



Lone Tree City Council Agenda Tuesday, February 2, 2016

Meeting Location: City Council Meeting Room, Lone Tree Civic Center, 8527 Lone Tree Parkway.
Meeting Procedure: The Lone Tree City Council and staff will meet in a public Study Session at 4:30pm. At 6:00pm and following the meeting, if necessary, the Council Meeting will adjourn and convene in Executive Session. If an Executive Session is not necessary, Council will recess for dinner. The Regular Session will be convened at 7:00pm. Study Sessions and Regular Sessions are open to the public, Executive Sessions are not. Comments from the public are welcome at these occasions: 1. Public Comment (brief comments on items not scheduled for a public hearing) 2. Public Hearings. Contact the City Clerk if special arrangements are needed to attend (at least 24 hours in advance).

4:30pm Study Session Agenda

1. Douglas County Youth Initiative 2016 IGA
 2. Snow Removal Update
 3. Denver South Transportation Management Association (TMA) Corridor Study Presentation
 4. **Ordinance No. 16-01 - AN ORDINANCE AMENDING THE CITY OF LONE TREE FLOOD PLAIN ORDINANCES**
-

6:00pm Executive Session Agenda

1. Roll Call
 2. Executive Session
-

7:00pm Regular Session Agenda

3. Opening of Regular Meeting/Pledge of Allegiance
 4. Amendments to the Agenda and Adoption of the Agenda
 5. Conflict of Interest Inquiry
 6. Public Comment
 7. Announcements
 8. Presentations
 9. Consent Agenda
 - a. Minutes of the January 19, 2016 Regular Meeting
 - b. Claims for the Period of January 11-25, 2016
 10. Public Works
 - a. **Ordinance No. 16-01 - AN ORDINANCE AMENDING THE CITY OF LONE TREE FLOOD PLAIN ORDINANCES**
 11. Administrative Matters
 - a. **Resolution 16-07, ADOPTING THE DOUGLAS COUNTY LOCAL HAZARD MITIGATION PLAN**
 - b. **Resolution 16-08, ADOPTING THE DOUGLAS COUNTY DISASTER RECOVERY PLAN**
 - c. **Resolution 16-09, APPOINTING MEMBERS TO THE YOUTH COMMISSION FOR THE CITY OF LONE TREE**
 - d. Douglas County Youth Initiative Intergovernmental Agreement (IGA)
 12. Council Comments
 13. Adjournment
-

City of Lone Tree Upcoming Events

more info available at www.cityoflonetree.com and www.lonetreeartscenter.org

- Reunion '85: January 28 – February 13th, LTAC Main Stage
- The Lightning Thief: February 4, LTAC Main Stage
- Commissioners' Choice: Runs through March 4, 2016, LTAC
- Coffee with a Cop, February 25th, 8:00 am, Panera Bread, 9233 Park Meadows Dr.

**MINUTES OF A REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF LONE TREE
HELD
January 19, 2016**

A regular meeting of the Council of the City of Lone Tree was held on Tuesday, January 19, 2016, at 6:00 p.m., at the Lone Tree City Council Chambers located at 8527 Lone Tree Parkway, Lone Tree, Colorado 80124.

Attendance

In attendance were:

James D. Gunning, Mayor
Jacqueline Millet, Mayor Pro Tem
Harold Anderson, Council Member
Kim Monson, Council Member
Susan Squyer, Council Member

Also in attendance were:

Seth Hoffman, City Manager
Jennifer Pettinger, City Clerk
Torie Brazitis, Assistant to the City Manager
Jeff Holwell, Economic Development Director
Chief Jeffery Streeter, Lone Tree Police Department
Kristin Baumgartner, Finance Director
Kelly First, Community Development Director
Lisa Rigsby Peterson, Lone Tree Arts Center Director
Gary White, City Attorney, White, Bear and Ankele, P.C.
Neil Rutledge, Assistant City Attorney, White, Bear and Ankele, P.C.
John Cotten, Public Works Director, TTG Corp.

Call to Order

Mayor Gunning called the meeting to order at 6:04 p.m., and observed that a quorum was present.

Executive Session

Neil Rutledge, Assistant City Attorney, announced City Council intends to convene in Executive Session for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) for the purpose of discussing specific legal questions having to do with development issues.

Council Member Anderson moved, Mayor Pro Tem Millet seconded, for City Council to recess and convene in Executive Session for the reasons stated. The motion passed with a 5 to 0 vote.

Council adjourned to an Executive Session at 6:04 p.m.

The Executive Session was adjourned at 6:35 p.m.

Mayor Gunning reconvened the meeting in Regular Session at 7:00 p.m., following a short recess.

Pledge of Allegiance

Mayor Gunning led those assembled in reciting the Pledge of Allegiance.

Amendments to the Agenda

There were no amendments to the agenda.

Conflict of Interest

There was no conflict of interest.

Announcements

Kate Schaeffer, Youth Commissioner, gave Council an update on the Youth Commission.

Mayor Gunning announced upcoming events.

Public Comment

There was no public comment.

Presentations

There were no presentations.

Consent Agenda

Mayor Gunning noted the following items on the Consent Agenda, which consisted of:

- *Minutes of the January 5, 2016 Regular Meeting*
- *Claims for the period of December 28, 2015 – January 11, 2016*
- *Treasurer's Report for November 2015*

Mayor Pro Tem Millet moved, Council Member Squyer seconded, to approve the Consent Agenda. The motion passed with a 5 to 0 vote.

Community Development

RidgeGate Section 22, Filing 1 (Tract GG or the Retreat at RidgeGate) Preliminary Plan and Sub-area Plan Project #SB15-57R

Mayor Gunning opened the Public Hearing at 7:10 p.m.

Jennifer Drybread, Senior Planner, introduced the item. Ms. Drybread introduced Keith Simon, Coventry Development. Mr. Simon spoke about the project. Mr. Simon introduced the applicant; Lisa Evans, Century Communities. Ms. Evans also spoke about the project and responded to questions from Council.

Mayor Gunning opened the Public Hearing for comment at 7:47 p.m.

Lewis Stadler, 10624 Ladera Pt., asked about the location of the pump house and the roadway connection for Alicante.

Dean Ottenbreit, 10665 Montecito Drive, shared his concerns about the density of the project, height of the retaining walls and the look of the final project.

Jared Wright, 10659 Montecito Drive, shared his concerns about the massing of the project and the retaining wall view from the trail.

Greg Fong, 10660 Montecito Drive, asked for the following: the homes on lots 24-27 be removed from the project, remove the connection of Alicante & Cabela Drive, and limit the number of 2-story homes.

Randy Bower, 11644 Ladera Pt., shared his concerns over landscaping and the nature of the development.

Megan Troop, 10485 Ladera Drive, shared her concerns about the fire access road.

Ms. Evans responded to the concerns and answered also questions from Council.

Gary White, City Attorney, explained the criteria that Council can use to make their decision.

Ms. Evans asked for a five minute recess. Mayor Gunning recessed the meeting at 8:23 p.m.

Mayor Gunning reconvened the meeting at 8:29 p.m.

Ms. Evans stated they wished to withdraw the application.

Mayor Gunning closed the Public Hearing at 8:29 p.m.

Mayor Pro Tem Millet moved, Council Member Squyer seconded, to accept the applicant's withdrawal of the application. The motion passed with a 5 to 0 vote.

Administrative Matters

RESOLUTION 16-06, CALLING FOR THE REGULAR BIENNIAL CITY ELECTION FOR THE CITY OF LONE TREE

Jennifer Pettinger, City Clerk, introduced the item.

Council Member Squyer moved, Council Member Anderson seconded, to approve **RESOLUTION 16-06, CALLING FOR THE REGULAR BIENNIAL CITY ELECTION FOR THE CITY OF LONE TREE**. The motion passed with a 5 to 0 vote.

Adjournment

There being no further business, Mayor Gunning adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Jennifer Pettinger, CMC, City Clerk



CITY OF LONE TREE
STAFF REPORT

TO: Mayor Gunning and City Council

FROM: John P. Cotten, P.E.

DATE: January 26, 2016

FOR: February 2, 2016

SUBJECT: Ordinance 16-01 - AN ORDINANCE AMENDING THE CITY OF LONE TREE FLOOD PLAIN ORDINANCES

Summary

Douglas County's Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM), as adopted by the City of Lone Tree, has been updated, effective March 16, 2016. As a result, the City needs to amend its associated Flood Plain ordinances to reflect the new FIS and FIRM, in order to stay current with the FEMA National Flood Insurance Program (NFIP).

Cost

There is no cost associated with the Ordinance adoption.

Suggested Motion or Recommended Action

I move to approve Ordinance No. 16-01.

Background

The FIS and FIRM updates provide a better definition and delineation of the regulated floodplain limits within the City, based on more current and updated analysis. The resulting updates do not result in any additional properties within the City being within, or impacted directly by, the floodplain boundaries. There are no residential or commercial structures that fall within the floodplains in the City. As such, there are no properties specifically required to have Flood Insurance coverage. There are, however, several individuals who voluntarily have chosen to obtain flood insurance coverage for their properties. By maintaining NFIP compliance, the City makes it possible for property owners within Lone Tree to continue to be able to obtain Flood Insurance Coverage.

**ORDINANCE OF THE
CITY OF LONE TREE**

Series of 2016

Ordinance No. 16-01

**AN ORDINANCE AMENDING THE CITY OF LONE TREE
FLOOD PLAIN ORDINANCES.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONE TREE,
COLORADO:**

ARTICLE 1 – AUTHORITY

The City of Lone Tree (the "City") is a home rule municipality operating under the Lone Tree Home Rule Charter (the "Charter") adopted on May 5, 1998 and a Municipal Code (the "Code"), codified and adopted on December 7, 2004. Pursuant to the Charter, the Municipal Code and the authority given home rule cities, the City may adopt and amend Ordinances.

ARTICLE 2 – DECLARATIONS OF POLICY

- A. The City Council recognizes the need to revise from time to time the legal underpinnings of the Public Works Department in its regulation, oversight and enforcement of flood damage protection within the City in order to promote and protect the public health, safety and welfare.
- B. The City Council wishes to ensure that the City continues to be in compliance with the Federal Emergency Management Agency's National Flood Insurance Program.
- C. Douglas County's Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM), as adopted by the City of Lone Tree, has been updated, effective March 16, 2016. As a result, the City needs to amend its associated Flood Plain ordinances to reflect the new FIS and FIRM, in order to stay current with the FEMA National Flood Insurance Program (NFIP).

ARTICLE 3 – SAFETY CLAUSE

The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare.

ARTICLE 4 – ADOPTION

A. The first sentence of Section 15-3-50 of the Code is repealed and replaced by the following:

Sec. 15-3-50. Basis for establishing the Special Flood Hazard Areas; adoption by reference.

The Special Flood Hazard Areas (SFHAs) identified by the Federal Emergency Management Agency in a scientific and engineering report entitled "The Flood Insurance Study for Douglas County, Colorado and Incorporated Areas," dated March 16, 2016, as amended from time to time, with accompanying Flood Insurance Rate Maps (FIRMs), Digital Flood Rate Maps (DFIRMs) and Flood Boundary Floodway Maps (FBFM), and any revisions thereto, are hereby adopted by reference and declared to be a part of this Chapter.

B. The definition of FIS in Section 15-4-20 of the Code is repealed and replaced by the following:

FIS means the Flood Insurance Study for Douglas County, as amended from time to time, and the accompanying series of Flood Insurance Rate Maps (FIRM) and/or Digital Flood Insurance Rate Maps (DFIRMs) as amended and produced by FEMA.

C. Section 15-4-50(1)a. of the Code is repealed and replaced by the following:

Sec. 15-4-50. Boundary.

The Floodplain Overlay District is composed of the one-hundred-year floodplain and a subarea within the floodplain called the Floodway, which must be reserved in order to discharge the one-hundred-year flood without increasing the water surface elevation more than one-half ($\frac{1}{2}$) foot at any point.

(1) The boundary of the Floodplain Overly District shall be the boundary of the one-hundred-year floodplain. The extent of this area shall be based upon the best available information, including:

a. The Flood Insurance Study (FIS) for Douglas County dated March 16, 2016, as amended from time to time, and the accompanying series of Flood Insurance Rate Maps (FIRM) and/or Digital Flood Insurance Rate Maps (DFIRMs) as amended and produced by FEMA.

ARTICLE 5 - PROVISIONS EFFECTIVE

The provisions of this Ordinance shall go into effect on March 16, 2016.

ARTICLE 6 - SEVERABILITY

If any part or provision of this Ordinance, or its application to any person or circumstance is adjudged to be invalid or unenforceable, the invalidity or unenforceability of such part, provision or application shall not affect any of the remaining parts, provisions or applications of this Ordinance which can be given the effect without the invalid provision, part or application, and to this end the provisions and parts of this Ordinance are declared to be severable.

ARTICLE 7 - EFFECTIVE DATE

This Ordinance shall take effect thirty (30) days following publication after the first reading if no changes are made on second reading, or twenty (20) days after publication following second reading if changes are made upon second reading.

INTRODUCED READ AND ORDERED PUBLISHED ON FEBRUARY 2nd, 2016.

CITY OF LONE TREE:

James D. Gunning, Mayor

ATTEST:

(SEAL)

Jennifer Pettinger, CMC, City Clerk



**CITY OF LONE TREE
STAFF REPORT**

TO: Mayor Gunning and City Council

FROM: Jeff Streeter, Chief of Police

DATE: January 25, 2016

FOR: February 2, 2016, City Council Meeting

SUBJECT: Resolution 16-07 Adopting the Douglas County Hazard Mitigation Plan

Summary

The Douglas County Local Hazard Mitigation Plan is a multi-jurisdictional plan which includes an annex dedicated to the City of Lone Tree.

The purpose of hazard mitigation planning is to reduce or eliminate the impact to a community from a hazard event. This is done by first identifying the hazards present in a community and then identifying strategies or actions that can help minimize the potential impacts of those hazards.

It is important to note that this Hazard Mitigation Plan was created pursuant to the requirements of the Disaster Mitigation Act of 2000, which address only "natural" hazards. The planning team for Douglas County's Plan chose to also include Hazardous Materials incidents to the plan because of the great potential of such an incident having an impact in the County.

Cost

There is minimal cost associated with the adoption of this resolution other than regular staff time to implement certain action items listed in the City 's annex of the plan.

Suggested Motion or Recommended Action

We are requesting Council approve this Resolution at the February 2, 2016 City Council meeting with the following motion: I move to approve Resolution 16-07, Adopting the Douglas County Local Hazard Mitigation Plan.

Background

City of Lone Tree personnel, as well as a member of the Public Safety Advisory Committee and a representative of Coventry Development participated in the development of this plan. The plan includes a City specific annex which identifies the hazards that may affect the City of Lone Tree. The annex also includes a hazard vulnerability assessment, current capability assessment and mitigation actions that will be implemented.

This plan serves to address the *mitigation* component of emergency management and further demonstrates the City's commitment to addressing all phases of emergency management. The other components: Preparedness, Response and Recovery are addressed in companion documents which will also be brought before Council for adoption.



Adoption of this plan also serves to ensure the City of Lone Tree continues to be eligible for certain federal disaster assistance.

A copy of the Douglas County Local Hazard Mitigation Plan can be found at: <https://amec.app.box.com/s/l3dw176zoh9lmi1jado2d0n7e8wm5gqr>.

In addition, one (1) copy of the Plan shall be on file in the office of the City Clerk and shall be available for examination by all interested persons between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

**CITY OF LONE TREE
RESOLUTION NO. 16-07**

**A RESOLUTION ADOPTING THE DOUGLAS COUNTY LOCAL
HAZARD MITIGATION PLAN**

WHEREAS, the City of Lone Tree recognizes the threat that natural hazards pose to the people and property within our community; and

WHEREAS, the Douglas County Local Hazard Mitigation Plan, includes an annex specific to the risks within the City of Lone Tree; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential threat to the community from future hazard occurrences; and

WHEREAS, an adopted Local Hazard Mitigation Plan is required for future funding of mitigation projects under FEMA's Pre-Disaster Mitigation and Hazard Mitigation Grant programs; and

WHEREAS, City of Lone Tree representatives participated in the development of the Douglas County Local Hazard Mitigation Plan and recommend approval and adoption by the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONE TREE, COLORADO:

THAT the City of Lone Tree hereby adopts the Douglas County Local Hazard Mitigation Plan as the hazard mitigation plan for the City of Lone Tree. One (1) copy of the Douglas County Local Hazard Mitigation Plan shall be on file in the office of the City Clerk and shall be available for examination by all interested persons between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

ADOPTED AND APPROVED THIS DAY OF _____, 2016.

CITY OF LONE TREE

By: _____
James D. Gunning, Mayor

ATTEST:

(SEAL)

Jennifer Pettinger, CMC, City Clerk



**CITY OF LONE TREE
STAFF REPORT**

TO: Mayor Gunning and City Council

FROM: Jeff Streeter, Chief of Police

DATE: January 25, 2016

FOR: January 19, 2016, City Council Study Session

SUBJECT: Resolution 16-08, Adopting the Douglas County Disaster Recovery Plan

Summary

The Douglas County Disaster Recovery Plan is a multi-jurisdictional plan which includes the City of Lone Tree. The Plan is designed to provide a comprehensive framework for recovering from disasters and emergencies, and outlines the responsibilities of the various agencies that will have a role in the recovery effort.

Cost

There is no cost associated with the adoption of this resolution.

Suggested Motion or Recommended Action

We are requesting Council approve this Resolution at the February 2, 2016 City Council meeting with the following motion: I move to approve Resolution 16-08, Adopting the Douglas County Disaster Recovery Plan.

Background

Recovery is the process of returning a community to a state of normality after an emergency or disaster event. Factors that are addressed during the recovery period include the health and safety of the community, the restoration of infrastructure and lifelines, and the economic redevelopment of the community.

This Plan serves to address the *recovery* component of emergency management and further demonstrates the City's commitment to addressing all phases of emergency management. The other components: Preparedness,



Response and Mitigation are addressed in companion documents which will also be brought before Council for adoption.

Although the plan was written specifically for Douglas County Government, participating agencies are encouraged to adapt and/or adopt it for their own use as it details the coordination among the municipalities, special districts and various agencies within the County. City of Lone Tree personnel are currently working with Regional Homeland Security partners to refine certain components of the County Plan to make it more Lone Tree specific.

A copy of the Douglas County Disaster Recovery Plan is on file in the office of the City Clerk and shall be available for examination by all interested persons between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

**CITY OF LONE TREE
RESOLUTION NO. 16-08**

**A RESOLUTION ADOPTING THE DOUGLAS COUNTY DISASTER
RECOVERY PLAN**

WHEREAS, the City of Lone Tree recognizes the importance of having a disaster recovery plan in place to help ensure our community is able to recover from large scale emergencies and disasters; and

WHEREAS, coordinating disaster recovery actions with the County and neighboring communities is vital to ensuring our community remains resilient; and

WHEREAS, the Douglas County Disaster Recovery Plan was developed with input from City of Lone Tree personnel and it identifies the City as a coordinating partner;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONE TREE, COLORADO:

THAT the City of Lone Tree hereby adopts the Douglas County Disaster Recovery Plan to be used as the framework for recovery planning within the City of Lone Tree. One (1) copy of the Douglas County Disaster Recovery Plan shall be on file in the office of the City Clerk and shall be available for examination by all interested persons between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

ADOPTED AND APPROVED THIS DAY OF _____, 2016.

CITY OF LONE TREE

By: _____
James D. Gunning, Mayor

ATTEST:

(SEAL)

Jennifer Pettinger, CMC, City Clerk

**CITY OF LONE TREE
RESOLUTION NO. 16-09**

**A RESOLUTION APPOINTING MEMBERS
TO THE YOUTH COMMISSION
FOR THE CITY OF LONE TREE**

WHEREAS, by Resolution 09-02, the City Council created the Youth Commission (the Commission) which advises the City on matters pertaining to youth and youth interest in the City of Lone Tree; and

WHEREAS, by Resolution 09-02, the Commission is comprised of not more than seven and not less than five resident members, all of whom are residents of Lone Tree and currently enrolled in 8th through 12th grade; and

WHEREAS, the Youth Commission currently has two vacancies due to the resignation of Sophia Kenny and Caroline Hauer, whose terms expire on August 31, 2016; and

WHEREAS, the City Council desires to appoint two (2) Youth Commission members to the vacancies.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONE TREE, COLORADO:

That Nicole Trippler is hereby retroactively appointed to the Youth Commission to fill the vacancy created by the resignation of Sophia Kenny, for the remainder of her term which expires on August 31, 2016.

That Andrew Seehausen is hereby retroactively appointed to the Youth Commission to fill the vacancy created by the resignation of Caroline Hauer, for the remainder of her term which expires on August 31, 2016.

APPROVED AND ADOPTED THIS 2nd DAY OF FEBRUARY, 2016.

CITY OF LONE TREE

James D. Gunning, Mayor

ATTEST:

Jennifer Pettinger, CMC, City Clerk

(S E A L)



**CITY OF LONE TREE
STAFF MEMORANDUM**

TO: Mayor Gunning and City Council

FROM: Torie Brazitis, Assistant to the City Manager

DATE: Tuesday, January 13, 2016

FOR: Tuesday, February 2, 2016 City Council Meeting

SUBJECT: Douglas County Youth Initiative IGA, Including Proposed Change to Enable Automatic Annual Renewals

Summary

The attached IGA continues the City's annual support of the Douglas County Youth Initiative in 2016, as part of its community support activities. The IGA creates and funds the Youth Initiative by the agreement of seven government entities:

- Douglas County,
- Douglas County School District,
- Douglas County Libraries,
- Town of Castle Rock,
- Town of Parker,
- City of Lone Tree, and
- Highlands Ranch Metro District.

In late 2015, Youth Services Program Manager Marsha Alston reached out to members of the Youth Initiative and asked them to consider changes to the IGA that would enable it to renew automatically unless either side chooses to end it. These are presented here for Council's review and consideration.

According to Youth Initiative staff, the City of Lone Tree has supported the Initiative since it began in 2005. City Council last renewed this IGA for 2015 at their February 3, 2015 regular meeting.

Cost

Annual cost for this program to the City of Lone Tree for 2016 will be \$19,800. This is the same cost it was in 2014 and 2015. City funding for this program was authorized in the City's FY2016 budget.

Suggested Motion or Recommended Action

Staff requests Council approve the attached IGA for the Douglas County Youth Initiative.

Background

On its website, the Douglas County Youth Initiative describes itself as a “collaborative project among Douglas County government, the Douglas County School District, the City of Lone Tree, the Town of Castle Rock, the Town of Parker, the Library District, and the Highlands Ranch Metro District” to “coordinat[e] ... local youth-serving efforts and assess ... the needs of youngest residents.”

Programs provided by the Youth Initiative include their WrapAround program of comprehensive services for families in crisis situations, the Douglas County Outstanding Youth Awards to honor youth between the ages of 13 and 19 who have overcome significant personal adversity in their lives, the Youth Congress for high school students in Douglas County to work with adults to address issues of importance to youth, and the Douglas County Youth and Family Resource Guide.

Youth Initiative staff reported that the Youth Initiative receives guidance from an advisory board that currently includes representatives from the Town of Parker, Town of Castle Rock, City of Lone Tree, Douglas County, Highlands Ranch Metro District, and the Douglas County School District.

City Finance staff reports that the Youth Initiative is a component unit of Douglas County, and as such does not have its own financial reports such as 990's.

Attachment:

- Attachment A: Email from Marsha Alston, Douglas County Youth Initiative
- Attachment B: 2016 Douglas County Youth Initiative IGA, including Text Changes (Highlighted) That Would Allow Automatic Annual Renewals

Attachment A: Email from Marsha Alston re: DCYI IGA and 2016 Changes

From: Marsha Alston [<mailto:malston@douglas.co.us>]
Sent: Thursday, December 17, 2015 10:42 AM
To: smisare@CRgov.com; Jackie Millet
<Jackie.Millet@cityoflonetree.com>; young@parkeronline.org; Geoffrion, Chuck
(cgeoffrion@dclibraries.org)
<cgeoffrion@dclibraries.org>; tnolan@highlandsranch.org; nona.eichelberger@dcsdk12.org
Cc: Renee Valentine (RValentine@crgov.com) <RValentine@crgov.com>; Seth Hoffman
<Seth.Hoffman@cityoflonetree.com>; jrivero@parkeronline.org; shedable@yahoo.com
<scottandrenee@comcast.net>; Renee Anderson (scottandrenee@comcast.net) <scottandrenee@comcast.net>;
Barbara Drake <bdrake@douglas.co.us>; Maureen Waller <MWaller@douglas.co.us>;
Christopher Pratt <cpratt@douglas.co.us>; Staci McCormack
(staci.mccormack@dcsdk12.org) <staci.mccormack@dcsdk12.org>; Karla McCrimmon
(KMcCrimmon@crgov.com) <KMcCrimmon@crgov.com>; Kristen Knoll
<Kristen.Knoll@cityoflonetree.com>
Subject: 2016 IGA for DCYI

MEMO

To: Funders of the Douglas County Youth Initiative: Highlands Ranch Metro District, Town of Parker, Town of Castle Rock, City of Lone Tree, Douglas County Libraries, Douglas County School District, Douglas County Government
From: Marsha Alston
Date: 12-17-15
RE: 2016 IGA for the Douglas County Youth Initiative

Hello, I have emailed each of your representatives to the DCYI with the below request. From those I heard from, all are in agreement to go forth with a re-occurring IGA. Now, I am forwarding to each of you for review. Please let me know if you have any questions.

The request is to change the DCYI IGA to be a re-occurring IGA so we wouldn't have to get signatures annually. The County Attorney's Office advised me that from their perspective, it would not be a problem and they made appropriate changes to the IGA, please see attached. (I have bolded the section, Section 2.)

The Attorney's office also noted that even with the IGA being re-occurring, a party could cancel with 30-days notice. And, if the budgeted amounts needed to be changed, we would just amend the IGA. Also, as the County operates under the same restrictions as many of you, there is no debt obligation beyond the current year. All future costs for any participant are expressly subject to appropriation by each of the entities and any entity can terminate participation simply by no longer paying.

Please let me know if you are in agreement with this proposed change. If all agree, then please sign the attached IGA and email back to me. When I receive a fully signed document, I will send to each of you. If you do not agree to the re-occurring IGA, please let me know ASAP.

Thank you,
Marsha

Current Advisory Board and Staff Representatives to the Board:

- Castle Rock - Renee Valentine / Karla McCrimmon
- Lone Tree - Jackie Millet / Kristin Knoll
- Parker -Josh Rivero
- DC Libraries - Demetria Heath
- HR Metro - Renee Anderson
- DC Govt - Dave Weaver / Barbara Drake
- DCSD – VACANT / Nona Eichelberger and Staci McCormack

INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, DOUGLAS COUNTY SCHOOL DISTRICT RE-1, DOUGLAS COUNTY LIBRARIES, THE TOWN OF CASTLE ROCK, THE TOWN OF PARKER, THE CITY OF LONE TREE AND HIGHLANDS RANCH METRO DISTRICT, CONCERNING THE CONTINUED IMPLEMENTATION AND 2016 FUNDING OF THE DOUGLAS COUNTY YOUTH INITIATIVE PROGRAM

THIS AGREEMENT (“Agreement”) is entered into this ___ day of _____, 20___, by and between the Board of County Commissioners of the County of Douglas, Douglas County School District RE-1, the Douglas County Libraries, the Town of Castle Rock, the Town of Parker, the City of Lone Tree and the Highlands Ranch Metro District, hereinafter referred to jointly as the “Parties”; and

WHEREAS, Article XIV, Section 18(2)(a) of the Colorado Constitution, and section 29-1-203, C.R.S. provide a means whereby governmental units may cooperate or contract with one another to make the most efficient and effective use of their powers and responsibilities; and

WHEREAS, the Parties desire to set forth the terms and conditions in connection with the continuing implementation and operation of a collaborative effort known as the Douglas County Youth Initiative Program (“Program”); and

WHEREAS, the Program will include a Youth Services Program Manager, Program Initiatives such as WrapAround and Youth Congress, Community Coalitions, and an Advisory Board of the Youth Initiative; and

WHEREAS, the Parties have agreed to share the costs of implementing and operating the Program in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and the recitals as set forth above, the Parties hereby agree as follows:

Section 1. Subject Matter of Agreement. This Agreement sets forth the understanding of the Parties associated with the exchange of consideration, the ongoing costs and management of the Program and the responsibilities of the Parties under this Agreement.

Section 2. Duration of Agreement. This Agreement shall be effective for a period of one year, beginning January 1, 2016, subject to annual appropriation of funds by all Parties hereto. This Agreement shall renew automatically on December 31st of each year for an additional one year term unless earlier terminated by the withdrawal of any Party. In accordance with statute, if any Party to this Agreement should decide, in adopting the budget for subsequent Agreement years, not to provide funding for the Program, then that Party may withdraw from participation in this Agreement for future terms by giving written notice thereof to the other Parties. The remaining Parties shall have the option to negotiate and

continue a cost sharing arrangement and operation of the Program by amending this Agreement pursuant to Section 12 or this Agreement will automatically terminate at the end of the existing term. Any future automatic extension of the original term is contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes by each of the Parties.

Section 3. Relationship of the Parties. This Agreement is not intended to, and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the Parties, and the rights and obligations of the Parties shall be only those expressly set forth in this Agreement.

Section 4. Appointment of Program Services Manager. The Parties agree that the individual hired as the Youth Services Program Manager will be a Douglas County employee for all purposes and with the same benefits and at-will employment status as other County employees. The activities and performance of the Youth Services Program Manager will be subject to review by the Deputy County Manager with input from the Program Executive Board.

Section 5. Cost Sharing. The Parties agree to provide the following funding for the 2016 calendar year period:

- A. Beginning January 1, 2016, the basic estimated cost of implementing and operating the Program is \$170,500. The Parties agree to pay the following cost sharing amounts:

Douglas County School District Re-1:	\$35,750
Douglas County:	\$35,750
Douglas County Libraries	\$19,800
Town of Castle Rock:	\$19,800
Town of Parker:	\$19,800
City of Lone Tree:	\$19,800
Highlands Ranch Metro District	\$19,800

*Douglas County School District Re-1	\$40,000
*Douglas County:	\$40,000

*Parties have agreed to provide additional funding

- B. Douglas County shall be the recipient of the contributed funds as Douglas County will be the Party responsible for hiring the Youth Services Program Manager. The funds received for the Youth Services Program Manager shall be spent for costs directly associated with that position. Payments may be made annually or semi-annually at the discretion of the participating Parties.

Payments: Payments may be paid:

- One time payment due upon receipt of fully executed IGA or January 31st of the current term, whichever is later.
- ½ due upon receipt of fully executed IGA or January 31st of the current term, whichever is later and remaining ½ due by July of the current term.

Payments can be made by check payable to Douglas County.

Section 6. Responsibilities of the Parties.

- A. The Advisory Board shall be made up of one representative from each participating Party; each funding entity will have representation; and the Advisory Board shall be responsible for the following:
- (i) Provide feedback into the recruitment, hiring, and evaluation of the Youth Services Program Manager, although the final hiring and any and all other employment-related decisions shall be made by Douglas County in accordance with applicable Douglas County employment procedures and policies.
 - (ii) Act as a regular liaison with the agencies they represent.
 - (iii) Provide oversight and direction for the Program, on behalf of their constituents.
 - (iv) Participate with the Parties in the annual evaluation of the Program.
- B. The Parties shall be responsible for the following:
- (i) Participate with the implementation and operation of the Program.
 - (ii) Provide a regular liaison to the meetings of the Advisory Board.
 - (iii) Participate with the annual evaluation of the Program.
- C. The responsibility for providing office space and basic office supplies for the Youth Services Program Manager shall be the responsibility of Douglas County, including a dedicated telephone line and computer email and internet access. The value of these benefits will be in addition to that covered in Section 5 (A) above.

Section 7. Specific duties of the Youth Services Program Manager.

The specific duties and responsibilities of the Program Services Manager are set forth in Attachments I, and II, to this Agreement, and are incorporated herein by this reference, and are summarized as follows:

- A. Attachment I: Bylaws of the Douglas County Youth Initiative Advisory Board. The Advisory Board oversees the Program Manager position and provides programmatic guidance..

B.. Attachment II: Proposed 2016 Budget.

Section 8. Notice. Any notice required by this Agreement shall be given, in writing by U.S. postal mail, as follows:

Town of Castle Rock:	Town of Castle Rock 100 N. Wilcox Castle Rock, CO 80104
Douglas County:	Douglas County Manager 100 Third Street Castle Rock, CO 80104
Douglas County School District RE-1:	Douglas County School District RE-1 620 Wilcox Castle Rock, CO 80104
Douglas County Libraries	Douglas County Libraries 100 S. Wilcox St. Castle Rock, CO 80104
Town of Parker:	Town of Parker 20120 E Mainstreet Parker, CO 80138
City of Lone Tree:	City of Lone Tree 9220 Kimmer Dr., Suite 100 Lone Tree, CO 80124
Highlands Ranch Metro District	Highlands Ranch Metro District 62 Plaza Drive Highlands Ranch, CO 80129

Section 9. Applicable Law. The Parties agree to comply with applicable federal, state and local statutes, charter provisions, ordinances, rules, regulations and standards as are in effect at the time this Agreement is executed.

Section 10. Non-waiver. The Parties shall not be excused from complying with any provisions of this Agreement by failure of any party to insist upon or seek compliance with such provisions.

Section 11. Severability. Should any one or more provisions of this Agreement be determined to be illegal or unenforceable, all other provisions nevertheless shall remain effective.

Section 12. Amendment. This Agreement may be amended, modified, or changed, in whole or in part, only by written Agreement executed by the Parties hereto.

Section 13. No Third Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties herein, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than the Parties herein receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

Section 14. Assignability. No party hereto shall assign its rights or delegate its duties hereunder without the prior written consent of the other Parties.

Section 15. Headings for Convenience. Headings and titles contained herein are intended for the convenience and reference of the Parties only and are not intended to combine, limit, or describe the scope or intent of any provision of this Agreement.

Section 16. Governmental Immunity. The Parties hereto understand and agree that the Parties, their commissioners, council, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the Parties.

Section 17. Entire Agreement. This Agreement constitutes the entire Agreement of the Parties hereto. The Parties agree there has been no representations made other than those contained herein, that this Agreement constitutes the entire Agreement, and further agree that the various promises and covenants contained herein are mutually agreed upon and are in consideration for one another.

Section 18. Execution. This Agreement is expressly subject to, and shall not be or become effective or binding on the Parties until execution by all signatories of the Parties.

**The Board of County Commissioners of the
County of Douglas**

By: _____
Doug DeBord, County Manager

ATTESTED:

By: _____
C. Brenner, Deputy Clerk

APPROVED AS TO LEGAL FORM:

Chris Pratt, Assistant County Attorney

APPROVED AS TO FINANCIAL CONSIDERATIONS:

Andrew Copland, Director of Finance for Douglas County

Douglas County School District RE-1

By: _____
Board of Education for Douglas County School District

ATTEST:

Nona Eichelberger, Board Secretary

APPROVED AS TO LEGAL FORM:

Richard Bump, Board Legal Counsel

Town of Parker

By: _____
Mike Waid, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

APPROVED AS TO LEGAL FORM:

James S. Maloney, Town Attorney

City of Lone Tree

By: _____
James D. Gunning, Mayor

ATTEST:

Jennifer Pettinger, CMC, City Clerk

APPROVED AS TO LEGAL FORM:

Neil Rutledge, Assistant City Attorney

Town of Castle Rock

By: _____
David Corliss, Town Manager

Attest:

Sally A. Misare, Town Clerk

APPROVED AS TO LEGAL FORM:

Robert J. Slenz, Town Attorney

Douglas County Libraries

By: _____
Bob Pasicznyuk, Executive Director

ATTEST:

Aspen Walker

APPROVED AS TO LEGAL FORM:

Tamara K. Gilida

Highlands Ranch Metro District

By: _____
Terry Nolan, General Manager

ATTEST:

APPROVED AS TO LEGAL FORM:

ATTACHMENT I – BYLAWS

BYLAWS of the DOUGLAS COUNTY YOUTH INITIATIVE

Article I: Name. The name of this organization shall be Douglas County Youth Initiative (the “Youth Initiative”).

Article II: Purpose. The purpose of the Youth Initiative is to unite the Douglas County community, including youth, parents, agencies, governments, schools, nonprofits and other adults, in our mutual efforts to:

- Identify gaps and collaborate effectively to create a seamless continuum of services.
- Advocate for system improvements that will better serve youth and families of Douglas County.
- Support youth and encourage their contributions to the broader community.
- Effectively intervene with youth who are endangered by their decisions and/or situation.
- Support and expand opportunities for youth to express viewpoints.
- Support parents and caregivers with resources, education and unconditional care.

These goals shall be achieved by means of programs as determined by the Advisory Board, which may include, but are not limited to, Youth Congress, the WrapAround program, and a Day of Service.

Article III: Advisory Board.

Section 1: Composition. Each funding entity for the Youth Initiative shall appoint one or more representatives to serve on the Youth Initiative Advisory Board. When any member of the Advisory Board is unable to continue as a member, the funding entity shall appoint a replacement member to fill the vacancy on the Advisory Board.

Section 2: Duties of the Advisory Board. The Advisory Board shall oversee the operations of the Youth Initiative. Such duties shall include the following:

- Programmatic guidance to the Program Manager of the Youth Initiative;
- Along with Douglas County, annual approval of the Youth Initiative budget;
- Review and monitoring of the operations of the Youth Initiative in order to ensure achievement of the purposes of the Youth Initiative;
- Consultation and advisement regarding employment of the Youth Initiative Program Manager as well as employment and/or contracts of other Youth Initiative staff;

- Make recommendations to Douglas County as the employer of the Youth Initiative Program Manager and the fiscal agent for the Youth Initiative as to Program Manager performance, fiscal matters, and Youth Initiative operations; and;
- Make recommendations to the Partnership of Douglas County Governments as to the overall operations and funding of the DCYI

Section 3: Officers. The Advisory Board shall select from among its ranks officers in the following positions: President, Vice President, Secretary, Treasurer, and such other officers as the Advisory Board deems necessary.

Section 4: Duties of the Officers. The duties of the officers shall be those established by the Advisory Board and shall include the following:

- President: Set the agenda for meetings, in conjunction with the Youth Initiative Program Manager; chair meetings and facilitate discussion
- Vice President: Perform the duties of the President in the absence or incapacity of the President
- Secretary: Oversee records of the Advisory Board; record meeting activities, votes, and proceedings; generate and distribute meeting minutes
- Treasurer: Oversee financial records of the Youth Initiative and periodically report on the financial condition of the Youth Initiative to the Advisory Board on at least a quarterly basis.

Section 5: Election or Appointment of Officers. Officers shall be elected on an annual basis at the first regular meeting of each calendar year or at such time as members of the Advisory Board shall in its discretion determine. In the event of a vacancy during the year or in the event that the representative appointed by a funding entity to serve as a member of the Youth Initiative Advisory Board and who has been elected to serve as an Officer shall cease to be a member of the Advisory Board, the Advisory Board shall elect a successor from its membership at the next regular meeting and such successor shall serve the unexpired term of the office.

Article IV: Primary Operations. The Youth Initiative Program Manager shall be an employee of Douglas County and shall office in such location as established in the discretion of Douglas County. Douglas County shall be responsible for the day-to-day operations of the Youth Initiative and shall be authorized to staff the Youth Initiative as may be necessary to carry out the purpose and function of the Youth Initiative as set by the Advisory Board.

Article V: Meetings of the Advisory Board.

Section 1: Regular Meetings. The Advisory Board shall meet no less than quarterly.

Section 2: Special Meetings. The President of the Board may, when s/he deems it expedient, and shall, upon written request of three Board members, call a special meeting for the purpose of conducting business designated in the call. Notice of special meetings shall be delivered to Board members no less than two business days prior to such meeting. Business conducted as special meetings shall be limited to that designated in the call, unless all members of the Board are present.

Section 3: Quorum. Action by the Advisory Board shall only take place if a quorum is present. A quorum of the Advisory Board shall consist of a simple majority of the funding entities of the Youth Initiative. If a funding entity has appointed more than one representative to serve on the Advisory Board, only one representative shall count for purposes of determining whether there is a quorum of the Advisory Board.

Section 4: Meeting Attendance. When a member of the Advisory Board is unable to attend a meeting, the funding entity may appoint an alternate to participate in the decision making processes on behalf of the member jurisdiction.

Article VI: Amendments to the Bylaws. The bylaws of the Youth Initiative shall be amended only with the approval of a majority of the Advisory Board at a regular or special meeting, but no such amendment shall be adopted unless at least five business days written notice thereof has been previously been given to all members of the Advisory Board.

Approved January 9, 2012

ATTACHMENT II – BUDGET

**Douglas County Youth Initiative Budget
2016**

**Douglas County Youth Initiative
Budget 2016**

Revenue

CR IGA	19,800.00
LT IGA	19,800.00
Parker IGA	19,800.00
Library IGA	19,800.00
HR Metro IGA	19,800.00
DCSD IGA	35,750.00
County IGA	35,750.00
DCSD extra funds	40,000.00
DC extra funds	40,000.00
TANF – Dept. of Human Services	35,788.00

Total Revenue **286,288.00**

Expenses

Program Manager	90,056.00
Cell Phones	2,350.00
Mileage	12,000.00
Worker’s Comp	2,160.00
Coaching/Training	5,000.00
Youth Congress	5,000.00
WRAP (3)	119,500.00
Health Ins (3)	19,799.00
Supplies/Misc	5,000.00
New Programs	5,000.00
Reserve for new hire	20,423.00

Total Expenses **286,288.00**