



TOWN COUNCIL STUDY SESSION AGENDA
February 22, 2021
5:00 PM

I. Town Council Items

II. Study Session Items

1. 2020 Carryovers - Willey/Campbell - 30 minutes
2. Engineering/Public Works Contracts Over \$100,000 - Hudson - 15 minutes
3. Facility Master Plan - Gilbert - 15 minutes
4. Engineering and Public Works Department Update - Williams - 45 minutes
5. Review Future Council Agendas - Maloney - 30 minutes



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Rhonda Willey, Controller
DATE: February 22, 2021
SUBJECT: 2020 Carryovers

ISSUE:

Each year, as the last step in the budget process, adjustments are brought forward for Council consideration.

FISCAL/BUDGET IMPACT:

Carryover \$28,528,384; Supplemental - still calculating ~\$175,000

BACKGROUND:

Budget adjustments for the current year budget are submitted to Council for consideration several times per year. The first round of adjustments typically occurs in the March timeframe.

Adjustments fall into two categories: carryovers and supplemental amendments. Carryovers are the reappropriation of an unspent appropriation from the prior year to the current year.

Supplemental amendments consist of additional/new appropriation requests that were not anticipated at the time of the development of the budget.

Section 9.12 of the Parker Municipal Code provides the authority under which these adjustments may occur. In the case of carryovers, the available cash from the previous year is the source of funding. In the case of amendments, revenue or available cash is available as the source of funding.

A short presentation with examples will be provided at the meeting to clarify the process.

RECOMMENDATION:

The presentation is being provided to Council in advance of the two readings necessary for passage of these items. The first reading will be at the March 1 meeting and the second reading will be at the March 15 meeting.

REQUESTED DIRECTION:

The study session information is meant to provide a context for the action that will be requested of Council at the two meetings in March. Please advise to move forward to include on the March Town Council agendas.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Chris Hudson, Deputy Director of Engineering
DATE: February 22, 2021
SUBJECT: Engineering/Public Works Contracts Over \$100,000

ISSUE:

Engineering/Public Works is presenting information related to contracts over \$100,000 for the 2021 Townwide Roadway Reconstruct Program and the 2021 Median Maintenance Services contract. These contracts are being scheduled for the March 1, 2021 Town Council meeting.

FISCAL/BUDGET IMPACT:

The funding for these contracts are included and have been approved through the 2021 budget process.

BACKGROUND:

Town staff is presenting information related to contracts over \$100,000 for the 2021 Townwide Roadway Reconstruct Program and the 2021 Median Maintenance Services contract. These contracts are being scheduled for the March 1, 2021 Town Council meeting. A PowerPoint presentation will be utilized at the February 22 Study Session to provide additional details.

The first set of contracts for review is related to the 2021 Townwide Roadway Reconstruct Program. The 2021 roadway reconstruct project will be the removal and reconstruction of the 30+ year old concrete pavement on Nate Drive between Hess Road and J Morgan Boulevard. This concrete pavement has exceeded its original design life, is showing distress and needs to be reconstructed. Similar to what was done on J Morgan Boulevard in two (2) phases 2017 and 2018 and Stroh Road in 2019, the existing concrete pavement will be replaced with a composite asphalt pavement/aggregate base course pavement section. The contract for this reconstruct work was competitively bid with seven (7) bids received on February 10. Elite Surface Infrastructure (ESI) was the lowest responsible bidder on the reconstruct project with a total bid of \$1,446,279.70. The bid results will be presented with the PowerPoint presentation. The Town also needs construction management, inspection and material testing services for this project. The Town engaged Stanley Consultants construction management staff through our on-call contract in late-2020 to assemble the contract documents for bidding of this reconstruct project and their staff is most familiar with the project constraints. Stanley Consultants has proposed a cost of \$136,550 for this work which is roughly 9% of the lowest responsible bidder contract. The Town has sufficient budgeted funding for this project to award these contracts for the 2021 roadway reconstruct program.

The additional contract for review is the 2021 Median Maintenance Services contract with TerraCare. This is a joint Engineering/Public Works and Parks & Recreation contract that

provides contracted maintenance of the Town's roadway medians and right-of-way property.

The original contract was bid in 2019 and a negotiated renewal contract was approved in 2020.

The proposed 2021 contract renewal has been negotiated as well and is valued at \$101,434. A PowerPoint presentation will be utilized at the Study Session to provide more information on this contract.

RECOMMENDATION:

Approve staff placing these contracts on the March 1, 2021 Town Council consent agenda for consideration.

REQUESTED DIRECTION:

Approve staff placing these contracts on the March 1, 2021 Town Council consent agenda.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Memembers of Town Council
FROM: Jim Gilbert, Deputy Director of Operations
DATE: February 22, 2021
SUBJECT: Facility Master Plan Contract

ISSUE:

The Town has allocated funds in 2021 to perform a Facility Master Plan (FMP). The previous FMP was conducted in 2008. Engineering and Public Works is presenting information about the importance of the FMP and informing Town Council that a contract to perform the study is being negotiated and will be presented at an upcoming Council meeting for approval.

FISCAL/BUDGET IMPACT:

The 2021 Budget includes \$300,000 to perform a Facility Master Plan. Town Staff conducted a Statement of Qualifications evaluation to select Stantec Inc. to conduct this Facility Master Plan. Staff is currently evaluating the scope of work and negotiating with Stantec to bring the project to Council.

BACKGROUND:

The Facility Master Plan is a future modeling guide for the Town and is recommended to be performed periodically to make course corrections and update assumptions that will impact space needs. The Town performed a FMP in 2008. In 2019, the Town appropriated funds to perform an updated plan. The response to the request for proposal for this project substantially exceeded the appropriation. Staff resubmitted for appropriation in 2020 with an amount determined to be adequate to perform the study. Due to the COVID pandemic, the funds for this project were frozen and are being requested in 2021 as part of the carry over allocation request.

The Facility Master Plan's purpose includes five main components.

- Evaluation of our current portfolio and how these facilities meet the current levels of service provided
- Determine if previous assumptions require adjustments to address deficiencies
- Develop a plan for the future to provide adequate operational capacity at the right time
- Create a priority based plan of action and determine funding levels and timeline for plan implementation
- Ensure our current infrastructure is maintained through future capital improvement

The proposed scope of work for the 2021 Facility Master Plan includes the following covered areas

- A demographic analysis of the Town and the impact that future growth will have on our facility infrastructure to provide space to perform current levels of service to the community sector being served.
- Perform an evaluation of our current facilities, with a focus on the capital projects to maintain these facilities.
- Evaluation of the organizational structure and use of existing space
- Perform a staffing and space needs assessment for each Department
- Perform a financial analysis of anticipated costs for existing and projected expanded space needs.

The presentation provides additional information and opportunity for discussion and direction.

RECOMMENDATION:

Engineering/Public Works is seeking Council approval to proceed with this contract and bring it forward as part a Consent Agenda item for consideration at an upcoming Council Meeting.

REQUESTED DIRECTION:

Approve staff placing this item on the Council agenda for consideration.

ATTACHMENT:

None



MEMORANDUM

TO: Tom Williams
FROM: Tom Williams, Director Eng/PW
DATE: February 22, 2021
SUBJECT: Engineering/Public Works Department Update

ISSUE:

The Engineering and Public Works Department will be presenting a quarterly update on a variety of issues and topics.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

Staff from the Engineering and Public Works Department will be providing an update on a few topics to the Mayor and Town Council. As part of this quarterly update, staff will present on the Department's 2020 operational maintenance activities and provide some comparisons to the previous years' (2019) numbers. The presentation will also include an update on the current Stormwater Capital Improvement Projects and Major Maintenance Projects. Lastly, the staff will be presenting on the latest update to the Town's Traffic Model.

RECOMMENDATION:

N/A

REQUESTED DIRECTION:

Review

ATTACHMENT:

None

TOWN OF PARKER COUNCIL AGENDA
March 1, 2021

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.

1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:00 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

3. PARKER CHAMBER OF COMMERCE UPDATES

4. DOWNTOWN BUSINESS ALLIANCE UPDATES

- 5. PUBLIC COMMENTS (No action will be taken on these items.)** *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.*

6. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

7. 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.

- A. *APPROVAL OF MINUTES - February 16, 2021***

- B. *ORDINANCE NO. 2.275 - First Reading
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Compark Boulevard at Upland Drive Property in Douglas County***

Department: Community Development, Mary Munekata
Trakit No.: ANX20-003
Second Reading: March 15, 2021

C. ORDINANCE NO. 9.286.2 - First Reading

A Bill for an Ordinance Approving the Second Amendment to Intergovernmental Agreement Between the Town of Parker and the Board of County Commissioners of the County of Douglas County Concerning the Dransfeldt Extension

Department: Engineering and Public Works, Chris Hudson
Second Reading: March 15, 2021

D. ORDINANCE NO. 1.547.1 - First Reading

A Bill for an Ordinance to Adopt the 2021 Revised Budget for the Town of Parker and to Make Appropriations for the Same

Department: Finance, Rhonda Willey
Second Reading: March 15, 2021

E. ORDINANCE NO. 1.455.1 - First Reading

A Bill for an Ordinance to Amend Section 2.06.030 of the Parker Municipal Code Concerning the Affidavit of Intent for Write-In Candidates for Municipal Office and Cancelling Election

Department: Town Attorney, Jim Maloney
Second Reading: March 15, 2021

F. ORDINANCE NO. 9.307.1 - First Reading

A Bill for an Ordinance Approving the First Amendment to Agreement Regarding Construction of Fee-In-Lieu Drainage and Flood Control Improvements for Lemon Gulch Upstream of Crowfoot Valley Road Town of Parker (Agreement No. 20-01.13A, Project No. 107087) By and Between Urban Drainage and Flood Control District d/b/a Mile High Flood District and the Town of Parker

Department: Engineering and Public Works, Alex Mestdagh
Second Reading: March 15, 2021

G. ORDINANCE NO. 5.59.2 - First Reading

A Bill for an Ordinance to Amend Chapters 6.01 and 6.03 of the Parker Municipal Code Concerning Noise Regulations

Department: Community Development, John Fussa
Town Attorney, Jamie Wynn
Second Reading: March 15, 2021

H. ORDINANCE NO. 9.320.1 - First Reading

A Bill for an Ordinance to Approve the Amended and Restated Intergovernmental Agreement By and Between the Board of County Commissioners of Douglas County, the Town of Castle Rock, the Town of Parker, the City of Lone Tree, the City of Castle Pines, and the Town of Larkspur Concerning Local Governmental Distribution Under the CARES Act

Department: Town Attorney, Jim Maloney
Second Reading: March 15, 2021

I. CONTRACTS OVER \$100,000

- 1. PACE Mainstage Theatre Rigging System Renovation Project*
Amount: \$358,293.00
Contractor: Barbizon
Department: Cultural, Carrie Glassburn
- 2. 2021 Townwide Roadway Reconstruction Program (CIP21-009)*
Amount: \$1,446,279.70
Contractor: Elite Surface Infrastructure
Department: Engineering and Public Works, Tom Gill
- 3. 2021 Townwide Roadway Reconstruction Program (CIP21-009)*
Amount: \$136,550
Contractor: Stanley Consulting, Inc.
Department: Engineering and Public Works, Tom Gill
- 4. Median Maintenance Services Contract*
Amount: \$101,434
Contractor: Terracare Associates, LLC dba TERRACARE ASSOCIATES
Department: Parks, Recreation and Open Space

8. RESOLUTIONS

- A. RESOLUTION NO. 21-004**
A Resolution for Town Council Appointment of Mayor Pro Tem and Acting Mayor of the Town of Parker
Department: Town Council
- B. RESOLUTION NO. 21-012**
A Resolution Accepting the Conveyance of Real Property from Parker Water and Sanitation District for the Lemon Gulch Trail
Department: Parks, Recreation and Open Space, Dennis Trapp
- C. RESOLUTION NO. 21-014**
A Resolution to Appoint Members to the Investment Advisory Committee
Department: Finance, Rhonda Willey
- D. RESOLUTION NO. 21-015**
A Resolution to Appoint Board Members and Officers to the Greater Parker Foundation
Department: Town Attorney, Jim Maloney

9. **ADJOURNMENT**

TOWN OF PARKER COUNCIL AGENDA
March 15, 2021

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- 3. PUBLIC COMMENTS (No action will be taken on these items.)** *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.*

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A. APPROVAL OF MINUTES

- B. ORDINANCE NO. 9.328 - First Reading**
A Bill for an Ordinance Approving the Intergovernmental Agreement Between the Town of Parker and the Board of County Commissioners of the County of Douglas County Concerning Lincoln Avenue (Jordan to Parker Road)
Department: Engineering and Public Works, Chris Hudson
Second Reading: April 5, 2021

C. CONTRACTS OVER \$100,000

1. *Jordan Road Underpass (CIP 20-012) Agreement for Construction Management Services*
Amount:
Contractor:
Department: *Engineering and Public Works, Bob Exstrom*
2. *Jordan Road Underpass (CIP 20-012) Agreement for General Contracting Services*
Amount:
Contractor:
Department: *Engineering and Public Works, Bob Exstrom*

6. PUBLIC HEARINGS

A. Compark Boulevard at Upland Drive ANNEXATION

Applicant:

Location:

Department: Community Development, Mary Munekata

TRAKiT No.: ANX-003

1. **RESOLUTION NO. 21-016**
A Resolution to ...
2. **ORDINANCE NO. 2.275 - Second Reading**
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Compark Boulevard at Upland Drive Property in Douglas County

B. ORDINANCE NO. 1.547.1 - Second Reading

A Bill for an Ordinance to Adopt the 2021 Revised Budget for the Town of Parker and to Make Appropriations for the Same

Department: Finance, Mary Lou Brown

7. ORDINANCES

A. ORDINANCE NO. 5.59.2 - Second Reading

A Bill for an Ordinance To Amend Chapter 6.03 of the Parker Municipal Code Concerning Noise Regulations

Department: Community Development, John Fussa
Town Attorney, Jamie Wynn

B. ORDINANCE NO. 1.455.1 - Second Reading

A Bill for an Ordinance to Amend Section 2.06.030 of the Parker Municipal Code Concerning the Affidavit of Intent for Write-In Candidates for Municipal Office and Cancelling Election

Department: Town Attorney, Jim Maloney

C. ORDINANCE NO. 9.320.1 - Second Reading

A Bill for an Ordinance to Approve the Amended and Restated Intergovernmental Agreement By and Between the Board of County Commissioners of Douglas County, the Town of Castle Rock, the Town of Parker, the City of Lone Tree, the City of Castle Pines, and the Town of Larkspur Concerning Local Governmental Distribution Under the CARES Act

Department: Town Attorney, Jim Maloney

D. ORDINANCE NO. 9.136.4 - Second Reading (Continued from February 16, 2021)

A Bill for an Ordinance to Approve the Addendum to Amended and Restated Funding Agreement By and Between the Town of Parker and the Douglas County Emergency Telephone Service Authority Concerning the Hosted 911 NICE Recording Services

Department: Town Attorney, Jamie Wynn

E. ORDINANCE NO. 9.286.2 - Second Reading

A Bill for an Ordinance Approving the Second Amendment to Intergovernmental Agreement Between the Town of Parker and the Board of County Commissioners of the County of Douglas County Concerning the Dransfeldt Extension

Department: Engineering and Public Works, Chris Hudson

F. ORDINANCE NO. 9.307.1 - Second Reading

A Bill for an Ordinance Approving the Agreement Regarding Construction of Fee-In-Lieu Drainage and Flood Control Improvements for Lemon Gulch Upstream of Crowfoot Valley Road (Agreement No. 20-01. ___, Project No. 107087) By and Between Urban Drainage and Flood Control District d/b/a Mile High Flood District and the Town of Parker

Department: Engineering and Public Works, Alex Mestdagh

8. RESOLUTIONS

RESOLUTION NO. 21-017

A Resolution to Amend Resolution No. 20-028.1, Series of 2020, Concerning the Adoption of the Development-Related User Fee Schedule and Administrative Code Fee Schedule

Department: Town Attorney, Kristin Hoffmann

9. ADJOURNMENT



PARKER AUTHORITY FOR REINVESTMENT AGENDA

March 1, 2021

5:00 P.M.

1. **CALL TO ORDER AND ROLL CALL**
2. **EXECUTIVE SESSION**
3. **ADJOURNMENT**

CONFIDENTIAL

Parker Authority for Reinvestment

Executive Session Agenda

March 1, 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. Cottonwood URA Capital Project