

Town of Castle Rock Civic Academy – proposed course outline

Aug. 29-Nov. 15, 2016 – Mondays 6-8:30 p.m.

Welcome/overview

Monday, Aug. 29

Outline/introductions of class

Location: Town Hall

Brief history of the Town

100 N. Wilcox St.

Introduction of Mayor/Town Manager and their roles

Discussion of:

- Elections
- Boards and commissions
- Property tax
- Departments
- Town Council priorities

No class

Monday, Sept. 5 – Labor Day

Internal services

Monday, Sept. 12

Finance

Location: Town Hall

100 N. Wilcox St.

- Budget in brief: major sources of revenue, charges for service, taxes, system development and impact fees
- Financial planning practices
- Cost of services: public safety, snow removal, road maintenance and parks and recreation
- Enterprise funds

Town Attorney's Office: Provides legal oversight for Town Council and departments; and supervises the prosecution of municipal offenses

Town Clerk's Office: Elections, liquor licensing, public notices, open records, no knock list, Municipal and Teen courts

HR: How you can work for the Town and how the Town works for you

DoIT: Supports all departments; GIS offerings

Community Relations: Connect with Castle Rock, including crisis communications

Special Events: How and why the Town coordinates events

Development Services

Monday, Sept. 19

Comprehensive Plan/Vision for the Town

Location: Town Hall

Development Services Enterprise

100 N. Wilcox St.

Planning/zoning entitlements

Economic Development

Building commercial sites

Building permits

Zoning compliance

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Public Works

Monday, Sept. 26

Service Center

4175 N. Castleton Court

Planning for the future – Transportation Master Plan overview

Department functions and levels of service – particularly relating to snow removal and pavement maintenance

Financial information

Yard tour and sign fabrication and software demonstrations

Castle Rock Water

Monday, Oct. 3

Plum Creek Water

Purification Facility

1929 Liggett Road

Security measures, water quality and public health

Background: History, long-term plan

Sources: Where we get our water, conservation, stormwater

Water treatment: Infrastructure, water quality, tour

Water distribution: Infrastructure, water meters, billing/funding

Wastewater collection and treatment: Infrastructure, treatment and water quality

No class

Monday, Oct. 10 – Fall Break

Parks and Recreation

Monday, Oct. 17

Philip S. Miller Park

1375 W. Plum Creek Parkway

Master plan and strategic plan: Explanation of each division, operating philosophies, issues/challenges and goals

Funding: Differences among divisions, establishment of fees

Programming: Range of offerings, stats on interactions, trend information, etc.

Open space: How parks, trails and open space are exacted from new development

Tour: Philip S. Miller Park, including Core Plaza, Amphitheater and Mill House

Castle Rock Fire and Rescue

Monday, Oct. 24

Public Safety Training Facility

1335 Park St.

Services, including levels of service and call volumes

Station locations

Strategic plan

Hands-on activities: Fire extinguisher operation, breaching a door, spraying a fire house and checking a ceiling for fire

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No class

Monday, Oct. 31 – Halloween

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Castle Rock Police

Monday, Nov. 7
Police Department
100 Perry St.

Introduction: Mission and vision statement, department structure

Operations Division: Patrol, K9, Bicycle Unit

Investigations Division: Detectives, Victim's Advocates, Evidence Technicians and storage

Special Operations Division: School Marshals, School Resource Officers, Community Policing, SWAT, Special Events

Support Services Division: Records Unit, Communications/Dispatch Unit, Professional Standards, Training and Development Unit

Hands on activity: Use of force role play involving use of training munitions and body-worn camera; group critiques, lessons learned, discussion on "perception is reality"

Graduation

Tuesday, Nov. 15
Location: Town Hall
100 N. Wilcox St.

Participants receive certificates during regularly scheduled Town Council meeting
