

TOWN OF PARKER COUNCIL AGENDA

January 19, 2021

AMENDED

Notes:

Town Council meeting packets are prepared several days prior to the meeting. This information is reviewed and studied by the Councilmembers eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of Council.

Ordinances listed for first reading are being approved to introduce them. Public comment will be held upon second reading.

Start times for regular agenda items are tentative; some items may be held earlier than scheduled time.

Town Administrator Emergency Order No. 2-2020: All municipal facilities, including Town Hall where Town Council meetings are physically held, are closed to all members of the general public in response to the COVID-19 pandemic.

Town Administrator Emergency Order No. 4-2020: Town Council meetings are closed to members of the general public in response to the COVID-19 pandemic. The Town will provide for electronic participation by the general public, including applicants, residents and other interested parties during regular and special Town Council meetings. Information regarding such electronic participation will be included on the Town Council's website www.ParkerOnline.org/VirtualTownCouncilMeetings.

Town Administrator Emergency Order No. 8-2020: Public comment for items that are not on the agenda may be made electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments electronically through the website, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

Virtual Public Participation by Zoom Webinar: Instructions on how to participate in the public hearing are available by viewing the individual Town Council meeting listings on the Town's online calendar at www.parkeronline.org/calendar.

Public Viewing Only - Facebook Live: Town Council meetings may be viewed through Facebook Live from the Town of Parker website: www.facebook.com/townofparkerco.

PLEASE NOTE: Public Participation is NOT available through Facebook Live.

1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:30 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- **Introduction of Newly Appointed Cultural Commission Members**

3. PUBLIC COMMENTS (No action will be taken on these items.) *Public Comment for items that are not on the agenda will be addressed in the manner provided by Town Administrator Emergency Order No. 8-2020.*

4. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

5. **TOWN ADMINISTRATOR**

- **TA Report - Winter 2021**

6. **CONSENT AGENDA**

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion. Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion. Consent Agenda items discussed at study session can be viewed by clicking the following link: <https://parkerco.civicclerk.com/Web/Player.aspx?id=632&key=-1&mod=-1&mk=-1&nov=0>

A. *APPROVAL OF MINUTES - January 4, 2021*

B. *ORDINANCE NO. 9.326 - First Reading*

A Bill for an Ordinance Approving the Intergovernmental Agreement Between the Douglas County Clerk and Recorder and the Town of Parker Regarding the April 20, 2021, Special Election

*Department: Town Attorney, Jim Maloney
Town Clerk, Carol Baumgartner*

Second Reading: February 1, 2021

C. *Dransfeldt Road Extension – Preliminary Design*

Amount: \$414,545

Contractor: RS&H

Department: Engineering and Public Works, Chris Hudson

D. *Janitorial Service Agreement*

Amount: \$485,163.00

Contractor: The Key People

Department: Engineering and Public Works, Jim Gilbert

7. **CONTRACTS OVER \$100,000**

A. *Fleet Capital Pickup Trucks with Dump Body*

Amount: \$116,082.00

Contractor: Korf Continental

Department: Engineering and Public Works, Jim Gilbert

B. *Fleet Capital – Single and Tandem Axle Cab and Chassis*

Amount: \$240,365.00

Contractor: McCandless Truck Center

Department: Engineering and Public Works, Jim Gilbert

- C. *Fleet Capital – Snow Plow and Swap Loader Unit Upfit*
Amount: \$260,965.00
Contractor: OJ Watson
Department: Engineering and Public Works, Jim Gilbert
- D. *Fleet Capital – Pickup and Police Vehicles*
Amount: \$322,847.00
Contractor: Spradely Barr
Department: Engineering and Public Works, Jim Gilbert
- E. *Fleet Capital – Aerial Truck*
Amount: \$198,750
Contractor: Custom Truck One Source
Department: Engineering and Public Works, Jim Gilbert
- F. *Fleet Capital – Fleet Upfit (Police and Utility Vehicles)*
Amount: \$111,100.00
Contractor: L.A.W.S.
Department: Engineering and Public Works, Jim Gilbert
- G. *Fleet Capital - Replacement Machinery and Equipment*
Amount: \$104,936.00
Contractor: Bobcat of the Rockies
Department: Engineering and Public Works, Jim Gilbert

8. **RESOLUTIONS**

- A. **RESOLUTION NO. 21-006**
A Resolution to Appoint New Members and Alternates on the Town of Parker Special Licensing Authority and to Appoint the Chairperson and Vice Chairperson
Department: Town Council

9. **ORDINANCES**

- A. **ORDINANCE NO. 12.05.13 – Second Reading**
A Bill for an Ordinance to Amend Sections 2.04.020 and 2.04.030 of the Parker Municipal Code Concerning Eliminating the Ex Officio Member for the Cultural and Scientific Commission
Department: Town Attorney, Jim Maloney

B. ORDINANCE NO. 3.324.2 - Second Reading

A Bill for an Ordinance to Amend Section 13.09.040 of the Parker Municipal Code to Add a New Paragraph 13.09.040(b)(4) Concerning the Registration of Temporary Signs Between March 20 and May 1 of Each Calendar Year

Department: Town Attorney, Jim Maloney

10. ADJOURNMENT

Parker Town Council

Executive Session Agenda

January 19, 2021

“To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e).”

1. Hills Drive / School District / Pine Drive Annexation

2. My Mainstreet proposed purchase and sale of the Eastmain Property (20117 E. Mainstreet)

“To hold a conference with the Town’s attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).”

3. C.R.S. Section 38-1-121, Notice of Intent to Acquire Right-of-Way for Motsenbocker Road Improvements

4. C.R.S. Section 24-10-109, Notice of Claim by Catherine E. Laansma dated October 26, 2020, concerning a vehicular accident at the intersection of Colorado Highway 83 and Lincoln Avenue



Town Administrator's Report

Winter 2021



PARKER
C O L O R A D O

Town of Parker
20120 E. Mainstreet
Parker, CO 80138

Tel: 303.841.0353
Fax: 303.805.3153
townadministrator@parkeronline.org



Communications

Department Updates

COVID-19 Resources and Information

Have questions about COVID-19 and how it impacts Parker? Visit www.ParkerOnline.org/Coronavirus for current information, resources and updates.

2021 Election Information

A Special Election will be held on Tuesday, April 20, 2021 to fill two vacancies on the Parker Town Council. Serving on the Town Council is a great way to help shape the future of the Parker community! Those elected will serve until the next regular municipal election, which is scheduled for Nov. 8, 2022. Find information about running for office, as well as election updates, at www.ParkerOnline.org/2021Election.

Talk of the Town

We are excited to announce that Talk of the Town will return to a print format in February 2021. We look forward to delivering Parker news and updates directly to your homes again!

Upcoming Events - Valentine's Day Virtual 5K

Celebrate Valentine's Day and enjoy the trail safely on your own time with Parker Parks and Recreation's Love 'em or Leave 'em Valentine's Day 5K with RNK Running & Walking. Registration opens Jan. 8.

The official course will be set Feb. 12 through 14 on the Cherry Creek Trail. Registrants will receive the Cherry Creek Trail 5K course map, interactive run tracking with RaceJoy® app, long-

Recreation Activity Brochure

The Recreation Activity Brochure will not be produced in 2021. Please visit www.ParkerRec.com/Guide for up-to-date program information and follow Parker Parks and Recreation on Facebook, Instagram and Twitter (@ParkerRec) for updates.

Town Sponsorship and Event Budget

Staff exceeded the amended COVID-19 Town event sponsorship revenue by nearly 34 percent, bringing in \$22,750 in 2020. Staff was able to provide fun and engaging activities to the community in spite of the pandemic and also gave back \$9,000 to the Town's general fund in event savings. The revenue was generated through creative sponsorship opportunities, even without the ability to hold mass gatherings, bring in day-of event revenue (parking, tickets, etc.), or have sponsors onsite at activities and staff was able to bring in 30% of 2019 event revenue.

sleeve event T-shirt, race bib and local business coupons/promotional items. Register by Jan. 25 to guarantee an event shirt and size. Online registration closes on Feb. 13 at noon and costs \$30.

Find additional information and register for the Virtual Valentine's Day 5K online at www.ParkerRec.com/VDay5K.

Holiday Events Recap

Holiday Memories were created in Downtown Parker this past holiday season! While COVID-19 sidelined our traditional holiday events in 2020, we were still able to provide the community with some memorable experiences.

We kicked things off Thanksgiving weekend with Hometown Holiday Experience in Downtown Parker. Over three days, visitors were treated to Parker's holiday lights, holiday music playing along Mainstreet, ice sculpture displays and appearances from seasonal characters. Decoration displays were also set up to explore at Discovery Park, O'Brien Park and along Mainstreet. Downtown festivities then continued each weekend through Dec. 20, including our holiday walk-around characters from Thanksgiving weekend and the real-life Xfinity Elf. Over 100 people participated in our Elf Around Town Scavenger Hunt drawing for a chance to win a TV!

The community also did their part to spread the holiday cheer by joining in on the Parker Porch Parade: Holidays Edition. Over 25 houses entered the porch parade, 1,104 people visited the parade map and 131 votes were cast. Thank you to all of you that entered the decorating contest and all who voted!

Thank You to Our Sponsors!

During a regular event season, sponsors play a large part in helping us bring events to our community. 2020 events would absolutely not have been possible without these partners and friends! This dedicated group rolled with all the changes and stayed committed to our community. The Town of Parker would like to thank: Camp Bow Wow, Care Now, Douglas County Libraries, Ent Credit Union, Jet's Pizza, Mile High Kona Ice, Parker Party America, the Outdoor Channel, Patricia J. Stone, PC, Vitalant, WeChef Kitchen and, last but certainly not least, our Presenting Sponsor, partners and friends— Xfinity.

Communications - cont'd

4th Quarter Digital Marketing Report

Social Media

The following statistics were collected from the Town of Parker's and Parker Parks and Recreation's Facebook, Twitter and Instagram accounts between Oct. 1 and Dec. 31.

Account Followers

Town Facebook: 18,369 to 18,940; +3%
Town Twitter: 4,652 to 4,669; +0.4%
Town Instagram: 6,272 to 6,686; +6%
Parks and Recreation Facebook: 8,466 to 8,600; +2%
Parks and Recreation Twitter: 2,065 to 2,081; +1%
Parks and Recreation Instagram: 2142 to 2,261; +5%

Post Engagement

(number of likes, comments, shares, link clicks)

Town Social Media Accounts: 78,866
Parks and Recreation Social Media Accounts: 11,537

Post Impressions (number of views)

Town Social Media Accounts: 1,022,869
Parks and Recreation Social Media Accounts: 233,769

Follow the Town of Parker (@TownofParkerCO) and Parker Parks and Recreation (@ParkerRec) with the same username on each platform.

Website Statistics

The following statistics demonstrate activity for the Town of Parker (www.ParkerOnline.org) and Parker Parks and Recreation (www.ParkerRec.com) website between Oct. 1 and Dec. 31.

Website Visits

Town of Parker: 126,407
Parks and Recreation: 114,538

Page Views

Town of Parker: 190,199
Parks and Recreation: 185,028



Town Facebook:
34,881 impressions; 7,545 reactions, comments and shares

Add some Parker spirit to your virtual holiday gatherings with one of these festive backgrounds



Town Facebook:
18,900 impressions; 1,679 reactions, comments and shares
Good evening, Parker. Snow is falling, lights are twinkling and we think it seems like a pretty magical night for a walk through Downtown Parker. Won't you join us?



Parks and Recreation Facebook:
9,293 impressions; 735 reactions, comments and shares
Times have changed, but the Turkey Day 5K tradition remains! Celebrate Thanksgiving and enjoy the trail safely on your own time with our Virtual Turkey Day 5K.



Parks and Recreation Facebook:
5,709 impressions; 442 reactions, comments and shares
Dashers went up this morning. You know what that means...The Ice Trail at Discovery Park will open Thanksgiving weekend.



Town Instagram:
363 likes
Happy #FirstDayOfWinter from Frosty



Parks and Recreation Instagram:
83 likes
Makin' ice, might skate later. The Ice Trail at Discovery Park opens Thanksgiving weekend! Find more info at www.ParkerRec.com/IceTrail.



Community Development

Building Division Statistics - 4th Quarter 2020

Single-Family Permits: 136 \$51,190,411 Q4 valuation ----- 390 total in 2020 \$142,801,970 total valuation ----- 393 / \$142,960,689 End Q4 2019	Commercial Permits (New): 3 \$5,898,933 Q4 valuation ----- 27 total in 2020 \$31,947,292 total valuation ----- 32 / \$62,886,971 End Q4 2019
Multi-Family Permits: 12 \$12,148,825 Q4 valuation ----- 204 apartment units in 2020 53 condo units 15 townhome units \$46,044,240 total valuation ----- 31 / \$17,487,795 End Q4 2019	Commercial Permits (Remodel): 149 \$1,719,195 Q4 valuation ----- 724 total in 2020 \$17,965,548 total valuation ----- 872 / \$43,340,846 End Q4 2019
Other Permits: 758 \$5,982,616 Q4 valuation ----- 3,463 total in 2020 \$28,542,459 total valuation ----- 3,351 / \$27,561,542 End Q4 2019	Total Permits Valuation: \$76,939,980 Q4 ----- \$266,076,046 2020 End Q4 Total Valuation ----- \$294,237,843 / End Q4 2019 Total Valuation
Inspections: 8,358 in Q4 ----- 31,497 total in 2020 ----- 37,456 / End Q4 2019	Total Permits: 1,058 in Q4 ----- 4,626 total in 2020 ----- 4,679 / End Q4 2019

Planning Division Land Development Ordinance (LDO) Modernization Project

The Town and Denver-based consultant Clarion Associates continue work on the second of three modules to rewrite the Town's Land Development Ordinance (LDO)—Chapter 13 of the Parker Municipal Code. The LDO features regulations governing development within Parker. The draft of Module 2—Development Standards represents proposed updated townwide standards for new development and redevelopment. Module 2 will include standards on items such as: subdivision standards; sensitive land avoidance (floodplains, steep slopes, stream side protection standards); access and circulation; airport regulations; parking and loading; landscaping, screening and buffering; and exterior lighting. A draft of the second installment of Module 2 will be available for public review in late spring 2021. Module 1—Zoning Districts and Uses—is available on the project webpage at www.ParkerOnline.org/LDO.

Pine Lane Subarea Plan

Project work is underway for the development of the new Pine Lane Subarea Plan. Preliminary planning started last year to define the project scope and framework for the plan. This plan will serve as a guide for future growth and opportunity for commercial development, including medical/healthcare-focused uses, around the intersection of Parker Road and Pine Lane. The Planning team is in the process of completing the project study area mapping, data collection and site analysis efforts. Key aspects of the plan will include a high-level conceptual land-use plan for future commercial development and redevelopment opportunities. Please watch for our project page that will be available soon at www.LetsTalkParker.org.

Bicycle and Pedestrian Plan

The Town has initiated work on a new Bicycle and Pedestrian Plan. In 2004 the Town adopted the Bike Lane Plan which has led to the establishment of bike lanes throughout the community, some through striping existing roads and some through the construction of new roads. During the same time, the Town has constructed a number of trails, as guided by the Open Space, Trails and Greenways Master Plan and sidewalks as described in our Roadway Design and Construction Criteria Manual. While a lot has been done to allow us to move through our community on bicycles and on foot, there continues to be opportunity to improve. This Plan will analyze the existing conditions, the Town's existing plans and the best planning and engineering principles to guide our future investments in the bicycle and pedestrian system throughout our community. The resulting plan and the projects that come out of the Plan will continue to maintain and improve our quality of life.

Community Development - con't

Development Review - Project Updates

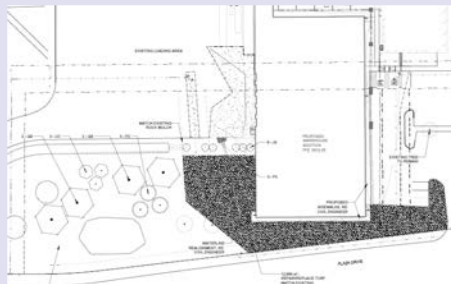
Development Projects of Interest - Under Review

See the Development Tour Map at www.ParkerOnline.org/Development for information on all projects in Town.

<i>Project Description</i>	<i>Project Type</i>	<i>Case #</i>
Newlin Crossing * NE corner of Chambers Road and Mainstreet * 290 single-family lots along with parks and open space	Sketch Plan Preliminary Plan	SUB20-041 SUB20-042
Parker and Pine Lane Multi-Family Development * SW corner of Parker Road and Pine Lane * 186 multi-family housing units	Site Plan	SP20-084
Olde Town/Senderos Creek North * S of Mainstreet, E of Jordan Road * 122 townhomes along with parks	Sketch Plan Preliminary Plan	SUB20-038 SUB20-039
Olde Town/Senderos Creek Office and Commercial * S of Mainstreet, E of Jordan Road * Two 24,761 sq. ft. two-story commercial/office buildings	Site Plan	SP19-131
Lincoln Professional Park (Peaslee) Commercial * SE corner of Lincoln Avenue and Dransfeldt Road * Future commercial uses	Annexation Zoning	ANX20-006 Z20-019
Clarke Commercial, Oralabs Addition * N of Plaza Drive, E of Twenty Mile Road * 27,174 sq. ft. addition to existing Oralabs facility	Site Plan	SP20-111
Crown Point Retail * NE of Parker Road and E-470 * 19,700 sq. ft multi-tenant retail building with specialty grocer	Site Plan	SP20-108
Anthology North * S of Hess Road, W of Motsenbocker Road * 496 lots, future development tracts, parks and open space on 1,099 acres	Sketch Plan Preliminary Plan	SUB20-005 SUB20-006
Looking Glass (Hess Ranch) Final Plats * SW of Crowfoot Valley Road and Stroh Road * 588 single family detached lots, along with parks, trails and open space	Final Plats	SUB19-034 to 036 SUB19-041
Looking Glass (Hess Ranch) Segment 2A * SW of Crowfoot Valley Road and Stroh Road * 905 residential lots, future development and commercial tracts, parks and open space on 342.86 acres	Sketch Plan Preliminary Plan	SUB20-010 SUB20-011

Project Focus: Expanding Business in Parker

Currently under review on the northwest corner of Plaza Drive and Dransfeldt Road is an addition to the existing light industrial building occupied by Oralabs. The project proposes a one-story, 27,146 square foot addition to expand the existing business.

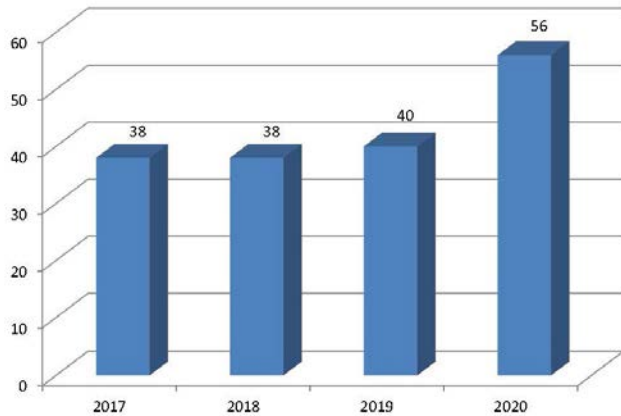


Community Development - con't

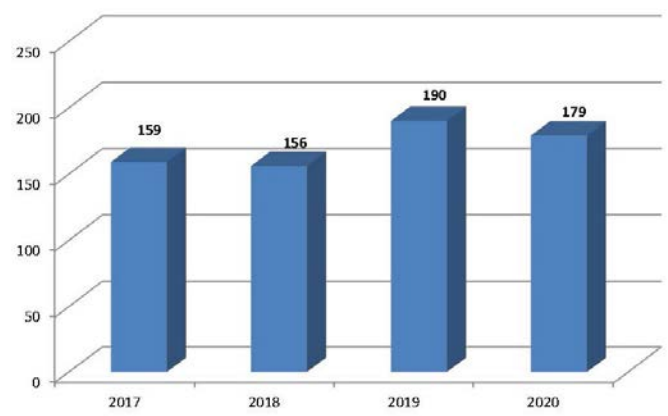
Major Administrative Approvals - 4th Quarter 2020

Proposal	Applicant	Case #	Approval Date
Old Town at Parker Multi-tenant Retail Building <i>* S of Mainstreet, E of Jordan Road</i> <i>* 6,296 sq. ft. multi-tenant retail building</i>	Bryan Byler	SUB19-084	Nov. 12
Compark Village Assisted Living/Memory Care <i>* NW Corner of Chambers Road and E-470</i> <i>* 100,000 sq. ft. assisted living/memory care facility</i>	Ellipsis Real Estate Partners	SP19-112	Nov. 25
Wild Goose Saloon <i>* E of Pikes Peak Drive, S of Sulphur Gulch</i> <i>* 6,746 sq. ft. downtown restaurant and bar</i>	Roth Engineering	SP20-031	Dec. 16
Hess Ranch/Looking Glass Filings 4-6 <i>* SW of intersection of Stroh Road and Crowfoot Valley Road</i> <i>* Residential development with 336 single-family lots</i>	Front Range Communities	SUB19-037, SUB19-042	Dec. 23, Dec. 7, Dec. 16
Cottonwood Highlands Filing 7 <i>* S of Cottonwood Drive, between Jordan Road and Chambers Road</i> <i>* Residential development with 104 duplex lots</i>	LAI Group	SUB19-051	Dec. 21

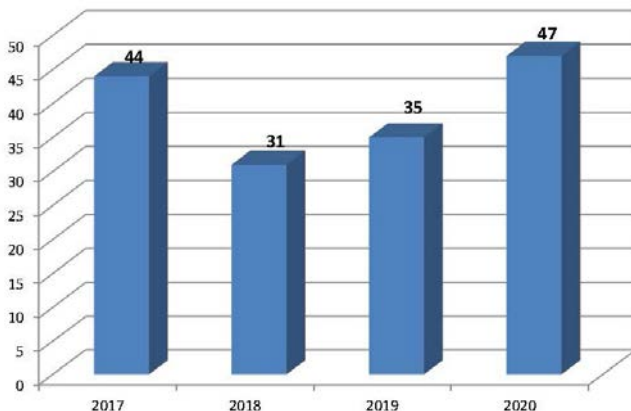
Development Review Submittals - 4th Quarter



Development Review Submittals* - Year Total



Development Review Approvals - 4th Quarter



■ Year to Date

See the Development Tour Map at www.ParkerOnline.org/Development for information on all projects in Town.

* Annexation, Site Plan, Subdivision and Zoning



Cultural Department

Education

Parker Arts Classes

We experienced a very successful fall semester with each class at capacity, running in person, and all complying with health guidelines keeping everyone safe. No classes were required to cancel due to low enrollment!

Unfortunately, Parker Arts had to shut our doors Nov. 23 due to county-wide COVID19 positivity rates. Full classes anticipating ending in a performance were postponed or held virtually, while other classes were canceled completely, requiring patron credits or refunds.

Parker Arts Lectures

Included in fourth quarter lectures was "The Ute: Colorado's Forgotten People," presented in-person and via live-stream by Ernest House, Jr., Senior Policy Director, Keystone Policy Center. Over 50 patrons attended: 10 in-person and 40 from the comfort and safety of their home. This lecture complemented the art gallery exhibit on display titled "Allegories of Transformation."



Art Gallery

Allegories of Transformation: Highlighting Indigenous Artists

Parker Arts presented a collection of contemporary works by accomplished Native American artists. The art exhibit was fully funded by a \$15,000 grant awarded by the National Endowment for the Arts.

Although the exhibit was seen by under 100 patrons in-person, Parker Arts received 765 page views and 434 unique visitors to the online exhibit that not only offered images and biographies of the artists, but video interviews with each artist sharing their story and how their work came to be. The online exhibit was also shared with area-schools for Native American and visual arts curriculum.

Volunteers/Outreach

- Parker Arts facilitated a successful partnership with Lutheran High School and Parkside Retirement Community where high school students taught classes to local seniors via Zoom. The program will resume in February.
- We also partnered successfully with Think 360 Arts for Learning, a non-profit organization serving schools and other community venues, who led a three-week memoir writing workshop for volunteers.

Development



- The Save a Seat Fundraiser raised \$39,028. This unique fundraiser was sponsored by Ent Credit Union. Ent purchased all of the supplies for the Parker Artist Guild to paint a holiday ornament for each person who donated to the fundraiser and also gave a donation to the organization. This fundraiser supported Parker Arts, the Parker Artist Guild and Ent Credit Union.
- Pride Auto Care became a brand new sponsor to Parker Arts. We appreciate their support during this new and interesting time.

Box Office

We reached or approached sell-out status (albeit with reduced capacity due to social distancing mandates) for the following three events:

- Music on the Plaza: The 17th Avenue Allstars (Oct. 1)
- Jeff Allen: The America I Grew Up In (Oct. 24)
- Colorado Jazz Repertory Orchestra: Robert Johnson Sings Voices of Soul (Oct. 30)

Unfortunately, we had to cancel our Holiday programming due to COVID capacity restrictions.

Facility Rentals

- Between the months of October and December, Parker Arts hosted five weddings in Ruth Memorial Chapel and two church rentals, including one on Christmas Eve.



Parks and Recreation Projects

Jordan Road Undercrossing

- Construction of an undercrossing along the East-West Regional Trail at Jordan Road

Design efforts for this project are complete. Public bidding starts Jan. 6, and bid opening is scheduled for Feb. 3. Contract award is tentatively scheduled for March. Construction start is tentatively scheduled for April, and overall project completion is anticipated in fall-2021.

Engineering and Public Works

Stormwater Capital Improvement Projects

Cherry Creek at KOA

- Channel and bank stabilization from McCabe Meadows Trailhead Parking lot to a point approximately 1,000 feet north

Construction commenced in December 2020 with substantial completion anticipated in the spring 2021. Additional revegetation efforts will be employed as necessary until final stabilization and permit close-out is achieved.

Brandy Gulch at Looking Glass

- Channel and bank stabilization from the confluence point with Lemon Gulch to a point along Brandy Gulch approximately 2,700 feet west

This fee-in-lieu improvements project is currently approved and funded with construction scheduled to begin in first quarter 2021.

Lemon Gulch at Meadowlark

- Channel and bank stabilization from Crowfoot Valley Road to the Meadowlark property boundary approximately 1,500 feet east

This fee-in-lieu improvements project has been substantially completed and is currently under revegetation monitoring. Additional revegetation efforts will be employed as necessary in spring 2021 and beyond until permit close-out is achieved.

Lemon Gulch at Looking Glass

- Channel and bank stabilization from the Looking Glass property boundary west of Crowfoot Valley Road to a point along Lemon Gulch approximately 4,000 feet southwest

This fee-in-lieu improvements project is currently under review for permitting. Developer funding and construction is anticipated for second quarter 2021.

Green Acres Tributary at Compark Village South

- Channel and bank stabilization from a Culvert under E-470 to a point along Green Acres Tributary approximately 4,200 feet southwest

This fee-in-lieu improvements project is currently approved and funded with construction anticipated to begin in summer 2021 once mass earthwork operations have been completed by the master developer.

Cherry Creek at Dransfeldt

- Channel and bank stabilization from Public Service Company of Colorado transmission lines to a point approximately 2,500 feet south

This project is within the preliminary design phase with final design anticipated to continue through 2021 and construction anticipated for early summer 2022.



West Stroh Gulch at Anthology North

- Channel and bank stabilization from an existing drop structure immediately upstream of French Creek Loop to a point along West Stroh Gulch approximately 5,100 feet southwest

This fee-in-lieu improvements project is currently under final design and permitting with construction anticipated for summer/fall 2021.

Jordan Tributary at Bradbury Ranch

- Channel and bank stabilization from an existing stormwater pond immediately upstream of Mainstreet to a point along Jordan Tributary approximately 3,600 feet north

This project is within the conceptual design phase with final design anticipated to begin spring 2021 and construction anticipated for winter 2021.

Engineering and Public Works - con't

Roadway Capital Improvement Projects

Cottonwood Drive Widening

- *Jordan Road to Cottonwood Way*

Construction for this project is underway and will focus on the new Cherry Creek bridge to the south of the existing Cottonwood Drive bridge through the winter. The overall project is anticipated to be completed in late 2021.

Motsenbocker Road Widening

- *Clarke Farms subdivision to Todd Drive intersection*

The roadway project is complete. The Town median irrigation/landscaping is complete. The shoulder landscaping restoration/installation is substantially complete.

Motsenbocker/Hess Intersection Improvements

- *Improvements at the Motsenbocker/Hess intersection and widening south*

Design for this project has commenced. Construction is anticipated to commence in 2021 pending necessary right-of-way/easement acquisitions.

Parker Road Sidewalk Project - South

- *Installation of a multi-use trail/sidewalk on the west side of Parker Road between Twenty Mile Road and Hess Road, along with a spur to the Cherry Creek Trail*

Design for this project is underway, and the Town has received approval for partial State multi-modal funding. An intergovernmental agreement (IGA) was approved by Town Council in October 2020 to solidify State funding. Bidding on the project is anticipated to occur in spring 2021 with construction in the 2nd half of 2021.

North Parker Road Operational Improvements

- *Traffic and multi-modal operational improvements on Parker Road between Lincoln Ave and E-470*

Project design has commenced.

Chambers Road/Grasslands Drive Traffic Signal

- *Installation of a mast arm traffic signal at intersection of Chambers Road and Grasslands Drive*

The traffic signal is operational, and Town staff is currently working to close out this project with the contractor.

Southwest Parker Road/Mainstreet Improvements

- *Widening of turn lane at the southwest corner of Parker Road/Mainstreet*

Design for this project is substantially complete. Construction is anticipated to commence in 2021 pending right-of-way/easement acquisitions needed for the project.

Jordan Road/Cottonwood Subdivision Mid-Block Pedestrian Crossing

- *Installation of a mast arm pedestrian hybrid beacon on Jordan Road between the Sandreed Circle and Apache Plume Drive intersections*

Construction is underway. The hybrid beacon is anticipated to be operational in January 2021.

Parker Road Responsive Signal System Improvements

- *Infrastructure improvements needed to implement responsive signal timing on Parker Road*

This project has been completed with responsive traffic signal operations now in use on Parker Road.

Kings Point Way

- *Construction for proposed collector roadway on east side of Parker Road between Cottonwood Drive to Aurora Pkwy*

The project is complete, but the roadway will remain closed until adjacent development occurs.



Annual Roadway Maintenance Projects

Diamond Grind and Joint Seal Program

- *Diamond grinding and joint sealing of the Hilltop Road concrete pavement from Parker Road to Narrow Pine Parkway*

The project has started, is 40% complete and expected to be completed in spring 2021.

Concrete Repair

- *Miscellaneous sidewalk, concrete pavement and curb and gutter repairs throughout Town*

This project is 100% complete and closed out.

Townwide Slurry/Chip

- *Slurry seal and chip seal on local, collector, and arterial streets throughout Town*

This project is 100% completed and closed out.

Roadway Resurfacing

- *Roto-milling and resurfacing with new asphalt material on select areas of Dransfeldt Road and Crown Crest Boulevard*

This project is 100% completed and closed out.



Parks and Recreation

Parks

- Only minor snow events have occurred since our last large storm in October, so there has been no residential plowing duties for the Parks Crew yet this season (just at Town facilities). Meanwhile, our crew has been maintaining equipment for readiness of next storm, while leadership is currently updating/revising plow routes (facilities and residential) and corresponding maps.
- Division leadership is working with a previously approved vendor to obtain pricing before awarding the 2021 contract for Town median maintenance.
- The majority of the Parks staff is currently involved in collecting/inputting data into the Beehive asset system. Division leadership worked directly with the software vendor building/implementing a database and programming.
- Year-end ("off season") training opportunities are underway in between snow events and ongoing, routine parks maintenance operations.



Forestry/Open Space

- Town holiday lights were turned off on Jan. 11, except for those located in Discovery Park and in front of The Schoolhouse, which will remain on until the last week of January.
- To-date, some 500 trees collected from the Town's Christmas Tree Recycling Program (pictured at right) have been chipped into mulch, and another 400+ are awaiting chipping; the tree drop-off site will remain open through Jan. 24, so many more trees are expected.
- Staff is conducting manual watering of newly replaced trees around Town.
- We've recently added three more trail segments for adopted, voluntary maintenance by members of the public through the Town's Adopt-a-Trail Program. The additions bring us to 100% adoption of our available segments.
- Staff is meeting to update/add segments of soft-surfacing along further portions of the Cherry Creek Trail. The current segment being considered is along the USMC CPL David M. Sonka Dog Park and Westcreek Disc Golf Course shoulders (E-470 to Pine Lane).

Facilities

- The Parker Recreation Center and Fieldhouse became Certified COVID Best Practice Businesses. The certification program allows these facilities to operate a level higher on the State of Colorado's COVID-19 dial than non-certified businesses if metrics are appropriate to do so.
- Parker Fieldhouse rentals exceeded revised projections despite having the facility shutdown for two-and-a-half months and operating under restrictions for the last seven months of the year.

Therapeutic Recreation/Active Aging Adults



- Once again, we are fortunate to be the recipient of Douglas County Mill Levy Grant funds. With the \$22,000 in awarded funds, we are able to provide a great scholarship program, innovative water safety/swim lessons and affordable therapeutic recreational programming. Without these funds, we wouldn't be able to support the more than 300 individuals with disabilities in our community.

Fitness and Wellness

- Over the past three months, we have added a Virtual CancerFit class for our program participants. This allowed some of our most vulnerable patrons the opportunity to continue with their CancerFit program in the safety of their own home.

Parks and Recreation - con't

Day Camp

- Even though Day Camp field trips are not possible currently, staff and campers have explored the world with Virtual Field Trips—From Australia to Space! Staff have also utilized several fun interactive websites like Go Noodle to keep the kids busy and engaged while practicing social distancing.

Sports

- Instead of canceling all of our leagues and activities when Douglas County originally moved into Level Orange on the State of Colorado's COVID-19 Dial, we relocated a handful of programs outside, even in late Fall! Finishing and Footwork, Futsal Train and Play, Spikeball and Men's 4v4 Flag Football league all finished their seasons on a new venue in the great outdoors.
- Sports staff implemented a new Pop Up and Play Program that offered options from Soccer Clinics and Kinder Sports all the way to an Ice Skating Race held at Discovery Park. We created this new program, as well as a Spikeball league, within the COVID-19 guidelines in order to offer an option for the community to stay active and engaged.

Aquatics

- Bryan Gentilini won Aquatic Professional of the year through CPRA.
- Both Hannah Quaney and Jackie Frohne obtained their Aquatics Professional Designations through the Association of Aquatic Professionals.

Kids' Zone

- Halloween and Christmas-themed classes were very popular this year. Parents were happy to have their kids participating in something to celebrate those holidays. Cheerleading and Gymnastics were also very well attended even with the restrictions that took place in December.

By the Numbers

Day Camp

36

Participants in our modified program Hybrid School Support Care.

Sports

970

Kids registered in our youth sports leagues and we are expecting another 230 participants to register for leagues before we start in the next few weeks of the new year.

Kids' Zone

136

Participants in gymnastics classes (pictured below). Gymnastics classes were full with waitlists in October through December.



Therapeutic Recreation

830

Adaptive water safety/swim lessons and given out over 25 individuals with disabilities scholarships for participants to use towards fitness and recreation programs.

Discovery Park

Ice Trail

6,432

Discovery Park Ice Trail (pictured below) visitors between Nov. 27 and Dec. 31.

188

Number of 2-hour sessions hosted



Fitness and Wellness

4,556

Participants for in-person group fitness classes for the fourth quarter. There were 616 classes, averaging 7.4 people per class.

125

Participants in our Monthly Virtual Group Fitness platform and an additional average of 9 Weekly Virtual registrants.

774

Personal training sessions during this time.





Parker Police



Letter of Commendation

The Arapahoe County Sheriff's Office (ACSO) awarded Parker Police Sergeant Joe Cummings (pictured above) a Letter of Commendation. The ACSO couldn't find an instructor due to COVID-19 until Sergeant Cummings stepped in as lead trainer for their new Mounted Patrol Unit. They were able to launch their mounted patrol team in June, in the middle of the COVID-19 pandemic, after Sergeant Cummings led the class.

Interactive Traffic Map

Our interactive traffic map on Let's Talk Parker was an excellent tool for residents to give us feedback on areas they would like to see increased education and enforcement. In 2020, 3,800 people visited the map pages. One hundred ninety-nine people placed 524 pins, 94% of them Parker residents. We also use the map to show residents where we conducted traffic enforcement. Our traffic enforcement pins outnumbered complaint pins by nearly 2-1.

DUI Saturation Shifts

Parker Police Officers worked grant-funded DUI saturation shifts. Officers pulled over seventeen vehicles, resulting in one driving under the influence arrest. The impressive stat is that they also stopped four stolen cars! Stolen vehicles are frequently identified using our license plate reader that scans every license plate as it goes by.

Click-it-or-Ticket

Officers worked two Click-it-or-Ticket grant-funded shifts. They had less than one seatbelt violation per hour. They also issued five speeding citations, one driving with a suspended license violation, and no proof of insurance citation.

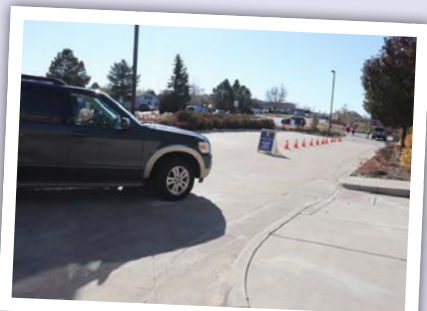
Online Fraud Prevention Class

We hosted an online fraud prevention class led by James Sorrells, the Director of Consumer Fraud Protection from the 18th Judicial District. Director Sorrells covered new trends in fraud developed during the COVID-19 pandemic. He also discussed frequent online, mail, and phone scams. The video can be viewed on the Parker Police Department's Facebook page.

Community Outreach



- Shop with a Cop (pictured above) COVID style was a huge success this year. While Officers couldn't shop with the kids to fulfill their wish list, they were still able to deliver each child and family their gifts at the police department. Families also received a special activity kit that enabled them to spend quality time together making and decorating holiday cookies. Santa was also on hand and talked to each child and gave them a special holiday treat!



- The Parker Police Department hosted a Shred-a-Thon in partnership with the Parker Senior Center (pictured above). The team collected items from more than 300 cars and filled the truck in three hours. Residents also donated nearly \$3,500 to the Parker Senior Center to support older adults' essential programs in our community.



Town Clerk's Office

Statistics – 4th Quarter 2020

Community Event Permits

- 2016 Total – 63
- 2017 Total – 68
- 2018 Total – 60
- 2019 Total – 74
- 2020 – 51 (27 withdrawn due to COVID-19)

Special Events Permits Processed (Events with Liquor)

- 2016 Total – 17
- 2017 Total – 33
- 2018 Total – 31
- 2019 Total – 23
- 2020 – 9 (6 withdrawn due to COVID-19)

Active Liquor Licenses

- 2016 – 96
- 2017 – 97
- 2018 – 107
- 2019 – 117
- 2020 – 117

Open Records Requests

- 2016 Total – 170
- 2017 Total – 120
- 2018 Total – 119
- 2019 Total – 187
- 2020 – 194

Peddlers and Solicitors Permits

- 2016 Total – 19
- 2017 Total – 30
- 2018 Total – 18
- 2019 Total – 21
- 2020 – 18

**TOWN OF PARKER COUNCIL
MINUTES
JANUARY 4, 2021**

Mayor Jeff Toborg called the meeting to order at 5:33 P.M.

Town Attorney Jim Maloney announced the topics for discussion in Executive Session were four (4) items under C.R.S. § 24-6-402(4)(b), the first was to receive legal advice on specific legal questions concerning Town-Sponsored Personal Liability Insurance Coverage for Officers under Senate Bill 20-217 - Law Enforcement Integrity Act; the second item was to receive legal advice on specific legal questions concerning HB20B-1004 Qualified Retailer Retain Sales Tax For Assistance/Sales Tax Retention; the third item was to receive legal advice on specific legal questions concerning HB20B-1005 – Local Authority To Impose Food Delivery Fee Restrictions; and the fourth item was to receive legal advice on specific legal questions concerning Colo. Rev. Stat. Sections 32-9-105 and 32-9-158, concerning the process to consolidate the status of the Town as completely included in or completely excluded from the boundaries of the Regional Transportation District .

EXECUTIVE SESSION

John Diak moved and Cheryl Poage seconded to go into Executive Session at 5:50 P.M. to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

The motion was approved unanimously.

Todd Hendreks moved and John Diak seconded to come out of Executive Session at 7:04 P.M.

The motion was approved unanimously.

Todd Hendreks moved and John Diak seconded to recess the regular meeting at 7:04 P.M.

The motion was approved unanimously.

REGULAR MEETING

Mayor Toborg reconvened the meeting at 7:07 P.M. All Councilmembers were present.

Cub Scout Jackson Cuccurullo led the Pledge of Allegiance.

PARKER CHAMBER OF COMMERCE UPDATES

Kara Massa provided a brief update for the month of December.

DOWNTOWN BUSINESS ALLIANCE UPDATES

Chris Schnell provided a brief update for the month of December.

PUBLIC COMMENTS – None.

REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

Each Councilmember reported on meetings they each attended since the last Town Council meeting.

CONSENT AGENDA

- A. *APPROVAL OF MINUTES - December 14, 2020*
- B. *ORDINANCE NO. 3.324.2 First Reading*
A Bill for an Ordinance to Amend Section 13.09.040 of the Parker Municipal Code to Add a New Paragraph 13.09.040(b)(4) Concerning the Registration of Temporary Signs Between March 20 and May 1 of Each Calendar Year
Department: Town Attorney, Jim Maloney
Second January 19, 2021
Reading:
- C. *ORDINANCE NO. 12.05.13 – First Reading*
A Bill for an Ordinance to Amend Sections 2.04.020 and 2.04.030 of the Parker Municipal Code Concerning Eliminating the Ex Officio Member for the Cultural and Scientific Commission
Department: Town Attorney, Jim Maloney
Second January 19, 2021
Reading:
- D. *RESOLUTION NO. 21-001*
A Resolution to Amend Resolution No. 20-001 Establishing a Designated Public Place for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law
Department: Town Clerk, Carol Baumgartner
- E. *RESOLUTION NO. 21-003*
A Resolution to Appoint Regular Members to the Parker Cultural and Scientific Commission, and to Appoint the Chair
Department: Cultural Department, Carrie Glassburn

Cheryl Poage moved to remove Consent Agenda items 6D and 6E.

John Diak seconded the motion.

A roll call vote was taken:

Todd Hendreks - yes

Cheryl Poage - yes

John Diak - yes

Laura Hefta - yes

The motion was approved unanimously.

Cheryl Poage moved to approve Consent Agenda items 6A through 6C.

John Diak seconded the motion.

A roll call vote was taken:

Todd Hendreks - yes

Cheryl Poage - yes

John Diak - yes

Laura Hefta - yes

The motion was approved unanimously.

Item 6D - Resolution No. 21-001:

Attorney Jim Maloney stated as required by the Colorado Open Meetings Law, each year the Town must designate a public place for posting of meeting notices. This Resolution designates Town Hall as the public place for posting notices.

Laura Heft moved to approve Resolution 21-001.

Todd Hendreks seconded the motion.

A roll call vote was taken:

Todd Hendreks - yes

Cheryl Poage - yes

John Diak - yes

Laura Hefta - yes

The motion was approved unanimously.

Item 6E - Resolution No. 21-003:

Acting Cultural Director Carrie Glassburn stated that the terms of Commissioners Alexis Watts, Annie Day, Lisa Hinz, and Diane Roth expired on December 31, 2020. The Commission recommends that all four Commissioners be reappointed for another two-year term, ending December 31, 2022.

The Commission also recommended reappointing Diane Roth as Chair for the term ending December 31, 2021.

Todd Hendreks moved to approve Resolution No. 21-003.

Cheryl Poage seconded the motion.

A roll call vote was taken:

Todd Hendreks - yes

Cheryl Poage - yes

John Diak - yes

Laura Hefta - yes

The motion was approved unanimously.

RESOLUTIONS

A. RESOLUTION NO. 21-002

A Resolution Calling a Special Election for the Town of Parker to be Held on April 20, 2021, to Fill a Second Vacancy on the Town Council of the Town of Parker, Pursuant to Section 2.9c. of the Town of Parker Home Rule Charter

Department: Town Attorney, Jim Maloney

Town Attorney Jim Maloney stated that Councilmember Jeff Toborg was elected to the office of Mayor on November 3, 2020. On December 14, 2020, Councilmember Toborg resigned as a Councilmember in order to be sworn in as the Mayor for the Town of Parker. The resignation of Councilmember Toborg created a second vacancy on Town Council. Under the Town Charter, the Town Council is required to appoint no sooner than 10 days nor later than 30 days from the date of the vacancy or schedule a special election within 90 days of the date of the vacancy.

The Town Council did not fill this vacancy by appointment, and the Town Council desires to call a special election to be held on April 20, 2021, to fill the second vacancy on the Town Council. The date of April 20, 2021, is also the date of the special election that was set by Town Council to fill the vacancy created by the resignation of Renee Williams, pursuant to Resolution No. 20-061, Series of 2020, which was approved by Town Council on December 7, 2020. Due to the cost of holding a special election, Town Council selected one election date that will allow the registered electors of the Town to fill both vacancies at one election.

Cheryl Poage moved to approve Resolution No. 21-002.

Laura Hefta seconded the motion.

The motion was approved unanimously.

B. RESOLUTION NO. 21-005

A Resolution to Adopt Town Council Policy Statement 1-2021 Concerning Investments

Department: Town Attorney, Jim Maloney

John Diak moved to continue this item to a date certain of January 19, 2021, so that Council could discuss this item in more detail at the January 11, 2021 Study Session.

Cheryl Poage seconded the motion .

The motion was approved unanimously.

ADJOURNMENT

Cheryl Poage moved to adjourn the meeting at 7:37 P.M.

Todd Hendreks seconded the motion.

A roll call vote was taken:

Todd Hendreks - yes

Cheryl Poage - yes

John Diak - yes

Laura Hefta - yes

The motion was approved unanimously.

Chris Vanderpool, Deputy Town Clerk

Jeff Toborg, Mayor



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Maloney, Town Attorney

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 9.326 - First Reading**
A Bill for an Ordinance Approving the Intergovernmental Agreement Between the Douglas County Clerk and Recorder and the Town of Parker Regarding the April 20, 2021, Special Election

Department: Town Attorney, Jim Maloney
Town Clerk, Carol Baumgartner

Second Reading: February 1, 2021

EXECUTIVE SUMMARY

The Town's special election will be conducted as a mail ballot election under the Municipal Election Code. Douglas County will assist the Town in conducting the special election as described in the intergovernmental agreement (the "2021 IGA").

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town Council called a special election for April 20, 2021, to fill two vacancies on the Town Council. The special election will be held as a mail ballot election under the Municipal Election Code, as authorized by Section 2.1 of the Town's Home Rule Charter. Historically, the Douglas County Clerk has conducted the Town's regular elections in November, as a coordinated election. For the reason that the special election is being held in April instead of November, the special election cannot be conducted as a coordinated election. However, the county has agreed to assist the Town with the special election, as provided in the attached 2021 IGA. The Town and Douglas County will enter into the 2021 IGA in a substantially similar form as the draft, which is attached to the ordinance.

FINANCIAL IMPACT

The 2021 budget will be amended to appropriate the necessary funds to cover the cost of the 2021 special election.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 9.326

RECOMMENDED MOTION

I move to approve Ordinance No. 9.326 on first reading and to schedule second reading for February 1, 2021, as part of the consent agenda.

ORDINANCE NO. 9.326, Series of 2021

TITLE: A BILL FOR AN ORDINANCE APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE DOUGLAS COUNTY CLERK AND RECORDER AND THE TOWN OF PARKER REGARDING THE APRIL 20, 2021, SPECIAL ELECTION

WHEREAS, under Section 2.1 of the Town of Parker Home Rule Charter and Section 2.06.020 of the Parker Municipal Code, the Town has adopted the exclusive use of Title 1 of the Colorado Election Code for all Town elections that are conducted with Douglas County;

WHEREAS, the Town Council of the Town of Parker adopted Resolution No. 20-061, Series of 2020, setting a special election on April 20, 2021, and appointing the Town Clerk as the designated election official of the Town;

WHEREAS, the Town Council of the Town of Parker adopted Resolution No. 21-002, Series of 2021, setting a special election on April 20, 2021, and appointing the Town Clerk as the designated election official of the Town;

WHEREAS, the Town has sufficient funds available and appropriated in its approved budget to pay the Town's prorated election expenses for the special election;

WHEREAS, the Town Council of the Town of Parker desires to enter into an intergovernmental agreement with the Douglas County Clerk and Recorder regarding the conduct and administration of the April 20, 2021, special election; and

WHEREAS, the Town Council of the Town of Parker desires to authorize the Mayor to execute the Intergovernmental Agreement between the Douglas County Clerk and Recorder and the Town of Parker Regarding the April 20, 2021, Special Election.

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 between the Douglas County Clerk and Recorder and the Town of Parker Regarding the April 20, 2021, Special Election, which agreement shall be in substantially the same form as the agreement attached hereto as **Exhibit 1**. The Town Council further authorizes the Mayor of the Town to enter into the Intergovernmental Agreement on behalf of the Town in substantially the same form as attached hereto, following final approval by the Town Attorney.

Section 2. The Recitals of this Ordinance are incorporated herein by the reference.

Section 3. **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 4. 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 5. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

APPROVED AS TO FORM:

James S. Maloney, Town Attorney

EXHIBIT 1

INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN DOUGLAS COUNTY CLERK AND RECORDER AND THE TOWN OF PARKER REGARDING THE SUPPORT OF THE 2021 SPECIAL ELECTION TO BE CONDUCTED BY THE TOWN

THIS AGREEMENT is made by and between the Board of County Commissioners of the County of Douglas, State of Colorado, on behalf of the Douglas County Clerk and Recorder (hereinafter referred to as the "County") and the Town of Parker (hereinafter referred to as the "Jurisdiction") collectively as the "Parties"; and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, the Jurisdiction desires to be assisted by the County in conducting a special election that is not a coordinated election nor to be held at the same time as any other jurisdiction within the County to the best knowledge of the Parties; and

WHEREAS, the County and Jurisdiction have determined that it is in the best interest of the taxpayers and the electors to enter into this Agreement to conduct the non-partisan special election; and

WHEREAS, such agreements are authorized pursuant to Article XIV, Section 18 of the Colorado Constitution, and 29-1-203, C.R.S.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

SECTION I. PURPOSE AND GENERAL MATTERS

1.01 DEFINITIONS:

- A. **"Contact Officer"** County staff person who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for coordinating for any assistance to be provided to the Jurisdiction and the procedures to be used by the County Clerk hereunder.
- B. **"Designated Election Official"** (hereinafter "DEO"), who shall be identified by the Jurisdiction to have primary responsibility for the conduct of election. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct same.
- C. **"Code"** the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.) or any other Title of C.R.S. governing participating Jurisdiction's election matters, as well as the Colorado Constitution, the State of Colorado Secretary of State (SOS) Rules as applicable, and any other legally binding authority governing this election.

1.02 JOINT RESPONSIBILITIES

- A. All parties shall familiarize themselves with all statutory and regulatory requirements impacting the election and TABOR notices if required and shall adhere to all applicable provisions of the Code which are necessary or appropriate to the performance of the duties required.
- B. Nothing herein shall be deemed or construed to relieve the Jurisdiction from their official responsibilities for the conduct of the election, including any of their respective responsibilities under the Fair Campaign Practices Act or any local ordinances concerning fair campaign practices.

1.03 JURISDICTIONAL

The Jurisdiction encompasses territory within the Town of Parker which is completely within the territory of the County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Douglas County.

SECTION II. COUNTY/JURISDICTION RESPONSIBILITIES

The County and the Jurisdiction shall each perform their respective duties and/or functions within the context of this Agreement:

2.01 COUNTY SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION AS REQUESTED BY THE DEO:

- A. Give assistance and information to the DEO of the Jurisdiction on any matter related to elections to ensure the smooth and efficient operation of the election (such information shall not include legal advice).
- B. Designate a Contact Officer with the specific duty of assisting with the election of the Jurisdiction and acting as the primary liaison between the County and Jurisdiction (such oversight shall not preclude such Contact Officer from performance of other tasks as needed by the County).
- C. Staff election support as requested by the Jurisdiction (hourly charges will apply based on the actual pay scale and time used). The County will make a good faith effort to provide staff that meet the needs and requests of the Town subject to the needs of the County.
- D. Provide voter registration lists as available from the state system as needed. The initial list provided to the Jurisdiction will be charged a flat fee of \$25. Subsequent updates with only additional voters who registered after the initial list was generated will be provided at no charge. Should the Jurisdiction need additional full lists each such list will be provided for an additional \$25.
- E. Lay out the text of the official ballots in a format that complies with the requirements for the Clear Ballot processing and counting equipment owned by the County. This will be provided in a PDF format for printing at a cost of \$125/hr to create.

- F. Management of the election within the statewide system (SCORE) to include creation and closing of the election. These services to be provided at a cost of \$100/hr to manage.
- G. Election Day support from County staff for in office/fax voter registration and via telephone and online chat 7 a.m. to 7 p.m. (Cost) \$27 /hr for each staff member.
- H. List of known vendor contact information for ballot and envelope printing and mail services.
- I. Use of 24 hour Drop Box locations within the boundaries of the Jurisdiction as permitted by the property owners of each location.
- J. Any available secure space at 125 Stephanie Place, in Castle Rock for receiving, sorting, signature verification, ballot evaluation, ballot removal, adjudication, duplication, and counting. The County will not be able to provide long term storage of the ballots.
- K. Setup, use and administration of Agilis system by County staff for Jurisdiction use in Signature Verification and Ballot Removal preparation (Cost) \$27 /hr for each staff member
- L. Setup, use and administration of Clear Ballot Voting System for use by Jurisdiction to scan and tabulate ballots (Cost) \$32 /hr for each staff member
- M. Provide a list of known past election judges within the boundaries of the Jurisdiction from past elections.
- N. Provide training materials and coordinate with Jurisdiction for oversight and training of election judges conducting mail ballot processing.
- O. Provide ballot containers with the necessary equipment to seal and track the containers.
- P. Refer members of the public and press to the DEO regarding specific questions about candidates.
- Q. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement.

2.02 JURISDICTION RESPONSIBILITIES:

- A. Perform all functions required to successfully conduct the election under the Code. Any tasks performed by the County will be under the supervision and direction of the Jurisdiction to the extent they pertain to this election.
- B. Confirm that it has sufficient funds available and appropriated in its approved budget to pay its prorated election expenses for this coordinated election. The County estimates that the Jurisdiction will need no more than Eight Thousand Dollars (\$8,000) for County services provided for this election.

- C. Provide at least thirty (30) days advance notice of the need for any staff support. Such notice will include an estimate of the time and tasks that will be required as well as any specific skills or expertise desired.
- D. Proofread the layout and the text of the Jurisdiction's official ballots to ensure compliance with the Code and to identify any other errors. This includes providing the County written notice of any errors that need correcting prior to delivery of final official ballot PDF.
- E. Within thirty (30) days from the date of receipt of any invoice, the Jurisdiction shall remit to the County the total payment for services provided hereunder.
- F. Important 2021 Parker Special Election Dates are attached as Exhibit A and incorporated by this reference.

SECTION III. CANCELLATION OF ELECTIONS

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

- A. In the event that the Jurisdiction resolves not to hold the election, then notice of such resolution shall be provided to the County immediately. The Jurisdiction shall be liable for the full actual costs of the activities relating to the election incurred both before and after the receipt of such notice.

SECTION IV. MISCELLANEOUS

4.01 NOTICES.

- A. Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; 3) or by email to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

To County:	Merlin Klotz Douglas County Clerk and Recorder Elections Department 125 Stephanie Place Castle Rock, Colorado 80104 Fax: 720-733-6977 Email: Elections@Douglas.co.us
------------	--

To Jurisdiction:	<u>Town of Parker</u> <u>Attn: Carol Baumgartner, Town Clerk</u> <u>20120 E. Mainstreet</u> <u>Parker, Colorado 80138</u> <u>Fax: 303-840-9792</u> <u>Email: tc@parkeronline.org</u>
------------------	---

4.02 TERM OF AGREEMENT.

- A. The term of this Agreement shall continue until all statutory requirements concerning the conduct of the election are fulfilled.

4.03 AMENDMENT.

- A. This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.

4.04 INTEGRATION.

- A. The Parties acknowledge that this Agreement constitutes the sole Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

4.05 CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT.

- A. In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law. No resolution of either party to this Agreement shall impair the rights of the County or the Jurisdiction hereunder without the consent of the other party to this Agreement.

4.06 TIME OF ESSENCE.

- A. Time is of the essence for this Agreement. The time requirements of the Code shall apply to completion of the tasks required by this Agreement. Failure to comply with the terms of this Agreement and/or the deadlines or the Code may result in consequences up to and including termination of this Agreement.

4.07 GOOD FAITH.

- A. The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or general action.

4.08 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

- A. The Parties hereto understand and agree that they, their commissioners, 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 (the "CGIA"), §§ 24-10-101 to 120, C.R.S., or otherwise available to the County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.09 NO THIRD-PARTY BENEFICIARIES.

- A. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the County and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.

THE BOARD OF COUNTY
COMMISSIONERS
OF THE COUNTY OF DOUGLAS,
COLORADO
(Board signature required only if
coordination cost will exceed \$25,000)

CHIEF ELECTION OFFICIAL:

By _____
Board of County Commissioners
Chairperson

By _____
Clerk and Recorder

Date _____

Date _____

Attest _____
Deputy Clerk to the Board

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

Director of Finance

County Attorney

Jurisdiction Signatures for Town of Parker

By _____
Jeff Toborg, Mayor

Attest _____
Carol Baumgartner, Town Clerk

Date _____

Date _____

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

Jurisdiction Finance Department

Jurisdiction Attorney

EXHIBIT A

	A	B
1	IGA ELECTION CALENDAR	
2	BOLD = PARKER	
3	NON-BOLD = DOUGCO	
4		
5	DATE	ACTION
6		
7	4-Jan	Contact Print Vendor
8	19-Jan	1st day to circulate nomination petitions
9		Begin work on ballot envelope language and instructions
10	8-Feb	Last day to circulate nomination petitions
11	16-Feb	Last day to amend nomination petitions
12		Last day to withdraw nominations
13	17-Feb	Determine ballot order
14	18-Feb	Submit ballot draft to DougCo
15	19-Feb	DougCo sends UOCAVA voter list to print vendor
16		DougCo submits list of prospective judges
17		Send ballot to printer
18	5-Mar	Vendor sends out UOCAVA ballots
19	20-Mar	Hire election judges
20	22-Mar	Last day to send supplemental voter list to printer
21	29-Mar	First day to mail out ballots
22	5-Apr	Last day to mail out ballots
23		Mail ballot processing to begin
24		Ballot vote count test w/DougCo
25	9-Apr	Notice of election posted
26	20-Apr	ELECTION DAY
27	28-Apr	Last day to receive UOCAVA ballots
28		Last day to receive discrepant signature letters
29	30-Apr	Last day for canvass



Request for Town Council Action

Date: January 19, 2021

Submitted By: Chris Hudson, Deputy Director of Engineering

Reviewed By: Michelle Kivela, Town Administrator

Title: Dransfeldt Road Extension – Preliminary Design

Amount: \$414,545

Contractor: RS&H

Department: Engineering and Public Works, Chris Hudson

EXECUTIVE SUMMARY

This agenda item is for the approval of a professional services agreement with RS&H for the preliminary design of the Dransfeldt Road extension project (Twenty Mile Road to Motsenbocker Road).

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town has been contemplating the extension of Dransfeldt Road south of Twenty Mile Road, over Cherry Creek, connecting to Motsenbocker Road for over a decade. This proposed roadway is an important component to the Parker area's long-term roadway transportation plan. Due to a portion of the proposed roadway extension being located in unincorporated Douglas County, the project is being coordinated with Douglas County. This coordination resulted in a design cost sharing intergovernmental agreement that was executed in 2019. The executed IGA initiated a competitive design consultant selection process that involved both Town and Douglas County staff, with RS&H being selected as the most qualified consultant for the project. This selection resulted in an execution of a conceptual design contract that was approved by Town Council on April 20, 2020. That conceptual design contract has resulted in finalizing the conceptual roadway alignment in 2020 and the next phase (preliminary design) is needed to continue to advance this design effort.

This preliminary design effort will advance the roadway and bridge design for the project in 2021 to allow for submittal of the Conditional Letter of Map Revision (CLOMR) to the Federal Emergency Management Agency (FEMA) required due to impacts to the Cherry Creek floodplain that will be caused by the project. The preliminary design phase for this project includes advancing the design of the roadway, bridge, drainage design, utility coordination, landowner coordination, erosion control and phasing. The total for this preliminary work is estimated at \$414,545. Without this effort, the CLOMR submittal would be delayed and would

impact the construction schedule in 2023. After this preliminary design phase is completed in 2021, a final design effort will need to be undertaken in 2022.

FINANCIAL IMPACT

Funding has been appropriated for this preliminary design effort in the Streets capital projects fund (301-4310).

STRATEGIC GOAL(S)

INNOVATE WITH
COLLABORATIVE
GOVERNANCE



ENHANCE ECONOMIC
VITALITY



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation, as a part of the consent agenda.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Janitorial Service Agreement**

Amount: **\$485,163.00**

Contractor: **The Key People**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town of Parker contracts the janitorial services at Town operated facilities. The Town currently contracts these services with The Key People Company. The current contract with The Key People Company was entered into in 2019. The contract has the provision to renew on an annual basis for an additional four years.

The Janitorial services contract provides a scope of service relative to each facility and the functions that facility perform. The contract includes provisions for services including but not limited to, daily cleaning and sanitization of facilities, restocking of paper and sanitary products, refuse removal, carpet and floor care, and other general janitorial items. Additionally, the contract provides weekly, monthly, quarterly and annual services which provide an overarched approach to maintaining the cleanliness and health of our Town facilities. During the pandemic, our service provider's staff adjusted to further support the organization through additional disinfection procedures which has proven beneficial to the safety of our facilities, staff and patrons.

It is staff's position that it is in the Town's best interest to renew this current contract for 2021. Reasons for this position include, but are not limited to: the current service levels provided by The Key People meet and exceed the Town's expectations on a consistent basis, the negotiated price adjustment for the upcoming 2021 Fiscal Year include a 1.7% increase from the current contract which is reasonable and within with current Cost Price Index data and Town staff has developed a high level of trust with their employees that are within our buildings/offices on a daily basis.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town of Parker previously operated custodial services as an in-house function for several

facilities while it was also a contracted service for others. In 2013, the Town moved to a complete outsource of these services. It is a well established Town policy to contract these services out as they are typically not a core mission and can be performed more efficiently by a service provider.

The Town entered into a multi-year capable contract with The Key People Company to perform custodial services at all Town operated facilities in 2013. In 2019, the Town established a new multi-year capable contract with The Key People Company. This contract was a one (1) year contract with the option for four (4) additional annual renewals.

The Town of Parker's Municipal Code, Chapter 4.01.030 states "Nothing contained in this Chapter shall preclude the Town Council from adopting a supplemental appropriation in a manner consistent with the provisions of Section 9.12 of the Town Charter. Further, nothing contained in this Chapter shall prevent the making of contracts for governmental services or for capital outlay for a period exceeding one (1) year if such contracts are otherwise allowed by the Town Charter; provided, however, that any contract so made shall be executory only for the amounts agreed to be paid for such services to be rendered in succeeding fiscal years."

The Facilities Maintenance Division currently acts as the primary point of contact between the Town and The Key People. This arrangement provides oversight on a consistent measure for all Town operated facilities and ensures proper contract management.

FINANCIAL IMPACT

The annual anticipated contract amount for 2021 is \$485,163. This includes a 1.7% increase to the current 2020 contracted amount of \$477,052. This amount is in line with the current contract and services being provided to the Town and the associated funding has been appropriated in the 2021 budget.

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY



SUPPORT AN
ACTIVE COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation, as a part of the consent agenda.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital Pickup Trucks with Dump Body**

Amount: **\$116,082.00**

Contractor: **Korf Continental**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town of Parker's Fleet Maintenance division is requesting authorization to proceed with the purchase of two (2), one and one half ton pickup trucks with incorporated dump body. These vehicles include a replacement unit for the Parks division and a Capital addition to the Stormwater division. Both units were approved as part of the budget process for the 2021 fiscal year.

1) Stormwater Capital - One and one half ton pick up extended cab with dump body - \$53,264

- The addition of a F550 class truck with dump body to provide maintenance of over 319 detention ponds and over 25 miles of major drainageways in the Town. As part of the stormwater operations, maintenance of these facilities includes sediment removal as well as large amounts of trash and heavy vegetation removal. This truck will allow access to areas that a standard dump truck cannot access, allowing for complete removal of sediment, trash, and vegetation efficiently and without damage to equipment or stormwater assets.
- The addition of a F550 pickup with a dump bed will allow the crew to safely access areas that a standard tandem dump truck cannot due to limited access, slopes, or vegetation. The F550 type truck will increase staff productivity and allow sediment and vegetation to be removed, restoring flow of stormwater to designed capacity, therefore preventing flooding and overgrown, choked drainage channels and ponds. Removed material must be hauled from the work site, stockpiled, and dried before disposal within a landfill. The smaller truck is more versatile in use and operation, allowing work to continue throughout the year and during wet periods which may prevent a larger standard truck from operating. In addition, the smaller trucks are more efficient and safer to operate in the Town.

2) Parks Replacement - One and one half tone pick up single cab with dump landscape body - \$62,818

- This is replacing a 2004 landscape body dump truck. The existing vehicle had an initial life expectancy of 12 years. The unit is now approaching 17 years of age. The lifetime maintenance and repair costs exceed \$16,000. One component for consideration is the technological lifecycle of equipment. The parts availability of this unit is almost non-existent at this time. The ability to perform future repairs to this unit are limited. The lack of parts availability for this model vehicle has already created extended downtimes to perform repairs leaving the vehicle unable to perform the intended function.

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services using contracts based on competitive solicitations received by other government agencies. The State of Colorado issued an award (CO State Award # 162510) to Korf for the purchase of 2021 model year vehicles which includes various vehicle makes and models. The vehicles specified are included on this award and reflect a competitive bid price, defined options, and required minimum service requirements.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Fleet Replacement Policy provides that:

It is the policy of the Town to equip staff with the tools needed to provide services to our citizens in a professional, competent and safe manner. Among the biggest "tools" in accomplishing this task are vehicles and other fleet equipment ("Fleet Unit"). In addition, these items represent a substantial financial investment and must be handled in the most economic manner, both in their operation and in maximizing their disposal value.

The purpose of this policy is to establish procedures to ensure that the decision to replace fleet is in the best interest of the Town, financially and economically. This policy recognizes that extending the life of the fleet beyond the proper time for replacement only shifts the funding of fleet from being capital to operational in nature, and may actually increase expenses overall if repair costs surpass the cost to replace.

This policy recognizes that each Fleet Unit has a number of "lives."

- Service life – amount of time a unit is capable of rendering service
- Economic life – amount of time the unit's average total cost is at a minimum
- Technological life – amount of time the relative productivity of the unit is comparable to newer models

The following costs and other factors should be considered in determining Fleet Unit replacement recommendations.

- Operation/maintenance costs
- Repair costs
- Parts availability
- Downtime
- Technological obsolescence
- Condition
- Safety

FINANCIAL IMPACT

These vehicles were identified and approved as part of the 2021 fleet purchases for new and replacement vehicles. No additional financial impacts are anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of two (2) one and one half ton pickup trucks with incorporated dump body from Korf Continental.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital – Single and Tandem Axle Cab and Chassis**

Amount: **\$240,365.00**

Contractor: **McCandless Truck Center**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town of Parker's Fleet Division requests approval to purchase two 2021 International cab and chassis units, one as a replacement for an existing unit and one additional unit for snow plow operations. These trucks are being purchased for the use of the Town's Streets Division. Both units were approved as part of the 2021 budget process.

The addition of a single axle dump truck primarily to provide necessary equipment for snow plowing and secondarily to provide support vehicles during routine street maintenance activities. This addition will allow the Town to maintain the current levels of service for both snow plowing and the Town's street maintenance.

The replacement unit will be outfitted as a "swap loader". The existing unit has several different attachments which can be loaded onto this cab and chassis. This provides multiple capabilities for this unit. The current unit (D18) is a 2008 model year cab and chassis and meets the Town's fleet replacement criteria as a warranted unit.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Additional Unit

The Town is the sole entity responsible for plowing snow from Town owned and operated streets as well as performing repair and replacement of asphalt and concrete assets associated with streets to provide reliable infrastructure and effective mobility. It is estimated that between 2020 and 2030 the Town will add an additional 4000 homes, which will add to the current street infrastructure requiring maintenance and plowing.

The Town currently has fourteen (14) plow trucks; four (4) single axle, plow capable dump trucks and ten (10) tandem axle trucks. The larger tandem axle trucks are vital and fill an

important role, but the Town currently has the needed tandem inventory for the foreseeable future. Maintaining a percentage of the fleet with single axle trucks is important for addressing the versatility of the operational needs.

During plowing activities, Town staff will typically operate from 8 to 12 snowplows depending on the severity of event and availability of staff. It is typical for these pieces of equipment to incur maintenance related issues during an event. Maintaining a sufficient percentage of necessary resources to perform this function is essential to keeping the roadways passable. This addition will provide additional ability to sustain snow removal efforts during long duration events. The single axle truck can also be used for residential plowing when required and is a maneuverable and versatile truck that is easier to operate while still possessing sufficient power to operate as a full size plow truck.

During the period of time streets staff are performing asphalt and concrete repair, the single axle allows for maneuverability, versatility, and efficient operation on narrow residential streets.

Due to the expected increase in lane miles and the increased geographic area, an additional snowplow and an additional staff member will be needed to maintain the current level of service.

Replacement Unit

The tandem axle dump truck slated for replacement is a 2008 model year unit. The Town's fleet replacement policy provides a twelve (12) year lifecycle for this type of equipment. Town staff has evaluated this unit as a prime candidate for replacement in 2021 based on the fleet replacement criteria. Of particular note, aside from meeting lifecycle parameters, the life to date maintenance and repair costs for this unit exceed \$100,000. Outfitted as a swap loader, this unit provides multiple opportunities for deployment from dust mitigation (fluid storage tank), debris and material hauling (dump box), to flat bed capabilities as examples.

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services without competition using contracts based on competitive solicitations received by other government agencies. These cab and chassis will be purchased using the Colorado Department of Transportation's (CDOT) Award #31101623 with McCandless Truck Center LLC (based on CDOT Invitation to Bid # IFB 19-030 MMRFX - 7001063 for Class 8 Cab and Chassis Tandems to be acquired as needed over a three-year period).

The Town's Fleet Replacement Policy provides that:

It is the policy of the Town to equip staff with the tools needed to provide services to our citizens in a professional, competent and safe manner. Among the biggest "tools" in accomplishing this task are vehicles and other fleet equipment ("Fleet Unit"). In addition, these items represent a substantial financial investment and must be handled in the most economic manner, both in their operation and in maximizing their disposal value.

The purpose of this policy is to establish procedures to ensure that the decision to replace fleet is in the best interest of the Town, financially and economically. This policy recognizes that extending the life of the fleet beyond the proper time for replacement only shifts the funding of

fleet from being capital to operational in nature, and may actually increase expenses overall if repair costs surpass the cost to replace.

This policy recognizes that each Fleet Unit has a number of “lives.”

- Service life – amount of time a unit is capable of rendering service
- Economic life – amount of time the unit’s average total cost is at a minimum
- Technological life – amount of time the relative productivity of the unit is comparable to newer models

The following costs and other factors should be considered in determining Fleet Unit replacement recommendations.

- Operation/maintenance costs
- Repair costs
- Parts availability
- Downtime
- Technological obsolescence
- Condition
- Safety

FINANCIAL IMPACT

Funding for these items was approved as part of the 2021 budget. There are no additional financial impacts anticipated.

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY



SUPPORT AN
ACTIVE COMMUNITY



INNOVATE WITH
COLLABORATIVE
GOVERNANCE

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of two 2021 International Cab and Chassis units from McCandless Truck Center.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital – Snow Plow and Swap Loader Unit Upfit**

Amount: **\$260,965.00**

Contractor: **OJ Watson**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

Staff is requesting authorization to proceed with the approved 2021 budget for the outfitting of necessary equipment of two Class 8, Heavy Duty, cab and chassis units. One dump truck with snow plow equipment and one unit as a swap loader configuration. This purchase requires the construction and installation of specialized equipment onto the two separately purchased cab and chassis. This up-fit of equipment is through OJ Watson and provides the Town with a consistent and proven fleet of equipment which serves the Streets division in the operational mission for snow removal and roadway maintenance activities.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

This equipment build proposal is for one single axle dump truck used for snow plow and streets maintenance operations and one tandem axle swap loader used for multiple activities in the Town's roadway maintenance activities. The cab and chassis are being purchased through a separate vendor (McCandless International). This purchase is for the required additional equipment to be installed on the units.

This vendor was awarded a competitively bid contract with City and County of Denver (awarded contract SC-00003211) to perform this work. Town staff has evaluated this awarded bid and found it to meet our specifications at a competitive price.

Additional Unit

The Town is the sole entity responsible for plowing snow from Town owned and operated streets as well as performing repair and replacement of asphalt and concrete assets associated with streets to provide reliable infrastructure and effective mobility. It is estimated that between 2020 and 2030 the Town will add an additional 4000 homes, which will add to the current street infrastructure requiring maintenance and plowing.

The Town currently has thirteen (14) plow trucks; four (4) single axle, plow capable dump trucks and ten (10) tandem axle trucks. The larger tandem axle trucks are vital and fill an important role, but the Town currently has the needed tandem inventory for the foreseeable future. Maintaining a percentage of the fleet with single axle trucks is important for addressing the versatility of the operational needs.

During plowing activities, Town staff will typically operate from 8 to 12 snowplows depending on the severity of event and availability of staff. It is typical for these pieces of equipment to incur maintenance related issues during an event. Maintaining a sufficient percentage of necessary resources to perform this function is essential to keeping the roadways passible. This addition will provide additional ability to sustain snow removal efforts during long duration events. The single axle truck can also be used for residential plowing when required and is a maneuverable and versatile truck that is easier to operate while still possessing sufficient power to operate as a full size plow truck.

During the period of time streets staff are performing asphalt and concrete repair, the single axle allows for maneuverability, versatility, and efficient operation on narrow residential streets.

Due to the expected increase in lane miles and the increased geographic area, an additional snowplow and an additional staff member will be needed to maintain the current level of service.

Replacement Unit

The tandem axle dump truck slated for replacement is a 2008 model year unit. The Town's fleet replacement policy provides a twelve (12) year lifecycle for this type of equipment. Town staff has evaluated this unit as a prime candidate for replacement in 2021 based on the fleet replacement criteria. Of particular note, aside from meeting lifecycle parameters, the life to date maintenance and repair costs for this unit exceed \$100,000. Outfitted as a swap loader, this unit provides multiple opportunities for deployment from dust mitigation (fluid storage tank), debris and material hauling (dump box), to flat bed capabilities as examples.

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services without competition using contracts based on competitive solicitations received by other government agencies. These cab and chassis will be purchased using the Colorado Department of Transportation's (CDOT) Award #31101623 with McCandless Truck Center LLC (based on CDOT Invitation to Bid # IFB 19-030 MMRF - 7001063 for Class 8 Cab and Chassis Tandems to be acquired as needed over a three-year period).

FINANCIAL IMPACT

The funding for this project was approved as part of the 2021 fleet capital budget. No additional impacts are anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



ENHANCE ECONOMIC
VITALITY



PROMOTE A SAFE AND
HEALTHY COMMUNITY



ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of outfitting equipment for two Class 8, heavy duty, cab and chassis units.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital – Pickup and Police Vehicles**

Amount: **\$322,847.00**

Contractor: **Spradely Barr**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town of Parker's Fleet Maintenance division is requesting the authorization to proceed with the purchase of multiple vehicles. These vehicles were identified and approved through the 2021 budget process. This request is for the purchase of eight (8) vehicles from this vendor. This includes seven (7) replacement vehicles and one (1) addition to the fleet.

The vehicles include two (2) pickup trucks and six (6) police vehicles. Each of these units were identified through the fleet replacement criteria as outlined later in this request. These vehicles will replace existing equipment in the Police, Streets, and Parks divisions.

The quotes provided by the vendor are based on a 2021 competitively bid contract with Arapahoe County (RFP-19-48). This contract includes a cooperative capacity which allows the Town of Parker the ability to purchase items that have been competitively bid and are available to other entities for the same pricing. This is an efficient means of purchasing equipment and has been an acceptable practice.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services using contracts based on competitive solicitations received by other government agencies. Arapahoe County issued an award to Spradley Barr for the purchase of 2021 model year vehicles which includes various vehicle makes and models. The vehicles specified are included on this award and reflect a competitive bid price, defined options, and required minimum service requirements.

The vehicles included in this appropriation include:

Replacements

- Five (5) Police Interceptors @ \$39,770 each
- One (1) Police Expedition @ \$48,958
- One (1) 3/4 ton pick up @ \$42,188

These vehicles were evaluated by Town staff and deemed appropriate replacement units based on the policy guidelines below. The six (6) police vehicles will be equipped for service duty as appropriate. The 3/4 ton pick up unit will be equipped with a snow plow to perform plowing operations through the Parks and Recreation department.

Addition to the Fleet

- One (1) 1/2 ton pick up @ \$32,851

The addition of a ½ ton crew cab pick-up truck for Streets division use. The Division currently has one light truck and does not have light truck crew cab capability requiring staff to use heavy duty picks ups for all travel and work. Frequently, the Operations Manager is required to travel throughout Town for meetings or project inspection, using a heavy duty pick-up. Traffic operations and Stormwater operations both have light truck options for use by supervisors and managers.

The ½ ton truck would provide improved mobility to the Streets division. Currently a heavy duty pick-up is utilized, reducing the availability to the Streets crew for use. This is true during the winter months also when the heavy duty truck could be used by the Streets team for snow plowing rather than used for administrative functions. The crew cab would also allow for more efficient use during local or regional travel, eliminating the need to drive one of the heavy duty crew cabs as is the current practice. The addition of the ½ ton light truck would also eliminate the need to add a ¾ ton heavy duty pick-up in 2023 as is currently planned in the 10 year CIP plan.

The Town's Fleet Replacement Policy provides that:

It is the policy of the Town to equip staff with the tools needed to provide services to our citizens in a professional, competent and safe manner. Among the biggest “tools” in accomplishing this task are vehicles and other fleet equipment (“Fleet Unit”). In addition, these items represent a substantial financial investment and must be handled in the most economic manner, both in their operation and in maximizing their disposal value.

The purpose of this policy is to establish procedures to ensure that the decision to replace fleet is in the best interest of the Town, financially and economically. This policy recognizes that extending the life of the fleet beyond the proper time for replacement only shifts the funding of fleet from being capital to operational in nature, and may actually increase expenses overall if

repair costs surpass the cost to replace.

This policy recognizes that each Fleet Unit has a number of “lives.”

- Service life – amount of time a unit is capable of rendering service
- Economic life – amount of time the unit’s average total cost is at a minimum
- Technological life – amount of time the relative productivity of the unit is comparable to newer models

The following costs and other factors should be considered in determining Fleet Unit replacement recommendations.

- Operation/maintenance costs
- Repair costs
- Parts availability
- Downtime
- Technological obsolescence
- Condition
- Safety

FINANCIAL IMPACT

These vehicles were identified as part of the 2021 fleet capital plans and previously approved through the budget process. No additional financial impacts are anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of two (2) pick up trucks and six (6) police vehicles from Spradley Barr.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital – Aerial Truck**

Amount: **\$198,750**

Contractor: **Custom Truck One Source**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town of Parker's Fleet Maintenance division is requesting the authorization to proceed with the purchase of a replacement aerial truck. This is a 70 foot aerial unit mounted on a Class 8 International Chassis. This unit was identified for replacement during the 2021 budget allocation process and approved by Council. The existing unit is a 2001 model year International cab and chassis. This unit originally identified as a ten (10) year replacement cycle. The lifetime to date maintenance cost for this unit exceeds \$57,000.

This unit plays a critical function in the Parks and Forestry divisions. This unit is considered an emergency response type unit. While the deployment of this unit is not on a daily basis, it provides the Town with the capacity to address emergency situations in a timely manner. The capability of this unit is not of a nature that the alternative of rental is readily available, and also creates a concern for employee safety as there is no control over the units safety certification or ongoing maintenance. This unit is also used by the Forestry division during normal operations to address ongoing maintenance needs along trails, after high wind events, heavy snow loads, and other maintenance activities in Parks and Forestry divisions.

This unit requires an annual inspection of the boom and lift deck. The most recent inspection, while providing certification and deemed safe for operations, identified a number of safety related concerns that will require substantial repairs in the future.

The quote provided by the vendor are based on a 2020 competitively bid contract through Sourcewell (FKA NJPA) 012418-TER. This contract includes a cooperative capacity which allows the Town of Parker the ability to purchase items that have been competitively bid and are available to other entities for the same pricing. This is an efficient means of purchasing equipment and has been an acceptable practice.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services using contracts based on competitive solicitations received by other government agencies.

The Town's Fleet Replacement Policy provides that:

It is the policy of the Town to equip staff with the tools needed to provide services to our citizens in a professional, competent and safe manner. Among the biggest "tools" in accomplishing this task are vehicles and other fleet equipment ("Fleet Unit"). In addition, these items represent a substantial financial investment and must be handled in the most economic manner, both in their operation and in maximizing their disposal value.

The purpose of this policy is to establish procedures to ensure that the decision to replace fleet is in the best interest of the Town, financially and economically. This policy recognizes that extending the life of the fleet beyond the proper time for replacement only shifts the funding of fleet from being capital to operational in nature, and may actually increase expenses overall if repair costs surpass the cost to replace.

This policy recognizes that each Fleet Unit has a number of "lives."

- Service life – amount of time a unit is capable of rendering service
- Economic life – amount of time the unit's average total cost is at a minimum
- Technological life – amount of time the relative productivity of the unit is comparable to newer models

The following costs and other factors should be considered in determining Fleet Unit replacement recommendations.

- Operation/maintenance costs
- Repair costs
- Parts availability
- Downtime
- Technological obsolescence
- Condition
- Safety

FINANCIAL IMPACT

No additional budget impacts are anticipated

STRATEGIC GOAL(S)



**SUPPORT AN
ACTIVE COMMUNITY**



**PROMOTE A SAFE AND
HEALTHY COMMUNITY**

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of a replacement aerial truck from Custom Truck One Source.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital – Fleet Upfit (Police and Utility Vehicles)**

Amount: **\$111,100.00**

Contractor: **L.A.W.S.**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

Replacement and additions to the fleet require substantial installation of equipment and placement of logos to make them ready for operation. This includes safety and emergency lighting, radio and computer equipment, and other attachments related to the operational function for each piece of equipment. The Town's Fleet division is not staffed or equipped to perform this work in-house efficiently and has sub-contracted this work in the past. The Town is able to contract this work through an Arapahoe County cooperative bid solution (#RFP-18-30) to LAWS. LAWS is located in Englewood, Colorado making this an effective method to prepare these vehicles for operations as well as perform future repairs as needed.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Fleet Capital equipment for 2021 includes multiple vehicles which will require substantial installation of the aforementioned equipment. These vehicles serve the Parks and Recreation, Police, and Public Works Departments in their respective daily operations.

There is a substantial amount of work performed to complete an installation of the equipment for each of these vehicles. If the Town were to perform this work using in-house resources, it would detract from Fleet's core function of keeping the fleet operational.

This solution also provides for warranty and repair functions to be performed by the vendor as well as limiting the Town's liability to complete this work. While there are several vendors in the front range, their proximity to the Town of Parker is a determining factor. Additional transportation time to deliver or retrieve vehicles would be detrimental.

FINANCIAL IMPACT

These expenses were included in the replacement and capital budget submittal for 2021. No

further impact to the budget is anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the installation of necessary equipment and placement of logos on police and utility vehicles by L.A.W.S.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fleet Capital - Replacement Machinery and Equipment**

Amount: **\$104,936.00**

Contractor: **Bobcat of the Rockies**

Department: **Engineering and Public Works, Jim Gilbert**

EXECUTIVE SUMMARY

The Town's Fleet Maintenance division is requesting authority to proceed with the purchase of two (2) skidster units, one (1) Toolcat and one (1) 24" planer attachment. These items were identified and approved through the 2021 budget process.

Bobcat of the Rockies was awarded a multi year, competitively bid contract through MAPO (MAPO-EQUIP-15-01) for the purchase and annual trade in of skidster units as well as government pricing for other units and attachments.

The equipment covered in this contract include the following items:

- 1 Skidster trade in - \$3,700.00
- 1 Skidster purchase - \$41,985.30
- 1 Toolcat Utility Loader - \$41,535.90
- 1 24" planer attachment - \$17,714.55

The Town Purchased one of the skidster units in 2018. This unit is now on an annual trade-in program. This program allows the Town to obtain a brand new unit each year. For 2021 this amount is \$3,700. If the Town chooses not to continue with the trade in program we will keep the current unit and own it outright. This is currently deemed beneficial to the Town for several reasons. Typical first year maintenance costs on this type of equipment is fairly low. The cost to replace the unit each year is reasonable. The industry is currently in transition related to engine design which could have long range impacts on maintenance costs.

The second skidster being purchased in 2021 will also be eligible for the trade-in program moving forward. This unit was originally purchased in 2007 with an anticipated life expectancy

of 12 years. The life to date maintenance and repair cost exceeds \$17,000. This unit was identified as a viable candidate for the 2021 replacement cycle and the approved budget.

The Toolcat utility loader is a 2012 unit and had an original life expectancy of 12 years. However, the life to date maintenance costs for this unit exceeds \$24,000. The fleet replacement evaluation of this unit places it as a prime candidate for early replacement as the costs of continued maintenance is anticipated to be of concern. Over the last three years maintenance and repair costs for this existing unit have increased dramatically with several repairs each year that exceed \$2,000 per occurrence.

The 24" planner is an attachment for the skidster units. This device is used by the Streets division to perform annual maintenance on roadways. The existing unit was purchased in 2004 and is evaluated annually for replacement. Based on the most recent evaluation of the unit, this unit is recommended for replacement due to wear and ability to perform as intended. At this time additional major repairs will be required to retain the original capability of the unit to perform.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Parker's Financial and Budget Policy includes provisions for the Town to acquire goods and services using contracts based on competitive solicitations received by other government agencies.

The Town's Fleet Replacement Policy provides that:

It is the policy of the Town to equip staff with the tools needed to provide services to our citizens in a professional, competent and safe manner. Among the biggest "tools" in accomplishing this task are vehicles and other fleet equipment ("Fleet Unit"). In addition, these items represent a substantial financial investment and must be handled in the most economic manner, both in their operation and in maximizing their disposal value.

The purpose of this policy is to establish procedures to ensure that the decision to replace fleet is in the best interest of the Town, financially and economically. This policy recognizes that extending the life of the fleet beyond the proper time for replacement only shifts the funding of fleet from being capital to operational in nature, and may actually increase expenses overall if repair costs surpass the cost to replace.

This policy recognizes that each Fleet Unit has a number of "lives."

- Service life – amount of time a unit is capable of rendering service
- Economic life – amount of time the unit's average total cost is at a minimum
- Technological life – amount of time the relative productivity of the unit is comparable to newer models

The following costs and other factors should be considered in determining Fleet Unit

replacement recommendations.

- Operation/maintenance costs
- Repair costs
- Parts availability
- Downtime
- Technological obsolescence
- Condition
- Safety

FINANCIAL IMPACT

These items were approved through the 2021 budget process and included in the fleet replacement model for 2021. No additional budgetary impacts are anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the purchase of two (2) skidster units, one (1) Toolcat and one (1) 24" planer attachment from Bobcat of the Rockies.



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Maloney, Town Attorney

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 21-006**
A Resolution to Appoint New Members and Alternates on the
Town of Parker Special Licensing Authority and to Appoint
the Chairperson and Vice Chairperson
Department: Town Council

EXECUTIVE SUMMARY

The Town Council appoints the chairperson, vice chairperson, regular members and alternate members for the Special Licensing Authority, as provided by the Parker Municipal Code.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Section 5.08.050 of the Parker Municipal Code provides that the term of Authority members is two years and alternates is one year. The term of three members of the Authority and the term of the one alternate ended on December 31, 2020. Section 5.08.060 of the Parker Municipal Code provides that the Town Council shall appoint a Chairperson and Vice Chairperson. The purpose of this resolution is to appoint three regular members, two alternates, a Chairperson and a Vice Chairperson.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Resolution No. 21-006

RECOMMENDED MOTION

I move to approve Resolution No. 21-006.

RESOLUTION NO. 21-006, Series of 2021

TITLE: A RESOLUTION TO APPOINT NEW MEMBERS AND ALTERNATES ON THE TOWN OF PARKER SPECIAL LICENSING AUTHORITY AND TO APPOINT THE CHAIRPERSON AND VICE CHAIRPERSON

WHEREAS, the term of three (3) members of the Authority expired on December 31, 2020;

WHEREAS, the term of the one (1) alternate of the Authority expired on December 31, 2020;

WHEREAS, the Town Council of the Town of Parker desires to appoint new members and alternates, as described herein;

WHEREAS, Section 5.08.060 of the Parker Municipal Code provides that the Town Council shall appoint one member of the Authority to be Chairperson and one member to be Vice Chairperson of the Authority; and

WHEREAS, the Town Council desires to appoint a new Chair and Vice Chair for the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. The Town Council of the Town of Parker hereby appoints three (3) members to the Authority for the term ending December 31, 2022, and appoints two (2) alternate members to the Authority for the term ending December 31, 2021, as described in **Exhibit A**, which is attached hereto and incorporated by this reference.

Section 2. The Town Council of the Town of Parker hereby appoints David Chung as the Chairperson for the Authority.

Section 3. The Town Council of the Town of Parker hereby appoints Kelli Narde as the Vice Chairperson for the Authority.

RESOLVED AND PASSED this ____ day of _____, 2021.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

EXHIBIT A

1. Appointment of two (2) regular Special Licensing Authority members for a term up to and including December 31, 2021.

- a. Mike Appleby
- b. Bryan Campbell

2. Appointment of three (3) regular Special Licensing Authority members for a term up to and including December 31, 2022.

- a. Jon Brusco
- b. David Chung
- c. Kelli Narde

3. Appointment of two (2) alternate Special Licensing Authority members for a term up to and including December 31, 2021.

- a. Gregory Simpson
- b. Brandi Wilks



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Maloney, Town Attorney

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 12.05.13 – Second Reading**
A Bill for an Ordinance to Amend Sections 2.04.020 and 2.04.030 of the Parker Municipal Code Concerning Eliminating the Ex Officio Member for the Cultural and Scientific Commission
Department: Town Attorney, Jim Maloney

EXECUTIVE SUMMARY

The purpose of this amendment is to eliminate the appointment of a Town Councilmember to serve as an ex officio member of the Cultural and Scientific Commission.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Section 2.04.020 of the Parker Municipal Code provides for the appointment of one Town Councilmember to serve as an ex officio member of the Cultural and Scientific Commission.

Section 2.04.030 of the Parker Municipal Code provides for the term of an ex officio member. The Parker Municipal Code does not provide for the appointment of Town Councilmembers to serve as ex officio members on the Town's other two boards/commissions (the Planning Commission and the Special Licensing Authority). The Town Council desires to treat all boards and commissions in a similar manner. Moving forward the Town Council will request direct communication to the entire Town Council from its boards and commissions. As a result, the Town Council desires to eliminate the appointment of a Town Councilmember to serve as an ex officio member of the Cultural and Scientific Commission.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 12.05.13

RECOMMENDED MOTION

I move to approve Ordinance No. 12.05.13 on second reading.

ORDINANCE NO. 12.05.13, Series of 2021

TITLE: A BILL FOR AN ORDINANCE TO AMEND SECTIONS 2.04.020 AND 2.04.030 OF THE PARKER MUNICIPAL CODE CONCERNING ELIMINATING THE EX OFFICIO MEMBER FOR THE CULTURAL AND SCIENTIFIC COMMISSION

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

Section 1. Section 2.04.020 of the Parker Municipal Code is amended to read as follows:

2.04.020 Parker Cultural and Scientific Commission created; membership; compensation.

The Town Council shall appoint a Cultural and Scientific Commission composed of as many members as the Town Council may determine sufficient by resolution ~~and a member of the Town Council to serve as an ex officio member of the Cultural and Scientific Commission.~~ The Town Council shall appoint the chair of the Cultural and Scientific Commission to serve as the chair for a term which is at the discretion of the Town Council. The Chair will usually be appointed when board members are appointed, as provided in this Section. After the membership of the Cultural and Scientific Commission is determined by the Town Council, it may be expanded or contracted from time to time at the discretion of the Town Council by resolution. Board members serve at the pleasure of the Town Council and may be removed at any time with or without cause by vote of the Council. All board members serve without compensation. At the Town Council's discretion, compensation may be established by resolution. Board members and representatives of the Cultural and Scientific Commission need not reside within the boundaries of the Town.

Section 2. Section 2.04.030 of the Parker Municipal Code is amended to read as follows:

2.04.030 Terms of office.

~~(a)~~ Board members shall serve for a period of one (1) or two (2) years or until a successor takes office. Terms shall be staggered to promote continuity on the Board.

~~(b) The Cultural and Scientific Commission shall at all times include as a member at least one (1) Town Councilmember to serve as an ex officio member of the Cultural and Scientific Commission.~~

Section 3. 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 4. 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 5. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

APPROVED AS TO FORM:

James S. Maloney, Town Attorney



Request for Town Council Action

Date: January 19, 2021

Submitted By: Jim Maloney, Town Attorney

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 3.324.2 - Second Reading**
A Bill for an Ordinance to Amend Section 13.09.040 of the
Parker Municipal Code to Add a New Paragraph
13.09.040(b)(4) Concerning the Registration of Temporary
Signs Between March 20 and May 1 of Each Calendar Year
Department: Town Attorney, Jim Maloney

EXECUTIVE SUMMARY

The proposed Ordinance will suspend the registration requirement for temporary signs for 30 days prior to the special election scheduled on April 20, 2021, and 15 days after the special election.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Under the Parker Municipal Code, election signs are treated as temporary signs. All temporary signs are required to be registered with the Planning Department prior to being displayed on a property. The Parker Municipal Code currently suspends the registration requirement for temporary signs between October 1 and November 15 of each calendar year, which allows candidates for elections to post election signs without registering the signs. The proposed Ordinance will also suspend the registration requirement for temporary signs between March 20 and May 1, to accommodate the special election scheduled on April 20, 2021. The Ordinance if approved will sunset on June 1, 2021, and will not be in effect in future years.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 3.324.2

RECOMMENDED MOTION

I move to approve Ordinance No. 3.324.2 on second reading.

ORDINANCE NO. 3.324.2, Series of 2021

TITLE: A BILL FOR AN ORDINANCE TO AMEND SECTION 13.09.040 OF THE PARKER MUNICIPAL CODE TO ADD A NEW PARAGRAPH 13.09.040(b)(4) CONCERNING THE REGISTRATION OF TEMPORARY SIGNS BETWEEN MARCH 20 AND MAY 1 OF EACH CALENDAR YEAR

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

Section 1. The Parker Municipal Code is amended by the addition of a new Paragraph 13.09.040(b)(4) which is to read as follows:

13.09.040 Administrative procedures.

* * *

(b) Temporary signs. The Town will permit temporary signs on residential and nonresidential parcels in accordance with the following standards and procedures:

* * *

(4) Registry not required. Notwithstanding Paragraph (1) above, registration of temporary signs will not be required between March 20 and May 1 of each calendar year. During such period, temporary signs will be required to conform in all other respects to the provisions of this Chapter.

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.

Section 5. This Ordinance shall sunset on June 1, 2021, and be of no further force or effect after this date.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____,
2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2021.

Jeff Toborg, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

APPROVED AS TO FORM:

James S. Maloney, Town Attorney