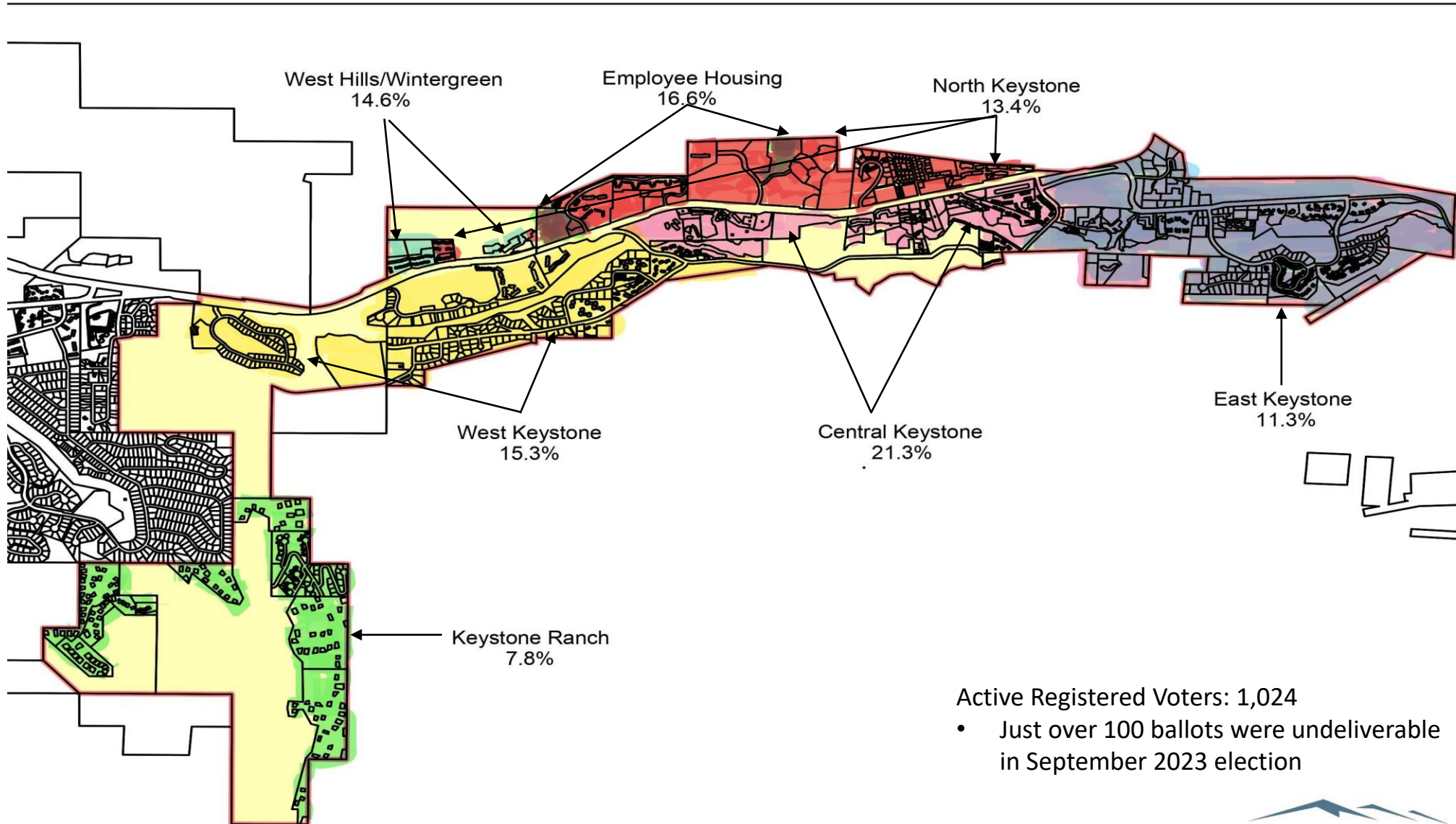


# The Keystone Community

# Keystone: A Unique and Diverse Community

- Properties in Keystone
  - Single Family Homes, Townhomes, Condos and Businesses: 3,600+
  - Workforce Housing
    - West Hills Neighborhood
      - 66 Deed-Restricted Residences: 39 Townhomes, 27 Condos
      - Full-time workforce community
    - Wintergreen Apartments
      - 36 Seasonal and 40 Low Income: Est Capacity is 209 residents
      - Not part of Town of Keystone; 120 Market Rate (estimated capacity is 294 residents)
      - Being Built: 47 Low Income (estimated capacity is 150 residents)
    - Seasonal Keystone Workforce Housing (Sunrise/Tenderfoot) Beds: 2,100+
- Full Time Population
  - Estimated Year-Round Population: 1,298
    - Winter: Over 3,100
    - Summer: Over 1,300
- Peak Winter with Visitors over 25,000
- Resident Population Mix
  - Employed in Summit County or neighboring counties
  - Seasonal Employees
  - Remote Workers
  - Retirees
- Most Keystone Business Owners Don't Reside in Keystone
- Neighborhood Voter Populations are Relatively the Same

# Where Keystone Voters Live



Active Registered Voters: 1,024

- Just over 100 ballots were undeliverable in September 2023 election

# Town Transition

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# Transition Requirements & Goals

## State Statute Requirements

- Summit County must continue to provide existing services for the first 90 days
  - Begins after the Mayor/Council Election and Town Officers are sworn into office
- Services can be extended to one year at the request of the Town Council
  - If an extension is requested, the County must continue providing services
- Summit County must perform Planning and Building Department functions for 90 days

## Transition Goal: No County Service Interruptions or Community Impacts

- First Council Meeting
  - Council will adopt all county ordinances impacting Keystone
  - Council will request that the County continue existing services
  - Complete the Intergovernmental Agreement (IGA) for County to continue Services
- County Services will continue as is until:
  - Staff and processes are in place
  - Council adopts ordinances governing services being transitioned
    - Expect minor tweaks to county ordinances as Town assumes control

# Transition Planning Tasks (Oct 2023-Jan 2024 )

- Issue requests for Letters of Interest for Interim Town Manager, Town Manager, staff positions, and financial management (Oct/Nov 2023)
- Submit Grant Request to Colorado Department of Local Affairs (Nov 2023)
- Write an IGA with Summit County for continuation of services for Council Approval (Jan 2024)
- Identify banking and bridge loan options (Jan 2024)
- Identify Town Hall options (Jan 2024)
- Develop agenda and plan for first four council meetings, decisions needed, and drafts prepared for council consideration (Jan 2024)
- Set up initial training for Mayor/Council to occur after election and before first council meeting (First Week of February 2024)
- Establish Town website (SIPA)/basic IT capabilities

# Important Transition Dates

- Election Date: January 30, 2024
- Final Results: February 7, 2024
- Swearing in of newly elected Mayor and Town Council: Shortly after election results are final
- Incorporation Complete-Keystone becomes Colorado's newest Home Rule town-When Town Officers are sworn in
- First Town Council Meeting: On day of swearing in

# Town Council First Meeting Decisions

- Select Interim Town Manager
- Appoint Town Attorney
- Appoint Town Manager/Clerk/Treasurer
- Select option for finance director or contract services
- Adopt Basic Council Bylaws
- Adopt Policies for Meetings and Meeting Postings
- Approve IGA with Summit County and ordinances for continuation of services
- Request Payment of Summit County 2% Sales Tax
- Approve options for bridge loan
- Authorize banking relationships and signatories
- Select option for interim Town Hall
- Evaluate initial Town Manager candidates and initiate selection process
- Elect Mayor Pro-Tem

**Next Three Town Council Meetings: 10 to 15 Major Decisions Per Meeting**

**A Major Objective of the Transition is to Prepare the First Town Council to be Informed In Advance of the First Meeting and able to Make These Decisions**





# Transition Timeline



## Year One Transition from County to Town

**Tax & Government** revenue immediately begins accruing to the Town  
**Summit County** continues to provide the current level of services for 90 days, Town Council may extend to one year  
**Town Council** identifies & hires Town Manager  
**Town Manager** identifies & hires staff

## Town Council & Staff Tasks

**Town Manager** writes/implements transition plan to assume Town functions from the County  
**Town Council** approves transition plan  
**Town Council** contracts with a Town Attorney & Finance Director  
**Town Council** selects location for the Town Hall  
**Town Council** drafts & adopts current Summit County Ordinances with modifications tailored to Keystone (with assistance from Attorney)  
**Public Works Director** identifies Road Maintenance and plowing contractors to provide the contract services

## Town Council & Staff Tasks

**Town Council** approves contracts for Road Maintenance, Law Enforcement options identified by Town Staff  
**Town Council** approves Intergovernmental Agreement for Law Enforcement  
**Town Planners** address Planning, Building Department & Building Inspections with Summit County to establish approval process & agreement to transfer Keystone PUD responsibility to the Town  
**Town Council** establishes Planning Commission (community volunteers)  
**Short-Term Rental License** responsibility transferred to Town

## The Town of Keystone is fully operational

**Transition Plan** complete  
**Tax & Government** Revenue applied to run the Town of Keystone  
**Town Council & Staff** assume full operation of the Town of Keystone  
**Town Comprehensive Plan** (Master Plan) is started  
**Road and Bridges Study** is completed  
**Trails and Open Space Master Plan** is started

# Transition Approach

## **First Town Council Must be Prepared to make Key Decisions Quickly**

- It is important that Candidates become involved in the pre-election transition actions and decisions
- Councilmembers need to be aware of issues and decision options before they come to Council for final decision

## **Establishing a Transition Steering Group to Oversee Transition Activities**

- Membership will consist of volunteers who are candidates for Mayor and Town Council
- Members will be expected to be actively involved in transition actions and decisions
- First meeting will take place the first week of November: Projected to be Thursday, November 2nd

## **Recruiting Keystone Community Members for Key Transition Tasks**

- Volunteers will report to the Transition Steering Group
- Recruiting has begun

## **KIC is Hiring an “Interim Manager” Consultant to Prepare for the First Town Council Meetings**

- Responsible to the Transition Steering Group
- Will advise Transition Steering Group on Transition Activities
- In conjunction with Incorporation Attorney, and Transition Steering Group will prepare all materials needed for first four council meetings, and ensure proper preparation for seating of the first Town Council
- After the first Town Council is seated, the Town Council could then decide whether to continue working with the Consultant as the Interim Town Manager or select someone else

# First Mayor and Town Council Commitments

## Anticipated Mayor and Council Workload

- Expected Workload for the first three months
  - Estimated 2 to 3 Council Meetings and Work Sessions per Month
  - Council: 5 to 15 Hours for each meeting and preparation
  - Mayor: 10 to 20 Hours for each meeting and preparation
- Expected Normal Workload (after first three months)
  - Estimated 2 Council Meetings and Work Sessions per Month
  - Council: 5 to 10 Hours for each meeting and preparation
  - Mayor: 10 to 15 Hours for each meeting and preparation

**This is a rare opportunity to be involved in the early stages of building and shaping the new Town of Keystone—your decisions will make a difference!**

**Run for Mayor or Town Council—it will be rewarding!**

