



TOWN OF AVON, COLORADO
AVON WORK SESSION MEETING FOR TUESDAY, DECEMBER 11, 2012
MEETING BEGINS AT 3:15 PM
 AVON TOWN HALL, ONE LAKE STREET

PRESIDING OFFICIALS

MAYOR	RICH CARROLL
MAYOR PRO TEM	TODD GOULDING
COUNCILORS	DAVE DANTAS, CHRIS EVANS, JENNIE FANCHER
	ALBERT "BUZ" REYNOLDS, JR., JAKE WOLF

TOWN STAFF

TOWN ATTORNEY: ERIC HEIL	TOWN MANAGER: VIRGINIA EGGER	TOWN CLERK: PATTY MCKENNY
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ALL WORK SESSION MEETINGS ARE OPEN TO THE PUBLIC EXCEPT EXECUTIVE SESSIONS
 COMMENTS FROM THE PUBLIC ARE WELCOME; PLEASE TELL THE MAYOR YOU WOULD LIKE TO SPEAK UNDER NO. 2 BELOW
 ESTIMATED TIMES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, SUBJECT TO CHANGE WITHOUT NOTICE
 PLEASE VIEW AVON'S WEBSITE, [HTTP://WWW.AVON.ORG](http://www.avon.org), FOR MEETING AGENDAS AND MEETING MATERIALS
 AGENDAS ARE POSTED AT AVON TOWN HALL AND RECREATION CENTER, ALPINE BANK, AND AVON LIBRARY
 THE AVON TOWN COUNCIL MEETS ON THE SECOND AND FOURTH TUESDAYS OF EVERY MONTH

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| 3:15 PM | <ol style="list-style-type: none"> 1. CALL TO ORDER and APPROVAL OF AGENDA 2. PUBLIC COMMENT |
| 3:20 PM – 4:15 PM | <ol style="list-style-type: none"> 3. TOWN COUNCIL DISCUSSION <ol style="list-style-type: none"> a. 2013 Town Council Committee Appointments <i>(Rich Carroll, Mayor) Review current appointment and make appointments for 2013</i> b. Council Retreat Schedule and Topics <i>(Rich Carroll, Mayor) Review potential topics and dates for town council retreat</i> |
| 4:15 PM – 5:00 PM | <ol style="list-style-type: none"> 4. AVON TOWN COUNCIL PHOTOS <i>(Carl Lindbloom, Lindbloom Photography)</i> |
| 5:00 PM | <ol style="list-style-type: none"> 5. ADJOURNMENT |

Memo

To: Honorable Mayor and Town Council
Thru: Virginia Egger, Town Manager
From: Patty McKenny, Assistant Town Manager Management Services 
Date: December 6, 2012
Re: Council Committee Appointments for 2013

Summary:

Please find attached a copy of the 2012 committee appointments & a draft version to use in the discussion scheduled next week for 2013 appointments.

The Council has refined this list over the years and also spent some time discussing the following about these kinds of appointments:

- Identify **ROLE** of subcommittees
- Identify **DELIVERABLES** of subcommittees
- Be consistent with committee **UPDATES** to town council

I have created a stand-alone category under the "Governmental Agencies" list called "Transportation Related Groups" that will address the number of groups meeting that address transportation, hopefully this creates a little more clarity for who is meeting statewide on this topic.

This list shall serve as the basis for the discussion next week.

Attachments:

- Exhibit A: 2012 Committee List
- Exhibit B: 2013 Draft Committee List

AGENCY	DESCRIPTION	COUNCIL & STAFF ASSIGNMENTS	MEETING FREQUENCY
<u>GOVERNMENTAL AGENCIES:</u>			
Governments & Multi-Jurisdictional Organizations: Colorado Association of Ski Towns Colorado Municipal League Policy Board Eagle County Mayor/Manager's Meetings I-70 Coalition Housing Boards (EBAHC & BRAHC)	serves on various boards or participates in these groups as town's representatives	Mayor, Mayor Pro Tem Town Manager	Various Times
Eagle County Open Space Advisory Committee ("OSAC")	serves as town's representative on Eagle County's Open Space Advisory Board official appointment	Rich Carroll, Mayor	committee restructured 5/2012
Eagle County Homebuyer's Assistance Committee ("HBAC")	serve as town's representative on the board that advises the Homebuyer's Assistance program & guidelines review status of Housing Fund balance; identify appropriate uses, review downpayment assistance program	Amy Phillips, Councilor w/ Community Development Staff Support	Quarterly
ECO Transit Board (Eagle County Regional Transportation Authority)	serves as town's representative on Eagle County's Transit Advisory Board official appointment <i>Appointments should be made in October</i>	Amy Phillips, Councilor Alternate: Todd Goulding, Councilor	Quarterly
Eagle County School District	serves as town liaison for ECSD on joint matters of concern; outreach efforts to ECSD Board & community schools	Chris Evans, Councilor	As Needed
Eagle River Water & Sanitation District	serves as town liaison for ERWSD on joint matters of concern	Todd Goulding, Councilor	As Needed
Upper Eagle Regional Water Authority QQ Water Committee	serves as town's representative on the six member authority board responsible for region's public water systems this is an official appointment	Kristi Ferraro, Councilor Alternate, Justin Hildreth, Town Engineer	Meets monthly
<u>OTHER VALLEY WIDE GROUPS</u>			
Beaver Creek Resort Committee (Bus & Liaison)	serve as town liaison to BCRC on joint matters of concern	Buz Reynolds, Councilor Todd Goulding, Councilor Town Manager	
Public Access TV: Channel 5	serves as town's representative on the Board of the nonprofit organization that manages non commercial public, educational and governmental programming	Amy Phillips, Councilor Alternate: Dave Dantas, Councilor	Every other month
Sales & Marketing Avon Business Association Vail Valley Partnership Vail Valley Foundation Air Alliance Beaver Creek Resort Marketing	serves as town's liaison for these various sales and marketing groups	Amy Phillips, Councilor	Various times
Economic Advisory Council (formerly Eagle County Economic Council) serves under the umbrella of the Vail Valley Partnership	serve as representative on the advisory board to the VVP governing board; assists with regional & local collaboration, research, and follow through on economic development initiatives	Chris Evans, Todd Goulding, Councilors	TBD

AGENCY	DESCRIPTION	COUNCIL & STAFF ASSIGNMENTS	MEETING FREQUENCY
<u>INTERNAL SUBCOMMITTEES</u>			
<i>Community Development Subcommittee</i>	<i>serves on town's internal committee in order to review related topics some of which include the following: status of mall improvements</i>	<i>Dave Dantas, Chris Evans, Councilors Chris Green, PZC Chairman Community Dev Director Town Manager</i>	<i>Quarterly</i>
<i>Legal Subcommittee</i>	<i>serves on town's internal committee in order to review legal aspects of topics</i>	<i>Kristi Ferraro, Councilor Town Attorney Town Manager</i>	<i>As Needed</i>
<i>Transit SubCommittee</i>	<i>serves on town's internal committee in order to review related transit topics some of which may involve interaction with ECO & Beaver Creek Resort Company</i>	<i>Todd Goulding, Councilor, Amy Phillips, Councilor, Alternate: Buz Reynolds, Councilor Director PW&T</i>	<i>TBD</i>

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<p>Housing Boards (EBAHC & BRAHC)</p>			
<p>Transportation Related Groups: I-70 Coalition Intermountain Regional Transportation Planning Group Advanced Guideway Systems Planning Group</p>	<p>these are various state and regional meetings with discussions about transportation planning by groups made up of state, county, and municipal officials (and often times related staff members)</p>		
<p>Eagle County Open Space Advisory Committee ("OSAC")</p>	<p>serves as town's representative on Eagle County's Open Space Advisory Board official appointment</p>		<p>committee restructured 5/2012</p>
<p>Eagle County Homebuyer's Assistance Committee ("HBAC")</p>	<p>serve as town's representative on the board that advises the Homebuyer's Assistance program & guidelines review status of Housing Fund balance; identify appropriate uses, review downpayment assistance program</p>		<p>Quarterly</p>
<p>ECO Transit Board (Eagle County Regional Transportation Authority)</p>	<p>serves as town's representative on Eagle County's Transit & Trails Advisory Board official appointment <i>Appointments should be made in October</i></p>		<p>Quarterly</p>
<p>Eagle County School District</p>	<p>serves as town liaison for ECSD on joint matters of concern; outreach efforts to ECSD Board & community schools</p>		<p>As Needed</p>
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<p>Sales & Marketing Avon Business Association Vail Valley Partnership Vail Valley Foundation : 2015 FIS Alpine World Ski Championships Committee Air Alliance Beaver Creek Resort Marketing</p>	<p>serves as town's liaison for these various sales and marketing groups</p>		<p>Various times</p>

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Memo

To: Town Council

From: Rich Carroll, Mayor

Date: December 6, 2012

Re: Discussion about Council Retreat Schedule and Topics

As we have discussed, it seems the timing is right for the Council to discuss in a retreat setting how we will work together to meet the needs of our citizenry.

In preparing for the retreat, there are a number of questions for us to determine at Tuesday's work session. These include the following:

- ✓ Is this retreat facilitated? My preference is to have it facilitated so we all can participate fully. If facilitated by whom?
- ✓ Date of retreat? I think there is value in having the retreat prior to the January 8, 2013 meeting.
- ✓ Half Day? Whole Day? Multiple Half days?
- ✓ Location off-site or in Council chambers? Off-site worked well in June.

To ensure the Retreat is focused, with results that identify the first steps for a successful 2013, I recommend we agree on an initial agenda of topics, and I offer the following outline of potential retreat topics for discussion, please see the next page.

**Town of Avon
Town Council Retreat
DRAFT - AGENDA TOPICS - DRAFT**

PART ONE.

PARTICIPANTS: COUNCIL, MAYOR TOWN ATTORNEY, TOWN MANAGER, ASSISTANT TOWN MANAGER

- Review of lessons learned from past Council decisions
- Review June 2012 Retreat Outcomes

- ROLES AND RESPONSIBILITIES
 - COUNCIL
 - MAYOR
 - TOWN ATTORNEY
 - TOWN MANAGER

- COMMUNICATION PROTOCOLS & BASIC UNDERSTANDINGS OF HOW WE WILL CONDUCT TOWN BUSINESS:
 - COUNCIL AND MAYOR
 - COUNCIL AND MAYOR TO TOWN ATTORNEY
 - MAYOR AND COUNCIL TO TOWN MANAGER/ STAFF
 - COMMUNICATION WITH REGIONAL ENTITIES
 - COMMUNICATION WITH THE PUBLIC
 - USE OF EMAIL & SOCIAL MEDIA

- STANDARD OF CONDUCT
 - ETHICS CODE
 - OPEN & TRANSPARENT UNDERSTANDINGS

- 2013 COUNCIL MEETING SCHEDULE
 - WORK SESSIONS
 - REGULAR SESSIONS
 - MEETING CALENDAR

- TOWN MANAGER – THREE MONTH REPORT – DIRECTION
(THIS TOPIC IS ONLY WITH TOWN MANAGER AND ELECTED OFFICIALS)

PART TWO.

PARTICIPANTS: MAYOR, COUNCIL, TOWN ATTORNEY, TOWN MANAGER, ASSISTANT TOWN MANAGER, DEPARTMENT DIRECTORS

- TOWN VISION, GOALS AND OBJECTIVES - discussion and timeframe to complete
 - STRATEGIC PLAN – 6 MONTHS – 2/5 YEARS
 - WORK PLAN, LEADERSHIP AND DEADLINES

- BUDGET IMPLEMENTATION
 - PURCHASING POLICY
 - CAPITAL PROJECTS APPROVAL AUTHORITY