



**PARTNERSHIP OF
DOUGLAS COUNTY GOVERNMENTS**

COLLABORATE • INNOVATE • LEAD

100 North Wilcox Street • Castle Rock, Colorado 80104

**Wednesday, February 21, 2007
7:00 a.m. – 9:35 a.m.
Douglas County Library District
100 South Wilcox Street, Castle Rock**

MEETING AGENDA

- 7:00 a.m. ***Breakfast***
- 7:30 a.m. **Call to Order & Introductions – Randy Reed**
- 7:35 a.m. **Welcome & Introductions – Douglas County Library District**
- 7:40 a.m. **Jurisdictional Updates** (*Please limit these to 5 minutes each*)
- Castle Rock
 Douglas County
 Douglas County School District
 Larkspur
 Lone Tree
 Parker
- 8:10 a.m. **Presentation on Douglas County Community Development
Block Grant Program** (*attachment*)
- 8:30 a.m. **Partnership Priorities Update**
- a. Leadership Institute
 b. Regional Facilities
- 8:50 a.m. **Presentation on the Prototype Website from
Communications Members** (*attachment*)
- 9:00 a.m. **Update on Ongoing Areas of Interest**
- a. Technology and Geographic Information Systems
 b. Emergency Operations
- 9:20 a.m. **Monthly Regional Managers' Update**
- 9:30 a.m. **Listing of Action Items from Meeting**
- 9:35 a.m. ***Adjourn***

NEXT MEETING:

Hosted by Douglas County

March 21, 2007

Louviers Club House, 7865 Louviers Boulevard, Town of Louviers

Attachments to File in your Notebooks:

Updated Contact List

Meeting Minutes – January 17, 2007

Resolutions from Parker and Lone Tree

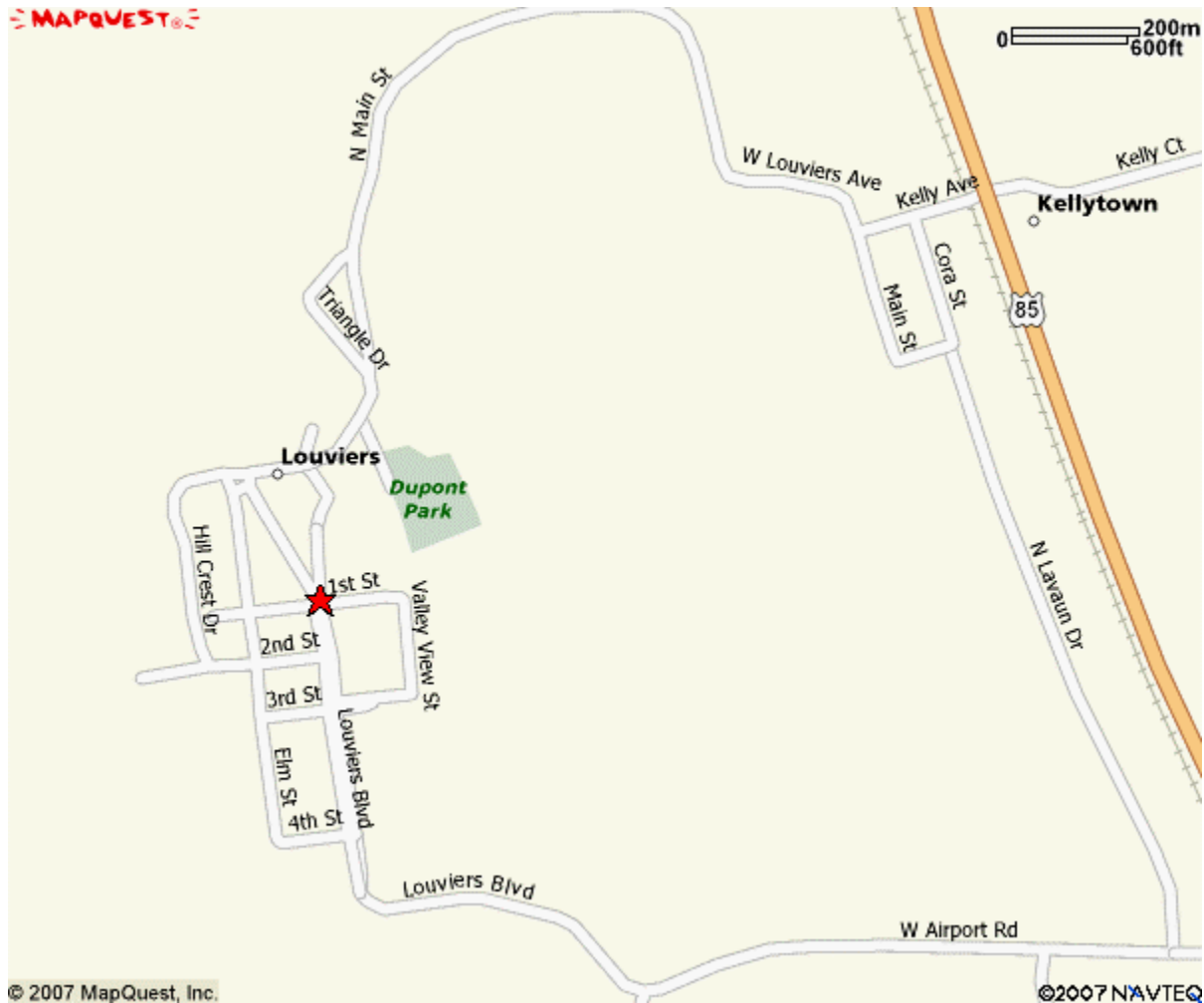
LOUVIERS CLUB HOUSE
7865 Louviers Boulevard, Louviers

From I-25 to Sante Fe/Highway 85

**If coming from the north - West on Kelly Avenue
Right on West Louviers Avenue – turns into North Main Street
Left on Louviers Boulevard**

-OR-

If coming from the south - West on West Airport Boulevard – turns into Louviers Boulevard








**PARTNERSHIP OF
DOUGLAS COUNTY GOVERNMENTS**

COLLABORATE • INNOVATE • LEAD
100 North Wilcox Street • Castle Rock, Colorado 80104

Memorandum

TO: Partnership of Douglas County Governments

FROM: Jennifer Eby, CDBG Administrator 

THROUGH: Peter Italiano, Director of Community Development 
Jeffrey Watson, Assistant Director for Community Services 

DATE: February 6, 2007

RE: History of Douglas County CDBG Program

- Douglas County became eligible to become an entitlement community of the Community Development Block Grant (CDBG) Program in 2003, when the County surpassed the 200,000 population threshold.
- In July of 2004, HUD approved the Douglas County Consolidated Plan, which is a strategic plan identifying how CDBG funds will be utilized throughout the County during the next five-years. This long range plan is in effect for program years 2004-2008. The Douglas County CDBG program year begins on August 1st and ends on July 31st.
- The Douglas County CDBG Program Mission is *to improve the quality of life for persons of low- and moderate-income in Douglas County by increasing their access to decent and attainable housing. Improving their living environment, and expanding their economic resources.*
- The Douglas County CDBG Program strives to provide exceptional guidance and technical assistance to the agencies who receive funding through the CDBG Program, while providing the highest level of stewardship of the federal funds entrusted to us for the improvement of our community, and the benefit of our income-qualified residents.

- January of 2006, the Douglas County CDBG Advisory Board was established to ensure broad public input in the formulation of funding recommendations for the Board of County Commissioners on the annual allocation of Program funds. The Advisory Board ensures increased transparency in the funding allocation process. The eleven member Board includes:
 - One Board member appointed by each of the participating jurisdictions including the Towns of Castle Rock, Larkspur, and Parker and the City of Lone Tree, for a total of four Board members;
 - Two Board members appointed from each of the three Commissioner Districts, for a total of six Board members; and
 - One “At Large” Board member from the Douglas County community.

- CDBG Funding Received for the Douglas County community:

Program Year	Grant Allocation	Funds Utilized to Date	Percent Funds Utilized	Projects Funded	Projects Completed
2004	\$694,000	\$469,011	68%	11	7
2005	\$678,546	\$577,383	85%	10	4
2006	\$755,680	\$63,117	1%	14	0

- Over the past three years these funds have been used primarily to support affordable housing and an increase in the amount of services provided for the income-qualified residents of Douglas County. Examples of Projects funded in the past include: the Douglas County Housing Partnership’s (DCHP) Home Ownership Program, providing low interest down payment assistance loans to income-qualified residents of Douglas County (2004 \$40,000, 2005 \$63,600, and 2006 \$150,000); the DCHP’s acquisition of the Oakwood Senior Apartments, providing 64 units of affordable rental housing for the seniors of Douglas County for the next thirty years (2004 \$277,000 and 2005 \$369,000); and The Douglas/Elbert Task Force’s Emergency Housing Program, providing a one-time partial mortgage or rent payment to help avoid foreclosure or eviction, or up to two-nights of overnight lodging for individuals in danger of homelessness (2004 \$30,000, 2005 \$30,000, and 2006 \$30,000).

- As expected, requests for funding have steadily increased, outpacing program funds with each passing program year. During the 2005 funding process we received requests totaling 32% above available funding, and

although the CDBG Program received an 11% increase in funding for the 2006 program year, requests still exceeded the amount available by 16%. Currently, during the 2007 application process we are anticipating requests totaling just over \$1.3 million, exceeding the program funds available by a staggering 74%. We do expect this trend to continue in the future as demands on this funding source continue to grow with the evolving needs of the Douglas County community, and as CDBG funding historically has not kept pace with the increasing costs required to achieve these desired results.



To: Partnership of Douglas County Governments

From: Communications Representatives

Wendy Holmes, Douglas County Public Affairs Director, Chairman
J.J. McCormack, Castle Rock Community Relations Manager, Vice Chairman
Elise Pennington, Town of Park, Community Affairs Manager
Michele Kivela, Lone Tree Assistant City Manager/PIO
Katie Klossner, DC Libraries Community Relations Manager
Whei Wong, DCSD Director of Communications

Re: Proposed Partnership of Douglas County Governments web site

In keeping with its mission to communicate and promote the accomplishments of the Partnership, the Communications Subcommittee agreed by consensus during a Jan. 25 meeting to develop a web site for the Partnership. Working with Douglas County web specialist Chris Vodnik, subcommittee members also agreed on initial web site content and content management.

A presentation of a prototype web site is planned during the Feb. 21 Partnership meeting at the Philip S. Miller Library. Partnership member questions, comments and suggestions regarding the web site are encouraged following the presentation.

**JANUARY 17, 2007
HOSTED BY THE TOWN OF PARKER – PARKER TOWN HALL**

MEETING MINUTES

MEMBER ATTENDEES:

Castle Rock: Randy Reed, Doug Lehnen, Mark Stevens, Fritz Sprague, Sally Misare

Douglas County: Melanie Worley, Steve Board, Dave Weaver, Doug DeBord, Wendy Holmes, Jerry Stigall

Douglas Public Library District: Jamie LaRue, Mark Weston

Douglas County School District: Chris Stutler, Kristine Turner

Larkspur: Sherilyn West

Lone Tree: Pat Braden, Elton Winters, Jack Hidahl, Michelle Kivela

Parker: Gary Lasater, Jeannene Bragg

GUESTS:

Ray Waterman, South Metro Water Authority; Terry Nolan, Highlands Ranch Metro Districts; Ted Leighty, Tom Tancredo's office

Chairman Reed Called the Meeting to Order at 7:30 A.M.

I. WELCOME / INTRODUCTIONS

Chairman Reed welcomed the participants to the 2007 kick off meeting of the PDCG, and noted that the Partnership is now operating under the revised guidelines recently adopted by the members. A copy of these guidelines was included in the packet of background materials distributed to members. In order to assure a more orderly meeting, Reed requested members wishing to make comments wait to be recognized by the chair before speaking.

II. JURISDICTIONAL UPDATES

Lehnen, Castle Rock, stated the Town had spent a significant amount of time and resources during the last month addressing snow removal issues and citizen concerns about snow removal operations.

Boand, Douglas County, echoed Lehnen's comments about snow removal, and stated he felt all entities had provided the same "generally good" level of service to the citizens. Reported the recent gas leak in Highlands Ranch had been repaired, and all evacuees had returned home.

Worley, Douglas County, announced the launch of the County's Special Needs Registry - a database of citizens who might require special assistance in case of an emergency.

Weaver, reported that at a recent Sherriff's conference, it became clear that the County's sexual offender website was the most comprehensive in the State, and thanked local jurisdictions for their participation in this project. Noted the Chief's group was continuing to review the possibility for a joint communications center, and would be conducting a professional feasibility study this spring. Expressed concern about potential growth in drug issues (and related crime issues) in the county, and requested a meeting with the Managers of all the entities to discuss options to address this issue on a united front.

Weston, Library District, noted that the 2006 circulation of library materials in the County had increased 20% and was now up to approximately 5.5 million items, very close to that of Jefferson County, which had double the population of Douglas County.

LaRue, Library District, noted efforts to redesign the way the Library did business had allowed the 20% increase in business to occur with no increases in staff.

Stutler, School District, reported Jill Rapella had resigned from the Board of Education (BOE) and therefore Kristine Turner would be filling that spot with the Partnership. Noted the District was working on acquiring additional administrative office space in Highlands Ranch, as well as building several new elementary schools that were scheduled to open in the fall of 2007.

Stated the BOE had hired Carole Murray as its lobbyist. Discussed potential legislation that would limit the School District's ability to request waivers of certain requirements from the State Board of Education. Stated that the proposal would not impact Douglas County's waiver of certain licensing requirements since this had been granted last spring, but could impact future requests.

Worley questioned if there were something the Partnership members could do to support the DCSD's opposition to this legislation. Stutler indicated the local legislative delegation was continuing to support the District's position, so it was a matter of monitoring the status in the upcoming months.

West. Larkspur, stated the Town was working with CDOT regarding treatment of sewage from the I-25 rest stop, which was currently handled by the Town. This had contributed to the Larkspur plant reaching maximum capacity, and the need for the Town to impose a building moratorium until this issue could be resolved.

Winters, Lone Tree, spoke about the number of quality of life issues facing the membership that were or could be tied to regional cooperative efforts, including potential joint funding of a cultural venue, parks and recreation facilities and opportunities, and public safety issues. Noted annexation of Park Meadows Mall was progressing, and once completed would increase revenue to the City by approximately 30%. Noted City had closed on the Certificates of Participation it was using to finance the purchase of its new office space, and would be moving this spring.

Lasater, Parker, noted the Town Council had recently appointed Trace Kaker to fill the vacancy on Council resulting from Jack Hilbert's election as County Commissioner. The Town is continuing its process to hire new Police Chief, and had narrowed the pool down to three finalists, including the current acting chief. Reported on several major road improvement projects, including a 610-foot bridge to connect Pine Lane Road from Twenty Mile to Jordan. Noted the coalition between the Town, the Chamber and the Economic Development Council was being re-established, and had already resulted in an agreement to keep Parker County Days in the downtown area.

III. 2007 PARTNERSHIP PRIORITY SETTING

Per Operational guidelines, the Partnership members agreed to take on 1–3 priority items as its major work program for 2007.

The Managers met, and put forth two major projects:

- 1) Development of a Leadership Institute, led by Doug DeBord; and
- 2) A program for planning and evaluating the potential for regional facilities, led by Jack Hidahl.

DeBord noted the Leadership Institute was intended to explore ways in which the entities could pool training resources. Each entity currently spends significant time and money on training, and the intent was to determine if there was a better way to approach this issue by pooling resources.

Jerry Stigall reviewed one approach - training would be based on a set of core competencies, each of which was measured by several behavioral indicators.

Extended discussion took place as to whether the proposed leadership training would be focused toward elected leaders and/or high-level staff members or middle management, with an emphasis on succession planning.

Lasater recommended consideration of program that would provide direct rewards to employees in terms of points that could be used as the basis of a reward/recognition system. Also recommended research be done on the possibility of developing a program that could be accredited.

ACTION ITEM

Based on consensus that a Leadership Institute could have many benefits and should be a primary goal of the Partnership, DeBord requested each entity provide him with the name of a representative to serve on this subcommittee by the end of the week. The subcommittee will meet before the next Partnership meeting, and work through some of the details, and be prepared to present a proposal(s) at the next meeting

IV. REGIONAL FACILITY PLANNING

Goal was to review facility needs identified by each entity as being desirable, but which might meet regional as well as local needs, and for which there was a better opportunity to establish these facilities and meet the need if entities worked collaborative rather than competitively. Examples of these types of facilities would include ice rinks, aquatic parks, performing and cultural arts facilities and higher education facilities.

Hidahl recommended beginning to approach this goal through a coordinated effort to gather background information and material needed to identify the needs and also what resources each entity might have to bring to the table.

Board noted need to consider other partners in this effort as well, including the HRCA and the Recreation Districts currently providing services within the County, etc.

ACTION ITEM

The Partnership accepted the Manager's recommendation that regional facility planning should be considered a 2007 priority.

Lone Tree agreed to coordinate initial information gathering and report back.

V. OTHER GOALS

Reed opened the floor for suggestions regarding additional goals/programs the Partnership might want to establish in the coming year:

Suggestions Included

Green Building – A lead-by-example program whereby public entities might be able to incorporate this into the building division, and promote it through projects. Jamie LaRue agreed to coordinate effort on this project.

Technology/GIS – Increase efforts to make sure formats used throughout the county are compatible; potential for bulk purchasing; central servers, etc. The Managers agreed to engage this issue. Gary Lasater expressed interest in being involved with this effort after the Managers report back to the Partnership.

County-wide 3-1-1 System - Requested further information and discussion regarding potential for implementing a centralized program which could provide information to citizens, regardless of where they lived within the County.

Additional Coordination on Emergency Operations Planning for county-wide events (snow storms, pandemic flu)

IGA's for cross-jurisdictional plowing, plowing of overlapping routes

Senior Issues

Consensus was that all these issues would be considered areas of interest, and minor projects to be worked on as time permitted but not designated as major priorities of the Partnership.

The Managers also agreed to discuss these issues during the monthly Manager meetings, and discuss how to best engage them, and provide a report back.

ACTION ITEM

Add to agenda for Manager's monthly meeting, and also include an agenda item for reporting out from Manager's meeting on Partnership meeting agendas.

VI. STATUS OF STANDING COMMITTEES

Stevens stated majority of Committees set forth under original Charter do not exist, and several that were not called out have been formed as needs arose. Noted committees that the Partnership felt were important should be created, tasked with specific purpose, and for a specific time period.

Braden noted need for committees were often time-sensitive. For example, Braden noted the County was in the process of updating its Cultural Arts Master Plan, and had called on other representatives of the various entities to participate in the process since the status of the Partnership's Arts and Culture subcommittee was unclear. Braden questioned if this was acceptable to the Partnership, or if the subcommittee that already existed should be involved with Master Plan update. Consensus was for the County Cultural Commission to move forward with its work, without formal involvement of the subcommittee of the Partnership.

Holmes noted there were a variety of groups providing input into this process, including some that were not members of the Partnership. Noted it was likely some of the

outcomes of this plan update would tie back to the Partnership through the regional facilities planning effort previously discussed.

Consensus was to eliminate the standing committees, and replace these with reports at each meeting from those members that had agreed to lead a group working on the major projects, and, on an as-needed basis, reports from those that were in charge of the minor projects. Concurrently, the Manager group would discuss upcoming issues at the monthly Manager meeting, and if a group effort was required to work on an issue, the Managers could request the formation and assistance of an ad-hoc subcommittee at the next regular meeting.

ACTION ITEM

Add items to standing agenda for updates on two identified priorities, and to allow Managers to report out on the monthly Manager's meeting, and request Group's input on involvement in topics that were vetted out at that level.

VII. COMMUNICATIONS SUB COMMITTEE – REPORT OUT

For reporting purposes, Holmes agreed to draft press release regarding the two major priorities established by Partnership at this meeting. Release would be reviewed by the Subcommittee at its meeting on January 25th, and then would be distributed to members for review and comment.

Chairman Reed adjourned the meeting at 9:40 A.M.

NEXT MEETING

The next meeting will be held on February 21, 2007 at the Phillip S. Miller Library in Castle Rock.

Submitted By

Sally Misare
Castle Rock Town Clerk

RESOLUTION NO. 06-070 , Series of 2006

TITLE: A RESOLUTION ESTABLISHING A PARTNERSHIP OF DOUGLAS COUNTY GOVERNMENTS AMONG THE COUNTY OF DOUGLAS, AND 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;

WHEREAS, it is in the best interest of the taxpayers and citizens of Douglas County for the Partnership of Douglas County Governments (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 TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

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

Section 2. The Partnership 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 shall adopt operational guidelines, which may be amended from time to time by the Partnership.

Section 5. The Partnership 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 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.

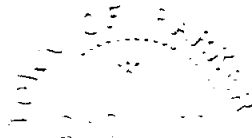
Section 7. New members will be recommended by the informed consent of the existing Partnership membership and ratified by resolution by all parties.

RESOLVED AND PASSED this 14th day of August, 2006.

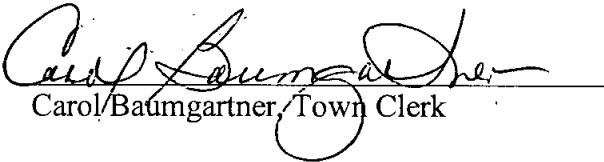
TOWN OF PARKER, COLORADO



David Casiano, Mayor



ATTEST:



Carol Baumgartner, Town Clerk

**CITY OF LONE TREE
RESOLUTION NO. 06-21**

**A RESOLUTION ESTABLISHING A PARTNERSHIP OF DOUGLAS COUNTY
GOVERNMENTS AMONG THE COUNTY OF
DOUGLAS COUNTY, AND 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 government entities; and

WHEREAS, it is in the best interest of the taxpayers and citizens of Douglas County for the Partnership of Douglas County Government (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:**

1. The Partnership commits to achieve the following: Cost savings to the taxpayers of Douglas County and its municipalities, improvements in operations, programming efficiency, and/or enhancement of the level of service currently being provided.
2. The Partnership 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.
3. Partnership members will delegate elected/appointed officials and staff to attend regular meetings of the Partnership.
4. The Partnership shall adopt operational guidelines, which may be amended from time to time by the Partnership.
5. The Partnership 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.
6. Decisions by the Partnership are made by informed consent, meaning that no member present at the regular meeting voices an objection to a course of action by the Partnership.

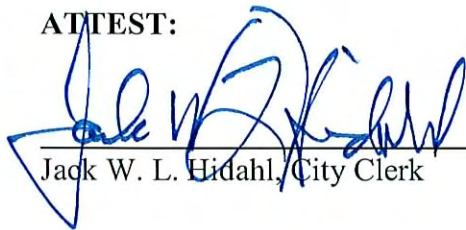
7. New members will be recommended by the informed consent of the existing Partnership membership and ratified by resolution of all parties.

APPROVED AND ADOPTED THIS 15th DAY OF AUGUST, 2006.

CITY OF LONE TREE

By: 
John R. O'Boyle, Mayor

ATTEST:


Jack W. L. Hidahl, City Clerk

(S E A L)