



TOWN COUNCIL STUDY SESSION AGENDA
April 12, 2021
5:00 PM

I. Town Council Items

II. Study Session Items

1. Engineering and Public Works Contracts Over \$100,000 - Smith - 10 minutes
2. CDOT/Parker Road Traffic Signal Maintenance Contract Renewal - Aden/Williams - 15 minutes
3. 2021 Annual Roadway Maintenance Programs - Williams/Gilbert/Smith - 30 minutes
4. Communications Department Update - Penington - 45 minutes
5. Elected Officials Communications - Kivela - 30 minutes
6. Review Future Council Agendas - Maloney - 30 minutes



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Danny Smith, Operations Manager, Streets & Stormwater Maintenance

DATE: April 12, 2021

SUBJECT: Engineering and Public Works Contracts Over \$100,000

ISSUE:

Engineering and Public Works is presenting information related the the 2021 Townwide Concrete Replacement program (CIP21-006). This contract will be included on the Consent Agenda at the April 19, 2021 Town Council meeting with a request to approve the contract.

FISCAL/BUDGET IMPACT:

The costs for this contract are included and have been approved through the 2021 budget process. No additional impacts are anticipated at this time.

BACKGROUND:

The annual Townwide Concrete Replacement program is managed by the streets division of the Engineering and Public Works Department. The contract for 2021 is recommended for award to Stone & Concrete Inc., as they provided the lowest responsible bid to the request for proposal.

The total cost for this contract is \$1,107,509.31. The scope of work for 2021 includes concrete removal and replacement throughout Yown. In addition to the removal and replacement of damaged street panels, sidewalk, curb and gutter, the contract also includes minor repairs of stormwater and parks assets, this work will be paid for by those groups. The Town received a total of five (5) bids, with Stone & Concrete, Inc., providing the lowest responsible bid.

The bids were as follows:

- | | |
|-------------------------------------|----------------|
| 1. Concrete Express, Inc: | \$1,632,774.50 |
| 2. Silva Construction, Inc: | \$1,216,048.00 |
| 3. SaBells Civil and Landscape, Inc | \$1,208,701.00 |
| 4. Chatos Concrete LLC: | \$1,197,521.00 |
| 5. Stone & Concrete, Inc: | \$1,107,509.31 |

Engineers Estimate: \$1,425,838.00

RECOMMENDATION:

Approve staff placing this item on the April 19, 2021 Council agenda for consideration.

REQUESTED DIRECTION:

Approve staff placing this item on the April 19, 2021 Council agenda for consideration

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: David Aden, Traffic Engineer
Tom Williams, Director Eng/PW

DATE: April 12, 2021

SUBJECT: CDOT/Parker Road Traffic Signal Maintenance Contract Renewal

ISSUE:

Since 2006, the Town of Parker has operated and maintained 13 traffic signals on State Highway 83 (Parker Road) for the Colorado Department of Transportation (CDOT). Our current Intergovernmental Agreement (IGA) for this work is expiring. Public Works/Engineering has negotiated an extension of the IGA with CDOT. The presentation will include a brief history/background on the traffic signals and the details of the proposed IGA.

FISCAL/BUDGET IMPACT:

Through this contract, CDOT will reimburse the Town \$320/signal per month. Annual payment to the Town for this work will total \$49,920.

BACKGROUND:

Parker Road is a State Highway through the middle of the Town. Prior to 2006, CDOT performed all roadway maintenance activities, including pavement, roadway markings, signs, and traffic signals. Due to CDOT's distance from Parker for emergency response, and their unfamiliarity with day to day traffic challenges, the Town entered into an agreement to operate and maintain the 13 traffic signals on Parker Road in the Town limits. This was and still is common with other Denver Metro area agencies such as Denver, Lakewood, and Aurora.

This agreement is only for the traffic signals. Pavement, markings, and sign responsibilities continue to rest with CDOT.

Each contract period is set up for 5 years, with each year subject to annual appropriation. Our third five-year contract with CDOT expires this year. Operating the traffic signals on Parker Road provides clear benefits to the Town in terms of local control and customer service.

RECOMMENDATION:

Staff recommends Town Council allow Engineering/Public Works to work with CDOT and the Town Attorney to develop an IGA to present to Council for formal approval.

REQUESTED DIRECTION:

Authorization from Town Council to schedule the approval of the IGA between CDOT and the Town of Parker on the Council agenda later this spring.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Danny Smith, Operations Manager, Streets & Stormwater Maintenance
Jim Gilbert, Deputy Director of Operations

DATE: April 12, 2021

SUBJECT: 2021 Annual Roadway Maintenance Update

ISSUE:

Review of the 2021 roadway maintenance work plan.

FISCAL/BUDGET IMPACT:

The budget for the 2021 roadway maintenance work has been appropriated in the 2021 Engineering and Public Works streets division R&M accounts (101-4310) and the street capital project (301-4310) accounts.

BACKGROUND:

The Town of Parker annually undertakes roadway maintenance projects which consist of preventative maintenance, rehabilitation, and reconstruct activities on various roadways within the Town. Town staff prepare the work plan for the majority of the resurfacing and preservation projects two to three years out, and review the work plan annually with Town Council in the spring to inform and provide information for the upcoming season. The 2021 budget for the annual roadway maintenance work is in excess of five (5) million dollars. Planned work for 2021 includes:

1. Resurfacing (Mill & Overlay)
2. Slurry Seal
3. Chip Seal
4. Asphalt rejuvenation
5. Sealcoat (parking lots)
6. Concrete remove and replace
7. Reconstruct

RECOMMENDATION:

Proceed with planned roadway maintenance activities reviewed.

REQUESTED DIRECTION:

The purpose of the presentation is to inform Town Council of the 2021 roadway maintenance work plan.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Elise Penington, Communications Director
DATE: April 12, 2021
SUBJECT: Communications Department Update

ISSUE:

The Communications Department will provide a presentation on 2020 department accomplishments and 2021 projects and initiatives, including 2021 Town events. Town Council direction on preferred 2021 events will be requested.

FISCAL/BUDGET IMPACT:

No additional budget requested.

BACKGROUND:

The Communications Department will provide an update on 2020 department accomplishments and 2021 projects and initiatives.

RECOMMENDATION:

None.

REQUESTED DIRECTION:

Informational presentation. Direction on preferred 2021 Town events will be requested.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Michelle Kivela, Town Administrator
DATE: April 12, 2021
SUBJECT: Mayor and Council Communications

ISSUE:

At the request of two Councilmembers, this is a discussion on the Mayor and Councilmember role in Town Council Communications. The request specifically is to discuss opportunities for Council to be more involved in "citizen-facing" communication actions and for each Councilmember to be a part of the various communications initiatives.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

The Communications Department has been working with Mayor Toborg on his communication goals and approach since he was elected. In the past, the Communications Department has worked directly with the Mayor on Town communications initiatives and events. In March, Mayor Toborg shared with the Council his communication strategy and ideas along with his coordination with Town staff to ensure timely and transparent communications on behalf of the Mayor and Council. His approach includes the Mayor's Facebook Page (per the Elected Official Social Media Policy Statement - attached); Town Hall Meetings (still being explored by staff and will be discussed with Council); Mayor videos; Let's Talk Parker usage (this is a separate Study Session update); OpEds (per the Elected Official Media Policy - attached); and Talk to the Town elected officials column.

RECOMMENDATION:

No recommendation

REQUESTED DIRECTION:

Direction from Mayor and Council on Elected Officials communications approach.

ATTACHMENT:

1. Elected Official Social Media Policy 2019
2. Elected Official Media Policy 2018

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Social Media Policy Statement	PAGE 1 of 3	POLICY NUMBER 1-9
EFFECTIVE DATE May 6, 2019	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 19-024		

PURPOSE

The Elected Official Social Media Policy Statement describes the manner in which Town elected officials, defined below as the Mayor and members of Town Council, are authorized to use social media in their official capacities and to set forth the rules and limitations that govern such use. This policy also sets forth the extent to which elected officials' personal use of social media may bring that personal use within the purview of Town policies.

POLICY STATEMENT

Elected Officials Use of Social Media

This policy applies to the use of social media by Town elected officials when that social media use is in their official capacity as Mayor or as a member of Town Council. This policy is intended to protect the rights of the public in their ability to access public forums, and to ensure that the Town is able to comply with its requirements under the laws of the State of Colorado and the United States of America.

Definitions

Account: Elected officials' presence on social media either through a Town-provided social media account, or otherwise in their official capacity as Mayor or member of Town Council.

Elected officials: The Mayor and members of Town Council.

Town: The Town of Parker, acting through its Town Administrator or its Communications Director, or their designee(s).

Personal use: Elected officials' use of social media that does not make use of their Town e-mail address, position, title, or official capacity.

Personally identifiable information: Information that can be used to distinguish or trace an individual's identity, such as date and place of birth, personal addresses or telephone numbers, Social Security number, driver's license number, or records that contain genetic, medical, or psychological data or information. Personally identifiable information also includes personal financial information and other information maintained because of the employer-employee

relationship, pursuant to Section 24-72-202, C.R.S. For purposes of this section, “personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

Social media: Social media websites create and foster online social communities for a specific purpose and connect users from various locations and interest areas. These websites and platforms offer many different ways for users to interact with one another, such as instant messaging, blogging and commenting, microblogging, events, status updates, online communities, discussion forums, message boards, podcasts, website link sharing, wikis, video conferencing, and sharing photos and videos. The Town acknowledges that this type of technology changes rapidly and, therefore, this list is intended to be illustrative rather than comprehensive, and this definition should in no way be construed to limit the applicability of this policy.

Limitations on Use of Social Media

Social media accounts. Elected officials shall not establish, operate, maintain or use any social media accounts in their official capacity as Mayor or members of Town Council other than in accordance with this policy. Any social media accounts created, operated, maintained or used by elected officials for the purpose of conducting Town-related business, including, without limitation, constituent communication, that is not operated, maintained or used in compliance with this policy, shall be considered as having been undertaken, maintained and used outside of their official capacity as elected officials and, therefore, the Town shall bear no responsibility for what transpires on, or because of those accounts.

Separate accounts. Any social media account established, operated, maintained or used by elected officials in their official capacity must be separate and distinct from any personal social media accounts of individuals.

Town-created accounts. The Town does not currently create, operate or maintain social media accounts for the use of elected officials in their official capacity. If the Town does create, operate or maintain such accounts in the future, all such accounts created are the property of the Town; therefore, those using such accounts must provide the Communications Director with all information required to access those accounts, such as user names, passwords, and the like. Elected officials who exceed their authorization or who violate this Policy may have their privileges to use such accounts revoked.

First Amendment protection. Neither the Town, nor elected officials, may restrict any person’s ability to view or post comments on social media pages that are maintained or operated in an elected official’s official capacity, based in any way, upon the viewpoint of that person or the content of that person’s speech.

No expectation of privacy. All participation in social media by elected officials in their official capacity may be open to public inspection in accordance with the Colorado Open Records Law (C.R.S. § 24-72-101 *et seq.*), and elected officials do not have an expectation of privacy concerning such participation. The Town may monitor all use of such accounts and require removal of any content that violates any law.

Discussion between elected officials. In order to assure compliance with the Colorado Open Meetings Law (CRS § 24-6-402 *et seq.*), elected officials shall refrain from engaging in

discussions with more than one elected official through social media, including personal social media accounts, regarding Town business.

Confidentiality. Elected officials shall not, when acting on social media in their official capacity, post or release proprietary, confidential, sensitive, or personally identifiable information.

Personal use of social media outside of elected officials' official capacity.

A. Elected officials who engage in personal use of social media outside of their official capacity may not use the Town logo, or that of any Town department or program.

B. Elected officials may not speak as representatives of the Town in the course of their personal use of social media.

C. Elected officials are not prohibited from identifying themselves as holding the office of Mayor or councilmember, however, in cases where personal use of social media may be perceived as being on behalf of the Town, such as if elected officials identify themselves as such or when they address a matter that concerns the Town Council, elected officials shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town of Parker, such as "The postings on this site are my own and do not necessarily represent the Town of Parker's positions or opinions."

Staff Contact Information

Elise Penington, Communications Director

303.805.3113 – direct line

720.323.2888 - cell phone

epenington@parkeronline.org

ca@parkeronline.org (goes to the entire Communications Department)

General Town and Town Council Social Media Inquiries

Chris Peters, Professional Standards Commander

303.805.6517 – direct line

303.574.9136 – cell phone

cpeters@parkeronline.org

Police Social Media Inquiries

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Media Policy Statement	PAGE 1 of 2	POLICY NUMBER 1-2
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

The Elected Official Media Policy Statement provides a clear and consistent procedure for responding to Town-related media requests in a timely, accurate and coordinated fashion.

POLICY STATEMENT

Designated Elected Official Media Contact

Town Council has designated the Mayor as the official media spokesperson for the Parker Town Council. The Mayor will respond to any media inquiries that require a response from the entire Council. At times, other councilmembers may be contacted on an issue due to their expertise on a particular subject. When media interviews are given, the elected official responding should alert the rest of the Town Council, the Town Administrator, and the Communications Department.

In the Event of Direct Media Contact

Elected official are likely to be contacted by the media on a variety of issues. When possible, please speak to Communications Department staff prior to speaking with the media to coordinate specific messaging on the issue. When speaking to the media prior to speaking with staff, please inform Communications Department staff immediately and provide the name of the media outlet and what the contact was regarding. Staff will then provide any necessary follow-up and track media coverage resulting from the interview.

When responding to the media, only provide information that has been approved for public dissemination. Refrain from responses such as “no comment.” If the contacted elected official does not know an answer to a question, it is acceptable to tell the reporter that staff will find out the answer and get back to them. It is more important to respond accurately than quickly! In addition, if elected officials are uncomfortable working with the media, staff would be happy to respond to the reporter.

TITLE	PAGE	POLICY NUMBER
Elected Official Media Policy Statement	2 of 2	1-2

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TOWN OF PARKER COUNCIL AGENDA
April 19, 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. 6:00 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. 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.*

4. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

5. TOWN ADMINISTRATOR

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.

- A. *APPROVAL OF MINUTES - April 5, 2021***

- 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, Bob Exstrom
 Engineering and Public Works, Tom Williams*

Second Reading: May 3, 2021

C. PARKGLENN SUBDIVISION FILING NO. 3, LOT 1, BLOCK 2

Department: Community Development, Krista Flynt

Second Reading: May, 3, 2021

1. ORDINANCE NO. 3.38.3 - First Reading

A Bill for an Ordinance Amending Ordinance No. 3.38 by the Deletion of Certain Property (Parkglenn Subdivision Filing No. 3, Lot 1, Block 2) from the Planned Development Zoned Area Known as Parkglenn

2. ORDINANCE NO. 3.357 - First Reading

A Bill for an Ordinance Rezoning Certain Property (Parkglenn Subdivision Filing No. 3, Lot 1, Block 2) from Parkglenn Planned Development to C-Commercial District, Pursuant to the Parker Land Development Ordinance and Amending the Zoning Ordinance and Map to Conform Therewith

D. CONTRACTS OVER \$100,000

1. 2021 Townwide Concrete Replacement Program (CIP21-006)

Amount: \$1,107,509.31

Contractor: Stone & Concrete, Inc

Department: Engineering and Public Works, Danny Smith

7. PUBLIC HEARINGS

A. PARKER HOMESTEAD FILING 1 AMD 1 TRACT A – Use by Special Review

Applicant: Mohan Muthu, Mitrah Investments and Holdings, LLC

Location: Generally located on the west side of Chambers Road north of Double Angel Road

Department: Community Development, Stacey Nerger

TRAKiT No.: Z20-012

8. ORDINANCES

ORDINANCE NO. 9.136.4 - Second Reading (Continued from March 22, 2021 and to be continued to June 7, 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

9. **RESOLUTIONS**

10. **ADJOURNMENT**

TOWN OF PARKER COUNCIL AGENDA
May 3, 2021

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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 (First Meeting of Month)

- 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*

- B. *LINCOLN PROFESSIONAL PARK - Annexation and Zoning***
Department: Community Development, Stacey Nerger
Trakit No.: ANX20-006

Second Reading: May 17, 2021

1. *ORDINANCE NO. 2.276 - First Reading
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as Lincoln Professional Park in Douglas County*
2. *ORDINANCE NO. 3.358 - First Reading
A Bill for an Ordinance Zoning Certain Property within the Town of Parker, Colorado, Known as the Lincoln Professional Park Property to C-Commercial District, Pursuant to the Town of Parker Land Development Ordinance and Amending the Zoning Ordinance and Map to Conform Therewith*

8. **PUBLIC HEARINGS**

A. **PARKGLENN SUBDIVISION FILING NO. 3, LOT 1, BLOCK 2**

Applicant: Masterworks, LLC
Location: Generally located on the west side of Parker Road south of Parkglenn Way
Department: Community Development, Krista Flynt
TRAKiT No.: Z20-020

1. **ORDINANCE NO. 3.38.3 - Second Reading
A Bill for an Ordinance Amending Ordinance No. 3.38 by the Deletion of Certain Property (Parkglenn Subdivision Filing No. 3, Lot 1, Block 2) from the Planned Development Zoned Area Known as Parkglenn**
2. **ORDINANCE NO. 3.357 - Second Reading
A Bill for an Ordinance Rezoning Certain Property (Parkglenn Subdivision Filing No. 3, Lot 1, Block 2) from Parkglenn Planned Development to C-1 Commercial District, Pursuant to the Parker Land Development Ordinance and Amending the Zoning Ordinance and Map to Conform Therewith**

9. **ORDINANCES**

ORDINANCE NO. 9.328 - Second 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, Bob Exstrom
Engineering and Public Works, Tom Williams

10. **RESOLUTIONS**

RESOLUTION NO. 21-021 (Tentative)

**Kiosk Resolution
Department:**

**Community Development, John Fussa
Finance, Traci Gorman**

11. ADJOURNMENT