



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/4/2018

Item #: 20. **File #:** DIR 2018-047

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Discussion/Direction: 2019 Meeting Schedule and Consideration of Future Work Sessions

Executive Summary

Staff would like Town Council to review and approve the 2019 Town Council Meeting Schedule. This allows for appropriate planning and posting of upcoming meetings, to avoid any potential conflicts as many are during the week of a holiday, event, or school break as noted. Per Town law, Council meetings are scheduled on the first and third Tuesday of every month (Council can change this by ordinance).

Unless advised otherwise, we plan a regular meeting on December 18, 2018. On this date, Community Relations is also coordinating a professional group photo shoot, so please plan to dress accordingly!

In addition to the regular meetings, staff is seeking approval of one monthly work session, at least initially for the first part of 2019. This will serve several purposes, including allowing for a more in-depth Council and staff briefing on key issues before the Town. Our initial list of work session topics includes briefings on planned capital improvements in 2019 and beyond; Crystal Valley Interchange and Southwest corridor plans; overview of entire Town development (pending and planned); Town finances, including sales tax mix; water supply and planning issues; economic development strategies; Police Department strategic plan; reviewing results of the planned 2019 citizen survey (April 2019), and likely other additions as determined by either Council or staff. One goal of the work sessions would be to provide necessary informational support for a Council goal setting session and review of the Town's strategic priorities - hopefully by April or May. The goal setting and strategic priority determinations will also serve as the foundation for building the 2020 Town budget.

In addition to these work sessions, staff would like for Council to consider an informal gathering of the new Council and department heads, likely after the holidays. Dinner or lunch, something that would allow an opportunity to get together socially with the focus being on team building and building working relationships, not specific Town business items. If Council desires additional team building or retreat-type options, that can be pursued as well.

The first meeting in January falls on New Year's Day, which is a Town-observed holiday. Staff is recommending the following meeting schedule for the months of January, February, March and April.

January 1, 2019: Cancel Meeting

January 8, 2019: Special Meeting (called to replace the January 1 meeting)

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January 15, 2019: Cancel Meeting, call for Work Session 5 to 7pm
January 22, 2019: Special Meeting (called to replace January 15 meeting)

February 5, 2019: Town Council Meeting (normal schedule)
February 12, 2019: Work Session, 5 to 7 pm
February 19, 2019: Town Council Meeting (normal schedule)

March 5, 2019: Town Council Meeting (normal schedule)
March 12, 2019: Work Session, 5 to 7pm
March 19, 2019: Cancel Meeting (week of DC schools spring break)

April 2, 2019: Town Council meeting - Consultant presentation of Citizen survey results
April 9, 2019: Work Session - Continued review of citizen survey results; Town Goal setting and strategic priorities
April 16, 2019: Town Council meeting

At this time, staff also recommends canceling the August 6, 2019 Town Council meeting to enable Town Council and staff to attend the annual National Night Out. This is a community-building campaign put on by police departments all over the United States on the first Tuesday in August. National Night Out promotes and enhances the partnership with police and the community to make our neighborhoods safer, more caring places to live.

Proposed Motion

"I move to adopt the recommended meeting schedule as outlined in the Town Manager's memo."

Attachments

Memo - Additional Calendar Reminders