



**Town of Parker – Mayor & Council Strategic Planning Retreat
Inverness Hotel – 200 Inverness Drive West, Englewood, CO 80112
Facilitator – Heather Bergman, Peak Facilitation Group, Inc.
February 25, 2022
8:30 A.M.**

- | | |
|------------|---|
| 8:30 a.m. | Welcome |
| 8:35 a.m. | Public Art Master Plan & Program Update (Glassburn/Feazell) |
| 9:00 a.m. | Greater Parker Foundation (Robberson) |
| 10:30 a.m. | Community Contribution Grant Program (Robberson) |
| 12:00 p.m. | Lunch Break |
| 1:00 p.m. | Town Strategic Plan & Performance Measures (Robberson) |
| 2:00 p.m. | Elected Officials Job Descriptions & Strategic Leadership |
| 2:30 p.m. | Council Communications |
| 3:00 p.m. | 2022 Election Calendar (Maloney) |
| 3:30 p.m. | TA 2022 Goal Setting |
| 4:00 p.m. | Conclude |



Public Art Master Plan





10 Reasons Why Public Art is Important to Parker

1. It's public! Everyone has access to public art. It's directly in the public sphere and not confined just to galleries or museums.
2. It enriches our physical environments, bringing streetscapes, plazas, town buildings and parks to life.
3. It supports an active community and encourages walking, gathering, and enjoying destinations.
4. It provides professional opportunities for artists and cultivates an environment in which the creative class thrives.
5. It boosts local economies. Businesses supply materials and labor; restaurants, hotels and transportation companies benefit from a site that attracts visitors.



10 Reasons Why Public Art is Important to Parker

6. It's an investment in place making—measured by livability and quality of life—that also engenders community pride.

7. It connects citizens to their shared history through documentation and celebration, and makes cultural heritage a tangible community asset.

8. It enlivens places where people work, which can improve employee morale, productivity and respect.

9. It creates supportive learning environments. It opens eyes - and minds! It attracts people to environments that are conducive to both learning and fun.

10. It positively impacts mood. Studies consistently show that art drastically improves our mental health and overall well-being.

What Do We Mean When We Say We Want to Add More Public Art in Parker?



Public artwork is art that people encounter in their everyday lives. Art means different things to different people, but public art is always meant to be **inspiring** and **accessible**.

”

As the sun colors
flowers, so does art
color life.

John Lubbock

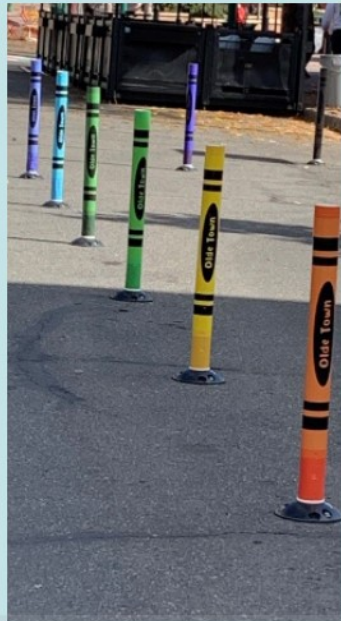
Traditional Sculptures



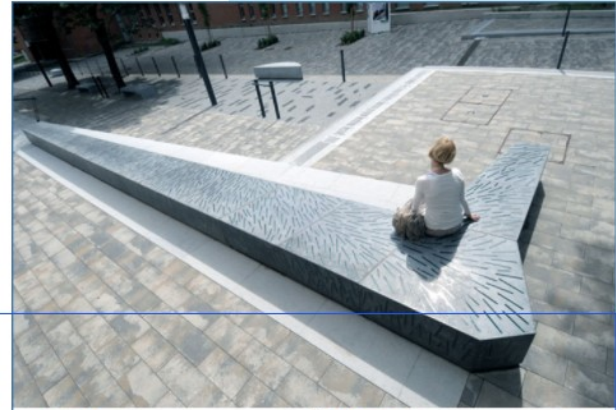
Art in Architecture



Streetscapes



Creative Benches



Shade Structures

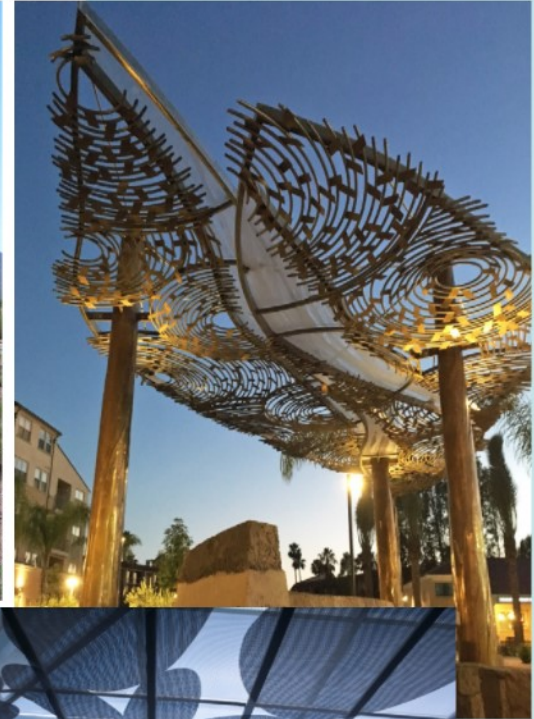


Fig. 10.10.10

Playground Art



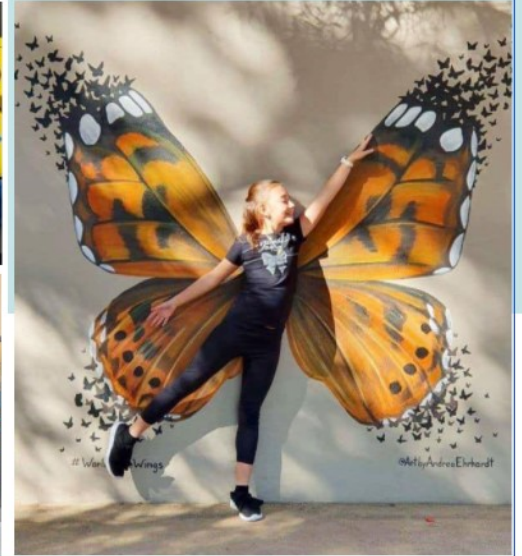
Landscaping



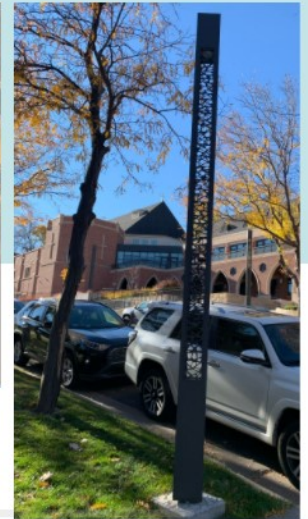
Trail/Gateway/Navigation Signage



Murals/Banners/Chalk Art



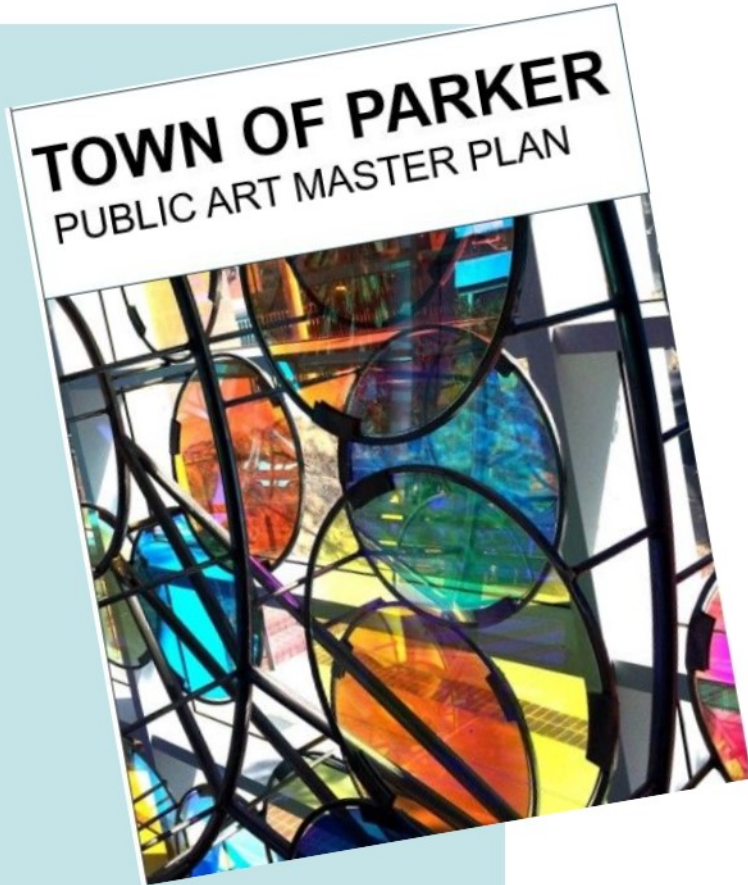
Lighting/Seasonal



What is a Public Art Master Plan?



A comprehensive framework to guide the Town of Parker with an executable plan for the siting and staging of art in any media in the public domain.

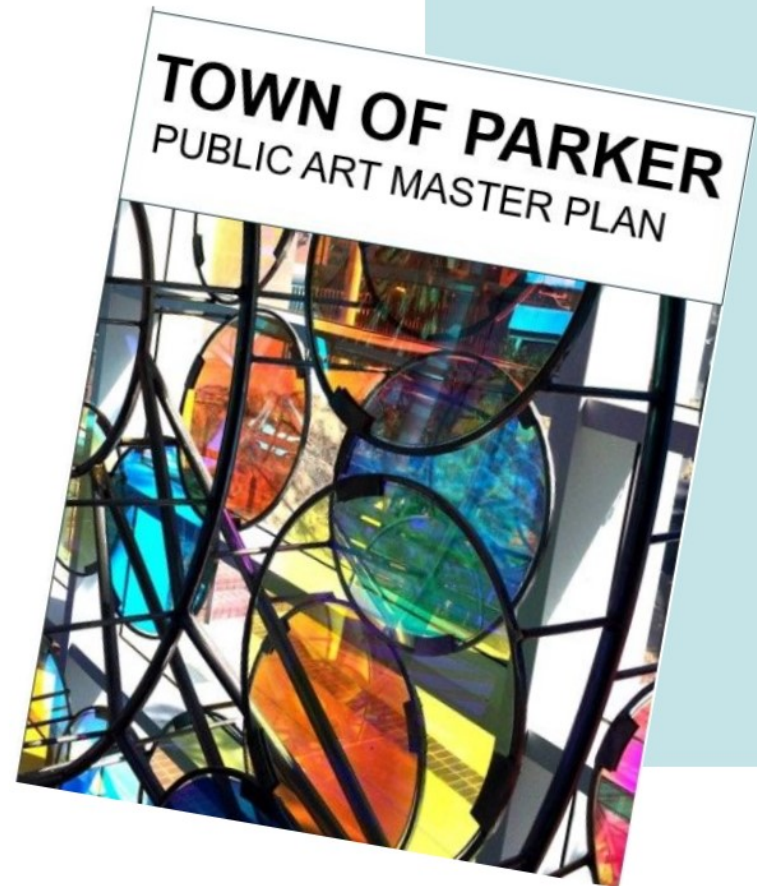


Elements of a Public Art Master Plan

- Goals and Vision for Public Art
- Funding of Public Art
 - Budgets - Town and Urban Renewal
 - Developer Contributions
 - Grants
- Site Selection for Art
 - Locations and Priorities/Implementation
 - Zoning, Easements, etc.
- Selection of Art by Type of Medium
- Contracts, Agreements and Insurance

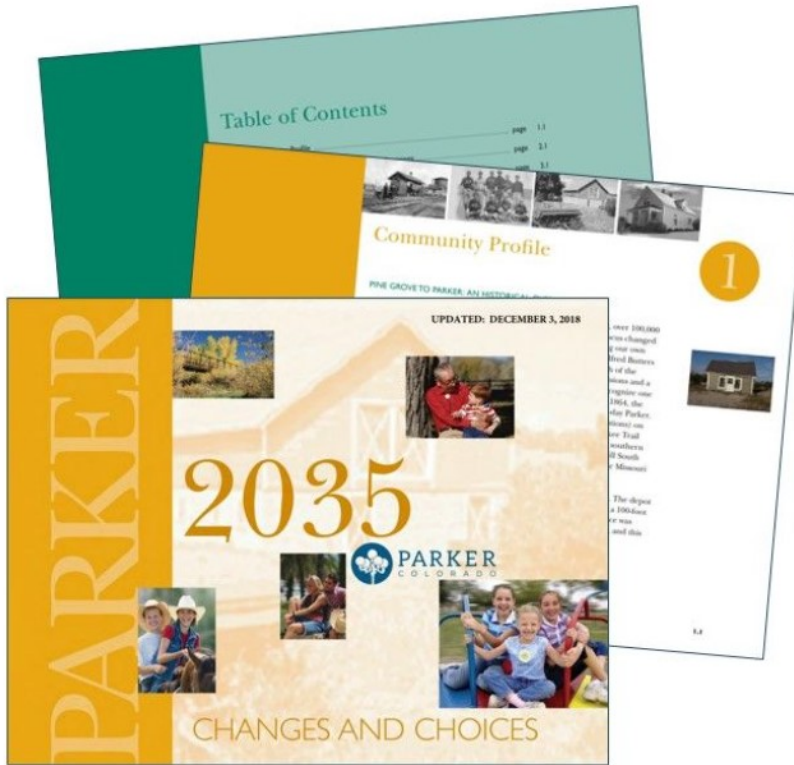
Elements of a Public Art Master Plan

- Maintenance Policy
 - Cleaning and Repair
 - Funding
- Acquisition and Removal of Public Art Policy
 - Purchase
 - Relocation
 - Acceptance and Deaccession
 - Public Art Donations
- Master Plan Development and Administration
 - Multiple Town Departments and Urban Renewal



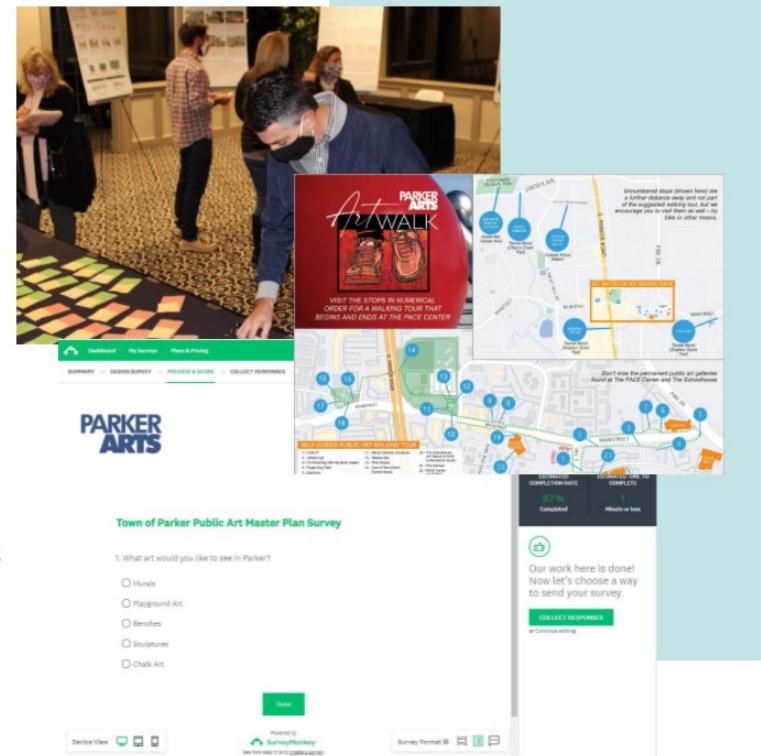
What Do We Currently Have In Place?

- Cultural
 - Public Art Program - Resolution 15-054
 - Cultural Commission - Art in Public Places Committee
- Community Development
 - Parker 2035 Masterplan
 - Development Design Standards - Art Requirement
- Public Works
 - Streetscape Specifications



Where Are We In The Process?

- University of Colorado Capstone Students
 - Master of Urban and Regional Planning Student through Mid-May
 - Master Plan Outline, Research, Best Practices, Guiding Principals, Community Survey and Public Engagement
 - Public Administration Student - TBD
 - Policy Research, Best Practices and Recommendations
- Cultural Department/P3 Partnership
 - Town Departments: Planning, Public Works, Parks, Rec & Open Space, Economic Development



Integrating Art with Current Projects

Capital Projects - Art Location Planning

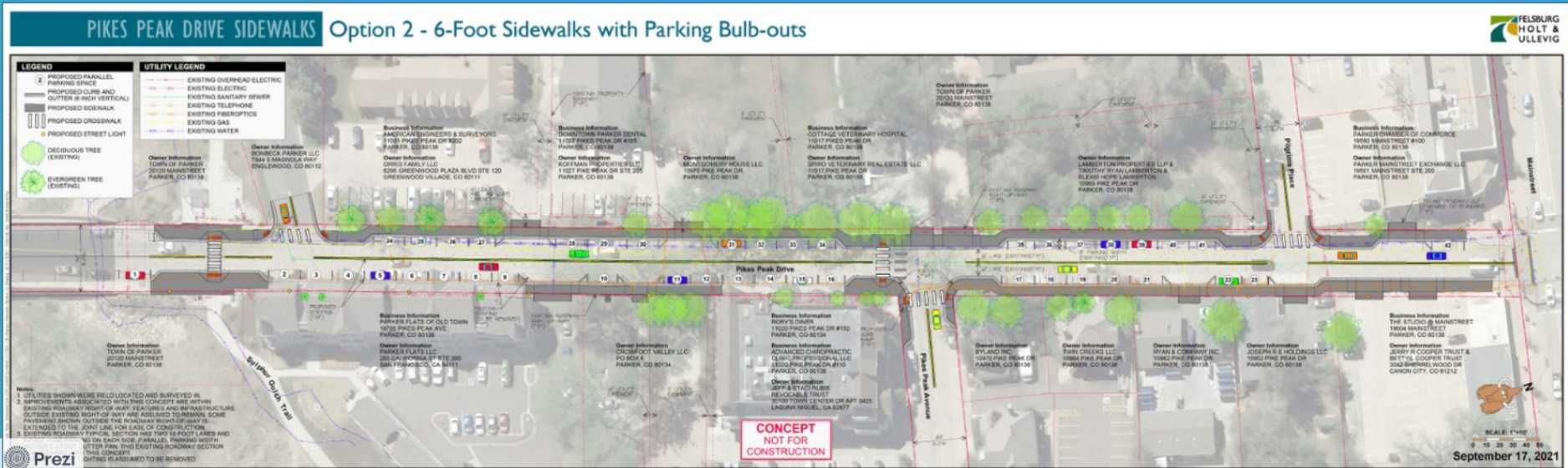
- Pikes Peak Sidewalks - Property Owners Opt-In for Art
- West Mainstreet Beautification - Property Owners Opt-In for Art
- O'Brien Park
 - Southern Edge - Art Locations Incorporated Into the Design
 - Eastern Edge - Art Locations in Design

P3 Public Art Budget

- \$50,000 in 2022 - O'Brien Park Eastern Edge
- Façade, Landscape Improvement Program - Art is Eligible for Reimbursement

Site Plan Comments

- Pursuant to Design Standards - Including Public Art into Referral Comments



Next Steps

- Capstone Work
- Community Survey
- Cultural Commission Involvement
- Town Council Study Session Updates



Questions?





MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Dannette Robberson, Assistant Town Administrator
DATE: February 25, 2022
SUBJECT: Greater Parker Foundation

ISSUE:

With a potential expansion in the Greater Parker Foundation's scope of work, there is a gap in funding to transition the Foundation from a model of financial reliance on Town of Parker general fund expenditures to a self-sustaining model. The purpose of the discussion is to determine whether the Mayor and Council are willing to "seed" an expanded version of the Foundation and to what magnitude.

FISCAL/BUDGET IMPACT:

The fiscal/budget impact is predicated on the scope of work anticipated to expand the Foundation.

BACKGROUND:

Historically, the Greater Parker Foundation operated under a limited scope with minimal Town of Parker staff time spent on administration. In its current state, the Foundation serves primarily as a mechanism for individual donors who prefer to give to a Foundation rather than give directly to a municipality.

In 2021, the Town Council approved a \$10,000 expenditure to retain outside counsel, specializing in non-profit organizations, to update the governance documents and to provide consultation on how to transition the Foundation from a passive entity to a more proactive, development-driven entity. After adopting the new governance documents in January 2022 and gaining more clarity on the specific steps necessary to increase the scope of work for the Foundation, a gap in funding was identified.

During the presentation, staff will provide more details on the financial gap between what was budgeted for 2022 and what is projected to build the Foundation into a fully-fledged entity. Staff will also lay out options for the Mayor and Council's consideration.

RECOMMENDATION:

Review and Discussion

REQUESTED DIRECTION:

Review and discussion.

ATTACHMENT:

1. Greater Parker Foundation Cooperation Agreement
2. Greater Parker Foundation MOU
3. Amended and Restated GPF Articles of Incorporation
4. Amended and Restated GPF Bylaws
5. 2022 Retreat Greater Park Foundation Presentation

**TOWN OF PARKER / GREATER PARKER FOUNDATION
COOPERATION AGREEMENT**

THIS AGREEMENT is made and entered into this 2nd day of August 2012, by and between the Greater Parker Foundation, a Colorado nonprofit corporation (the "Foundation") and the Town of Parker, a Colorado municipal corporation (the "Town") (individually a "Party" and collectively the "Parties").

WHEREAS, the Foundation is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, which is organized and operated for the exclusive benefit of the Town; and

WHEREAS, the Parties desire to set forth terms governing the Foundation's use of Town employees, facilities and resources in carrying out the Foundation's purpose.

NOW, THEREFORE, in consideration of the mutual promises and covenants as set forth below, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. EMPLOYEES

A. The Foundation may use Town employees to support Foundation-related work, with the prior authorization of the Town Administrator. Other than as contemplated by Subsection B below, work performed by Town employees for the Foundation shall be limited to administrative functions authorized by the Town Administrator (such as taking minutes, filing records, and assisting with mailings), and shall be performed during the employees' regular work hours and days. The Parties intend to limit Town employee work for the Foundation to nonovertime hours.

B. With prior authorization of the Town Administrator, the Foundation may use Town employees to perform executive or management level positions on behalf of the Foundation. The specific duties of such positions shall be set forth in a separate written document executed by an authorized representative of the Foundation and the Town Administrator, and may include, but shall not be limited to positions as the Foundation's executive director, treasurer, secretary, or manager. Such positions shall be performed by Town employees who are exempt from the overtime regulations of the Fair Labor Standards Act (the "FLSA"). The duties performed by these Town employees on behalf of the Foundation shall be of such a nature so as to not jeopardize their exempt status under the FLSA.

C. Town employees shall remain the exclusive employees of the Town for all purposes including compensation, benefits, discipline and insurance (including workers' compensation). Town employees shall be subject to the Town's employment policies, practices and procedures, and the Foundation shall have no authority, disciplinary or otherwise, over Town employees. The Foundation shall comply with all the Town's employee-related requirements during the Foundation's use of Town employees, including without limitation the Town's nondiscrimination and harassment policies. Any issues regarding employee performance with respect to Foundation-related work shall be addressed with the Town Administrator. At the request of the Town Administrator, the Foundation shall provide the Town Administrator reports

regarding the Foundation's use of Town employees. The reports shall be provided on a schedule requested by the Town Administrator, but no more frequently than bi-monthly, and shall be in sufficient detail for the Town Administrator to ascertain the specific employees performing work for the Town and the estimated amount of time each employee dedicated to Foundation work during the reporting period.

II. FACILITIES AND RESOURCES

A. With prior approval of the Town Administrator, the Town may provide the Foundation with meeting and office space owned or controlled by the Town, office equipment and supplies, including computers and IT equipment, and related maintenance services (collectively, "Facilities"). All Facilities loaned to the Foundation by the Town shall remain property of the Town. All Facilities acquired by the Foundation shall remain property of the Foundation. The Foundation shall comply with all applicable Town policies related to the use of office space within the Town's buildings.

B. Town employees may use their Town email accounts when conducting Foundation business, provided they use reasonable efforts to notify third parties the communication is on behalf of the Foundation.

III. DOCUMENTS

The Parties' documents and records shall not be commingled, and shall be secured in a manner mutually acceptable to the Foundation and the Town Administrator. The Foundation's use of Town facilities and resources (including Town email accounts) shall not cause any Foundation document to become a public record under the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*, as amended. It is the express intent of the Parties that Foundation documents shall remain at all times and for all purposes Foundation-owned and controlled documents, which are not subject to the custody or control of the Town's custodian of records. The Foundation acknowledges that it shall have no access to any information possessed by the Town or its employees which is designated as confidential by the Town, or otherwise protected from disclosure by the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*, as amended.

IV. RELATIONSHIP OF PARTIES

This Agreement does not and shall not be construed to:

1. Create a relationship of joint venturers, partners, or employer-employee between the Parties;
2. Authorize officials, representatives, consultants or employees of either Party to act as agents of the other Party; or
3. Permit a Party to assume the debts, obligations or liabilities of the other in the absence of an express written agreement.

V. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and shall terminate upon thirty (30) days' written notice from either Party.

VI. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Douglas County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Foundation shall not constitute a waiver of any of the other terms or obligations of this Agreement.

C. Integration. This Agreement and any attached exhibits constitute the entire Agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States mail to the party at the following addresses:

The Foundation: Greater Parker Foundation
 Attn: Denise Zoglmann
 20120 East Mainstreet
 Parker, Colorado 80138

The Town: Town of Parker
 G. Randolph Young, Town Administrator
 20120 E. Mainstreet
 Parker, Colorado 80138

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

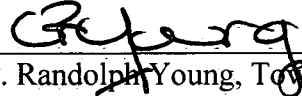
G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto shall be assigned by either party without the written consent of the other.

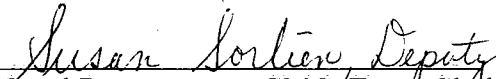
I. No Waiver of Governmental Immunity Act. The parties hereto understand and agree that the Town, its officials, officers and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as from time to time amended, or otherwise available to the Town.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date first set forth above.

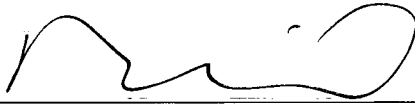
TOWN OF PARKER, COLORADO

By: 
G. Randolph Young, Town Administrator

ATTEST:


~~Carol Baumgartner, CMC, Town Clerk~~
Susan Sorlien

GREATER PARKER FOUNDATION

By: 
Mike Waid, President Director

**TOWN OF PARKER / GREATER PARKER FOUNDATION
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this 8th day of May, 2013, by and between the Greater Parker Foundation, a Colorado nonprofit corporation (the "Foundation") and the Town of Parker, a Colorado municipal corporation (the "Town") (individually a "Party" and collectively the "Parties").

WHEREAS, the Parties entered into a Cooperation Agreement dated August 2, 2012 (the "Cooperation Agreement") which set forth terms under which the Foundation may make use of the Town's employees, facilities and resources; and

WHEREAS, the Parties desire to set forth additional details in this MOU related specifically to the services the Town will provide to the Foundation pursuant to the MOU.

NOW, THEREFORE, it is the understanding of the Parties as follows:

The Town shall provide the following services to the Foundation, pursuant to the limitations set forth in the Cooperation Agreement:

1. The Town Finance Department shall maintain the financial records of the Foundation, and shall file all required state and federal tax returns, including IRS Form 990 on behalf of the Foundation. The Foundation shall be responsible for delivery to the Town Finance Department of all documentation required for the maintenance of the Foundation's financial records and preparation of the Foundation's tax returns.

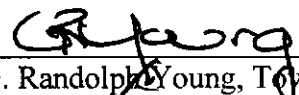
2. The Town Risk Management Department shall procure insurance coverage for the Foundation, which shall include coverage limits agreed upon by the Foundation's Board of Directors. The Foundation shall be pay for the costs of such insurance coverage.

3. The Town Clerk shall manage and maintain Foundation documents pursuant to the Foundation document retention schedule attached hereto as **Exhibit A**. The Town Clerk's duties set forth in the Section 3 are expressly subject to the terms in Section III of the Cooperation Agreement.

4. This MOU may be terminated upon thirty (30) days advance written notice.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the date first set forth above.

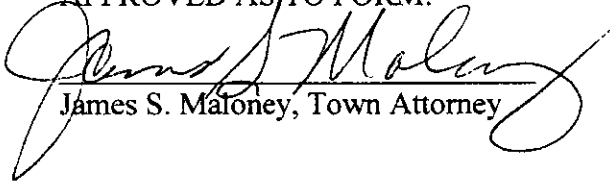
TOWN OF PARKER, COLORADO

By: 
G. Randolph Young, Town Administrator

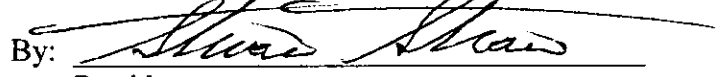
ATTEST:


Carol Baumgartner, CMC, Town Clerk

APPROVED AS TO FORM:


James S. Maloney, Town Attorney

GREATER PARKER FOUNDATION

By: 
President

APPROVED AS TO FORM:

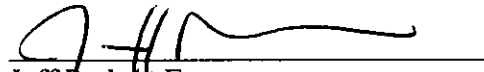

Jeff Parker, Esq.

EXHIBIT A

GREATER PARKER FOUNDATION

RECORD RETENTION AND DESTRUCTION POLICY

STATEMENT OF POLICY

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of the Greater Parker Foundation ("Foundation") by promoting efficiency and freeing up valuable storage space.

RETENTION SCHEDULE AND ADMINISTRATION

The Foundation's Record Retention Schedule is set forth below. Pursuant to agreement with the Town of Parker, the Town Clerk of the Town of Parker (the "Clerk") shall administer this policy. The Board of Directors of the Foundation may make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Foundation.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types set forth below will be maintained for the appropriate amount of time. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder to avoid destruction of the message.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No director, officer, employee, volunteer or agent of the Foundation shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Foundation.

During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Board of Directors of the Foundation shall suspend any further disposal of documents until such time as the Board of Directors, with the advice of counsel, determines otherwise. The Board of Directors shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

RECORD RETENTION SCHEDULE

A. Accounting and Finance

Record Type Retention Period

Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	3 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	3 years after completion of audit
Bank Statements and Canceled Checks	3 years
Expense Records	3 years
General Ledgers	30 Years
Electronic Payment Records	3 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. Corporate Records

Record Type Retention Period

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
By-laws	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
IRS Application for Tax-exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 Years
Licenses and Permits	Permanent

C. Employee Documents

Record Type Retention Period

Benefit Plans	Permanent
Employee Files	Termination + 7 years
Employment applications, resumes and other forms of job inquiries, ads or notices for job opportunities	3 years
Forms I-9	3 years after hiring, or 1 year after separation
Employment Taxes	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	5 years
Unclaimed Wage Records	6 years
Retirement and Pension Records	Permanent

D. Property Records

Record Type Retention Period

Lease Agreement	Permanent
Property Insurance Policies	Permanent

E. Tax Records

Record Type Retention Period

Tax-Exemption Documents and Related Correspondence	Permanent
IRS 990 and 990T tax returns	Permanent
Tax Bills, Receipts, Statements	7 years
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	4 years

F. Grant Records

Record Type Retention Period

Original grant proposal completion of grant	Duration of grant + 6 years
Grant agreement and subsequent completion of grant modifications, if applicable	Duration of grant + 6 years after
All requested IRS/grantee correspondence completion of grant including determination letters and “no change” in exempt status letters	Duration of grant + 6 years after
Final grantee reports, both financial and completion of grant Narrative	Duration of grant + 6 years after
All evidence of returned grant funds completion of grant	Duration of grant + 6 years after
All pertinent formal correspondence completion of grant including opinion letters of counsel	Duration of grant + 6 years after
Report assessment forms completion of grant	Duration of grant + 6 years after
Documentation relating to grantee completion of grant evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	Duration of grant + 6 years after
Pre-grant inquiry forms and other completion of grant documentation for expenditure responsibility grants	Duration of grant + 6 years after
Grantee work product produced with the completion of grant grant funds	Duration of grant + 6 years after

G. Contribution Records

Record Type Retention Period

Records of Contributions	Permanent
The Foundation's or other documents evidencing terms of gifts	Permanent



Document must be filed electronically.
Paper documents are not accepted.
Fees & forms are subject to change.
For more information or to print copies
of filed documents, visit www.sos.state.co.us.

Colorado Secretary of State
Date and Time: 12/03/2021 12:28 PM
ID Number: 20081587053
Document number: 20218145036
Amount Paid: \$25.00

ABOVE SPACE FOR OFFICE USE ONLY

Amended and Restated Articles of Incorporation

filed pursuant to §7-90-301, et seq. and §7-130-106 and §7-90-304.5 of the Colorado Revised Statutes (C.R.S.)

1. For the entity, its ID number and entity name are

ID number 20081587053
(Colorado Secretary of State ID number)

Entity name Greater Parker Foundation

2. The new entity name (if applicable) is _____.

3. The amended and restated constituent filed document is attached.

4. The amendment to the articles of incorporation was in the manner indicated below: (make the applicable selection)

☒ The amendment and restatement was adopted by the board of directors or incorporators without member action and member action was not required.

☐ The amendment and restatement was adopted by the members AND the number of votes cast for the amendment by each voting group entitled to vote separately on the amendment was sufficient for approval by that voting group.

(If the amended and restated articles of incorporation include amendments adopted on a different date or in a different manner, mark this box ☐ and include an attachment stating the date and manner of adoption.)

5. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are _____.
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

6. The true name and mailing address of the individual causing the document to be delivered for filing are

Leaffer	Karen		
(Last)	(First)	(Middle)	(Suffix)
1873 S Bellaire St Suite 1540			
(Street name and number or Post Office Box information)			
Leaffer Law Group			
Denver	CO	80222	
(City)	(State)	(Postal/Zip Code)	
	United States		
(Province – if applicable)	(Country – if not US)		

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

☐ This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

**AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
GREATER PARKER FOUNDATION**

**Article I.
Name**

The name of the corporation is Greater Parker Foundation.

**Article II.
Purposes and Powers**

2.01 Purposes.

The corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Further, within the meaning of Section 509(a)(3) of the Internal Revenue Code, the corporation is organized and will be operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of the Town of Parker, a Colorado home rule municipality ("*Parker*").

2.02 Powers.

In furtherance of the corporate purposes and objectives stated above, the corporation will have and may exercise all of the powers conferred upon nonprofit corporations organized under the laws of Colorado and may do everything necessary or convenient to accomplish its purposes and objectives, subject to the restrictions on powers stated below, and to any limitations prescribed by law.

2.03 Restrictions on Powers.

(a) Private Inurement. No part of the net earnings of the corporation will inure to the benefit of or be distributable to any director or officer of the corporation or any other individual, except that reasonable compensation may be paid for services rendered to or for the benefit of the corporation affecting one or more of its purposes. Further, no director or officer of the corporation, or any other individual, may share in any distribution of any of the corporate assets upon dissolution of the corporation or otherwise.

(b) Lobbying and Political Activity. The corporation will not engage in more than an insubstantial amount of activities that consist of carrying on propaganda or attempting to influence legislation. However, if the corporation is eligible to make and has properly made the election for Section 501(h) of the Internal Revenue Code to apply, the corporation may carry on the activities

permitted by Section 501(h), but only to the extent the activities will not result in denial of exemption under Section 501(h). The corporation will not participate or intervene in any political campaign, including the publication or distribution of statements, on behalf of or in opposition to any candidate for public office.

(c) Dissolution. Upon dissolution of the corporation, all of the corporation's assets remaining after payment of or provision for all of its liabilities will be distributed to Parker, for exclusively public purposes.

(d) Nonqualifying Activities. The corporation will not carry on any activities not permitted to be carried on by an organization described in Section 501(c)(3) of the Internal Revenue Code, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(e) Internal Revenue Code. All references in these articles of incorporation to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

Article III. Members

The corporation will have no voting members. The corporation will have no capital stock.

Article IV. Board of Directors

4.01 General.

The management of the affairs of the corporation will be vested in the board of directors of the corporation, except as provided in the Colorado Revised Nonprofit Corporation Act, these articles of incorporation, or the bylaws of the corporation. The number of directors, their qualifications, their terms of office and the manner of their selection will be as provided in the bylaws of the corporation.

4.02 Liability of Directors.

No director will be personally liable to the corporation for monetary damages for breach of fiduciary duty as a director, except for the following: (a) any breach of the director's duty of loyalty to the corporation; (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; (c) acts specified in C.R.S. Section 7-128-403, as it now exists or may be amended; or (d) any transaction from which the director directly or indirectly derived an improper personal benefit. If the Colorado Revised Nonprofit Corporation Act is amended to authorize the further elimination or limitation of the liability of directors, then the liability of a director of the

corporation, in addition to the limitation on personal liability provided in this Section, will be further eliminated or limited to the fullest extent permitted by the Colorado Revised Nonprofit Corporation Act. Any repeal or modification of this Section will be prospective only and will not adversely affect any right or protection of a director of the corporation existing at the time of repeal or modification.

Article V. Bylaws

The bylaws of the corporation may be amended or repealed and new bylaws adopted in the manner provided in the bylaws. The bylaws of the corporation may contain any provisions for managing and regulating the affairs of the corporation that are consistent with law and these articles of incorporation, as these articles may be amended. However, no bylaw will have the effect of giving any director or officer of the corporation or any other individual, any proprietary interest in the corporation's property, whether during the term of the corporation's existence or upon its dissolution.

Article VI. Amendments

The board of directors of the corporation will have the power and authority at any time to amend these articles of incorporation by a majority vote of all voting directors in office, subject to the prior approval of the Parker Town Council, by resolution of the Parker Town Council.

Approved by the Parker Town Council pursuant to Resolution 21-044, Series 2021.

**AMENDED AND RESTATED
BYLAWS**

OF

GREATER PARKER FOUNDATION

December 3, 2021

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**AMENDED AND RESTATED
BYLAWS
OF
GREATER PARKER FOUNDATION**

**Article I.
Nondiscrimination Policy**

The corporation shall make its services, facilities, and programs available to all persons regardless of race, color, religion, sex, national origin, age, disability, or other characteristic protected by law, and the corporation shall not in any way discriminate against any person on the basis of color, religion, sex, national origin, age, disability, or other characteristic protected by law.

**Article II.
Offices**

2.01 Business Offices.

The corporation will continuously maintain a principal office located in the Town of Parker, Colorado. The street address and mailing address, if different, of the principal office will be the address specified in the corporation's business record accessible on the Colorado Secretary of State's website. The corporation may change the location of the principal office at any time by filing a statement of change with the Colorado Secretary of State. The corporation may maintain business offices in other locations as well.

2.02 Registered Office.

The corporation will continuously maintain a registered agent and registered agent address located in Colorado, which need not be the address of the principal office. The registered agent address must be the street address and mailing address, if different, of the registered agent's home or usual place of business. The corporation may change the registered agent or address at any time by filing a statement of change with the Colorado Secretary of State.

**Article III.
Membership**

3.01 No Members.

The corporation will have no voting members but may have such classes of nonvoting members as the board of directors determines. All references to "members" in these bylaws are to such nonvoting members. The board of directors will determine the qualifications, rights, privileges,

limitations, and obligations of the members; however, no members in their capacity as members may vote or otherwise participate in the management of the corporation.

3.02 Designation of Members.

The board of directors will determine the process for electing, designating or appointing new members.

3.03 Membership Dues.

The board of directors may establish membership dues, which may vary by class, and may establish rules and procedures for the manner and method of payment, the collection of delinquent dues, and the proration or refund of dues in appropriate cases.

3.04 Transfer of Membership.

Membership in the corporation is nontransferable. Members will have no ownership rights or beneficial interests of any kind in the assets of the corporation.

Article IV. Board of Directors

4.01 Powers and Authority.

(a) General Powers. All corporate powers will be exercised by or under the authority of, and the business and affairs of the corporation will be managed by, its board of directors, unless the Colorado Revised Nonprofit Corporation Act, the corporation's articles of incorporation, or these bylaws provide otherwise.

(b) Reserved Powers. Notwithstanding anything in these bylaws to the contrary, the following actions by the corporation will require the prior approval of the Town of Parker, a Colorado home rule municipality ("*Parker*"), by resolution of the Parker Town Council ("*Town Council Resolution*"):

- (1) Any grant or distribution of the corporation's income or assets to any recipient other than Parker.
- (2) Any amendment to the corporation's articles of incorporation or these bylaws.
- (3) The adoption of or any change to the mission, vision, and values of the corporation.
- (4) The adoption of or any material change to the strategic plan of the corporation.
- (5) The adoption of or any material change to a material corporate policy of the corporation (e.g., conflict of interest, compensation/performance evaluation, whistleblower, gift acceptance, naming/sponsorship).

- (6) The adoption of or any material change to the annual budget of the corporation (both operating and capital), material being defined as any change within a specific budget category of 10% or more, individually or in the aggregate, or any change in the total budget.
- (7) Any contract that exceeds \$25,000 in amount or 12 months in duration.
- (8) Any loan, installment purchase, lease-purchase agreement, line of credit, or other liability or indebtedness that is shown on the liability side of the corporation's balance sheet determined in accordance with Generally Accepted Accounting Principles.
- (9) Any mortgage, pledge, or other encumbrance of the corporation's property.
- (10) Any plan of merger, consolidation, or voluntary dissolution of the corporation.
- (11) The sale, lease, exchange, or other disposition of all or substantially all of the gross property and assets of the corporation.
- (12) The creation of controlled or owned subsidiaries or affiliates of the corporation.

4.02 Number and Qualifications.

The board of directors will have two to ten directors, as determined from time to time by Town Council Resolution. At least two and no more than two directors must be members of the Parker Town Council ("*Council Directors*"). Directors must be individuals who are age 18 or older. Directors need not be residents of Parker.

4.03 Appointed Directors.

Except for ex officio directors designated under Section 4.04, all directors will be appointed by Town Council Resolution in conjunction with the Town Council's annual retreat held in January of each year. Council Directors will serve for one-year terms. Other directors will serve for staggered two-year terms. In both cases, the terms will commence on February 1 and expire on January 31. For directors serving staggered two-year terms, approximately half will have terms expiring in odd years and the other half in even years. The Parker Town Council may assign partial terms of one-year to directors filling vacancies to balance the board. Directors will serve until their terms expire, and thereafter until their successors have been duly appointed and qualified, or until their death, resignation, or removal.

4.04 Ex Officio Directors.

The Town Administrator of Parker (the "*Town Administrator*") and the Finance Director of Parker (the "*Finance Director*"), or their respective designees, will be ex officio directors of the corporation without voting rights, but will be entitled to notice of and to participate in any meeting of the board of directors.

4.05 Resignation.

A director may resign at any time by giving written notice to the Parker Town Council and either the board chair or the secretary. The resignation does not have to be accepted to be effective, unless the notice specifies otherwise. The resignation will be effective upon receipt, unless the notice specifies a later effective date. If a resignation has a later effective date, the Parker Town Council may by Town Council Resolution permit the director to remain in office until the effective date and fill the pending vacancy with a deferred effective date or may remove the director before the effective date and fill the resulting vacancy. A director will be considered to have resigned if a court of competent jurisdiction determines they are incapacitated. In addition, a director will be considered to have resigned if they fail to attend three or more consecutive meetings of the board of directors without being excused by the board chair, and their failure to attend is confirmed by the affirmative vote of the board of directors.

4.06 Removal.

The Parker Town Council may by Town Council Resolution remove an appointed director at any time, with or without cause, by giving written notice of the removal to the director and to the corporation. The removal will be effective when the notice is received by both the director and the corporation unless the notice states a later effective date.

4.07 Vacancies.

The Parker Town Council may, at its option, by Town Council Resolution fill any vacancy occurring on the board of directors, whether by reason of death, resignation, or removal of an appointed director, or by reason of an increase in the number of directors, at any time during the year. A director appointed to fill a vacancy arising from the death, resignation, or removal of an appointed director will serve for the unexpired term of their predecessor in office. A director appointed to fill a vacancy arising from an increase in the number of directors will serve an initial one- or two-year term, as assigned by the Parker Town Council. A director appointed to fill a vacancy will take office upon appointment, unless a later date is specified by the Parker Town Council, and will serve until their term expires, and thereafter until their successor has been duly appointed and qualified, or until their death, resignation, or removal.

4.08 Meetings.

A regular annual meeting of the board of directors will be held during the last quarter of the calendar year on the date, at the time, and at the place within Parker determined by resolution of the board, without further notice than the resolution. The purpose of the meeting will be to elect officers and to transact other business that comes before the meeting. Additional regular meetings may also be held on the date, at the time, and at the place within Parker set forth in a resolution adopted by the board, without further notice than the resolution. Special meetings may be called

by or at the request of the board chair, the president/executive director, or one-third of all directors in office. The person(s) calling the special meeting may fix the date, time, and place of the meeting within Parker. Unless the meeting resolution or notice specifies otherwise, the meeting location will be the Parker Town Hall.

4.09 Notice.

The board chair may change the time and place for any regular meeting of the board of directors (including the regular annual meeting) by providing notice of the change to each director at least one week prior to the meeting. Notice of any special meeting must be given to each director at least 48 hours prior to the meeting. Notice must be given to each director at their business or residential address. Notice may be given in person or by personal delivery; by mail or private carrier; or by telephone, facsimile, email, or other form of digital communication. The method of notice can be different for each director. If mailed, notice will be considered delivered on the earlier of: 1) the date received; 2) five days after its deposit in the United States mail, as evidenced by the postmark, if correctly addressed and mailed first class mail; and 3) the date on the return receipt, if mailed registered or certified mail, return receipt requested, and the receipt is signed by or for the addressee. Notice transmitted by facsimile, email, or other means will be considered delivered upon receipt.

4.10 Waiver of Notice.

A director may waive the required notice of any regular or special meeting of the board of directors before, during, or after the meeting. The waiver must be in writing and signed by the director. A director's attendance at or participation in any meeting will constitute a waiver of notice, unless: 1) at the beginning of the meeting or promptly upon their later arrival, the director objects to holding the meeting or transacting business because of lack of notice or defective notice and does not vote for or assent to action taken at the meeting; or 2) if special notice was required of a particular purpose of the meeting under the Colorado Revised Nonprofit Corporation Act or these bylaws, the director objects to transacting business regarding the purpose for which the special notice was required and does not vote for or assent to action taken at the meeting regarding such purpose.

4.11 Assent to Action.

A director present at any meeting when corporate action is taken will be considered to have assented to all action taken at the meeting unless:

- (1) The director objects to holding the meeting or transacting business at the beginning of the meeting or promptly upon their later arrival, and does not vote for or assent to any action taken at the meeting;
- (2) The director contemporaneously requests their dissent or abstention as to any specific action taken to be entered in the minutes of the meeting; or
- (3) The director causes written notice of their dissent or abstention on any specific action to be received by the presiding officer of the meeting before its adjournment or by the corporation promptly after adjournment.

This right to dissent or abstain is not available to a director who votes in favor of the action taken.

4.12 Quorum and Voting.

A majority of all directors in office immediately before a meeting begins will constitute a quorum for taking action. A majority vote of directors present at a meeting at which there is a quorum will constitute an action of the board of directors, unless the Colorado Revised Nonprofit Corporation Act, the corporation's articles of incorporation, or these bylaws require a greater vote. If less than a quorum is present at a meeting, a majority of the directors present may adjourn the meeting until a quorum is achieved without further notice other than an announcement at the meeting.

4.13 Proxies.

Proxy voting is not permitted.

4.14 Participation by Telephone or Electronic Media.

Directors may participate in any regular or special meeting by, or conduct the meeting through the use of, any means of communication where all directors participating can hear each other during the meeting. A director participating in this manner will be considered present in person at the meeting.

4.15 Written Action in Lieu of Meeting.

Any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting by following the process set forth in this Section. An action so taken will have the same force and effect as an action taken at a meeting of the board.

(a) Notice of Vote. Written notice must be delivered to each director setting forth: 1) the action to be voted upon; 2) the time by which the director must respond; and 3) a statement

that failing to respond by the time stated will have the same effect as abstaining in writing and failing to demand a meeting.

(b) Response by Director. In response to the written notice, a director may: 1) vote in writing for the action; 2) vote in writing against the action; 3) abstain in writing from voting; 4) fail to respond; or 5) demand in writing action not be taken without a meeting. The response must be in a form sufficient to inform the corporation of the director's identity; the director's vote, abstention or demand; and the proposed action to which the vote, abstention, or demand relates. A director's right to demand a meeting will be waived unless the corporation receives the demand by the time stated in the written notice. All signed written instruments to effect action under this Section must be filed with the minutes of the meetings of the board of directors.

(c) Action Taken. An action will be considered taken under this Section only if, at the end of the time stated in the written notice: 1) the affirmative votes in writing for the action received by the corporation and not revoked equal or exceed the minimum number of votes that would be necessary to take action at a meeting, assuming all directors in office were present and voted; and 2) the corporation has not received a written demand by a director, other than a demand that has been revoked, that action not be taken without a meeting. Unless the written notice to the directors states a different effective date, action taken under this Section will be effective at the end of the time stated in the written notice for director response.

(d) Method of Delivery. Communications under this Section may be sent or received by the corporation by facsimile, email, or other form of digital communication. Communications provided under this Section are not effective until received.

4.16 Compensation.

The corporation will not pay directors for their services as directors of the corporation. However, their reasonable expenses incurred for performance of their official functions may be paid or reimbursed by the corporation, so long as such payment or reimbursement is allowed under the corporation's expense reimbursement policies or approved by the board. In addition, the corporation may pay reasonable compensation to directors for services rendered to or for the benefit of the corporation in any other capacity, so long as such payment is approved by the board of directors in accordance with the corporation's conflict of interest policy. However, no payment of compensation or payment or reimbursement of expenses may be made in any manner to result in the imposition of any liability under Section 4958 of the Internal Revenue Code.

4.17 Board Committees and Advisory Boards.

(a) Creation. By resolution adopted by a majority of all directors in office, the board of directors may establish standing or ad hoc committees or advisory boards, composed of such members and having such officers as the board designates in the resolution. The name, objectives,

and responsibilities of each committee or advisory board will be as set forth in the resolution or charter.

(b) Reliance on Committees; Limitations on Authority. The delegation of authority to any standing or ad hoc committee or advisory board will not relieve the board of directors or any director from any responsibility or standard of conduct imposed by law or these bylaws. If any such committee or advisory board has a voting member who is not then also a director of the corporation, it may exercise no power or authority reserved to the board of directors by the Colorado Revised Nonprofit Corporation Act, the corporation's articles of incorporation or these bylaws. Further, it will have no authority to incur any corporate expense or make any representation or commitment for the corporation unless express authority is provided in these bylaws or the charter or resolution establishing the committee or advisory board, or unless express approval is given by the board of directors or the president/executive director or finance director of the corporation, and the expense or commitment complies with any expenditure policies of the corporation.

(c) Rules and Procedures. Rules governing procedures for meetings of any standing or ad hoc committee or advisory board will be the same as those set forth in these bylaws or the Colorado Revised Nonprofit Corporation Act for the board of directors, unless the board of directors determines otherwise in the resolution or charter establishing or governing the committee or advisory board.

Article V. Officers

5.01 Designation and Qualification.

The officers of the board of directors may include a chair, a vice chair, a treasurer, and such other officers and assistant officers as the board considers necessary or useful (the "*Board Officers*"). The officers of the corporation will include a president/executive director, a finance director, a secretary, and such other officers and assistant officers as the board considers necessary or useful (the "*Staff Officers*"). One person may hold more than one office at a time. The Board Officers must be appointed directors of the corporation, other than Council Directors. The Staff Officers need not be appointed directors. All officers must be individuals who are age 18 or older.

5.02 Election and Tenure.

Board Officers will be elected by the board of directors at each annual meeting. If the election is not held at the annual meeting, it must be held as soon after the annual meeting as convenient. Board Officers will hold office until their successors have been duly appointed and qualified, or their death, resignation, or removal.

5.03 Resignation.

Any officer may resign at any time, subject to their rights or obligations under any existing contracts between the officer and the corporation, by giving written notice to the Parker Town Council and either the chair, the president/executive director, or the secretary. The resignation does not have to be accepted to be effective, unless the notice specifies otherwise. The resignation will be effective upon receipt, unless the notice specifies a later effective date. If a resignation has a later effective date, the board of directors may permit the officer to remain in office until the effective date and fill the pending vacancy with a deferred effective date, or the board may remove the officer before the effective date and fill the resulting vacancy. An officer will be considered to have resigned if a court of competent jurisdiction determines they are incapacitated.

5.04 Removal.

The board of directors may remove a Board Officer at any time, with or without cause, by a majority vote of all directors in office. The board may remove a Staff Officer, who is not an employee of Parker, from office with or without cause, with notice to the Parker Town Council. Staff Officers who are employees of Parker may be removed for cause only, with notice to the Parker Town Council. Removal will not affect any contract rights of the officer removed. However, the election or appointment of an officer will not by itself create contract rights.

5.05 Authority and Duties.

The officers of the corporation will have the power and authority and will perform the duties specified below, either directly or by delegation to and oversight of other employees or agents of the corporation.

(a) Chair. The chair of the board, if any, will preside at all meetings of the board of directors; work with the president/executive director to see that all resolutions of the board are carried into effect; act as the spokesperson for the board in its dealings with the public; and perform all other duties incident to the office of the president and as may be assigned by the board.

(b) Vice Chair. The vice chair, if any, will assist the chair and carry out special assignments as requested by the board of directors or the chair. At the request of the chair, or in the chair's absence or inability or refusal to act, the vice chair will perform the duties of the chair and when so acting will have all the authority of and be subject to all the restrictions on the chair. The vice chair will also perform all other duties customary to that office or as assigned by the chair or the board.

(c) President/Executive Director. The president/executive director, subject to the direction and supervision of the board of directors, will have general and active control of the corporation's affairs and business, general responsibility for all day-to-day operations of the

corporation, and general supervision of its employees and agents. The president/executive director will develop, direct, and supervise implementation of specific programs and activities that will further the corporation's purposes, and report on those programs and activities to the board. The president/executive director will see that all resolutions of the board are carried into effect. In the absence of a separate chair or vice chair, the president/executive director will be responsible for carrying out those functions. The president/executive director will also perform all other duties customary to that office or as assigned by the board.

(d) Finance Director. The finance director, subject to the direction and supervision of the president/executive director, will be the principal financial officer of the corporation with general responsibility for the financial affairs of the corporation. The finance director will: 1) be responsible for care and custody of all the corporation's funds, securities, evidences of interest or indebtedness, valuable papers and documents, and other personal property, and deposit, hold, and administer the same in accordance with corporate policy; 2) give and receive receipts and acquittances for moneys paid to or received on account of the corporation and for debts or obligations discharged; 3) pay from the corporation's funds on hand all bills, payrolls, and other proper debts of the corporation, as they become due; 4) create, implement, and monitor fiscal and budgetary policies designed to protect the corporation's financial health while fulfilling corporate strategy; 5) supervise the corporation's controller; 6) monitor compliance with all requirements imposed on the corporation as an organization described in Section 501(c)(3) of the Internal Revenue Code; 7) prepare and furnish to the president/executive director and the board of directors statements of account showing the financial position of the corporation and the results of its operations; and 8) make such financial reports to the president/executive director and the board as they may request from time to time. The finance director will also perform all other duties customary to that office or as assigned by the president/executive director or by the board.

(e) Secretary. The secretary will see that minutes of the proceedings of the board of directors and any board committees are kept, that all notices are duly given as provided in these bylaws or the Colorado Revised Nonprofit Corporation Act, and that the corporate records are kept in good order in accordance with these bylaws and applicable law. The secretary will also perform all other duties customary to that office or as assigned by the president/executive director or the board. Assistant secretaries, if any, will have the same duties and authority as the secretary, subject to the direction and supervision of the secretary.

Article VI.

Fiduciary Matters

6.01 Indemnification.

The corporation will indemnify each person who is or was a director, officer, employee, or volunteer of the corporation to the fullest extent allowed under the Colorado Revised Nonprofit Corporation Act, and may purchase insurance insuring its obligations under this Section or

otherwise protecting the persons intended to be protected by this Section. Any repeal or modification of this Section will be prospective only and will not adversely affect any right or indemnification of any person who is or was a director, officer, employee, or volunteer of the corporation existing at the time of the repeal or modification. The corporation may, but is not obligated to, indemnify any agent of the corporation not otherwise covered by this Section to the fullest extent allowed under the Colorado Revised Nonprofit Corporation Act. However, the corporation will not indemnify any person, nor advance any expense or purchase any insurance, in any manner or to any extent that would jeopardize or be inconsistent with the corporation's status as an organization described in Section 501(c)(3) of the Internal Revenue Code, or that would cause the imposition of any liability under Section 4958 of the Internal Revenue Code.

6.02 Standards of Conduct.

(a) Discharge of Duties. Each director must discharge their duties as a director, including their duties as a member of a committee of the board of directors, and each officer with discretionary authority must discharge their duties under that authority, in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner they reasonably believe to be in the best interests of the corporation.

(b) Reliance on Others. In discharging their duties, a director or officer is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by: 1) officers or employees of the corporation whom the director or officer reasonably believes to be reliable and competent in the matters presented; 2) legal counsel, a public accountant, or another person as to matters the director or officer reasonably believes are within that person's professional or expert competence; or 3) as to a director, a committee of the board of directors of which the director is not a member if the director reasonably believes the committee merits confidence. A director or officer is not acting in good faith if they have knowledge concerning the matter in question that makes reliance otherwise permitted by this Section unwarranted.

(c) Liability to Corporation. A director or officer will not be liable to the corporation in their capacity as a director or officer for any action taken or omitted to be taken as a director or officer if, in connection with the action or omission, they performed the duties of the position in compliance with this Section.

6.03 Unlawful Distributions to Directors and Officers.

The corporation is not permitted to make Distributions to directors or officers. A "*Distribution*" for this purpose is the payment of a dividend or any part of the income or profits of the corporation to the directors or officers, but it does not include payment of reasonable compensation for services rendered. Any director who votes for or assents to a distribution made in violation of this Section will be liable to the corporation for the distribution, if they did not perform

their duties in compliance with the general standards of conduct in Section 6.02. A director who is liable under this Section for a distribution is entitled to contribution from every other director who could be liable under this Section for the distribution, and from each person who accepted the distribution knowing the distribution was made in violation of the Colorado Revised Nonprofit Corporation Act.

6.04 Loans to Directors and Officers.

The corporation is not permitted to make loans to directors or officers. Any director or officer who assents to or participates in making any loan in violation of this Section will be liable to the corporation for the amount of the loan until the loan is repaid in full.

Article VII. Books and Records

7.01 Permanent Records.

The corporation will keep as permanent records minutes of all meetings of the board of directors, a record of all actions taken by the board without a meeting, a record of all actions taken by a board committee in place of the board, and a record of all waivers of notices of meetings of the board or any board committee.

7.02 Accounting Records.

The corporation will maintain appropriate accounting records.

7.03 Records in Written Form.

The corporation will maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

7.04 Records Maintained at Principal Office.

The corporation will keep a copy of each of the following records at its principal office: 1) the corporation's articles of incorporation; 2) these bylaws; 3) a list of the names and business or home addresses of the current directors and officers; 4) a copy of the most recent corporate report delivered to the Colorado Secretary of State; 5) financial statements, if any, prepared for at least the last three years; 6) the corporation's application for recognition of exemption and the tax-exemption determination letter issued by the Internal Revenue Service; 7) the corporation's annual tax information returns for at least the last three years; and 8) all other documents or records required to be maintained by the corporation at its principal office under applicable law or regulation.

Article VIII. Miscellaneous

8.01 Definitions.

Under these bylaws, the term “*Colorado Revised Nonprofit Corporation Act*” refers to the Colorado Revised Nonprofit Corporation Act, as amended from time to time, and the corresponding provisions of any subsequent laws. It includes, to the extent incorporated therein, the Colorado Corporations and Associations Act, as amended from time to time, and the corresponding provisions of any subsequent laws. The term “*Internal Revenue Code*” refers to the Internal Revenue Code of 1986, as amended from time to time, and the corresponding provisions of any subsequent laws.

8.02 Fiscal Year.

The fiscal year of the corporation will begin on January 1 and end on December 31 of each year.

8.03 Contracts.

Contracts of the corporation may be entered into by officers or agents of the corporation authorized by the board of directors, and this authority may be general or specific.

8.04 Corporate Expenditures.

All expenditures of the corporation must comply with the Town of Parker’s expenditure policies and procedures in effect from time to time.

8.05 Conveyances and Encumbrances.

Subject to Section 4.01(b), property of the corporation may be assigned, conveyed, or encumbered by officers or agents of the corporation authorized to do so by the board of directors, and authorized persons will have power to execute and deliver all instruments of assignment, conveyance, and encumbrance. However, the sale, exchange, lease, or other disposition of all or substantially all of the property and assets of the corporation will be authorized only in the manner prescribed by the Colorado Revised Nonprofit Corporation Act.

8.06 Designated Contributions.

The corporation may accept any contribution, gift, grant, bequest or devise with such designation, restriction or condition as may be imposed by the donor, so long as the designation, restriction or condition is consistent with the corporation’s general tax-exempt purposes. However, the corporation reserves all right, title and interest in and to and control of such contributions,

including authority over the ultimate expenditure of such contributions, so long as such expenditure is consistent with the donor-imposed designation, restriction, or condition or applicable law.

8.07 Amendments.

The board of directors has the power and authority to amend or repeal these bylaws and adopt new bylaws by the affirmative vote of a majority of all directors in office, subject to the prior approval of the Parker Town Council by Town Council Resolution.

(END)

BYLAWS CERTIFICATE

The undersigned certifies that they are the Secretary of the Greater Parker Foundation, a Colorado nonprofit corporation, and they may execute this certificate on behalf of the corporation. The undersigned further certifies the document attached to this certificate is a complete and correct copy of the bylaws currently in effect for the corporation.

Dated: _____, 2021

Printed Name: Chris Vanderpool,
Secretary

Approved by the Parker Town Council pursuant to Resolution 21-044, Series 2021.

Greater Parker Foundation

Mayor and Council Retreat
February 25, 2022



PARKER
COLORADO

Overview

- Historically the Foundation operated under a limited scope
- 2021 – \$10,000 Council approval for outside counsel to:
 - Review and update governance documents
 - Consultation on transitioning from passive entity to proactive
 - Consultation on developing more “arms length” between Town government and Foundation



Issue

- Gap between budgeted amount and anticipated costs to expand scope
- \$11K budgeted from Town general fund to GPF for 2022
- Funds needed to expand scope exceed 2022 budgeted amount



Issue

- Current GPF/Town of Parker MOU and Cooperation Agreement :
 - No mechanism for Town expenditure reimbursement
 - No mechanism in GPF structure for admin fee recovery from donations
- Previously no tracking of Town staff time on GPF tasks

Transition to Expanded GPF Scope

- ▶ Set-up expanded structure
- ▶ Attract and seat community board members and officers
- ▶ Development



Set-Up Expanded Structure

- Governance documents (already completed)
- Establish mission and goals
- Develop necessary policies and procedures
- Identify specific funding needs and feasibility for funding

Attract and Seat Community Board Members and Officers

- Develop board member and officer profile
- Determine whether seeking members motivated to “build” the Foundation
- Develop selection criteria
- Develop application
- Determine interview process
- Select and seat members

Development

- Identify target donor profile
- Cultivate relationships with prospective donors
- Cultivate relationships with community partners
- Website, marketing, branding, communications
- Non-profit software/CRM
- Develop operating policies and procedures

Critical Path to Greater Parker Foundation Expanded Scope

Current	Interim	Final
Town staff in officer roles No community board members	Town staff in officer roles Community board members	Community members in officer roles Community board members Town staff as liaison(s)**
Acceptance of unsolicited and Cultural donations	Fund Town programs	Fund Town programs and other non- profits
Passive fundraising	Minimal fundraising and potential grant-writing	Full development program; fundraising and grant-writing
Maintain current MOU and COOP with no reimbursement of Town admin costs	Majority of admin and legal costs from Town general fund projected at \$55,000 to \$75,000 for 2022*	Self-sustaining, limited Town subsidy
Minimal Town staff involvement	Significant staff involvement including additional staff positions	Limited staff involvement

*Projections do not include new staff positions

**Exception is a Town Finance representative

Policy Questions

1. What is Council's view on the purpose of the Greater Parker Foundation? What problem are we trying to solve? What need are we attempting to meet?
2. With the governance documents updated, what is Council's direction for transitioning to an expanded scope for GPF?
3. Is Council prepared to "seed" the Foundation's expanded scope in 2022.





MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Dannette Robberson, Assistant Town Administrator
DATE: February 25, 2022
SUBJECT: Community Contributions Program (history and moving forward)

ISSUE:

The Town of Parker Community Contributions Program was created to disperse monetary awards to non-profit organizations and governmental agencies. As more non-profit organizations and governmental agencies seek additional funding sources, staff is seeking clarity and direction from the Mayor and Council regarding the future of the program.

FISCAL/BUDGET IMPACT:

Since 2013, funding for the program has ranged from \$140,000 annually up to \$275,000 annually.

BACKGROUND:

The Community Contributions Program has been in place since at least 2013 and provides cash contributions from the general fund to non-profit organizations and governmental agencies which serve Parker residents. The funding amounts are considered by Council during the annual budget process. The specific dollar amounts considered are based upon the request, not on a particular dollar amount limit per award or on a pre-determined funding pool. The awards granted per organization range anywhere from \$5,000 up to \$75,000.

In 2016, the Town Council provided direction for staff to tighten up the parameters of the program to require the recipients to justify how the money would be spent, how it would benefit Parker, and what outcomes the organization intended to meet. With that, new application forms and criteria were established.

In 2018, during a Town Council budget retreat, Councilmembers gave staff the direction to further refine the award criteria and also expressed concern that some of the award recipients were too heavily reliant on Town funding. With that, staff further enhanced the award criteria and restricted requests to not exceed the previous year's award amount. Additionally, staff implemented a requirement for applicants to deliver a presentation to the Mayor and Council to demonstrate how they intend to utilize the funds and how the funds would benefit Parker residents.

Historically, the same organizations sought funding year after year. In recent years, however, additional organizations have requested funds. Accordingly, staff anticipates that the number of organizations requesting funds will continue to increase. In response, prior to further adjusting the criteria, staff is seeking the Mayor and Council's philosophical views on providing cash

contributions to non-profit organizations from the Town's general fund and what they envision for administering the program in a consistent and equitable manner should it remain. During the presentation, staff will provide further details regarding the program along with viable options for consideration.

To provide reference regarding the administration of the program, the packet includes an overview of the program as published on the Town's website along with a blank application. Additionally, correspondence with one of the 2022 award recipients is provided as an example of staff communication with the applicants/recipients.

RECOMMENDATION:

Staff is seeking direction from the Mayor and Town Council regarding the future of the program. Specific options will be provided during the presentation.

REQUESTED DIRECTION:

Staff is seeking direction from the Mayor and Town Council regarding the program. Specific options will be provided during the presentation.

ATTACHMENT:

1. Community Contribution Program Overview
2. 2022 Community Contribution Application
3. Example Letter - 2021 Application Process for Crisis Center
4. Example Letter - 2021 Award for Crisis Center
5. Example Letter - 2021 Mid-Year Update for Crisis Center
6. 2022 Retreat Community Contribution Grant Program Presentation

PARKER COMMUNITY CONTRIBUTION PROGRAM

Each year the Parker Town Council considers funding requests from non-profit organizations that serve Parker residents. Contributions are awarded during the budget process and must address an existing need in the community, a demonstrated gap in service, or support a Town of Parker Strategic Goal.

Please note that the funding in recent years has been limited and requests may exceed the funds available. Applications are due on August 27, 2021 with Council approval in November or December 2021. Funds will be available January 2022.

Please note, previous year funding levels may not be available in 2021 due to the budget impacts of Covid19.

The Community Contributions Award Committee will review applications based on the following objectives and criteria:

Objectives of the Town of Parker Community Contributions Program

- Build relationships and allow the Town of Parker to partner with community agencies to support shared outcomes.
- Provide the opportunity for our community to identify and respond to local issues, concerns and priorities that align with our priorities and strategic goals.
- Build community capacity and empower the community to take an active role in improving their quality of life.
- Foster community involvement and participation.

Review and Eligibility Criteria

- Organizations must be located within, or offer programs designed to directly benefit the Parker community.
- Contributions should be requested for specific programs, activities and/or events that directly enhance the Parker community.
- The application must address an existing need, demonstrated gap in service or support a strategic goal.
- Applicants must have no outstanding debts to the Town of Parker and be in good standing.
- Funds may not be used for administrative salaries.
- Application shall be submitted by the due date.
- The application is in a fillable format. To assure legibility, please no handwritten applications.
- Applications that are not completed in full will not be considered.

- Fund requests may not exceed the previous year's award amount.
- Contributions are limited to available funding.

Application Process

Nonprofits will be required to submit a Community Contributions Application for Annual Funding to be considered for funding. Nonprofits shall meet application guidelines and submit all documents outlined in the application. The application shall be submitted by the due date. Applications that are not completed in full will not be considered. Failure to submit application by the deadline will be considered forfeiture to submit. Nonprofits receiving funds will be required to make annual presentations to Town Council during the year funds are received. These presentations will be scheduled through the Town Administrator's office.

[Community Contribution Program Application - \(Fillable PDF\)](#)

Review process

Applications will be initially reviewed by staff comprising departments most closely associated with the non-profit's program or service area. Following this initial review, executive staff will meet with the Town Administrator and Finance Director to consider the preliminary recommendations of the department staff. Successful applications are then presented to Town Council for final approval during the annual budget process. All applicants will be notified of their status following Town Council's approval process.

Please submit your funding request by mail or electronically to:

Town of Parker
Attn: Town Administrator's Office
20120 E. Mainstreet
Parker, CO 80138
TownAdministrator@parkeronline.org



TOWN OF PARKER

Community Contributions - Application for Annual Funding

Eligibility Criteria and Requirements:

- Organizations must be located within, or offer programs designed to directly benefit the Parker community.
- Contributions should be requested for specific programs, activities and/or events that directly enhance the Parker community.
- The application must address an existing need, demonstrated gap in service or support a strategic goal.
- Applicants must have no outstanding debts to the Town of Parker and be in good standing.
- Funds may not be used for administrative salaries.
- Application shall be submitted by the due date shown on the application letter.
- The application is in a fillable format. To assure legibility, please no handwritten applications.
- Attached documentation will only be accepted where indicated by checking the appropriate check box within the application.
- Applications that are not completed in full will not be considered.
- Fund requests may not exceed the previous year's award amount.
- Contributions are limited to available funding.

Budget Cycle for Requested Funds: Start: _____ End: _____

Official Organization Name (list any DBA **after** official name)

Mailing Address

City

Zip Code

Physical Address (if different from mailing address)

Organization Phone

Organization Web Site

Primary Contact Person/Title (*Required*)

Phone

Email

Are you an established Federal tax-exempt non-profit agency, in good standing with the Colorado Secretary of State?

☐ Yes ☐ No

Employer Identification Number (EIN): _____ Number of Employees: _____

What percentage of the agency's programs or services benefit Parker residents or Parker businesses? _____

If membership based, what percentage of the agency's membership resides or owns a businesses within the Town of Parker boundaries? _____

		(a) Requested Amount	(b) Budgeted Total Expense For Project or Program	(c) % of Budgeted Expense (a) ÷ (b)
	Title of Funding Request(s)			
1				%
2				%
3				%
	Total Funding Request			

Operating revenues and operating expenses should include cash amounts only (no in-kind support). Figures should be consistent with the financial information shown on the financial statements and projected budgets (on the following page).

	OPERATING REVENUES		OPERATING EXPENSES	
Totals for most recently completed fiscal year	1.		2.	
Current fiscal year budget	3.		4.	
Upcoming fiscal year budget (projected)	5.		6.	

Please submit financial information for **operating** revenue and expenses. Complete the chart or click the box below and attach a detailed budget.

REVENUES:

Earned Revenue	Complete Fiscal Year Actuals	Current Fiscal Year Budget	Upcoming Fiscal Year Budget
Contributed Revenue			
TOTAL OPERATING REVENUES			

NET REVENUE or LOSS <i>Total Revenue minus Total Expenses</i>			
--	--	--	--

List **ALL** activities, events and fundraisers held in the last twelve (12) months. If there are more entries than lines below, click the box below and attach a document with the **remainder** using the same format as below.

☐ Additional entries are attached.

PROJECTED ACTIVITIES, EVENTS AND FUNDRAISING

List activities planned for the Parker community for the year funds are requested or attach documents detailing this information. If there are more entries than lines below, click the box below and attach a document with the **remainder** using the same format as below.

Date(s)	Location	Activity	Projected Total Attendance	Net proceeds

☐ Additional entries are attached.

GRANT/FUNDING REQUESTS FROM ALL AGENCIES

List the grants/funding requests that your organization plans to submit for the upcoming year. Also list the **total** funds requested and the percentage of the total request in the appropriate columns.

Agency	Grant/Funding Request Summary	Amount Requested	Percentage
Town of Parker			
TOTAL OF REQUESTS FOR ALL AGENCIES			

NARRATIVE QUESTIONS

Answer the following questions about your organization. Please complete within the boxes provided. Do not attach additional documentation.

1. Provide your organization's mission statement as adopted by the Board of Directors.

2. Describe your organization's goals and the population served.

3. Discuss how your organization's mission and goals helps to achieve the strategic goals of Town Council.

4. Describe your organization's evaluation process and how change is implemented based on those results.

5. If your organization has a funding deficit, describe how this issue is being addressed at the Board and organizational level.

6. Discuss your organization's collaborative efforts with other agencies or community organizations.

BOARD OF DIRECTORS INFORMATION

1. How often does the Board of Directors meet? ☐ Monthly ☐ Quarterly ☐ Other _____

2. What is the average time commitment required of board members? _____

3. What training has your board participated in over the last 12 months? _____

4. List your current Board Members:

Name	Phone	Email	Title or Position

CURRENT VOLUNTEER INFORMATION

Do you use volunteers with your organization to perform work or provide services? ☐ Yes ☐ No

If no, explain why volunteer activities are not appropriate. _____

Number of volunteers working with your organization: _____

Do you require background checks on volunteers? ☐ Yes ☐ No

Volunteer functions: _____

ASSURANCES

VERIFY THAT THE AUTHORIZING OFFICIAL HAS READ THE ASSURANCES BELOW BY INITIALING:

_____ (initial) Applicant certifies that all information in this application, including attachments and supporting materials, is true and accurate to the best of their knowledge. This application is part of public record.

_____ (initial) Applicant pledges not to discriminate against any employee, volunteer, member or program participant on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, or political service or affiliation. The American with Disabilities Act became law on July 26, 1990. The Act extends civil rights protection to people with disabilities, assuring that they cannot be excluded from participation in any program or facility that is open to the public. The applicant pledges to incorporate access or planning for access for people with disabilities into its program and service delivery. The applicant pledges that they will comply with the Fair Labor Standards Act.

_____ (initial) Applicant agrees to provide the following upon submission of the application:

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Nondiscrimination statement
- ☐ Proof of IRS Federal tax-exempt status
- ☐ Copy of prior year IRS 990
- ☐ Copy of prior year audit or financial statements
- ☐ Copy of current budget or completed financial overview

_____ (initial) Include any supplemental materials (annual report, brochures, programs or any other promotional materials) with the Application for Annual Funding. ☐ Supplemental materials are included.

_____ (initial) Applicant will immediately notify the Town of Parker of any significant financial, programmatic or budgetary changes from those stated in the Funding Application.

_____ (initial) Applicant agrees to attend a Town Council Study Session to showcase the impact of the Town's funding on the organization. This presentation will be scheduled through the Town Administrator's office.

_____ (initial) Applicant agrees to submit a final yearly summary of the organization's accomplishments, how the Town's contribution benefited the organization and a year-end financial report by January 31 of the following year.

Signature of Authorizing Official/Board
Member

Printed Name/Title of Authorizing Official

Date

Signature of Authorizing Staff

Printed Name/Title of Authorizing Staff

Date



Your kind of place.

July 17, 2020

Crisis Center
Attn: Amy McCandless, Director of Development
P.O. Box 631302
Littleton, CO 80236

RE: 2021 Community Contributions Application for Annual Funding

Dear Amy,

The Town of Parker values the contributions that community organizations and agencies make to improve the lives of Parker residents. The goal of the Parker Community Contributions program is to activate Town Council's desire to assist organizations which provide beneficial programs, services and projects, while at the same time recognizing their financial stewardship role in administering taxpayer funds.

Please note, previous year funding levels may not be available in 2021 due to the budget impacts of Covid19.

Objectives of the Town of Parker Community Contributions Program:

- Build relationships and allow the Town of Parker to partner with community agencies to support shared outcomes.
- Provide the opportunity for our community to identify and respond to local issues, concerns and priorities that align with our priorities and strategic goals.
- Build community capacity and empower the community to take an active role in improving their quality of life.
- Foster community involvement and participation.

Application Process:

Nonprofits will be required to submit a Community Contributions Application for Annual Funding to be considered for funding. Nonprofits shall meet application guidelines and submit all documents outlined in application. Application shall be submitted by the due date shown on timeline below. Applications that are not completed in full will not be considered. Failure to submit application by the deadline will be considered forfeiture to submit. Nonprofits receiving funds will be required to make annual presentations to Town Council during the year funds are received. These presentations will be scheduled through the Town Administrator's office.

Application Timeline for 2021 Funds:

- Notice of Request for Application/Proposals released – July 17, 2020
- Community Contributions Application for Annual Funding due – **August 28, 2020**
- Council approval – November/December 2020
- Funds available – January 2021

Review process:

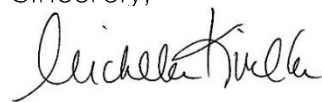
Applications will be initially reviewed by staff comprising departments most closely associated with the non-profit's program or service area. Following this initial review, executive staff will meet with the Town Administrator and Finance Director to consider the preliminary recommendations of the department staff. Successful applications are then presented to Town Council for final approval during the annual budget process. All applicants will be notified of their status following Town Council's approval process.

Please submit your funding request and documents to:

Town of Parker
Attn: Cheri Sullivan
20120 E. Mainstreet
Parker, CO 80138
csullivan@parkeronline.org

If you have any questions regarding this process, please contact Cheri Sullivan, at csullivan@parkeronline.org or 303.805.3293.

Sincerely,



Michelle Kivela
Town Administrator

Enclosure



Your kind of place.

December 8, 2020

Crisis Center
Attn: Amy McCandless
P.O. Box 631302
Littleton, CO 80236

Dear Amy,

The Town of Parker is pleased to continue supporting the Crisis Center with funding in 2021 up to the amount of \$25,000.00.

The contribution will be paid on a quarterly basis; therefore, we request that you submit a detailed invoice at the beginning of each quarter in order to generate payment.

In the spring, we would like to invite you to a Town Council Study Session to showcase the impact of the Town's funding on your organization. We will reach out in March to schedule these sessions.

Finally, as a 2021 recipient of Town Funds and in accordance with the Community Contributions Application, please submit a final yearly summary of your organization's accomplishments, how the Town's contribution benefited your organization and a 2021 financial report by January 31, 2022.

Sincerely,

Michelle Kivela
Town Administrator



Your kind of place.

March 11, 2021

Crisis Center
Attn: Amy McCandless
P.O. Box 631302
Littleton, CO 80236

RE: 2021 Community Contribution Recipient – Update to Town Council

Dear Amy,

We would like to invite you to a Town Council Study Session to showcase the impact of the Town's funding on your organization. Please prepare a presentation, including a summary of your organization's accomplishments, how the Town's contribution benefits your organization and financial reports/statistics correlated to the funding provided by the Town. Study Sessions begin at 5:00 p.m. We will contact you with specifics about the meeting closer to the date you select. The available dates for presentations are:

Monday, May 10
Monday, May 24
Monday, June 14
Monday, June 28
Monday, July 12
Monday, July 26

Additionally, as a 2021 recipient of Town Funds and in accordance with the Community Contributions Application, please mark your calendar to submit a final yearly summary of your organization's accomplishments, how the Town's contribution benefited your organization and a 2021 financial report by January 31, 2022.

We will be reaching out in the next week to schedule a Study Session date for your organization. In the meantime, should you have any questions, please contact Cheri Sullivan, Executive Assistant, at 303.805.3293 or csullivan@parkeronline.org.

Sincerely,

Michelle Kivela
Town Administrator



Community Contributions

GRANT FUNDING



Funding Types

How the Town Gives

- Community Contribution Program
- Sponsorships
- In-Kind Contributions
- Intergovernmental Agreements



TYPES OF GIVING DEFINED

SPONSOR a person or organization that pays the cost of an activity or event (such as a radio or television program, sports event, concert, etc.) in return for the right to advertise during the activity or event. : a person or organization that gives someone money for participating in a charity event (such as a walk or race).

GRANT a sum of money given by a government or other organization for a particular purpose

IN-KIND CONTRIBUTION a contribution of a good or a service other than money

INTERGOVERNMENTAL AGREEMENTS (IGA) any agreement that involves or is made between two or more governments in cooperation to solve problems of mutual concern. Intergovernmental agreements can be made between or among a broad range of governmental or quasi-governmental entities



Funding Types

How the Town Gives

Sponsorships (Some past examples)

- Cherry Creek Valley Rotary Club
- Douglas County Libraries Gala
- Economic Development Partnership Table Sponsorship
- Douglas County Leadership Sponsorship
- Rotary Club of Parker

In-Kind Contributions (some past examples) – No longer in effect.

- Parker Days
- 4th of July 5K Run
- Parker Brewfest
- Art in the Park
- Tour de Cure
- Oktoberfest
- Relay for Life
- Trick or Treat on Mainstreet
- Farmers Market



Funding Types

How the Town Gives

Community Contribution Recipients

- Crisis Center
- Downtown Business Alliance
- Parker Arts and Historical Society
- Parker Chamber of Commerce
- Parker Senior Center
- Metro Denver Homeless Initiative Flex Fund (Metro Mayor's Caucus)

Intergovernmental Agreements

- Douglas County Youth Initiative
- Douglas County Housing Partnership



Why do we give?

Filling Gaps – Addressing Needs

- We don't provide the service
- The service is provided, but not at an adequate level
- It would be more costly for the Town to provide the service

Alignment with Town Priorities

- Active Community
- Community Creativity and Engagement
- Economic Vitality
- Safe and Health Community
- Collaborative Governance
- Balanced Growth

Regional Partners

- Being good neighbors
- Contributing our part to the public and regional good
- Regional project/initiative benefitting Parker



Community Contribution Program

Overview and Background

Background

- Program in place since at least 2013
- Provides cash contributions from general fund to non-profit organizations
- Funding amounts considered during annual budget approval process
- Award amounts based on request versus pre-determined cap or funding pool
- Individual awards have ranged from \$5,000 up to \$80,000 historically
- 2016 – Town Council direction to formalize process and solidify parameters
- 2018 – Town Council direction to refine award criteria – expressed concern of some organizations' heavy reliance on Town funding



Issue

- Historically same organizations have applied annually
- In recent years, additional organizations requesting funds
- Staff anticipates the requests to increase
- Staff seeking Council policy direction before adjusting criteria again
- What is Council's philosophical view on providing cash contributions from the Town general fund?



Program Overview

Objectives of the Town of Parker Community Contributions Program

- Build relationships and allow the Town of Parker to partner with community agencies to support shared outcomes.
- Provide the opportunity for our community to identify and respond to local issues, concerns and priorities that align with our priorities and strategic goals.
- Build community capacity and empower the community to take an active role in improving their quality of life.
- Foster community involvement and participation.

Review and Eligibility Criteria

- Organizations must be located within, or offer programs designed to directly benefit the Parker community.
- Contributions should be requested for specific programs, activities and/or events that directly enhance the Parker community.
- The application must address an existing need, demonstrated gap in service or support a strategic goal.
- Applicants must have no outstanding debts to the Town of Parker and be in good standing.
- Funds may not be used for administrative salaries.

Program Overview

Review and Eligibility Criteria Continued

- Application shall be submitted by the due date.
- The application is in a fillable format. To assure legibility, please no handwritten applications.
- Applications that are not completed in full will not be considered.
- Fund requests may not exceed the previous year's award amount.
- Contributions are limited to available funding.

Review Process

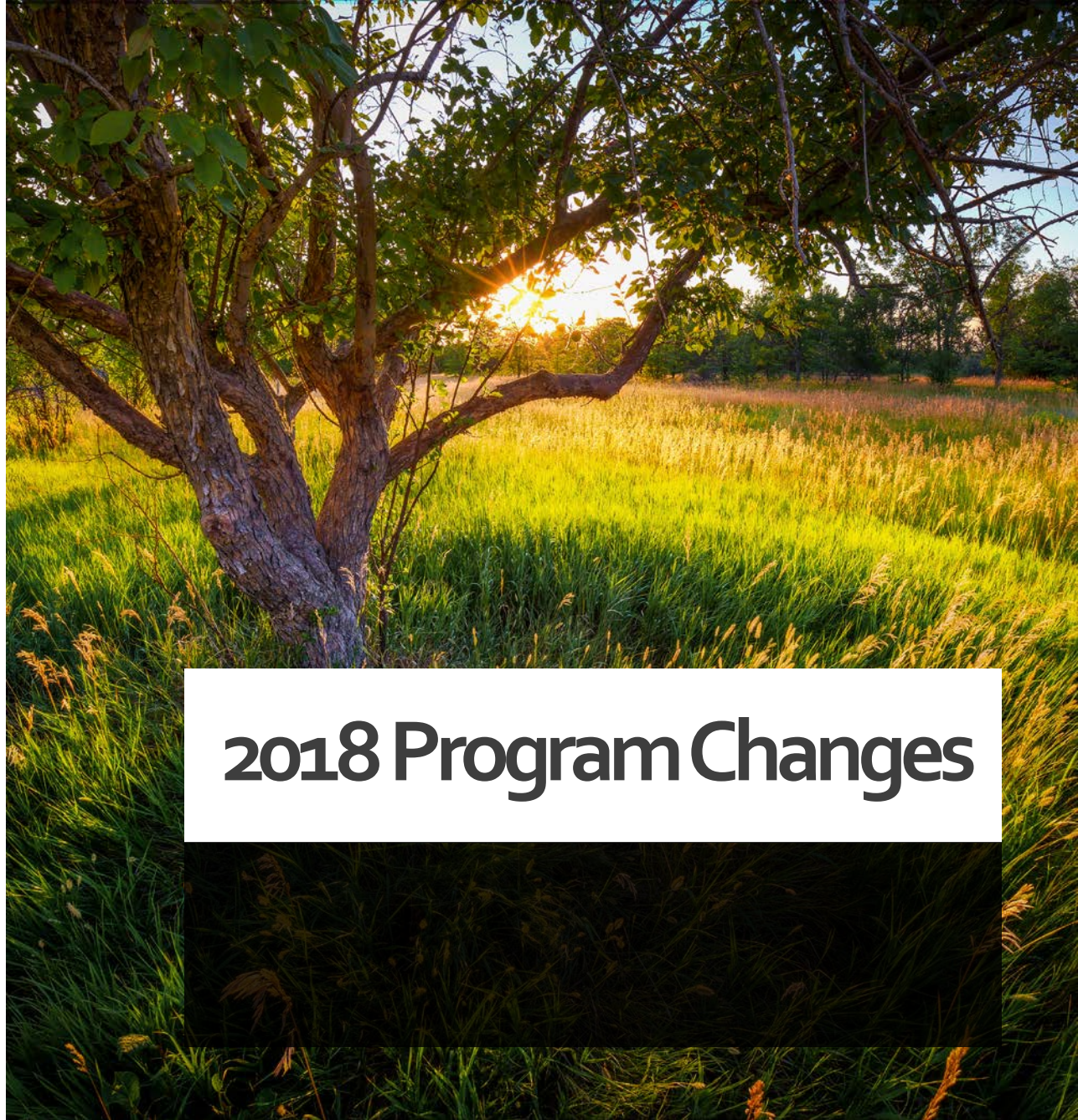
- Initial review by staff comprised of stakeholder Town departments
- Meeting with Town Administrator and Finance Director for consideration of preliminary staff recommendations
- Staff recommendations presented to Council during annual budget meetings
- Awards notifications issued after budget adoption

Application Review Process

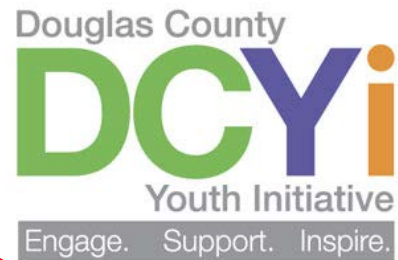
Overview

- Amount requested may not exceed amount awarded in previous year
- Applicant must address an existing need, a demonstrated gap in service or support a strategic goal
- Objectives for the partnering agencies:
 - Build relationships with Town to support shared outcomes.
 - Identify and respond to local issues, concerns and priorities that align with Town priorities and strategic goals.
 - Empower the community to take an active role in improving their quality of life.
 - Foster community involvement and participation
- Assigned staff reviewed applications and met to discuss requests and proposed award amounts

- Council direction for recipients to move toward reduced reliance on Town funds
- Fund requests may not exceed the previous year award amount
- Recipients required to make annual presentations to Mayor and Town Council



2018 Program Changes



Applicants

2022 Organizations



Applicant Comparison

2018 to 2022

Organization	2018 Approved	2019 Approved	2021 Approved	2022 Approved
Downtown Business Alliance	\$5,000	\$5,000	\$6,850	\$6,850
Parker Area Historical Society	\$7,840	\$7,840	\$7,840	\$7,840
Crisis Center	\$25,000	\$25,000	\$25,000	\$25,000
Parker Chamber of Commerce	\$45,000	\$30,000	\$30,000	\$30,000
Parker Area Task Force	\$75,000	\$75,000	-	-
Parker Senior Center	\$84,000	\$76,000	\$76,000	\$80,000
Total	\$241,840	\$218,840	\$145,690	\$149,690

*As required by current IGA.



Should the Town be in the Grant Funding Business?



If yes, to what extent?

Council Policy Considerations

Do you want to continue funding the community contribution program from the general fund?

YES

NO

Funding pool or awarding based on request?

Funding pool: Finance Director to set amount during budget period. Would need to revise structure to operate as a formal grant program.

Funding based on request: This option is status quo and awards would be considered on a case-by-case basis. Criteria would still need to be revised.

Concluded – Staff will come back to Council for further discussion and recommendations regarding historical award recipients: allocate funding to related/appropriate department or formal partnership agreements – i.e., DBA to Economic Development; PAHS through Cultural Fund, Senior Center through Parks and Rec fund

Strategic Planning & Performance Measures

Mayor and Council Retreat
February 25, 2022

TOWN OF PARKER



PARKER
COLORADO



Strategic Priorities



Active
Community



Safe and Healthy
Community



Community
Creativity and
Engagement



Economic
Vitality



Visionary
Community
through Balanced
Growth



Collaborative
Governance

TOWN OF PARKER



PARKER
COLORADO

How do we operationalize our strategic priorities?



TOWN OF PARKER



PARKER
COLORADO

DEPARTMENTAL STRATEGIES (cont)



SUPPORT AN ACTIVE COMMUNITY

2022 Departmental Strategies

- Work with at least one new partner to the Cultural Department on a free event for the community
- Redesign the Parker Parks and Recreation website
- Within the Recreation Department, achieve designated cost recovery goals by Service Category areas
- Implement a Parks, Recreation and Open Space Commission
- Increase Senior and Therapeutic Recreation program opportunities
- Construct the Trails at Crowfoot Park by spring of 2022 including a multi-use sports field, baseball field, tennis courts, pickleball courts, picnic/shade shelters, playground, nine-hole disc golf course, and trails.
- Complete the construction drawings and specifications for the development of the Harvie Open Space in 2023
- Complete the planning, design, and construction of the O'Brien Park Playground improvements
- Complete the update to the 2005 Bicycle and Pedestrian Plan and adopt it as part of the Transportation Master Plan





FOSTER COMMUNITY CREATIVITY AND ENGAGEMENT

2022 Departmental Strategies

- Implement a Parker Youth Commission to provide an opportunity for the youth of Parker to acquire a greater knowledge of and appreciation for the local government process through active participation and to support a higher level of civic involvement by youths
- Create at least one new education program for either senior citizens or people with disabilities through the Cultural Department
- Redesign the Town of Parker website and Employee Intranet
- Implement and promote new Town of Parker volunteer management system and website
- Implement a memorial tree program
- Work with an artist to have a mural painted within the newly renovated East/West Trail Jordan Undercrossing



Department: Public Works

2022 GOALS

Streets

Promote a Safe and Healthy Community

- Clean/sweep 13,000 miles of streets and remove 1,100 tons of street debris
- Meet or exceed the Town's commitment to the Regional Air Quality Council (RAQC) for sweeping the Town's sanded network following snow events

Engineering

Develop a Visionary Community Through Balanced Growth

- Propose revisions to the Town's Storm Drainage and Environmental Criteria Manual to incorporate minor revisions necessary since the last revision in 2014

Traffic Services

Promote a Safe and Healthy Community

- Complete Warrant studies of six relatively high-volume locations to see if new traffic signals are needed
- Install two rectangular rapid flash beacon (RRFB) pedestrian crossing locations and install a curve guidance warning system

Innovate with Collaborative Governance

- Deploy new traffic responsive equipment in support of DRCOG grant and develop new algorithms for all new areas

Develop a Visionary Community Through Balanced Growth

- Complete the construction of the following traffic signals: Parker Road/Parkglenn, Motsenbocker Road/French Creek Avenue, and Chambers Road/Crowfoot Valley Road/Bayou Gulch Road



GENERAL FUND: EXPENDITURES

Department: Public Works

PERFORMANCE MEASURES BY STRATEGIC GOAL

Engineering

	2018	2019	2020	2021
Develop a Visionary Community through Balanced Growth				
• OUTPUT MEASURE: Number of right-of-way permits administered and inspected Right-of-way permits are an indicator of the amount of utility and development construction occurring in the Town that requires oversight and inspection by Engineering staff.	200	300	300	200
• OUTPUT MEASURE: Number of site plans reviewed and inspected Site plans are one indicator of the amount of development occurring in the Town which requires Engineering staff to review and inspect public improvements associated with those projects.	100	100	130	100

Streets

Promote a Safe and Healthy Community				
• OUTPUT MEASURE: Square yards of streets milled and resurfaced by Town contractors Maintaining Town streets at a high level allows for safe and efficient travel by residents as well as protecting the investment.	118,699	114,600	57,782 ¹	90,000
• OUTPUT MEASURE: Number of potholes repaired by Town crews The quick repair of potholes assures residents that the Town is responsive and engaged in maintaining the community. These repairs ensure that the roadway does not deteriorate further.	566	720	1,301	685





Active Community

Parker will demonstrate our commitment to the health of our community, both indoors and out by providing access to outstanding parks, trails and recreation amenities and activities. We promote a healthy lifestyle and work to meet the needs of a diverse, multigenerational community.





Community Creativity and Engagement

Parker will stimulate community creativity and engagement through high-quality cultural and educational programs and amenities. These will include family-friendly community events, accessible cultural venues, state-of-the-art facilities and innovative lifelong learning opportunities, all of which are vital to a creative community.





Economic Vitality

Parker will be an area leader for economic growth by supporting the development of thriving businesses and industry. We will play a critical role in shaping quality of life, creating a sense of place, and providing fiscal stability for the community.





Safe and Healthy Community

Parker will promote the public health and safety of our community by protecting our residents' welfare through prevention services and a safe transportation network. Parker fosters a feeling of personal safety and security through a visible, responsive public safety presence and a proactive focus on prevention, intervention and safety education.





Collaborative Governance

Parker will support transparency, accountability, and fiscal sustainability by using innovative techniques to optimize performance. We engage in regional relationships and governing partnerships, including our education, fire, water providers and governmental agencies. Parker employs a high quality, dedicated workforce to support these goals.



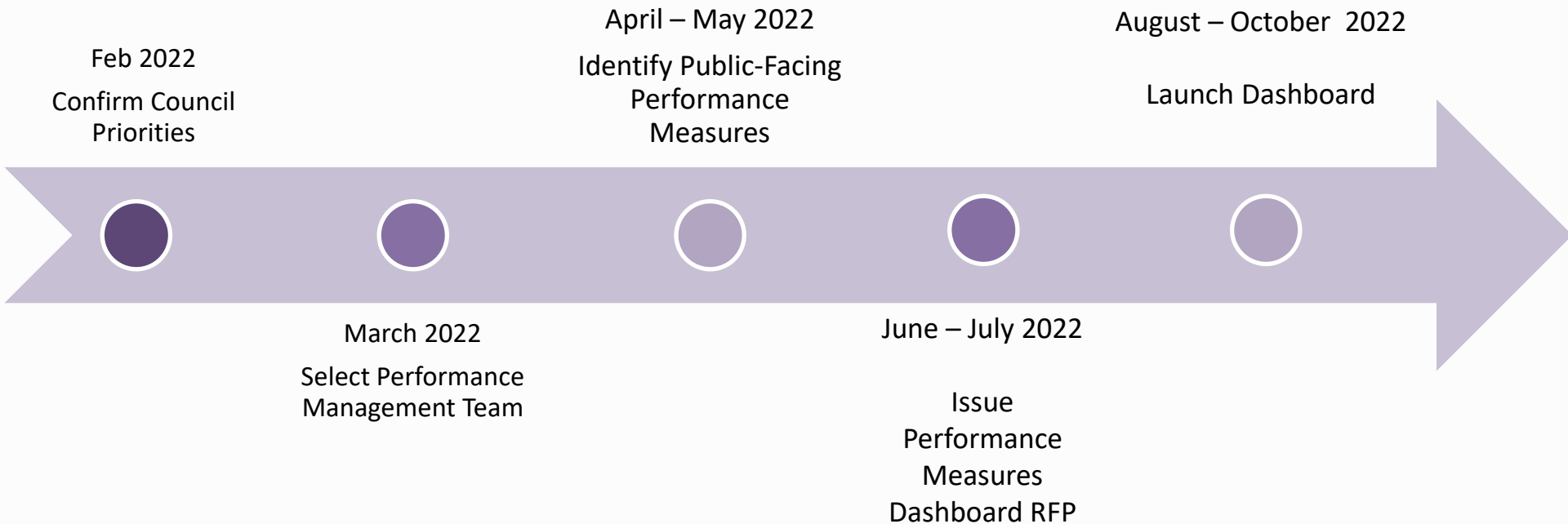


Visionary Community Through Balanced Growth

Parker will demonstrate our commitment to balanced growth, community development and infrastructure using a visionary plan for a sustainable future. We support a healthy, future-focused community with exceptional services and a hometown feel. Parker supports well-planned development and excellent infrastructure.



Strategic Plan & Performance Measures Dashboard Timeline



Wrap-Up

- Staff is continuing to refine the process.
- Council confirmation on any new priorities to add? Revise existing?
- Staff to “wordsmith” any changes or newly identified priorities





MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Michelle Kivela, Town Administrator
DATE: February 25, 2022
SUBJECT: Elected Officials Job Descriptions/Strategic Leadership

ISSUE:

Staff was directed to prepare "job descriptions" for the Mayor and Councilmember roles to assist during the candidate orientation. There was a request to include a discussion on strategic leadership as part of this item.

FISCAL/BUDGET IMPACT:

none

BACKGROUND:

This agenda item is in follow up to the July 23, 2021 Mayor & Council Retreat as part of the Elected Officials Value Statement and Commitments topic. Staff was directed to prepare "job descriptions" for the Mayor and Councilmember roles to assist during the candidate orientation. Part of the discussion also focused on strategic leadership and it was requested to continue this discussion.

RECOMMENDATION:

Review and discussion

REQUESTED DIRECTION:

ATTACHMENT:

1. COUNCILMEMBER DESCRIPTION 2022
2. MAYOR DESCRIPTION 2022

Town of Parker, Colorado

Town Councilmember Position Overview

Parker Charter - Section 3.1 - Town Council

All powers of the Town not otherwise limited or conferred upon others by the Town of Parker Charter shall be vested in a Town Council. The Council shall consist of six (6) members but may be increased or decreased after published notice and public hearing, by ordinance passed by a two-thirds (2/3) majority vote of the entire Council. Any such increase or decrease in the number of Councilmembers shall not become effective until the next regular municipal election following the passage of the ordinance.

The Council shall have the power to enact and provide for the enforcement of all ordinances necessary to protect life, health, safety, welfare and property; to declare, prevent and summarily abate and remove nuisances; to preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof; to enforce ordinances and regulations by ordaining fines not exceeding one thousand (\$1,000) dollars or imprisonment not exceeding one (1) year, or both fine and imprisonment for each and every offense; to provide for the granting of probation and the conditional suspension of sentences by the Municipal Court; and to delegate to boards and commissions, within limitations of the Constitution and this Charter, such functions, powers and authority of the Town as it deems proper and advisable. No enumeration or particular powers granted to the Council shall be construed to impair any general grant of power herein contained or granted by the State Constitution, nor to limit any such grant of powers of the same class or classes as those so enumerated.

(Ord. 1.76, §1, 1994)

Requirements for Holding Councilmember Office

- Must be at least 18 years of age
- Must be a registered voter of the Town.
- Must be a current resident of the Town and have resided in incorporated Town of Parker for not less than one year at the time of nomination.

Town Council Official Positions

- Six Councilmembers are elected by the citizens to four-year staggered terms.
- Town elections are non-partisan; candidates are elected-at-large, not by districts or political affiliations.
- Regular municipal elections are held in November of even-number years.
- Councilmembers may not serve more than four (4) four-year terms of office, in their lifetime, whether as Mayor or Councilmember.

Transacting Town Business

- Town Charter authorizes Council to enact and provide for the enforcement of ordinances (laws).
- Appoints the Town Attorney, Town Administrator and Municipal Judge and responsible for directing and evaluating the three positions.
- May consult with Directors on issues, with consultation on Town Administrator. Direction is only given to the Town Administrator or Town Attorney.
- Requests for information should always include The Town Administrator, Town Attorney and the Town Council as a means of information sharing.
- Approves the Town budget and makes policy-level decisions.
- All Town Boards and Commissions are appointed by the Town Council.
- Note: should be skilled in the use of computers and the ability to learn various software programs in order to transact Town business.
- Refer to the Town Charter for a complete listing of Council duties and authority.

Meetings

- Council Meetings are on the 1st and 3rd Monday of each month at 7 p.m. to conduct the business of the Town. Meetings are usually preceded by Executive Sessions at 5:00 p.m. to discuss legal issues.
- Council shall prescribe the rules of procedure governing meetings. All regular and special meetings of the Council are open to the public and the public have a reasonable opportunity to be heard.
- Four members of the Council constitutes a quorum.
- Study sessions are held on the 2nd and 4th Mondays at 5:00 p.m. for in-depth discussion of current issues and policies.
- Special meetings or workshops occasionally occur.
- Two Councilmembers may request a special meeting, subject to 72-hour notice, as provided by the Charter.
- Emergency meetings may be held if at least 4 members of Town Council consent and all Councilmembers are notified, if practical.

Meeting Preparation

- Provided an agenda and informational meeting packet with support documents.
- Review packet and associated materials prior to each meeting.
- Communicate with Town Administrator, Department Directors and/or the Town Attorney prior to meetings to gather any additional information or input.

Strategic Planning

- Participate in annual goal-setting and strategic planning with staff and Council.
- Review and establish public policies with Council.
- Review and approve the annual budget, tax levy, and capital improvements program.
- Participate in civic events to provide leadership and stay abreast of programs and trends to improve the community.

Community Engagement

- Represent the Town on working committees, and serve as liaisons to boards, commissions and/or community groups.
- Participate in public events and ceremonial duties
- As the representatives of the citizens, often receive calls, email, letters or meeting requests from citizens and community groups.

Time Commitment

- Average of between 10 - 20 hours per week on Council related activities. (That time can increase depending on the committee and liaison assignments.)
- Also expected to participate in working retreats - opportunities and policy discussion for Council and staff, which are typically held on a Friday.
- In addition to scheduled time commitments, Councilmembers spend considerable time preparing for discussion and deliberation of complex Town business. This includes but is not limited to; reading staff provided information packets in advance of public meetings, meeting with Town Administrator/Town Attorney or their designee to better understand issues, reading ancillary documents, and attending staff presentations on background information.
- Onboarding at beginning of term may include an additional of up to 4 hours per week for 4 months.

Compensation

- \$1,163.80 per month.
- Salary is adjusted annually at the beginning of each new fiscal year by the U.S. Bureau of Labor Statistics Consumer Price Index for Denver-Boulder, All Items, All Urban Consumers, or its successor index.
- Councilmembers and their qualified dependents may have access to the Town's group health insurance plan, dental plan and vision plan. Councilmembers are responsible for all premiums associated with the plans.

Town of Parker, Colorado

Town Mayor Position Overview

Parker Charter - Section 4.1 - The Mayor

The Mayor shall be the presiding officer of the Council and the recognized head of the Town government for all legal and ceremonial purposes. He shall have no vote upon any question except in the case of a tie-vote, when he shall be allowed to vote. The Mayor shall have the authority within twenty-four (24) hours to veto any ordinance or resolution passed by the Council. In the event of such a veto, the resolution or ordinance shall be void and of no effect unless the Council shall at a following regular meeting approve the ordinance or resolution by a two-thirds (2/3) majority vote of the total Council. All contracts in writing binding the Town, all conveyances of interests in land by the Town, all ordinances and resolutions, and any other documents requiring his signature shall be signed by the Mayor (or person acting as Mayor as provided in Section 3.3) except as otherwise provided by ordinance and attested by the Town Clerk under the Seal of the Town.

(Amended by special election, 11/5/96)

Requirements for Holding Mayor Office

- Must be at least 18 years of age
- Must be a registered voter of the Town.
- Must be a current resident of the Town and have resided in incorporated Town of Parker for one year at the time of nomination.

Mayor Official Position

- Elected by the citizens to a four-year term.
- Town elections are non-partisan; candidates are elected-at-large, not by districts or political affiliations.
- Regular municipal elections are held in November of even-number years.
- May not serve more than four (4) four-year terms of office, in their lifetime, whether as Mayor or Councilmember.

Duties

- The Mayor is the presiding officer of the Town. He is the recognized head of Town government for all ceremonial and legal purposes.
- The Mayor presides at the meetings of the Council. Has no vote except in the case of a tie-vote, when he/she shall be allowed to vote.
- The Mayor is the spokesman for the Council.
- The Mayor may request a special session, subject to 72-hour notice, as provided by the Charter.
- The Mayor has the authority within twenty-four (24) hours to veto any ordinance or resolution passed by the Council. In the event of such a veto, the ordinance or resolution shall be void and no effect unless the Council at a following regular meeting approves the ordinance or resolution by a two-thirds (2/3) vote of the total Council.
- The Mayor shall execute and authenticate legal instruments requiring his or her signature as such official. The Mayor shall exercise such powers and perform such other duties as are or may be conferred and imposed upon him or her by the Charter or ordinances of the Town.
- The Mayor signs the ordinances, resolutions, proclamations and contracts passed or adopted by the Council. The absence or omission of the signature of the Mayor does not affect the validity of any ordinance, resolution or proclamation or the validity of the approval by the Council.
- The Mayor consults with the Council on proposed Council liaison appointments to various community partners and commissions.
- Conduct, in consultation with the Town Council, the annual review of the Town Administrator and Town Attorney for the purpose of contract renewals, including salary adjustments, subject to Town Council approval.

Meetings

- Council Meetings are on the 1st and 3rd Monday of each month at 7 p.m. to conduct the business of the Town. Meetings are usually preceded by Executive Sessions at 5:00 p.m. to discuss legal issues.
- All regular and special meetings of the Council are open to the public and the public have a reasonable opportunity to be heard.
- Study sessions are held on the 2nd and 4th Mondays at 5:00 p.m. for in-depth discussion of current issues and policies.
- The Mayor may request a special session, subject to 72-hour notice, as provided by the Charter.
- Special meetings or workshops occasionally occur.
- Emergency meetings may be held if at least 4 members of Town Council consent and all Councilmembers are notified, if practical.

Meeting Preparation

- The Mayor is provided an agenda and informational meeting packet with support documents.
- The Mayor conducts the Mayor's Agenda Review (MAR) session with the Town Administrator, Town Attorney and necessary Directors to review the packet and associated materials prior to each meeting.
- The Mayor should be skilled in the use of computers and the ability to learn various software programs in order to transact Town business.

Strategic Planning

- The Mayor shall participate in annual goal-setting and strategic planning with staff and Council.
- The Mayor shall review and establish public policies with Council.
- The Mayor shall participate in civic events to provide leadership and stay abreast of programs and trends to improve the community.

Community Engagement

- The Mayor shall represent the Town on the Metro Mayor's Caucus, working committees, and serve as liaisons to boards, commissions and/or community groups.
- The Mayor shall participate in public events and ceremonial duties
- As the representatives of the citizens, the Mayor often receives calls, email, letters or meeting requests from citizens and community groups.

Time Commitment

- Average of between 10 and 20 hours per week on Town related activities. (That time can increase depending on the committee and liaison assignments.)
- Also expected to participate in working retreats - opportunities and policy discussion for Council and staff, which are typically held on a Friday.
- In addition to scheduled time commitments, considerable time spent preparing for discussion and deliberation of complex Town business. This includes but is not limited to; reading staff provided information packets in advance of public meetings, meeting with Town Administrator/Town Attorney or their designee to better understand issues, reading ancillary documents, and attending staff presentations on background information.

Compensation

- \$1,454.76 per month.
- Salary is adjusted annually at the beginning of each new fiscal year by the U.S. Bureau of Labor Statistics Consumer Price Index for Denver-Boulder, All Items, All Urban Consumers, or its successor index.
- The Mayor and qualified dependents may have access to the Town's group health insurance plan, dental plan and vision plan. Councilmembers are responsible for all premiums associated with the plans.



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Jim Maloney, Town Attorney
Jamie Wynn, Assistant Town Attorney

DATE: February 25, 2022

SUBJECT: 2022 Election Calendar

ISSUE:

November 8, 2022, Election Calendar and PowerPoint

FISCAL/BUDGET IMPACT:

The Town Clerk has budgeted the funds for the 2022 election.

BACKGROUND:

Attached is the election calendar for the November 8, 2022, regular Town election. The attached PowerPoint addresses the key election dates, potential changes to the Town's Home Rule Charter, whether Town Council is considering a TABOR question, and appointing a Councilmember to assist the Mayor in hosting the pre-candidate and candidate meetings.

RECOMMENDATION:

Review and discuss.

REQUESTED DIRECTION:

For review and discussion.

ATTACHMENT:

1. Election Calendar for 11/8/2022 Election
2. 2022 Retreat Attorney Presentation

Election Calendar for November 8, 2022, General Election Under Title 1 Election Code

What follows is an election calendar and checklist for the November 8, 2022, coordinated election **with** candidates, a TABOR issue and/or regular ballot question.

ELECTION CALENDAR AND CHECKLIST (Josh/Anne/Cheryl)

March 1, 2022 (tentative)

Notice with election information posted on Town website and election personnel rule reminders emailed to Town employees.

10th day of each month = July 10-October 10, 2022

Town Clerk must deliver new registration records to County Clerk. C.R.S. § 1-2-202(2).

At least 100 days before election = July 5 (Tues.) or 18 (Mon.), 2022, Town Council Meetings (Fri., July 29; 100 days is Sun., July 31)

Adopt Resolution setting November 8, 2022, as election date coordinated with Douglas County. C.R.S. § 1-7-116(5). [2/7/2022 TC agenda]

Last day to notify Douglas County, in writing, of Town's participation in coordinated election. C.R.S. § 1-7-116(5). [**Clerk to send letter after 2/7/2022.**]

Adopt Resolution calling a election on November 8, 2022, for TABOR ballot question. [*No later than July 18, 2022, Town Council meeting*]

July 18, 2022 (Mon.)(with 2nd reading Aug. 1) (quorum needed)

Last meeting to have First Reading on TABOR ballot question ordinance and/or regular ballot question.

Last meeting to have First Reading on IGA ordinance

July 27, 2022 (Wed.) @ 6:00 p.m.

Staff/pre-candidate meeting.

August 1, 2022 (quorum needed)

Last meeting to have Second Reading on TABOR ballot question ordinance and/or regular ballot question.

Last meeting to have Second Reading on IGA ordinance

91 days before election = August 9, 2022 (Tues.)

First day for candidates to circulate nomination petitions. C.R.S. § 1-4-805.

_____ **80 days before election = August 19, 2022 (Fri.) (80 days is Sat., 8/20)**

_____ Last day to correct the address library report

_____ Last day to certify annexations, inclusions and/or exclusions

_____ **71 days before election = August 29, 2022 (Mon.)**

Last day for candidates to circulate nomination petitions. C.R.S. § 1-4-805.

_____ **70 days before election = August 30, 2022 (Tues.)**

Last day to sign IGA with County. C.R.S. § 1-7-116(2).

* First Reading July 18, 2022 – IGA ordinance **(quorum needed)**

* Second Reading August 1, 2022 – IGA ordinance **(quorum needed)**

_____ **67 days before election = September 2, 2022 (Fri.)**

Last day for candidates to amend nomination petitions, if necessary. C.R.S. § 1-4-805.

_____ **September 7, 2022 (Wed.) @ 6:00 p.m.**

Staff/candidate meeting (determine ballot order).

_____ **60 days before election = September 9, 2022 (Fri.)**

Last day to certify order of the ballot and ballot content to county clerk and recorder.
C.R.S. § 1-5-203(3)(a).

_____ **46 days before election = September 23, 2022 (Fri.)**

_____ Written comments must be filed with Town Clerk. C.R.S. § 1-7-901(4).

_____ Written TABOR comments must be filed with Town Clerk. C.R.S. § 1-7-901(4).

_____ Last day to file pro/con statements on ballot issues with Town Clerk, and for
Town Clerk to summarize comments received (Town Clerk only summarizes
comments received from registered Town voters). C.R.S. § 1-7-901(4).

_____ **43 days before election = September 26, 2022 (Mon.)**

Last day for Town Clerk to prepare regular & TABOR notice and deliver to County
Clerk. C.R.S. § 1-7-904.

_____ **October 1, 2022 (Sat.)**

First day for election signs. Paragraph 13.09.040(b)(2) PMC.

_____ **32 days before election = October 7, 2022 (Fri.)**

_____ Last day for County Clerk to print ballots. C.R.S. § 1-5-403(1). (County Clerk makes initial voter registration available.)

_____ Last day to mail notice of election for ballot issues (as provided by the IGA) [*previously was C.R.S. § 1-7-117(3) , but 117 was repealed*].

_____ **25 days before election = October 3, 2022 (Mon. TC meeting) (quorum needed) [Oct. 14, 2022 (Fri.) is actually 25 days before when county needs to be advised]**

Last day for Town to withdraw regular & TABOR ballot issue(s) or ballot question(s) from ballot (by resolution). C.R.S. § 1-5-208(2).

_____ **October 10, 2022 (Mon.) (which is 29 days before election)**

Town Clerk to deliver in person registration records to County Clerk (last time). C.R.S. § 1-2-202(2) (*statute does not say "29 days prior," but does say by 10th of each month*)

_____ **22 days before election = October 17, 2022 (Mon.)**

_____ First day mail ballots may be sent to voters C.R.S. § 1-7.5-107(3)(a) (*Friday before, if date falls on Sat., Sun., state holiday, or federal holiday recognized by the US Postal Service*)

_____ Last day to register to vote at a voter registration drive C.R.S. § 1-2-201(3)(b)(I) (*next day after, if date falls on Sat., Sun., state holiday, or federal holiday recognized by the US Postal Service*)

_____ **21 days before election = October 18, 2022 (Tues.)**

First FCPA contribution reports must be filed with Town Clerk. C.R.S. § 1-45-108(2)(a)(II)

_____ **20 days before election = October 19, 2022 (Wed.)**

_____ Last day to post website notice (ballot issue concerning debt or financial obligation) C.R.S. § 1-7-908(1)(a).

_____ Last day for County Clerk to post election signs at polling places. C.R.S. § 1-5-106 [*at each entrance and inside*].

_____ Last day for County Clerk to publish notice of election. C.R.S. § 1-5-205(1) [*publish at 20 days, post at 10 days (see below)*].

_____ **18 days before election = October 21, 2022 (Fri.)**

Last day mail ballots may be sent to voters C.R.S. § 1-7.5-107(3)(a)

_____ **15 days before election = October 24, 2022 (Mon.)**

_____ Last day for County to appoint board of canvassers. C.R.S. § 1-10-201(1) [*statute says 15 days for a NONcoordinated election, but "in accordance with IGA" for coordinated*].

_____ Early voting begins. [C.R.S. § 1-8-202, "early voting," was repealed. C.R.S. § 1-7.5-107.2 states voter may vote upon receipt of mail ballot. C.R.S. § 1-5-102.9(1)(a)(I) states county must have "voter service or polling center" available 15 days before election.]

_____ **10 days before election = October 28, 2022 (Fri.) [10 days is Sat., 10/29]**

Last day for County Clerk to post notice of election. C.R.S. § 1-5-205(1.3). [*publish 20 days before, post 10 days before until 2 days after*]

_____ **Friday before election = November 4, 2022**

Second FCPA contribution reports must be filed with Town Clerk. C.R.S. § 1-45-108(2)(a)(II)

_____ **Election Day = November 8, 2022 (Tues.)**

_____ Polls open at 7:00 a.m. and close at 7:00 p.m. Any voters standing in line at the close of the polls (7:00 p.m.) are permitted to cast their vote. C.R.S. § 1-7-101.

_____ Drop box open at 7:00 a.m. and close at 7:00 p.m. Any voters standing in line at the close of the polls (7:00 p.m.) are permitted to cast their vote. C.R.S. § 1-7-101(1.5).

_____ May register to vote in election (at voter service or polling center). C.R.S. § 1-2-201(3)(b)(5).

_____ After all votes have been read and counted, judges must file certificate and statement. C.R.S. § 1-7-601(1).

_____ **1 day after election = November 9, 2022 (Wed.)**

Last time for Town Clerk to deliver in person registration records to County Clerk. C.R.S. § 1-2-202(2)

_____ **November 15, 2022 (Tues.)**

Last day to remove election signs. §13.09.040 of the Parker Municipal Code.

November 21, 2022, (Mon.) @ 3:00 p.m.

New Official orientation meeting (onboarding process begins).

November-December (after orientation and before swearing in)

Onboarding meetings with Town department directors to get overview of departments (dates and times to be determined).

22 days after election = November 30, 2022 (Wed.)

Last day for County board of canvassers to reconcile, certify abstract of votes and transmit to Secretary of State. C.R.S. § 1-10-102(1).

28 days after election = December 6, 2022 (Tues.)

Last day to request recount. C.R.S. § 1-10.5-106(2).

10 days after certificate of returns is filed = ? (December 10, 2022, Sat.)

____ Last day to contest the election. C.R.S. § 1-11-213(4).

____ Last day for County Clerk to make available for inspection a certificate of votes cast for and against each ballot issue. C.R.S. § 1-11-103(2).

30 days after election = December 8, 2022 (Thurs.)

Final FCPA contribution reports must be filed with Town Clerk. C.R.S. § 1-45-108(2)(a)(II).

37 days after election = December 15, 2022 (Thurs.)

Last day for County Clerk to complete recount. C.R.S. § 1-10.5-106(2).

December 19, 2022 [must be after last day to recount, Dec. 15]

Swearing in of new Councilmembers. (If no recount, swear in on December 12, 2022.)

25 months and one day after election = December 9, 2024

Election records may be destroyed. C.R.S. § 1-7-802.

NOVEMBER 8, 2022, ELECTION (Candidates / Election Ballot Issues)

1. Town Council candidates – three Town Council seats.
2. Election ballot issue – Charter questions?
3. Election ballot issue – TABOR (tax/debt question)?
4. Draft Election Calendar for candidates/issues included with retreat materials.

Town Council Candidates' Election Key Dates

- Pre-Candidate Orientation: Wednesday, July 27, 2022
- Circulate Petitions: Tuesday, August 9, 2022 – 1st day
- Petitions Due to Town Clerk: Monday, August 29, 2022
- Candidate Orientation: Wednesday, September 7, 2022
- Election Signs: Saturday, October 1, 2022 – 1st day
- Mail Ballots: Monday, October 17, 2022 – 1st day
- Election: Tuesday, November 8, 2022
- Initial Public Official Onboarding: Monday, November 21, 2022
- Swearing In: Monday, December 19, 2022
(12/12/2022, if no recount)

CHARTER BALLOT QUESTIONS?

- First reading Charter ballot question(s): Tuesday, July 5, 2022
- First reading election IGA with Douglas County: Tuesday, July 5, 2022
- Second reading Charter ballot question(s): Monday, July 18, 2022
- Second reading election IGA with Douglas County: Monday, July 18, 2022
- Potential Charter questions include Section 3.1 (fines/jail), Section 8.3c. (oath of police officers), Section 4.6 (personnel regulations) & change Charter reference from Town Administrator to Town Manager

SECTION 3.1 TOWN COUNCIL

Section 3.1 Town Council.

The Council shall have the power to enact and provide for the enforcement of all ordinances necessary to protect life, health, safety, welfare and property; to declare, prevent and summarily abate and remove nuisances; to preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof; to enforce ordinances and regulations, by ordaining fines, ~~not exceeding one thousand (\$1000) dollars~~ or imprisonment, or both fine and imprisonment ~~not exceeding one (1) year~~ for each and every offense, with such fines and length of imprisonment to be established by ordinance; to provide for the granting of probation and the conditional suspension of sentences by the Municipal Court; and to delegate to boards and commissions, within limitations of the Constitution and this Charter, such functions, powers and authority of the Town as it deems proper and advisable. No enumeration or particular powers granted to the Council shall be construed to impair any general grant of power herein contained or granted by the State Constitution, nor to limit any such grant of powers of the same class or classes as those so enumerated.

The recommendation to amend Section 3.1 of the Charter is to establish authority for the Town Council to set fines and imprisonment by ordinance. Currently, the Town Charter limits Town Council's authority to a maximum fine of \$1,000 and one (1) year in jail. However, under state law, the municipal courts of statutory cities and town's are authorized to impose a fine of \$2,650 (adjusted for inflation commencing on January 1, 2014) and imprisonment of 364 days.

SECTION 8.3 DEPARTMENT OF POLICE

Section 8.3 Department of Police.

c. Before entering upon the duties of ~~his the~~ office of police officer for the Town of Parker, every police officer, ~~including the Chief of Police~~ shall take and subscribe before a judge, ~~or~~ the Town Clerk, or the Chief of Police, an oath or affirmation that ~~the officer he~~ will support the Constitution and the laws of the United States and of the State of Colorado, the Charter and ordinances of the Town, and will faithfully perform the duties of the office upon which ~~he the officer~~ is about to enter. Before entering upon the duties of the office of the Chief of Police, such individual shall take and subscribe before a judge or the Town Clerk, an oath or affirmation that the individual will support the Constitution and the laws of the United States and of the State of Colorado, the Charter and ordinances of the Town, and will faithfully perform the duties of the office of the Chief of Police.

The recommendation to amend Section 8.3c. of the Charter is to authorize the Chief to administer the oath to new police officers. The Charter currently authorizes the judge or Town Clerk to administer the oath.

SECTION 4.6 OF THE CHARTER

Section 4.6 - Departments Created. The administrative functions of the Town may be performed by including but not limited to the following departments: Water and Sanitation, Fire, Streets, Police, Finance, Executive, Parks and such other departments as are or may be established by this Charter or by ordinances of the Town. The Town, within a reasonable time, shall provide policies and procedures for such departments created. The Council may by ordinance create, consolidate or merge any of the departments, whether set forth in the Charter or created by ordinance, in order to achieve more efficient operation or administration. All departments of the Town, except as otherwise provided in this Charter, shall be under the supervision and control of the Town Administrator. ~~The Council may by ordinance or personnel regulations provide for the manner in which the department heads supervise, control and discipline employees of departments that are created by this Charter or by ordinance.~~

The recommendation to amend Section 4.6 of the Charter is to make this section consistent with the 2019 amendment to Section 15.19 of the Charter, which authorized the Town Administrator to prepare the Personnel Manual for the Town.

CHARTER REFERENCE TO TOWN ADMINISTRATOR

The recommendation is to amend the Charter reference to “Town Administrator” by replacing all such references with “Town Manager.”

TABOR BALLOT QUESTION?

- Town Council resolution calling election for TABOR question: Tuesday, July 5, 2022
- First reading TABOR ballot question ordinance: Monday, July 18, 2022
- First reading election IGA with Douglas County: Monday, July 18, 2022
- Second reading TABOR ballot question ordinance: Monday, August 1, 2022
- Second reading election IGA with Douglas County: Monday, August 1, 2022
- Certify ballot order and ballot content to Douglas County Clerk: Friday, September 9, 2022
- Town Clerk prepares and delivers TABOR notice to Douglas County Clerk: Monday, September 26, 2022
- Any interest in placing a TABOR question on the ballot?

TOWN COUNCILMEMBER HOST

The Town hosts pre-candidate and candidate meetings before each Town Council election. Typically, the Mayor and one Councilmember host these meetings. The retreat provides the opportunity for selecting the Councilmember that will support the Mayor in hosting these two meetings.

The recommendation is to select a Town Councilmember to serve with the Mayor in hosting the pre-candidate and candidate meetings.