



TOWN COUNCIL STUDY SESSION AGENDA
October 26, 2020
5:30 PM

I. Town Council Items

II. Study Session Items

1. Traffic Responsive Signal System Update - Williams/Hudson/Aden - 20 minutes
2. 2021 Budget Presentation - Brown - 20 minutes
3. Rueter-Hess IGA Discussion - Colton - 20 minutes



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Tom Williams, Director Eng/PW
Dave Aden, Traffic Engineer
Chris Hudson, Deputy Director of Engineering

DATE: October 26, 2020

SUBJECT: Traffic Responsive Signal System Update

ISSUE:

Engineering/Public Works staff would like to update Town Council on the Town's current traffic responsive signal system that has been implemented on Parker Road and adjacent intersections in the first quarter of 2020. Staff will also update Town Council on a planned second phase to be implemented in 2021.

FISCAL/BUDGET IMPACT:

The first phase of the traffic responsive signal system was implemented for approximately \$250,000 and was 100% funded by the Town. A second phase is anticipated (pending approval of the 2021 budget) at a cost of \$500,000. The Town has received notification that a DRCOG grant to provide Federal funding at a 80/20 split for the second phase is anticipated to be awarded to the Town that would cover up to \$400,000 of this cost.

BACKGROUND:

The traffic signal timing standard around the United States utilizes fixed time-of-day cycle length timing plans to synchronize traffic signals. The Town has been utilizing this standard method for over 20-years and these timing plans are based on "typical" historical traffic patterns. Staff has been in discussion on ways to improve the way that we have handled traffic timing in Parker due to fluctuations that occur from a "typical" day. For example, a closure of I-25 in the middle of the day due to an accident can push more traffic to Parker Road that is not typical. The Town's busiest roadway is Parker Road (State Highway 83) that we maintain under a contract arrangement from the Colorado Department of Transportation (CDOT) and staff felt it would be best to focus potential improvements there first.

Town Council approved budget in 2019 to implement a first phase of a traffic responsive signal system. This project was substantially completed in the first quarter of 2020 which was timely due to dramatic traffic pattern changes that resulted due to the pandemic. As expected, the system responded to these traffic pattern changes and selected signal timing plans based on the actual traffic conditions. A PowerPoint presentation will be provided during Town Council study session to review the results of this system and discuss an anticipated Phase 2 project for 2021.

RECOMMENDATION:

This presentation is for informational purposes but approval of the 2021 budget request for

funding the next phase of this capital improvement project is recommended.

REQUESTED DIRECTION:

None at this time. The intent of the presentation is informational.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Mary Lou Brown, Finance Director
DATE: October 26, 2020
SUBJECT: 2021 Budget Presentation

ISSUE:

2021 Budget Presentation

FISCAL/BUDGET IMPACT:

This is part of the process in setting the Town's 2020 Amended Budget and 2021 Budget

BACKGROUND:

A budget retreat was held with Town Council on Friday, September 25, 2020. At that meeting, the previously discussed (July 27 study session) expenditure roll backs for the 2020 Amended Budget and the 2021 Budget were discussed in detail. The 2021 Budget was presented for the General Fund and all other major funds of the Town.

Overall, Town financials are very strong. Sales tax revenue continues to exceed expectations for 2020 and most funds are in a solid position with their cash balances.

As to be expected, both the Cultural Fund and the Recreation Fund financials are feeling more stress than normal due to the direct impact of COVID-19 on operations. The Cultural Fund budget is built on the assumption of continuing impacts of the virus through the first six months of 2021 and both revenue and expense have been scaled back from normal operating levels.

Included in the 2020 Amended Budget is an additional transfer from the General Fund of \$555,744 to the Cultural Fund to offset expenses related to maintaining open facilities during 2020. The end of year 2021 cash balance is very low even with the additional transfer; financial results will be monitored closely throughout the remainder of 2020 and the beginning of 2021.

The Recreation Fund budget is built on the assumption activities and participation rates resume pre-COVID levels very quickly in early 2021. Revenues and expense are both budgeted above the 2019 actuals. An additional transfer from the Parks and Recreation Fund to the Recreation Fund is included in 2021 to provide funding for capital projects. Just as with the Cultural Fund, the Recreation Fund financial results will be closely monitored and a focus of 2021 will need to be building a higher cash balance.

The General Fund is in a very strong position at the end of the 2021 Budget period. The Cash to Total Expense Ratio is budgeted at 32.0% versus the required 25% level. This strong cash position is after the inclusion of new transfers out in the amount of \$11,000,000. The majority

of this amount, \$10,000,000, is budgeted to transfer to the Capital Facilities Reserve Fund as a savings account for future Town infrastructure needs. The additional \$1,000,000 transfer is to the Medical Benefits Fund.

Operational expense in the General Fund will increase only 1.7% over the 2020 Amended Budget (with expense reduction rollbacks included) or approximately \$567,000. Sales tax revenue is budgeted to increase only 3% in 2021 which is a very conservative growth rate based on history.

Overall, the General Fund is in a position to absorb, to a certain degree, unknown negative future economic conditions.

RECOMMENDATION:

The purpose of this study session item is to address any additional questions following the Budget Retreat.

REQUESTED DIRECTION:

Propose additional budget related questions and discuss.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Mary Colton, Parks and Recreation Director
DATE: October 26, 2020
SUBJECT: Reuter-Hess IGA Discussion

ISSUE:

The Town of Parker and Reuter-Hess Recreation Authority wish to formalize an agreement (IGA) for the coordination of recreation programs and activities at the Reuter-Hess reservoir to include administrative functions.

FISCAL/BUDGET IMPACT:

There is no budget impact.

BACKGROUND:

The Town of Parker is a member of the Reuter-Hess Recreation Authority and provides recreational activities primarily during the summer months. In 2020 the Town successfully administered the Paddle Days program at the reservoir each weekend (June - September).

Since the Town has the mechanism to collect registration fees and the Authority does not, the revenue generated is returned to the Authority while the Town is reimbursed for all related activity expenses (staffing, program coordination and administration, supplies). A formalized process is being proposed by the Town's Finance Department and the Recreation Authority through an intergovernmental agreement (IGA) that would allow for the coordination of recreation activities requiring administrative functions including the exchange of invoices.

Ordinance No. 9.325 approving the IGA will be on the Town Council meeting agendas for November 2 and November 16, 2020.

RECOMMENDATION:

For information only.

REQUESTED DIRECTION:

For information only.

ATTACHMENT:

1. Draft Ordinance No. 9.325

ORDINANCE NO. 9.325, Series of 2020

TITLE: A BILL FOR AN ORDINANCE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE TOWN OF PARKER AND RUETER-HESS RECREATION AUTHORITY CONCERNING PROGRAM COORDINATION SERVICES

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, ORDAINS:

Section 1. The Town Council of the Town of Parker hereby approves the Intergovernmental Agreement by and between the Town of Parker and Rueter-Hess Recreation Authority concerning Program Coordination Services, which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

Section 2. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, 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. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 3. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2020.

Mike Waid, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2020.

Mike Waid, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

APPROVED AS TO FORM:

Town Attorney's Office

EXHIBIT 1

INTERGOVERNMENTAL AGREEMENT TO PROVIDE PROGRAM COORDINATION SERVICES

THIS INTERGOVERNMENTAL AGREEMENT TO PROVIDE PROGRAM COORDINATION SERVICES ("Agreement"), made and entered into this ____ day of _____, 2020, by and between the TOWN OF PARKER, hereinafter called "Parker", and the RUETER-HESS RECREATION AUTHORITY, a political subdivision of the State of Colorado, hereinafter called "Authority".

WHEREAS, pursuant to that certain Intergovernmental Agreement Establishing the Rueter-Hess Recreation Authority, dated August 27, 2015 ("Establishing IGA"), the Authority was created to perform the planning, development, financing, construction, administration, operation and maintenance of recreational uses, improvements and facilities at the Rueter-Hess Reservoir;

WHEREAS, the Authority desires to provide recreational opportunities at the Reuter-Hess Reservoir but does not have sufficient staff or resources to coordinate programming and desires to have Parker provide program coordination services; and

WHEREAS, Parker has staff and resources to provide the program coordination services on behalf of the Authority and desires to provide such program coordination services.

NOW, THEREFORE, in consideration of the terms and conditions of this Agreement, the parties agree as follows:

1. **Services.** Parker shall provide program coordination services to the Authority as further described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Services"). Except for those staffing and equipment necessary for the provision of the Services, the Authority shall be responsible for all aspects of staffing, contracting, programming, scheduling and supplying all necessary equipment for the programmed activities, and for all costs and expenses related thereto.
2. **Compensation.** The total compensation due for the Services provided by Parker shall be pursuant to the rate schedule in Exhibit A. The District shall also compensate Parker for administrative expenses incurred for providing the Services. Parker shall submit to the Authority by the first of each month detailed invoices of the Services performed and direct administrative costs presented for reimbursement.
3. **Insurance.** Each party shall carry insurance of the type and in the amounts as described in **Exhibit B** hereto. Each party shall name the other as an additional insured and proof of such insurance coverage shall be presented to the other party on demand. All policies of insurance required hereby shall name the Town as an additional insured party. Contracts with third party providers shall require indemnification of the Town by all third parties and require the Town to be named as an additional insured party on all policies. Activity waivers signed by participants shall include the Town as a party that is indemnified and/or held harmless from any claims arising from the programmed activities.

4. Term. The term of this Agreement shall be from the date first entered above until December 31, 2020, unless otherwise terminated as provided herein. This Agreement shall be automatically renewed for additional one-year terms. Either party may terminate this Agreement by delivering 30 days' written notice of termination to the other party. The Authority shall pay the Town for Services performed prior to such termination.
5. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
6. No Waiver of Governmental Immunity. Nothing herein shall be deemed a waiver of immunity under § 24-10-101, *et seq.*, C.R.S.
7. Non-Appropriation. The obligations of the Authority as set forth in this Agreement are subject to annual appropriation of the Authority and nothing contained herein shall be constructed as a multiple fiscal year obligation of the Authority as defined in Article X, Section 20 of the Colorado Constitution.

[Remainder of page intentionally left blank. Signatures on following page.]

PARKER:

ATTEST:

TOWN OF PARKER

Carol Baumgartner, Town Clerk

By: _____
Mike Waid, Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Town Attorney's Office

APPROVED AS TO FORM AND SUFFICIENCY:

Steve Bedard, Risk Manager

AUTHORITY:

ATTEST:

RUETER-HESS RECREATION AUTHORITY

By: _____
Name: _____
Title: _____

EXHIBIT A

SCOPE OF SERVICES

Paddle Days Coordination Services:

- Manage online registration (monitoring, printing rosters, responding to customer questions/concerns)
- Develop program scope and descriptions for website
- Process program refunds, transfers or credits as needed
- Recruit, hire and train gate, parking and MOD (event lead) staff
- Schedule and manage gate and parking staff
- Communicate rules and guidelines for participants and staff
- Update website with appropriate program details as needed
- Work closely with other on-site vendors (Rapid Response, Ranger) to ensure effective communication
- Collect payment at front gate for access to Paddle Days program
- Provide radio communication for Ranger, Emergency Response, Gate and Parking
- Prepare and provide weekly rosters for gate attendants
- Monitor expenses for gate and parking staff
- Monitor revenues for Paddle Day activities
- Provide monthly updates to Parker Water and Rueter-Hess Recreation Authority

RATES FOR SERVICES

Estimated Costs for Site Coverage for Paddle Days:

Staff	Hours/Day	Pay Rate	Cost/Day	# of Days	Total Cost
Event Lead	5.75	\$17.00	\$97.75	15	\$1,466.25
Parking	5.75	\$13.50	\$77.63	15	\$1,164.38
Gate 1	5.75	\$13.50	\$77.63	15	\$1,164.38
Admin Costs		\$20.00	\$160.00	15	\$2,250.00
Total*			\$413.01		\$6,035.00

**Does not include monthly administrative expenses.*

EXHIBIT B

INSURANCE REQUIREMENTS

1. Worker's Compensation Insurance in accordance with applicable law.
2. Comprehensive general liability insurance in the amount of \$500,000 combined single limit bodily injury and property damage, each occurrence; \$1,000,000 general aggregate.
3. Automobile liability insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage, each accident.