



January 5, 2007

On behalf of the Town of Castle Rock, we are pleased to be this year's coordinating agency for the Partnership of Douglas County Governments. We look forward to working with all of you to achieve the Partnership's goals and ensure that we continue to serve as a model of intergovernmental cooperation and achievement.

Please find enclosed our first agenda for 2007, meeting calendar, operational guidelines and membership roster. Also enclosed is a report on proposed priorities for the upcoming year, which will be the focal point of our discussion at our next meeting.

I join each of you in our shared commitment in working together to ensure the Partnership's success in the coming year!

Very truly yours,

Randy A. Reed, Chair
Partnership of Douglas County Governments

Enclosures

REGULAR MEETING AGENDA

**Wednesday, January 17, 1007
7:00 a.m. – 9:40 a.m.
Parker Town Hall**

- 7:00 a.m. ***Breakfast***
- 7:30 a.m. **Welcome and Introductions**
- 7:35 a.m. **Comments from Chairman Randy Reed**
- 7:40 a.m. **Review of Meeting Procedures**
- 7:55 a.m. **Jurisdictional Updates** (*Please limit these to 5 minutes each*)
- Castle Rock
 - Douglas County
 - Douglas County Library District
 - Douglas County School District
 - Larkspur
 - Lone Tree
 - Parker
- 8:30 a.m. **2007 Priority Setting**
- 9:15 a.m. **Status of Standing Committees**
- 9:30 a.m. **Listing of Action Items from Meeting**
- 9:40 a.m. ***Adjourn***

NEXT MEETING:

Hosted by the Douglas County Library District
February 21, 2007
Philip S. Miller Library
Castle Rock Bank Meeting Room east



Memorandum

TO: PDCG Membership
FROM: Randy A. Reed, Chair
DATE: January 5, 2007
RE: Meeting Guideline

As we start the New Year, I would like to propose a meeting guideline that I feel will help improve the productivity of our meetings, move discussion along and help us get the most out of our time at Partnership gatherings.

In our public service careers, all of us have had an opportunity to chair meetings and have used different techniques in doing so. It has been my experience that generally meetings are more efficient and move along better when members are recognized by the chair before speaking and would like to incorporate this into our meeting practices as the Partnership moves forward.

I'd like to entertain this guideline at the January 17 meeting as a topic of discussion.

Thanks!

JANUARY 4, 2007

2007 PARTNERSHIP OF DOUGLAS COUNTY GOVERNMENTS PRIORITIES

Pursuant to the Partnership’s Operational Guidelines, in January of each year the Partnership will set an “annual agenda for the Partnership, 1-3 things that the chair will champion and organize an annual calendar around.”

Castle Rock Mayor Randy Reed is the 2007 Partnership Chair. The Town of Castle Rock will be responsible for Partnership staff support in 2007. Mayor Reed requested that in advance of the January 2007 Partnership meeting, ideas be generated and circulated regarding potential 2007 Partnership annual agenda priorities so that the January 17, 2007 Partnership meeting on this topic can be productive and result in reaching closure on the 2007 Partnership annual agenda.

In order to get this ball rolling, the Managers of Douglas County, Douglas County School District, Douglas County Libraries, Castle Rock, Parker and Lone Tree met on several occasions to discuss our recommendations for 1-3 priorities for the Partnership in 2007. There is obviously a long potential list of such priorities. We approached this task trying to identify a short list of items that (a) would be of mutual interest and benefit to all Partnership Members; (b) add/create value to Members; (c) are consistent with the mission and purposes of the Partnership; and (d) were achievable in 2007.

In so doing, we were mindful of the Operational Guidelines parameters of only 1-3 annual agenda projects per year and that we do not have a monopoly on the ideas and priorities that Partnership Members through its elected officials may wish to pursue. We are therefore proposing just two items for Partnership consideration, with the premise that the Partnership may choose to either accept or reject these two proposals and regardless have the opportunity to add at least one additional item to the list if so desired.

We distributed the Managers’ proposals in December to Partnership Members respectfully requesting Partnership Member feedback by December 31, 2006 on these two proposals as well as additional ideas for the 2007 annual agenda. No further feedback or ideas were submitted, of course a couple of blizzards happened to get in the way.

Our two proposals for your consideration are as follows:

1. Creation of a Partnership “Leadership Institute” available to elected and appointed officials of all Partnership Members.

This recommendation is based upon the premise that many Partnership Members are currently spending significant time and money sending officials to various and often expensive “leadership” training programs out of the County and even out of the State. This training is sometimes excellent and responsive to our specific needs, and sometimes not. This training is

sometimes affordable for Members to be able to involve all whom we would like to, and sometimes not. We believe it is feasible to pool our talent and resources to bring leadership training to our County and make it more affordable, accessible and responsive to our specific needs. We believe that creating opportunities for more Partnership Member elected and appointed officials to receive such training, to train together and to do so at a lesser cost to taxpayers would improve leadership training and development, enable us to design training specific to our needs, save time and money, and enhance regional team work, networking and cooperation, all consistent with Partnership goals and values.

To accomplish this, we propose to create a Partnership Leadership Training Steering Committee comprised of Partnership elected official and organizational development professionals and chaired by a Partnership Member Manager, whom we recommend for 2007 be Doug DeBord. The responsibilities of this Steering Committee would include, but not be limited to:

- Working with Partnership Members to identify leadership training priorities, needs and budgets.
 - Researching available and potential means to providing such training within the County.
 - Establishing the best available means to provide such training.
 - Keeping the Partnership informed of its activities at monthly Partnership meetings.
 - Implementing training programs within 2007.
- 2. Comprehensive planning of current and future needs and potential locations within the County for regional recreational, cultural, educational and government operational facilities.**

This recommendation is based upon the premise that as Partnership Members we have individually or collectively identified needs or potential for various facilities needed by our jurisdictions/entities which also might meet more regional needs and/or there might only be capability or demand for one such facility within the County, and that we have a better opportunity to establish such facilities and meet such needs within the County if we all work together as opposed to competing. Addressing community and regional needs in the most cost effective manner on a collaborative basis is consistent with the core values and mission of the Partnership.

Examples of such facilities might include ice facilities, aquatics facilities, athletic complexes, professional sports facilities, a major cultural/performing arts facility, higher education facilities, other specialized educational facilities, and government operational facilities such as a law enforcement dispatch/communications center, technology center or centralized fleet operations

center. This is not intended to be an all inclusive list at this point, part of the project would be to establish such a list. The questions/issues we think need to be explored include:

- As Partnership Members can we agree on such a list of needed regional facilities?
- Within such a list are there facilities in which we are willing to cooperate to collectively pursue establishment within the County?
- If so, are there locations within the County where such facilities would make the most sense and that we collectively as a Partnership can get behind and support?
- Can we coordinate on such locations rather than compete?
- Can we collectively work on public or public/private partnership approaches to accomplish these projects?

We don't know the answers to those questions, but we submit it is important to find out sooner rather than later in order to determine on which, if any, we can act together to aggressively pursue, and that it is possible for us to work through such a process during 2007. In evaluating potential regional facilities, factors to be considered include regional need and likelihood of whether more than one such facility may locate within the County. In evaluating potential locations and sites, among the factors to be considered are land use, transportation, water, smart growth principles, design principles, property owner interest and public and private investment interest.

To accomplish this, we propose to create a Partnership Regional Facilities Steering Committee comprised of the CEO's of the Partnership Members, chaired in 2007 by Jack Hidahl, and responsible for:

- Coordinating the overall process.
- Forming subcommittees and/or working with existing committees on specific facility issues.
- Engaging and involving Partnership elected official/board leadership through both regular consultation with individual Partnership Member Boards/Councils and regular consultation with the Partnership at monthly Partnership meetings.

Memorandum

TO: PDCG Membership
FROM: Town of Castle Rock
DATE: January 3, 2007
RE: Status report on Standing Committees of the PDCG's

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The original Charter for the PDCG (which is no longer in effect, superceded by the new Resolution and Operational Guidelines) included the following standing committees:

- i. Emergency Preparedness
- ii. Arts and Culture
- iii. Parks, Trails, and Open Space
- iv. DRCOG * conference call with Commissioner and Managers
- v. Legislative * twice yearly meetings with PDCG
- vi. Transportation/Public Transit
- vii. Douglas County University
- viii. Regional Planning Committee
- ix. Human Services
- x. Water
- xi. Finance
- xii. Youth Issues (now Douglas County Youth Initiative)
- xiii. Douglas County Housing Partnership
- xiv. Animal Control

To the best of our knowledge, standing committees 1 through 10 and 14 on the above list are no longer active. There has been a Finance subcommittee but its current membership, status, mission and goals are uncertain. Youth Issues has become Douglas County Youth Initiative and of course the Douglas County Housing Partnership was established, in the Operational Guidelines DCYI and DCHP are considered "groups" and not PDCG committees or subcommittees. There are various countywide and regional water groups but none has any "official affiliation with PDCG, Ray Waterman has been attending PDCG on behalf of the South Metro Water Authority.



The former Charter provided that other teams may be created based needs as identified by the members. These teams may be ad hoc committees focused on specific issues that are time-critical, and which have a finite life span, or they may be standing committees. The new Operational Guidelines assign as a responsibility of the Chair to “set up committees and work groups.”

The Communications Sub Committee has been created and is currently active. A Technology Committee has also been active over the past year, although the current status of this group is not clear. A Regional Law Enforcement Team comprised of representation from Douglas County Sheriff’s Office, Lone Tree Police Department, Parker Police Department and Castle Rock Police Department was created and has been actively working on several regional projects, including the feasibility of a joint regional dispatch/communications center – this group has reported to PDCG on its activities on several occasions but to the best of our knowledge has no formal status or affiliation as a PDCG committee. The Managers of Douglas County, Douglas County Libraries, Douglas County School District, Lone Tree, Parker and Castle Rock attempt to meet on a monthly basis and although not formally recognized in any way in effect function as a Managers Committee of PDCG.

It is recommended that the Partnership review these committees, determine which ones should remain active in order to support the goals and priorities of the Partnership. Then, provided there is consensus, any “committees” on various lists not “reauthorized” would be “de-activated.”

For the Committees that are active, it is recommended that a list of chairpersons and members be created, and circulated. Where appropriate, these committees should develop defined missions, defined memberships, annual goals and be scheduled to give periodic reports to the whole Partnership.

2007 MEETING SCHEDULE

<u>MEETING DATE</u>	<u>MEETING HOST</u>
January 17, 2007	Town of Parker
February 21, 2007	Douglas County Library District
March 21, 2007	Douglas County
April 18, 2007	City of Lone Tree
May 16, 2007	Town of Castle Rock
June 20, 2007	Douglas County School District
July 18, 2007	Town of Parker
August 15, 2007	Douglas County Library District
September 19, 2007	Douglas County
October 17, 2007	City of Lone Tree
November (TBD), 2007	<i>Elected Officials Caucus</i>
December 19, 2007	Town of Castle Rock

Contact List

First Name	Last Name	Title	Organization	Address	City	Zip	Email
Steve	Boand	Commissioner	Douglas County	100 Third Street	Castle Rock	80104	sboand@douglas.co.us
Patricia	Braden	Mayor Pro Tem	City of Lone Tree	9777 S. Yosemite	Lone Tree	80124	patriciabraden@yahoo.com
Jeannene	Bragg	Town Administrator	Town of Parker	20120 E. Mainstreet	Parker	80138	jbragg@ci.parker.co.us
Jim	Christensen	Superintendent	DC School District	620 Wilcox Street	Castle Rock	80104	jim.christensen@dcsdk12.org
Doug	DeBord	County Administrator	Douglas County	100 Third Street	Castle Rock	80104	Ddebord@douglas.co.us
Jack	Hidahl	City Manager	City of Lone Tree	9777 S. Yosemite	Lone Tree	80124	manager@cityoflonetree.com
Wendy	Holmes	Public Affairs Director	Douglas County	100 Third Street	Castle Rock	80104	wholmes@douglas.co.us
Michelle	Kivela	Asst. City Manager	City of Lone Tree	9777 S. Yosemite	Lone Tree	80124	Michelle.Kivela@cityoflonetree.com
Jamie	LaRue	Director	DC Library District	100 S. Wilcox Street	Castle Rock	80104	jarue@dclibraries.org
Gary	Lasater	Councilmember	Town of Parker	20120 E. Mainstreet	Parker	80138	glasater@ci.parker.co.us
Doug	Lehnen	Councilmember	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	dlehnen@Crgov.com
Sally	Misare	Town Clerk	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	smisare@Crgov.com
Randy	Reed	Mayor	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	Rreed@Crgov.com
Jill	Repella	Director	DC School District	620 Wilcox Street	Castle Rock	80104	jrepella@msn.com
Mark	Stevens	Town Manager	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	mstevens@Crgov.com
Chris	Stutler	Chief Financial Officer	DC School District	620 Wilcox Street	Castle Rock	80104	chris.stutler@dcsdk12.org
Sharon	Van Ramshorst	Councilmember	City of Lone Tree	9777 S. Yosemite	Lone Tree	80124	sharon.vanramshorst@cityoflonetree.com
David	Weaver	Sheriff	Douglas County	4000 Justice Way	Castle Rock	80109	Dweaver@dcsheriff.net
Sherilyn	West	Mayor	Town of Larkspur	9524 Spruce Mountain Road	Larkspur	80118	sherilynwest@msn.com
Mark	Weston	Library Board	DC Library District	100 S. Wilcox Street	Castle Rock	80104	mark@hwlted.net
Tim	White	President	DC School District	620 Wilcox Street	Castle Rock	80104	tbackes@whitecg.com
Elton	Winters	Councilmember	City of Lone Tree	9777 S. Yosemite	Lone Tree	80124	elton.winters@att.net
Melanie	Worley	Commissioner	Douglas County	100 Third Street	Castle Rock	80104	mworley@douglas.co.us

OPERATIONAL GUIDELINES

MEETINGS

- The Partnership will follow the calendar year, January through December.
- Meetings will be held on the 3rd Wednesday of each month. Breakfast will be served at 7 a.m., meetings will begin at 7:30 a.m., and conclude at 9:30 a.m.
- Hosting of the meetings (and picking up the cost of breakfast) will rotate among the Partners - the better to visit multiple locations around the county.
- In general there will be 10 meetings a year:
 - January - Set the annual agenda for the Partnership, 1-3 things that the chair will champion and organize an annual calendar around.
 - September - Reserved for discussion of group requesting membership status.
 - October – Reserved for group to give presentation to request membership, if informed consent agreement is reached at the September meeting.
 - November - Elected Officials Caucus in lieu of an official meeting.
 - December - The Partnership will host a “legislative” workshop, inviting select state and federal elected officials to attend and discuss upcoming legislative needs or concerns.
- Meetings are public; however, public attending needs to contact the Chair to be added to the agenda. Unless added to the agenda, attending public will be present as observing guests.

MEETING AGENDA

Routine

- Organization Updates
- Project / Workplan Updates / Follow-Up Items
- Trends / Opportunities / Threats

Chair

- Priority Setting / Action Items
- Guests, presentations not covered above
- Additional budget discussions (if not within normal scope of chair responsibilities)
- Other extraordinary items of general interest or concern.

OPERATIONAL GUIDELINES

MEETING GROUND RULES

- Treat all as peers.
- Maintain one conversation.
- Listen actively to assure understanding.
- Be on time and remain for the entire meeting.
- Assure maximum interaction among the participants.
- Make decision only by informed consent.

ROSTER

- Each Partner will designate representatives to the Partnership meetings as follows: A primary and alternate elected official, and a primary and alternate senior staff member. These people, and their contact information, will be recorded and the information distributed on a Roster.
- Partnership members will be notified of each meeting, and will be guaranteed places on the agenda.
- Some groups, such as the Housing Partnership, Douglas County Youth Initiative, Sheriff's Department, and other elected officials are not expected to attend each meeting, but may request, or be invited by the chair, to give reports.

COMMUNICATION SUBCOMMITTEE LEADERSHIP

- The Chair and Vice-Chair will be appointed on an annual basis. The Chair will be selected by the subcommittee, but may not be a member of the entity chairing the partnership that year.
- The Vice-Chair of the committee shall represent the chairing entity to assure coordination and communication, and may also attend Partnership meetings.
- The Chair and/or Vice-Chair is expected to attend Partnership meetings as a liaison between the groups.
- The Chair will summarize information items at the end of the meeting.
- Determination that a media opportunity is appropriate to pursue will be requested at the conclusion of a Partnership meeting.

OPERATIONAL GUIDELINES

MEDIA RELATIONS PROTOCOL

- With authorization to proceed, the Chair will draft or direct the drafting of the appropriate document and solicit approval from elected officials in the Partnership electronically for review.
- Partnership Elected Officials have three days to respond. If a response is not received, the Partnership will assume consent.
- If changes are required, the changes are made and the release is re-sent for another three-day review.
- Should a need arise for an interview, statement or other direct contact with the media, the Partnership Chair, or their designee, will act as spokesperson and will work with the Chair to develop talking points.
- Significant media efforts such as news conferences or events will be coordinated at the direction of the Partnership Chair with consensus from the organization.
- When a breaking-news media inquiry (news that must be managed within a business day) requires an expedited media response, the Partnership Chair – working closely with the Chair and Vice-Chair – will draft a response. The response will be forwarded to a pre-determined media relations management committee representing elected leadership. The committee will be notified of the media inquiry and will have one hour to review the recommended response. The Partnership Chair will provide the response as the organization's spokesperson.

PARTNERSHIP CHAIR RESPONSIBILITIES

- Serve as official chair of monthly Partnership meeting. NOTE: as of January, 2007, our meetings will no longer have regular facilitation; this function will then fall to the Chair.
- Facilitate annual priority discussion in January and set direction for the upcoming year from the group directives.
- Lead discussions and development of budget items over the baseline commitment to annual chairmanship expenses.
- Set annual calendar of meetings: schedule reports, set up committees and work groups, delegate and oversee creation of roster, monthly agenda and meeting notifications, minutes, and priority activities (such as a caucus committee).

OPERATIONAL GUIDELINES

- The Chair position will rotate among the Partners, according to the following schedule, which is alphabetical by municipality, then by county agencies:
 - 2007 - Castle Rock
 - 2008 – Lone Tree
 - 2009 - Parker
 - 2010 - DC Government / Larkspur
 - 2011 - Douglas County Libraries
 - 2012 - Douglas County School District
 - New Partners, if any, will simply be added to the end of the list.
 - Partners may defer or swap their “years,” with the mutual consent of a Partner following them in the rotation.

PARTNERSHIP VICE-CHAIR RESPONSIBILITIES

Direct and coordinate annual Elected Officials Caucus with a committee called for that purpose,

Whose purposes include:

- Reviewing and celebrating Partnership accomplishments of the year
- Encouraging a broader connection among Partnership governing bodies
- Presenting a unified front for the county to officials representing areas larger than the county

To which shall be invited:

- Partnership representatives and governing bodies
- Partnership spin-off groups (Douglas County Housing Authority, Douglas County Youth Initiative, etc.) and their governing bodies and key staff
- State and federal representatives
- Other interested elected County officials (Assessor, Treasurer, etc.)
- Others, at the Vice-Chair's discretion, depending upon the focus of the caucus

And at which will be presented:

- Beverages whose donations shall be secured by the Vice-Chair or committee
- A dinner
- Scheduled presentations and handouts along a theme determined by the Vice-Chair or committee
- And which may require a distinct budget, developed and presented by the Vice-Chair
- Become the Chair of the Partnership the following year



MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Sally Misare, Town Clerk
DATE: October 5, 2005

RE: Resolution Establishing the Partnership of Douglas County Governments

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After almost five years in existence, the Partnership of Douglas County Governments (PDCG's) has been working to re-establish and update its operating model.

There were originally two enabling documents for the PDCG's - a Resolution establishing the group and a Charter that outlined the foundational provisions of the PDCG's. This Resolution was amended once to reflect the addition of new members to the PDCG's, but the Charter had not been reviewed since the inception of the group.

A subcommittee was formed to review these documents and made the following recommendations to the membership:

- 1) The Resolution be revised to reaffirm the current members, and that the significant foundational provisions formerly contained in the Charter be reflected in this Resolution; and
- 2) A new document be created that outlines the operation guidelines for the group, including defining the meeting schedule, establishment of a rotating chairmanship, standing agenda items etc.

The subcommittee presented the attached Resolution to the PDCG's at the July meeting, and requested that each member take back to their entity for approval.

Town Manager Stevens was a member of the subcommittee which has been working on this issue, and Councilmembers Reed and Lehen are the Council liaisons to the PDGC's. All can provide additional information or address any questions on this issue.

A RESOLUTION ESTABLISHING THE PARTNERSHIP OF DOUGLAS COUNTY GOVERNMENTS AMONG THE COUNTY OF DOUGLAS, THE TOWN OF CASTLE ROCK, THE TOWN OF LARKSPUR, THE CITY OF LONE TREE, THE TOWN OF PARKER, THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE DOUGLAS COUNTY LIBRARIES

WHEREAS, it is in the best interest of the taxpayers and citizens of Douglas County to build relationships, foster communication and share information among local governmental entities; and

WHEREAS, it is in the best interest of the taxpayers and citizens of Douglas County for the Partnership entities to work together where possible on projects and programs where two or more of the entities have a common interest; and

WHEREAS, the Partnership was originally established in 2001, and it is appropriate to update the Partnership Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE Partnership of Douglas County Governments of COLORADO, AS FOLLOWS:

Section 1. The Partnership of Douglas County Governments commits to achieve the following: cost savings to the taxpayers of Douglas County and its municipalities; improvements in operations; and programming efficiency; and/or enhancement of the level of service currently being provided.

Section 2. The Partnership of Douglas County Governments is established to include the following members; the County of Douglas, the Towns of Castle Rock, Larkspur and Parker, the City of Lone Tree, the Douglas County School District, and the Douglas County Libraries.

Section 3. Partnership members will delegate elected/appointed officials and staff to attend regular meetings of the Partnership.

Section 4. The Partnership of Douglas County shall adopt operational guidelines, which may be amended from time to time by the Partnership.

Section 5. The Partnership of Douglas County Governments communicates its efforts and successes to its constituents to let the citizens of Douglas County and its municipalities know the importance and benefits of collaborative efforts.

Section 6. Decisions by the Partnership of Douglas County Governments are made by informed consent; that is, no member present at the regular meeting voices an objection to a course of action by the Partnership.

Section 7. New members will be recommended by the informed consent of the existing Partnership membership, and ratified by resolution by all parties.

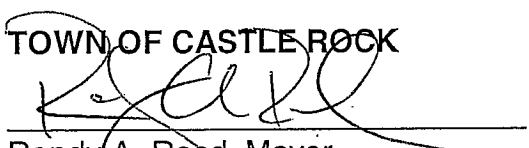
PASSED, APPROVED AND ADOPTED this 8th day of August, 2006, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by vote of 7 in favor and 0 against.

ATTEST:



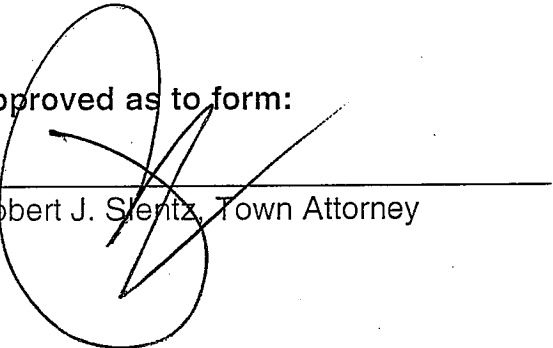
Sally A Misare Town Clerk

TOWN OF CASTLE ROCK



Randy A. Reed, Mayor

Approved as to form:



Robert J. Slentz, Town Attorney

Approved as to Content:



Mark Stevens, Town Manager