

TOWN OF PARKER COUNCIL AGENDA

April 18, 2022

Notes:

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

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

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

Public comment for items that are not on the agenda may be made in person, by Zoom or electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments in person, electronically through the website or via Zoom, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments provided electronically through the website that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

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

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

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

1. TOWN COUNCIL MEETING SCHEDULE

- A. 6:30 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. DOWNTOWN BUSINESS ALLIANCE UPDATE

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

4. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

5. **CONSENT AGENDA**

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion. Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion.

A. *APPROVAL OF MINUTES - April 4, 2022*

B. *ORDINANCE NO. 1.559 - First Reading*

A Bill for an Ordinance to Release a Portion of the Slope Easement for Hess Road Associated with Pine Bluffs Filing 4, Amendment 1, Lot 3, Pursuant to Section 13.07.120(c)(5) of the Parker Municipal Code

Department: Engineering and Public Works, Alex Mestdagh

Second Reading: May 16, 2022

C. *ORDINANCE NO. 9.328.1 - First Reading*

A Bill for an Ordinance to Approve the First Amendment to the Intergovernmental Agreement By and Between the Town of Parker and the Board of County Commissioners of the County of Douglas Regarding Cost Sharing for the Lincoln Avenue (Jordan to Parker Road) Project

Department: Engineering and Public Works, Bob Exstrom

Second Reading: May 2, 2022

D. *ORDINANCE NO. 3.213.7 - First Reading*

A Bill for an Ordinance to Amend the Cottonwood Highlands Development Plan and Guide, and the Zoning Ordinance and Map to Conform Therewith

Department: Community Development, Stacey Nerger

Second Reading: May 2, 2022

E. *ORDINANCE NO. 9.334.1 - First Reading*

A Bill for an Ordinance Approving the First Amendment to Agreement Regarding Design and Construction of Drainage and Flood Control Improvements for Cherry Creek at Dransfeldt Road (Agreement No. 21-05.04A Project No. 108515) by and between Urban Drainage and Flood Control District d/b/a Mile High Flood District, the Town of Parker, and Cherry Creek Basin Water Quality Authority

Department: Engineering and Public Works, Michael Grabczyk

Second Reading: May 2, 2022

F. *RESOLUTION NO. 22-016*

A Resolution Approving the Town of Parker Comprehensive Facility Master Plan

Department: Engineering and Public Works, Jim Gilbert

G. *RESOLUTION NO. 22-019*

A Resolution Accepting the Conveyance of a Drainage Easement from Brytar Parker CO LP, for a Portion of Horseshoe Ridge Subdivision 3rd Amendment (Learning Express)

Department: Engineering and Public Works, Alex Mestdagh

- H. *RESOLUTION NO. 22-020*
A Resolution Accepting the Conveyance of a Drainage Easement from Brytar Parker CO LP, for a Portion of Horseshoe Ridge Subdivision 3rd Amendment (Commercial LDE)
Department: Engineering and Public Works, Alex Mestdagh
- I. *RESOLUTION NO. 22-021*
A Resolution Accepting the Conveyance of a Drainage Easement from NLD Parker LLC, for a Part of Lot 6, Parker and Pine Filing 1
Department: Engineering and Public Works, Alex Mestdagh
- J. *RESOLUTION NO. 22-022*
A Resolution Accepting the Conveyance of a Drainage Easement from Cobblestone Denver Propco, LLC, for Lot 6, Country Meadows Square, 3rd Amendment
Department: Engineering and Public Works, Alex Mestdagh
- K. *CONTRACT OVER \$100,000*
1. *2022 Fleet Replacement - Ken Garff - Minor Modification*
Amount: \$4,186
Contractor: Ken Garff Ford
Department: Engineering and Public Works, Jim Gilbert
2. *Security Cameras for Recreation Center and Fieldhouse*
Amount: \$159,899.24
Contractor: ESI - Electronic Systems International, Inc.
Department: Parks, Recreation and Open Space, Mary Colton
3. *Boiler Replacement for Town Hall*
Amount: \$276,576
Contractor: Holbrook Services
Department: Engineering and Public Works, Jim Gilbert
4. *Downtown Circulation Improvements (CIP21-018) – Contract Modification*
Amount: \$50,000
Contractor: T & M Construction, LLC
Department: Engineering and Public Works, Tom Gill
5. *Fieldhouse Roof Top Unit Replacement*
Amount: \$150,000
Contractor: Daikin Mechanical
Department: Engineering and Public Works, Jim Gilbert

6. ORDINANCES

A. ORDINANCE NO. 9.348 - Second Reading

A Bill for an Ordinance Approving the Agreement Regarding Design and Construction of Development Improvement Project for Drainage and Flood Control Improvements for Stroh Gulch Upstream of French Avenue Tanterra Town of Parker By and Between Urban Drainage and Flood Control District dba Mile High Flood District and the Town of Parker (Agreement No. 22-03.35 Project No. 107465)

Department: Engineering and Public Works, Alex Mestdagh

B. ORDINANCE NO. 9.349 - Second Reading

A Bill for an Ordinance to Approve the Intergovernmental Agreement for Court Clerk Services By and Between the Town of Parker and the City of Lone Tree

Department: Town Administrator, Michelle Kivela

7. PUBLIC COMMENTS CONTINUED IF NECESSARY

8. ADJOURNMENT

Parker Town Council

Executive Session Agenda

April 18, 2022

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

1. Potential sale/vacation of Town-owned right-of-way located in the vicinity of Mainstreet and Jordan Road

**TOWN OF PARKER COUNCIL
MINUTES
APRIL 4, 2022**

Mayor Jeff Toborg called the Town Council meeting to order at 6 p.m. All Councilmembers were present.

Town Attorney Kristin Hoffmann announced the topics for discussion in Executive Session were two (2) items which were to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b) concerning Section 15.10 of the Parker Home Rule Charter (potential Charter amendments), and Section 4.03.380 concerning Finance Director remedies in case of nonpayment of sales taxes by a taxpayer.

EXECUTIVE SESSION

Cheryl Poage moved and John Diak seconded to go into Executive Session at 6:03 p.m., to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

The motion was approved unanimously.

Todd Hendreks moved and Joshua Rivero seconded to come out of Executive Session at 6:42 p.m.

The motion was approved unanimously.

Cheryl Poage moved and Todd Hendreks seconded to recess the regular Town Council meeting until 7 p.m.

The motion was approved unanimously.

REGULAR MEETING

Mayor Toborg reconvened the regular Town Council meeting at 7 p.m.

The Mayor led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

The Mayor and Councilmember Hefta recognized Jim Meador, Nicole Gutherless and Holly Wilson with KidsTown Parker for their professionalism, kindness and their high quality childcare services provided to parents and caregivers.

Mayor Toborg presented a Proclamation to Madison Lengel with the Office of District Attorney, John Kellner, of the 18th Judicial District for Victims' Rights Week, April 24-30, 2022.

PUBLIC COMMENTS

Michael Schecker, 12769 Ventana Street, spoke in favor of electronic collars for dogs and asked the Town Council to consider a change in the leash law ordinance.

REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

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

CONSENT AGENDA

- A. *APPROVAL OF MINUTES - March 21, 2022*

- B. *ORDINANCE NO. 9.348 - First Reading*
A Bill for an Ordinance Approving the Agreement Regarding Design and Construction of Development Improvement Project for Drainage and Flood Control Improvements for Stroh Gulch Upstream of French Avenue Tanterra Town of Parker By and Between Urban Drainage and Flood Control District dba Mile High Flood District and the Town of Parker (Agreement No. 22-03.35 Project No. 107465)
Department: Engineering and Public Works, Alex Mestdagh
Second April 18, 2022
Reading:

- C. *ORDINANCE NO. 9.349 - First Reading*
A Bill for an Ordinance to Approve the Intergovernmental Agreement for Court Clerk Services By and Between the Town of Parker and the City of Lone Tree
Department: Town Administrator, Michelle Kivela
Second April 18, 2022
Reading:

- D. *RESOLUTION NO. 22-017*
A Resolution Authorizing the Possession and Consumption of Alcoholic Beverages in Discovery Park, Subject to Certain Conditions
Department: Cultural, Carrie Glassburn

- E. *RESOLUTION NO. 22-024*
A Resolution to Amend the Administrative Organization Plan for the Town of Parker
Department: Town Administrator, Michelle Kivela

F. CONTRACTS OVER \$100,000

1. *2022 Townwide Pavement Preservation Program (CIP22-009)*
Amount: \$1,831,338.09
Contractor: Vance Brothers, Inc.
Department: Engineering and Public Works, Danny Smith
2. *Contract with IREA/CORE to Relocate Electrical Facilities Related to the Mainstreet North Sidewalk Project (Victorian Drive to PACE Center Drive)*
Amount: \$198,860.20
Contractor: CORE Electric Cooperative
Department: Engineering and Public Works, Bob Exstrom
3. *Zoom UCaaS Phone System*
Amount: \$402,000 over 5 years
Contractor: Carahsoft
Department: Finance, Matt Lynch
4. *Cottonwood Drive Widening CIP 20-004 Professional Services Agreement – Contract Modification*
Amount: \$97,465.00
Contractor: Felsburg Holt & Ullevig
Department: Engineering and Public Works, Tom Gill
5. *2022 Townwide Roadway Reconstruction Program*
Amount: \$107,000
Contractor: Stanley Consultants
Department: Engineering and Public Works, Tom Gill
6. *Police Records Management System Rehost and Hybrid to Web Migration Services - Contract Amendment*
Amount: \$67,470.00
Contractor: Central Square Technologies
Department: Police Department, Jim Tsurapas
Police Department, Ron Combs

Joshua Rivero moved to approve Consent Agenda items 5A through 5F.

Todd Hendreks seconded the motion.

A roll call vote was taken:

Joshua Rivero - yes

Cheryl Poage - yes

Todd Hendreks - yes

John Diak - yes

Anne Barrington - yes

Laura Hefta - yes

The motion was approved unanimously.

PUBLIC HEARINGS

ORDINANCE NO. 1.553.1 - Second Reading (*Continued from March 21, 2022*)

A Bill for an Ordinance to Adopt the 2022 Revised Budget for the Town of Parker and to Make Appropriations for the Same

Department: Finance, Jennifer Campbell

The Public Hearing was opened at 7:20 p.m.

Budget adjustments for the current year are submitted to Council for consideration several times per year on an as needed basis. Adjustments fall into two categories: carryovers and supplemental amendments. Carryovers are the re-appropriation of unspent, budgeted funds from the prior year into the current year. They include multi-year capital projects for which the full project cost is budgeted in the first year. Supplemental amendments consist of additional or new appropriation requests that were not anticipated at the time the budget was developed.

Section 9.12 of the Parker Home Rule Charter provides the authority under which these adjustments may occur. In the case of carryover requests, the available cash from the previous year is the source of funding. For supplemental amendments, new revenue or available cash is the source of funding.

There are supplemental expenditures in the amount of \$932,500 for this year and carryovers from 2021 in the amount of \$34,984,623.

Public Comment: None.

The Public Hearing was closed at 7:33 p.m.

Cheryl Poage moved to approve Ordinance No. 1.553.1 on second reading.

John Diak seconded the motion.

A roll call vote was taken:

Joshua Rivero - yes

Cheryl Poage - yes

Todd Hendreks - yes

John Diak - yes
Anne Barrington - yes
Laura Hefta - yes

The motion was approved unanimously.

ADJOURNMENT

Joshua Rivero moved to adjourn the meeting at 7:40 p.m.

John Diak seconded the motion.

A roll call vote was taken:

Joshua Rivero - yes
Cheryl Poage - yes
Todd Hendreks - yes
John Diak - yes
Anne Barrington - yes
Laura Hefta - yes

The motion was approved unanimously.

Chris Vanderpool, Town Clerk

Jeff Toborg, Mayor



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 1.559 - First Reading**
A Bill for an Ordinance to Release a Portion of the Slope Easement for Hess Road Associated with Pine Bluffs Filing 4, Amendment 1, Lot 3, Pursuant to Section 13.07.120(c)(5) of the Parker Municipal Code
Department: Engineering and Public Works, Alex Mestdagh
Second May 16, 2022
Reading:

EXECUTIVE SUMMARY

This ordinance, if approved, would release a portion of a slope easement held by the Town on Lot 3, Pine Bluffs Filing 4, Amendment 1.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

In 2004, the Town acquired a slope easement over portions of the Pine Bluffs development in order to accommodate the construction of Hess Road east of Parker Road. This easement was necessary to allow the backslope of the roadway grading to be tied-in on the adjacent properties.

This slope easement included a portion of Lot 3, Pine Bluffs Filing No. 4, Amendment 1, which is now proposed to be developed as a commercial property within the Pine Bluffs development. With the roadway slope now constructed and established, the portion of the slope easement located on this property is no longer necessary, provided the property is developed in accordance with the proposed site plan. The property owner has requested that the portion of the easement on this lot be vacated to remove the encumbrance.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)

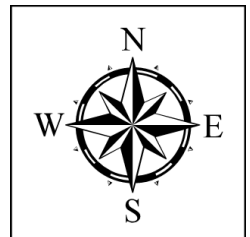


ATTACHMENTS

1. Vicinity Map
2. Ordinance 1.559

RECOMMENDED MOTION

I move to approve Ordinance No. 1.559 on first reading and to schedule second reading for May 16, 2022, as part of the consent agenda.



ORDINANCE NO. 1.559, Series of 2022

TITLE: A BILL FOR AN ORDINANCE TO RELEASE A PORTION OF THE SLOPE EASEMENT FOR HESS ROAD ASSOCIATED WITH PINE BLUFFS FILING 4, AMENDMENT 1, LOT 3, PURSUANT TO SECTION 13.07.120(c)(5) OF THE PARKER MUNICIPAL CODE

WHEREAS, KW Pine Ridge, LLC, granted a slope easement to the Town of Parker, a Colorado home rule municipality (the “Town”), for the purpose of providing adequate lateral support and stability for Hess Road and Hilltop Road, pursuant to a Slope Easement Agreement dated January 16, 2004, and recorded at Reception No. 2004038435 of the Douglas County Clerk and Recorder's Office (the “Slope Easement”);

WHEREAS, the Slope Easement provides that KW Pine Ridge, LLC, “agree that this Easement may be released by [the Town] upon the construction of an approved development on the Easement Property which provides the necessary subadjacent support and protection of Hess Road and Hilltop Road that is created by this Easement;”

WHEREAS, the Town has previously released portions of the Slope Easement through two quit claim deeds dated September 14, 2009, and recorded at Reception Nos. 2009073095 and 2009073096, respectively, as well as a Partial Release of Slope Easement dated April 7, 2014, and recorded at Reception No. 2014037425 of the Douglas County Clerk and Recorder’s Office;

WHEREAS, application has been made to release a portion of the Slope Easement that is described in **Exhibit A**, which is attached hereto and incorporated by this reference (the “Release Request”);

WHEREAS, although construction has not yet begun on the property described in Exhibit A, the Town determined that there is sufficient subadjacent support along this portion of the Easement Property and desires to release the real property described in Exhibit A to KW Pine Ridge, LLC, upon completion of the Town of Parker Public Works final inspection;

WHEREAS, the Release Request was heard by the Town Council; and

WHEREAS, the Town Council desires to approve the Release Request and release the real property described in Exhibit A to KW Pine Ridge, LLC.

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

Section 1. The Town Council of the Town of Parker hereby releases that portion of the Slope Easement described in Exhibit A and deems such portion of the Slope Easement to be null, void and of no further force and effect.

Section 2. The Town Council hereby directs the Town Clerk to record this Ordinance with the Douglas County Clerk and Recorder upon the effective date of this Ordinance.

Section 3. **Safety Clause.** The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 4. **Severability.** If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SLOPE, DRAINAGE AND INCIDENTAL PURPOSES EASEMENT DESCRIBED IN THE DOCUMENT RECORDED AT RECEPTION No. 2004038435 OF THE DOUGLAS COUNTY RECORDS, SITUATED IN THE SOUTHEAST QUARTER OF SECTION 27, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6th PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

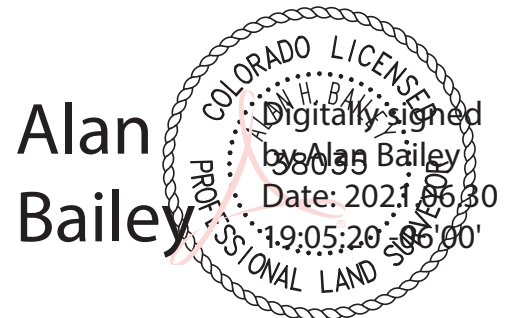
THAT PORTION OF SAID SLOPE, DRAINAGE AND INCIDENTAL PURPOSES EASEMENT WITHIN THE BOUNDARY OF LOT 3, PINE BLUFFS FILING No. 4, AMENDMENT No. 1 AS SHOWN ON THE PLAT RECORDED AT RECEPTION No. 2018035165 OF SAID DOUGLAS COUNTY RECORDS.

CONTAINING 8,737 SQUARE FEET (0.20 ACRES) MORE OR LESS.

SEE ATTACHED EXHIBIT FOR DESCRIBED EASEMENT AREA.

PREPARED BY:
ALAN H. BAILEY PLS No. 38035

ON BEHALF OF
BAILEY PROFESSIONAL SOLUTIONS, LLC
5737 SOUTH KENTON STREET
ENGLEWOOD, CO 80111
303.587.1672

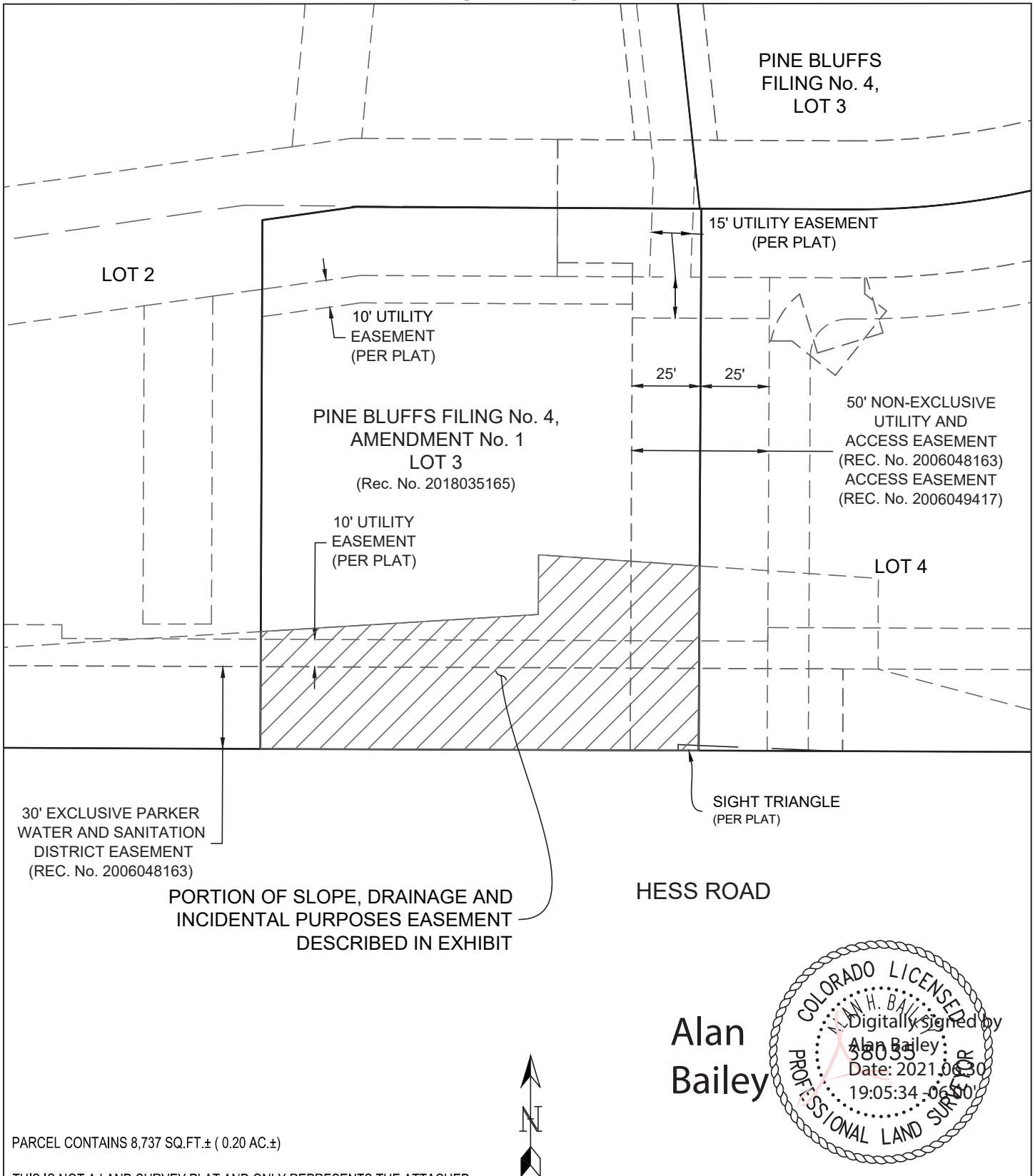


PROJECT:	ROTH-17-02 PINE BLUFFS
FILE:	EASEMENT- SLOPE VACATION.DWG
CHECKED:	AHB DRAWN: RJE DATE: 6/30/2021

bps | BAILEY
PROFESSIONAL
SOLUTIONS

BAILEY PROFESSIONAL SOLUTIONS, LLC
5737 SOUTH KENTON STREET
ENGLEWOOD, CO 80111
303.587.1672
BAILEYPROFESSIONALSOLUTIONS.COM

EXHIBIT A
SHEET 2 OF 2



30' EXCLUSIVE PARKER
WATER AND SANITATION
DISTRICT EASEMENT
(REC. No. 2006048163)

PORTION OF SLOPE, DRAINAGE AND
INCIDENTAL PURPOSES EASEMENT
DESCRIBED IN EXHIBIT

HESS ROAD

SIGHT TRIANGLE
(PER PLAT)

PARCEL CONTAINS 8,737 SQ.FT.± (0.20 AC.±)

THIS IS NOT A LAND SURVEY PLAT AND ONLY REPRESENTS THE ATTACHED
PARCEL DESCRIPTION.

Alan
Bailey



50 0 50
ORIGINAL SCALE: 1"=50'

PROJECT: ROTH-17-02 PINE BLUFFS
FILE: EASEMENT- SLOPE VACATION.DWG
CHECKED: AHB DRAWN: RJE DATE: 6/30/2021

bps

BAILEY
PROFESSIONAL
SOLUTIONS

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5737 SOUTH KENTON STREET
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BAILEYPROFESSIONALSOLUTIONS.COM



Request for Town Council Action

Date: April 18, 2022

Submitted By: Bob Exstrom, Project Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 9.328.1 - First Reading**
A Bill for an Ordinance to Approve the First Amendment to the Intergovernmental Agreement By and Between the Town of Parker and the Board of County Commissioners of the County of Douglas Regarding Cost Sharing for the Lincoln Avenue (Jordan to Parker Road) Project
Department: Engineering and Public Works, Bob Exstrom
Second May 2, 2022
Reading:

EXECUTIVE SUMMARY

The purpose of this ordinance is to approve the First Amendment to the Intergovernmental Agreement (IGA) with Douglas County for the advancement of the proposed Lincoln Avenue widening project design effort. This IGA amendment is needed to formalize negotiations and jointly fund the continuing design effort.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Over the past two decades, the Town has been anticipating the widening of Lincoln Avenue between Jordan Road and Parker Road. The project is a critical component to the Parker area's long-term roadway transportation plan and will help to reduce congestion within and around the Town of Parker. Due to the regional significance of the roadway, the project needs to be coordinated with Douglas County. After several years of discussions with Douglas County staff, the Town and County moved forward with an IGA in 2021 to start the conceptual/preliminary design of this roadway widening. Town Council approved the original IGA in May 2021.

After approval of the original IGA, Town and County staff moved forward with a three-month consultant selection process and Felsburg Holt & Ullevig (FHU) was selected from six preselected firms from the County's on-call listing. Town Council approved the conceptual/preliminary design contract in September 2021, and services started shortly thereafter. Currently, conceptual design efforts are wrapping up and preliminary and final design efforts are remaining. The Town and Douglas County would like to continue utilizing the consultants previously selected to continue to advance this design. The Town and Douglas

County have both appropriated \$500,000 as part of their 2022 budgets (\$1,000,000 total) to fund the continued design effort. The Town and Douglas County have agreed to a 50/50 split on this continuing design effort for completion by December 31, 2023. To formalize this agreement, an amendment to the IGA is needed, which requires an ordinance.

Construction is currently anticipated to commence in the first half of 2024 and continue into 2025. An additional (future) IGA amendment or new IGA will be needed to solidify construction funding from Douglas County.

The Douglas County Board of County Commissioners is scheduled to review this IGA amendment at their meeting on April 26, 2022.

FINANCIAL IMPACT

Funding has been appropriated for this continuing design effort in the Streets Capital Projects Fund (301-4310).

STRATEGIC GOAL(S)



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH

ATTACHMENTS

1. Vicinity Map
2. Ordinance 9.328.1

RECOMMENDED MOTION

I move to approve Ordinance No. 9.328.1 on first reading and to schedule second reading for May 2, 2022, as part of the consent agenda.

Lincoln Avenue Widening Vicinity Map

E-470

PINE LN

JORDAN RD

Lincoln Avenue Widening
to 6 Lanes
Jordan Road to Parker Road

LINCOLN AVE

TWENTY MILE RD

PARKER RD

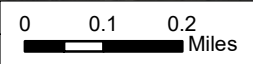
MAIN STREET

Gulch

Newlin

Creek

Cherry



ORDINANCE NO. 9.328.1, Series of 2022

TITLE: A BILL FOR AN ORDINANCE TO APPROVE THE FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE TOWN OF PARKER AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS REGARDING COST SHARING FOR THE LINCOLN AVENUE (JORDAN TO PARKER ROAD) PROJECT

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

Section 1. The Town Council of the Town of Parker hereby approves the First Amendment to the Intergovernmental Agreement by and between the Town of Parker and the Board of County Commissioners of the County of Douglas Regarding Cost Sharing for the Lincoln Avenue (Jordan to Parker Road) Project, which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT 1

FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF PARKER AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO, REGARDING COST SHARING FOR LINCOLN AVENUE (JORDAN TO PARKER ROAD)

THIS FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (“**First Amendment**”) is made and entered into this ____ day of _____, **2022**, by and between the Town of Parker, Colorado, a Colorado home rule municipality (the "**Town**"), and the Board of County Commissioners of Douglas County, State of Colorado, (the "**County**"), hereinafter collectively referred to as the "**Parties**."

RECITALS

WHEREAS, the Parties entered into the Intergovernmental Agreement (the “Agreement”) concerning advancing the design and construction associated with improving and widening Lincoln Avenue between Jordan and Parker Road (the “Project”); and

WHEREAS, as part of this First Amendment, the County desires to voluntarily contribute up to an additional \$500,000, which represents approximately fifty percent (50%) of the additional consultant services needed to further advance the design for the Project, and the Parties agree to provide additional time for completion of the additional design, as provided in **Section D**, as shown below; and

WHEREAS, the Parties desire to amend the Agreement in accordance with the terms and conditions stated in this First Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the Parties hereto agree to this First Amendment to the Agreement, including modifications to the following Sections:

Section A. **Section 2** of the Agreement titled, “Project Cost Estimate,” is hereby amended as follows:

As part of this First Amendment, the Parties agree to revise the Project budget from the original Five Hundred Thousand Dollars and No Cents (\$500,000.00) to One Million Five Hundred Thousand Dollars and No Cents; (\$1,500,000.00) and the Parties’ contribution shall be in accordance with the amounts stipulated in **Section B** and **Section C** shown below and based on the actual Project expenditures performed by the Qualified Engineer.

Section B. The first full Paragraph of **Section 3** of the Agreement, titled “County Contribution and Responsibilities,” is amended to provide as follows:

As part of this First Amendment, the County agrees to pay to the Town an additional amount not to exceed Five Hundred Thousand Dollars and No Cents

(\$500,000.00). With approval of this First Amendment, the total contribution from the County shall not exceed Seven Hundred Fifty Thousand Dollars and No Cents (\$750,000.00), hereinafter referred to as the "County Contribution" for the sole purpose of further advancing the design of the Project associated with paying for a portion of the professional services performed by the Qualified Engineer. In no event will the County be liable for paying the Town any amount more than the County Contribution, including for any additional work authorized by the Town or for any unforeseen project costs or claims.

Section C. As a part of this Agreement, the last full Paragraph of **Section 4** of the Agreement titled "Town Contribution and Responsibilities," is amended to provide as follows:

At the completion of the additional design services performed by the Qualified Engineer or termination of the Qualified Engineer, the Town will provide written notification to the County regarding any unused project funding; and the County shall be refunded fifty percent (50%) of any amount of the difference between the actual Project expenditures and the increased Project Cost Estimate, which has been revised and is now estimated to equal One Million Five Hundred Thousand Dollars and No Cents; (\$1,500,000.00). The Town shall refund the County within forty-five (45) days for any reasons stipulated above.

Section D. **Section 5** of the Agreement, titled "Time of Performance," is replaced in its entirety with the following:

The Parties acknowledge and agree that the design of the Project shall be substantially completed on or before **December 31, 2023**.

Section E. **Section 10** of the Agreement, titled "Additional Documents," is amended by the addition of the following language to the end of the Section:

The Town and the County acknowledge and agree that the Agreement has been modified to include the additional information and provisions identified in this First Amendment.

The remainder of the Agreement shall be unchanged and in full force and effect.

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

IN WITNESS WHEREOF, this First Amendment is executed by the Parties hereto as of the date first written above.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY

_____, Chair

ATTEST:

APPROVED AS TO CONTENT:

Kristin Randlett,
Clerk to the Board

Douglas J. DeBord,
County Manager

APPROVED AS TO FORM:

APPROVED AS TO FISCAL CONTENT:

Chris Pratt,
Senior Assistant County Attorney

Andrew Copland,
Director of Finance



Request for Town Council Action

Date: April 18, 2022

Submitted By: Stacey Nerger, Senior Planner
Bryce Matthews, Planning Manager
John Fussa, Community Development Director

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 3.213.7 - First Reading**
A Bill for an Ordinance to Amend the Cottonwood Highlands Development Plan and Guide, and the Zoning Ordinance and Map to Conform Therewith
Department: Community Development, Stacey Nerger
Second May 2, 2022
Reading:

EXECUTIVE SUMMARY

The applicant, Parkerhouse Road, L.L.C., has submitted an application to amend the Cottonwood Highlands Planned Development (PD) to rezone a portion of Planning Area East to continue to permit assembly uses on a portion of the site while continuing to allow commercial uses. The proposed rezoning would create two (2) new Planning Areas: one (1) for churches and other assembly uses and another for commercial uses that support the retail and service needs of nearby residents. The subject property is located at the southeast corner of the intersection of Jordan Road and Parkerhouse Road immediately north of E-470.

The Town Council, in reviewing this request, shall consider the following factors:

1. A need exists for the proposal;
2. The particular parcel of ground is indeed the correct site for the proposed development;
3. There has been an error in the original zoning; or
4. There have been significant changes in the area to warrant a zone change;
5. Adequate circulation exists and traffic movement would not be impeded by development; and
6. Additional municipal service costs will not be incurred which the Town is not prepared to meet.
7. There are minimal environmental impacts or impacts can be mitigated.
8. The proposal is consistent with the Town Master Plan maps, goals and policies.
9. There is adequate waste and sewage disposal, water, schools, parks and recreation, and other services to the proportional degree necessary due to the impacts created by

the proposed land uses.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The applicant, Parkerhouse Road, L.L.C., has submitted an application to amend the Cottonwood Highlands PD that would rezone a portion of Planning Area East to permit assembly uses, including churches, on a portion of the site. The applicant proposes to rezone approximately 14.5 acres located at the southeast corner of the intersection of Jordan Road and Parkerhouse Road from Highway Commercial, creating two (2) new Planning Areas. The first Planning Area will consist of approximately 9.1 acres (62.7% of the property) and will be named Retail to permit appropriate commercial uses including retail, services and restaurants. The second Planning Area will consist of approximately 5.4 acres (37.3% of the property) and will be named Assembly to permit assembly uses, including, but not limited to, churches.

The proposed amendment to the Cottonwood Highlands PD is consistent with the Parker 2035 Master Plan recommendations for the E-470 Mixed-Use Character Area. This includes the recommendation that "Land uses appropriate within this Character Area include a variety of higher intensity uses including multifamily, senior housing, assisted-living facilities, office, retail and restaurants (Parker 2035 Master Plan p. 6.6)." In addition, the proposed PD amendment will improve the zoning by tailoring the types of permitted commercial uses to focus on those that are compatible with the surrounding area while meeting the retail and service needs of local residents.

The proposed amendment to the Cottonwood Highlands PD also addresses and is consistent with the Town's approval criteria for rezoning applications contained in the Land Development Ordinance and listed above.

The Planning Commission will hold a public hearing on the application and make a recommendation to the Town Council at its meeting on April 14, 2022.

FINANCIAL IMPACT

None

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



ENHANCE ECONOMIC
VITALITY

ATTACHMENTS

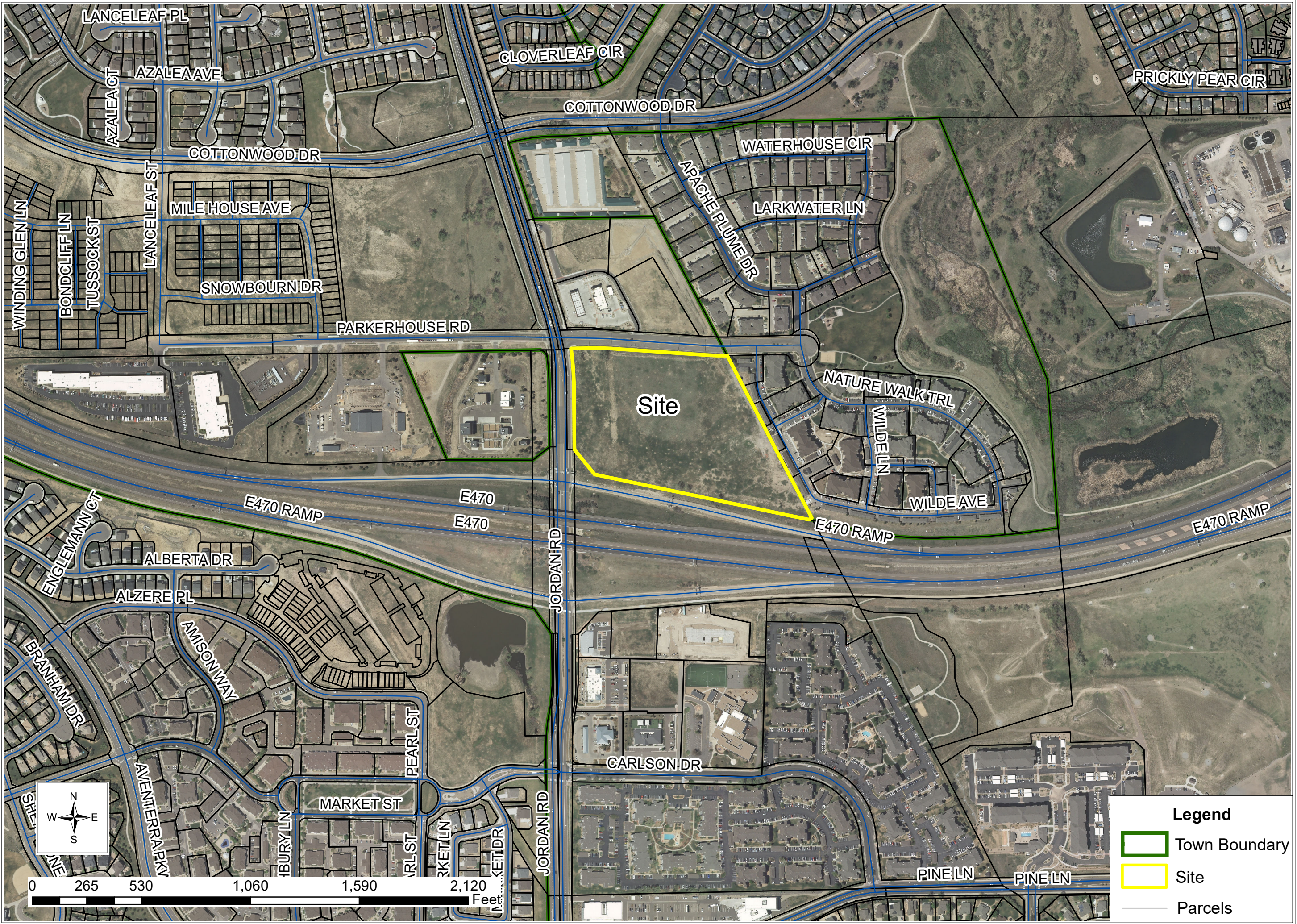
1. Vicinity Map
2. Ordinance No. 3.213.7
3. Planning Commission Staff Report

RECOMMENDED MOTION

I move to approve Ordinance No. 3.213.7 on first reading and to schedule second reading for May 2, 2022, as part of the consent agenda.

Cottonwood Highlands PD Amendment No. 6

PD Amendment - Rezoning



ORDINANCE NO. 3.213.7, Series of 2022

TITLE: A BILL FOR AN ORDINANCE AMEND THE COTTONWOOD HIGHLANDS DEVELOPMENT PLAN AND GUIDE AND THE ZONING ORDINANCE AND MAP TO CONFORM THEREWITH

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

Section 1. Finding of Fact.

a. Application has been made for amending the Cottonwood Highlands Development Plan and Guide for the real property described in **Exhibit A**, which is attached hereto and incorporated herein by this reference (the "Property"), pursuant to the Town of Parker Land Development Ordinance.

a. Public notice has been given of such rezoning by publication on the Town's website at least fifteen (15) days prior to the public hearing of such zoning.

b. Written notice was sent by first class mail to all owners of property that abut the Property, at least fifteen (15) days prior to the public hearing.

d. Notice of such proposed hearing was posted on the property for fifteen (15) consecutive days prior to said hearing.

e. The requirements contained in Section 13.04.240 of the Parker Land Development Ordinance for rezoning of the property described in Exhibit A to PD-Planned Development have been satisfied.

Section 2. The property described in Exhibit A is hereby zoned Cottonwood Highlands Guide Fourth Amendment and Cottonwood Highlands Development Plan Sixth Amendment, which are attached as **Exhibit B** and incorporated by this reference.

Section 3. The Zoning Ordinance and Zoning Map are hereby amended to conform with the zoning change to the property.

Section 4. Approval of this Ordinance does not create a vested property right. Vested property rights may arise and accrue pursuant to the provisions of Ordinance No. 3.65.1, as amended, of the Town of Parker.

Section 5. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 6. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 7. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT A

Legal Description

LOT 3, COTTONWOOD SOUTH, NW QUARTER OF SECTION 9, TOWNSHIP 6 SOUTH,
RANGE 66 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF PARKER,
COUNTY OF DOUGLAS, STATE OF COLORADO

Cottonwood Highlands PD

Fourth Amendment

An Amendment to the
Development Guide

May 2, 2022

Prepared for:

Parkerhouse Rd, LLC
c/o Seed Development
211 N Robinson Ave, Floor
Oklahoma, OK 73102
(405) 513-49620

Prepared by:

Kimley-Horn and Associates, Inc.
4582 South Ulster Street, Suite 1500
Denver, CO 80237
(303) 228-2300

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SECTION I

OBJECTIVE, PURPOSE, INTENT, APPLICATION

A. Objective

The objective for the Cottonwood Highlands Planned Development is to create a living working community in response to the accelerated development of the E-470 Corridor at the northwestern edge of the Town of Parker. Such a community will offer the opportunity for a blend of residential and mixed commercial land uses.

B. Purpose

The purpose of the Cottonwood Highlands Planned Development Guide (hereinafter sometimes referred to as "Development Guide") is to establish standards for the comprehensive development and improvement of the property. The Development Guide will provide opportunities for innovative community design and the necessary flexibility for changing community needs.

C. Intent

It is the intent of this Development Guide to:

1. Provide for mixed use, commercial, and residential land uses conveniently located to support a pedestrian environment;
2. Provide for well-located, clean, and safe commercial uses that will provide products and service to the surrounding residential community as well as the region;
3. Encourage innovative approaches to residential, mixed use, and commercial, development to meet the growing demands of the population;
4. Encourage the development of a community incorporating the best features of modern design;
5. Encourage energy conservation in site design and building construction within residential mixed use and commercial projects;
6. Encourage alternatives to conventional transportation systems which will minimize the strain on existing and future facilities in and around the Cottonwood Highlands Planned Development. The convenient location of tomorrow's employees in close proximity to the future employers is intended to reduce vehicle trips and reinforce the walkability of the community.
7. Conserve and enhance the value of the land;
8. Encourage design and layout of residential and mixed commercial projects to best preserve the land's natural characteristics;

D. Application

This Development Guide shall apply to all land known as the Cottonwood Highlands Planned Development and as illustrated on the Development Plan. All Section references, unless

otherwise stated, shall apply to Sections in this Development Guide.

END OF SECTION

SECTION II

AUTHORITY

A. Authority

The authority for this PD Development Guide is Section 13.04.150. (PD-Planned Development) of the Town of Parker Land Development Ordinance.

B. Adoption

The adoption of this Development Guide shall evidence the findings and decision of the Town Council of the Town of Parker that this Development Guide for Cottonwood Highlands Planned Development is authorized by the provisions of Section 13.04.150 of the Town of Parker Land Development Ordinance.

C. Enforcement

The provisions of the Development Guide relating to the use of land shall run in favor of the Town of Parker and shall be enforceable, at law or in equity, by the Town of Parker without any limitation on any power or authority otherwise granted by law. All provisions of this Development Guide shall run in favor of the residents, occupants, and owners of the land within the Cottonwood Highlands Planned Development to the extent expressly provided in this Development Guide and in accordance with its terms and conditions.

END OF SECTION

SECTION III

CONTROL PROVISIONS

A. Control Over Use

After the adoption of this Development Guide by the Town Council of the Town of Parker and subject to the provisions of Section 13.04.230 (Non-Conforming Situations) and these Development Standards, in conjunction with the Town of Parker Land Development Ordinance, shall control development and land use including the following:

1. Any new building or other structure, and any parcel of land, or land use; and
2. The use of any existing building, other structure or parcel of land may be changed or extended; and
3. Any existing building or other structure may be enlarged, reconstructed, structurally altered, converted or relocated provided changes are in accordance with this Development Guide and the Development Plan

For any purpose permitted or required by the provisions of this Development Guide applicable to the area in which the building, other structure or parcel of land is located, and for no other purpose. Such use, change, extension, enlargement, reconstruction, structural alteration, conversion or relocation shall be subject to all other standards and requirements set forth or referred to in the standards and requirements for that area, and to any other applicable standards and requirements of this Development Guide.

B. Control Over Location and Bulk

After the adoption of this Development Guide by the Town Council of the Town of Parker and subject to the provisions of Section 13.04.230 (Non-Conforming Situations) of the Town of Parker Land Development Ordinance, the location and bulk of all buildings and other structures, existing and future, shall be in conformity with:

1. All standards and requirements set forth or referred to in the standards and requirements for the area in which such buildings and other structures are located; and
2. Any other applicable standards and requirements of this Development Guide.

C. Incorporation of Development Plan

The development of the Cottonwood Highlands Planned Development, including the type, location and boundaries of land use areas, the circulation elements, and the densities established by this Development Guide, are shown upon the "Cottonwood Highlands Development Plan" (hereinafter sometimes referred to as "Development Plan"), which Development Plan is hereby incorporated by reference into this Development Guide together with everything shown thereon and all amendments thereto.

END OF SECTION

SECTION IV

GENERAL PROVISION

A. Purpose

The purpose of this section is to provide general provisions and clarifications of standards and requirements for development that will occur in the Cottonwood Highlands Planned Development.

B. Relationship to the Town of Parker Land Development Ordinance

The provisions of this Development Guide shall prevail and govern the development of the Cottonwood Highlands Planned Development provided; however, where the provisions of the Development Guide do not address a specific subject, the provisions of the Town of Parker Land Development Ordinance, as amended, or other applicable ordinances, resolutions or regulations of the Town of Parker shall prevail.

C. Relationship to the Town of Parker Roadway Design and Construction Criteria Manual, as Amended

All provisions of the Town of Parker Roadway Design and Construction Criteria manual, as amended, and successors thereof, as now in effect and is hereafter amended, are by this reference incorporated herein as if set forth in full.

D. Conflicts

Where there is more than one provision within the Development Guide that covers the same subject matter, the provision which is most restrictive or imposes higher standard or requirements shall govern unless determined otherwise by the Community Development Director.

E. Density Standards

The dwelling unit density permitted in any Residential Area shall apply to the entire Area and shall not be specifically applicable to any portion thereof. Density of any Residential Area shall be computed by dividing the total number of dwelling units by the gross residential acres in the Area.

F. Density Variations

The total number of residential dwelling units for the Cottonwood Highlands Planned Development is shown on the Development Plan. The anticipated maximum density for each Residential Area is also shown on the Development Plan. Density variations within the Cottonwood Highlands PD shall be permitted as follows:

1. The Density of any Residential Area may be less than the anticipated maximum density shown on the Development Plan for that area.
2. The density of any Residential Areas may exceed the anticipated maximum density shown on the Development Plan for that Area by 10%. A transfer of dwelling units of 10% or less shall be considered a Minor Amendment to the Development Plan. A transfer of dwelling

units of 10% greater shall be considered a Major Amendment to the Development Plan.

3. The increase in maximum density for any Residential Area will be accomplished by a transfer of dwelling units from another Residential Area.
4. No amendment to this Development Guide or approval by the Town of Parker shall be required for these density variations.
5. In no event shall the total number of residential dwelling units for the Cottonwood Highlands Planned Development, as shown on the Development Plan, be exceeded.

G. Utility Connections

Connection to Cottonwood Water and Sanitation District facilities shall be required for each principal building constructed in the future with the Cottonwood Highlands Planned Development.

H. Agricultural Uses

Agricultural activities and uses, and all accessory structures and uses that are customarily incidental or appropriate to farming shall be permitted within the Cottonwood Highlands Planned Development. In those areas of the Cottonwood Highlands PD under development, an orderly transition from agricultural to urban uses will be undertaken to assure that agricultural uses will not be detrimental to the Cottonwood Highlands PD residents.

I. Underground Utility

All electrical and communication distribution lines shall be placed underground.

END OF SECTION

SECTION V

RESIDENTIAL AREAS

A. Purpose

The purpose of this Section is to establish standards for the development of residential areas within the Cottonwood Highlands Planned Development, which will result in a pleasant and desirable living community. The standards set forth herein will offer both a conventional and contemporary approach to the residential development of the Cottonwood Highlands Planned Development and will permit mixed residential and nonresidential uses as identified below.

B. Uses Permitted by Right

The following uses shall be permitted in Mixed Residential Areas as a matter of right:

1. One Family Detached (OFD)
2. Two-family dwellings
3. Playgrounds
4. Recreation center or club house for private use to serve the residential development
5. Trails for bikes and pedestrians

C. Development Standards

One-Family and Two-Family Residential uses as a matter of right in Residential Areas may be constructed in accordance with the following development standards.

1. Minimum lot area: 4,500 square feet
2. Minimum lot width:

At the street:	45 feet
At a cul-de-sac, knuckle, or similarly curved frontage at the street:	25 feet
3. The following yards shall be required:
 - a. Minimum front yard: 20 feet from the edge of walk to the garage door
 - b. 10 feet from the front property line to the building livable area, provided that with respect to a flag or panhandle lot, the length of the corridor or access way shall be excluded in applying such minimum to such lot.
 - c. Minimum side yard: 5 feet from the property line
 - d. Corner lots: 10 feet on the side adjoining the side street
 - e. Minimum rear yard: 10 feet from the property line

4. Density:

See Development Plan Land Use Tabulation

END OF SECTION

SECTION VI

COMMERCIAL AREAS

A. Purpose

The purpose of this Section is to establish standards for the development of those areas within the Cottonwood Highlands Planned Development that are intended for Commercial uses. Development within this District shall be designed to provide for such uses in a low-intensity manner on well-landscaped sites such that they can be located in proximity to business, commercial and residential uses. Growth should occur in a phased and contiguous manner to reduce costly premature extension of basic infrastructure.

B. Uses Permitted by Right

The following uses shall be permitted in the Commercial Area as a matter of right:

1. Agricultural uses such as farming and the grazing of livestock are permitted until a site plan for development is approved and construction begins.
2. Nurseries
3. Banks with or without drive-thru facilities
4. Building materials sales
5. Convenience retail without gas pumps;
6. Drug store;
7. Grocery store
8. Hardware store
9. Liquor store;
10. Medical and dental office, clinic;
11. Office/professional, accounting, law, consulting, medical office, medical clinic;
12. Office for research and development, experimental and testing
13. Office for clean assembly and manufacturing without outdoor storage
14. Office for research, scientific development, and testing
15. Office and shops for special trade contractors including but not limited to plumbing, electrical heating, air conditioning, cabinetry, woodworking, and printing,
16. Retail sales of products
17. Wholesale business / general merchandising
18. Bar and lounge;
19. Bowling alley, pool hall;
20. Restaurants with drive-thru or drive-in facilities
21. Night club;
22. Quick serve with and without drive thru;
23. Restaurant, full service
24. Theater and movie house
25. Automobile service stations. (see section vii for a list of conditions.)

- 26. Athletic club - private/public
 - a. No single facility to exceed 50,000 square feet
- 27. Commercial recreation- private/public
 - a. Establishments engaged in providing entertainment, amusement or recreation services at a fee. These activities shall include a principal use that generates a retail/sales tax component and be located inside of a structure.
 - b. No single facility shall exceed 10 acres in size.
- 28. Day care center, nursery school
 - a. Not permitted on parcels with Jordan Road frontage.
 - b. Permitted only in sub areas of the commercial planning area as delineated on the pd development plan.
- 29. Dry cleaners;
- 30. Library
- 31. Miniature golf
- 32. Personal service shops:
 - a. Beauty parlor, barber shops;
- 33. Shipping facility
- 34. Repair shops
- 35. School - private and public, including college and universities with related facilities;
- 36. Veterinary clinic, animal hospital, pet grooming, no outside kennels.
- 37. Clinic, health care facility
- 38. Fire station
- 39. Hotel, motel, conference, or convention facilities
- 40. Mortuary, without crematorium
- 41. Open space.
- 42. Commercial warehouse, showroom, or distribution center.
 - a. Building gross square footage of less than 200,000 square feet
 - b. Truck docks to be screened from major streets

C. Uses by Special Review:

- 1. Automobile body shops.
 - a. Athletic club - private/public facilities greater than 50,000 square feet.

D. Development Standards

The development standards for Commercial Areas shall be:

- 1. Minimum lot area: 10,000 square feet, unless development is designed as a project or projects, in which case there shall be no minimum lot area.
- 2. Minimum lot width: 100 feet, unless such development is designed as a project or projects, in which case there shall be no required minimum lot width.

3. Maximum building height: 60 feet. Except that, Commercial Planning Areas adjacent to Single Family Residential uses shall have a maximum building height of 35 feet within 200 feet of a residential use.
4. The following yards shall be required:
 - a. 40' when adjacent to an arterial roadway.
 - b. 20' when adjacent to a local roadway.
 - c. 50' wherever Commercial boundaries abut Residential land-uses without street separation.
 - d. No yards shall be required adjacent to property lines which merely separate Commercial Areas
5. Dust, fumes, odors, refuse, smoke, vapor, noise, lights and vibrations shall be confined to the site upon which the use is located.
6. All loading and unloading shall be performed on the lot or project. Loading platforms and areas shall be screened from view from adjacent streets and highways.
7. All permitted uses and their resulting products shall be contained entirely within a fully enclosed structure, excluding therefore such uses as off-street parking; trash storage; loading; sale of nursery stock; automobile washing; outdoor dining; automobile yards outdoor recreation activities; and similar uses.
8. Screening shall be in accordance with Town of Parker Land Development Ordinance.
9. Landscaping and Signs shall be in accordance to the Town of Parker Land Development Ordinance
10. Design Standards as specified in the Town of Parker Architectural and Design Standards for Commercial, Industrial, and Multifamily Projects as amended.

END OF SECTION

SECTION VII

MIXED USE - (MU)

Multifamily/ Commercial Alternative

A. Purpose:

The mixed use - multifamily/commercial alternative - planning area provides for the opportunity to offer flexibility with the land planning and site development within a defined framework of excellence. The planning area can be developed with residential uses with supporting retail, office, and commercial uses or development can be limited to either residential or commercial uses. The flexibility in land uses provides the framework to combine supporting uses in a dynamic neighborhood and allows development to respond to changing market conditions. The development standards will help assure quality improvements in the Town of Parker.

The land uses allow housing to be combined with supporting retail and commercial uses to provide a sustainable mixed-use environment. The mix of housing, retail, office, and commercial uses supports the Town of Parker's goals and intent for the development of the E-470 corridor. The mixed use, alternative, planning areas will help build a community in the Town of Parker where you can *live, work, shop, and play*.

All non-residential structures, regardless of intended use, shall comply with the *Commercial design standards outlined within the Town of Parker Commercial, Industrial & Multifamily Residential Design Standards*, referenced within Section 13.10.200 of the Parker Municipal Ordinance, as amended, unless otherwise stated in these standards.

B. Development Program

The design intent is to create a neighborhood with a pedestrian environment. Walks will connect to the regional trail systems along Chambers Road and Happy Canyon Creek. Commercial developments permitted with residential uses are limited to services that **will** support the residential neighborhood and the Cottonwood Highlands Development. The Development Standards for the multifamily and mixed use alternative land uses are programmed to achieve a mixed use development where commercial, retail, and multifamily residential developments can complement each other.

C. Mixed Use Alternative

The multifamily and mixed use development standards apply in the event multifamily uses are developed. If residential land uses are developed in the Mixed Use planning area, support retail, commercial and services will be limited to principal uses that are compatible with the residential neighborhood. Once residential development is introduced, specific development standards will apply to non-residential development. If residential uses are not developed in a mixed use planning area, a list of additional permitted uses and the design standards for non-residential uses apply.

D. Residential Land Uses permitted by right

The multifamily land use should promote a pedestrian environment. A traditional design theme that creates pedestrian-friendly streets, screened parking areas, and public outdoor spaces is encouraged. Auto, warehousing, big box, and similar non-- residential uses are not allowed. Parking areas should be dispersed to promote a pedestrian, neighborhood character. Building frontages are encouraged to be street oriented to promote an urban environment. The design standards provide criteria for providing the appropriate environment.

The permitted uses for residential only development include the following and other uses that are similar and compatible with the intent of this section as determined by the Community Development Director:

1. Dormitories
2. Duplex
3. Mixed use residential
4. Residential above first floor retail/commercial/office
5. Multifamily
6. Open space;
7. Playground with play structures
8. Public plazas, courts and gathering spaces
9. Recreation center - club house for private use to serve the residential development
10. Schools - private or public, k-12, colleges or university, and trade with related facilities
11. Swimming pool
12. Trails for bikes, pedestrian & equestrian use

E. Commercial Land Uses Permitted by Right -- in support of residential

Where commercial development is combined with residential uses, the commercial and residential uses may be located in the same building or on adjacent lots. First- floor retail with upper floor residential or office is permitted and encouraged but not required. Residential uses may be developed on a public or private street with permitted commercial uses on the opposing side of the street provided a pedestrian environment is provided. The intent is to create the opportunity to develop a sustainable, active neighborhood where the commercial uses provide products, services, and employment opportunities to the residential community and the residential uses provide consumers and employees to the commercial uses.

The non-residential land uses permitted to support the residential development include the following and other uses that are similar and compatible with the intent of this section as determined by the Community Development Director.

1. Agricultural uses such as farming and the grazing of livestock are permitted until a site plan for development is approved and construction begins.
2. Convenience retail without gas pumps;
3. Drug store;
4. Grocery store
5. Liquor store;

6. Medical and dental office, clinic;
7. Office/professional, accounting, law, consulting;
8. Office for research and development, experimental and testing;
9. Retail sales less than 40,000 sq. Ft. Per user including the following:
 - a. Retail sales;
 - b. Retail showroom;
 - c. Specialty shop;
10. Bar and lounge;
11. Bowling alley, pool hall;
12. Night club;
13. Quick serve with and without drive thru;
14. Restaurant, full service.
15. Athletic club - private/public
 - a. No single facility to exceed 50,000 square feet;
16. Commercial recreation- private/public
 - a. Establishments engaged in providing entertainment, amusement or recreation services at a fee. These activities shall include a principal use that generates a retail/sales tax component and be located inside of a structure.
 - b. No single facility shall exceed 10 acres in size.
17. Bank with and without drive thru;
18. Day care center, nursery school;
19. Dry cleaners;
20. Library;
21. Miniature golf
22. Personal service shops:
 - a. Beauty parlor, barber shops;
23. School - private and public, including college and universities with related facilities;
24. Veterinary clinic, animal hospital, no outside kennels;
25. Churches and church schools

F. Supporting Land Uses

1. Congregate care, convalescent home, nursing home, memory care, and retirement home
2. Fire station

G. Uses Permitted by Special Review - with residential uses

1. Retail sales greater than 40,000 sq. ft. per user

H. Commercial Land Uses Permitted by Right -- without residential uses

The following uses are permitted by right in addition to the non-residential uses listed above when residential uses are NOT developed:

1. Retail, commercial, and office - (without residential uses)
2. Equipment rental- less than 30,000 sf.; outdoor storage by special review;
3. Office warehouse or showroom warehouse hardware store/home repairs;
4. Retail sale of any product or commodity including the following:
 - a. Grocery store;
 - b. Auto and motor vehicle equipment parts and accessories
 - c. Specialty shop
5. Retail showroom,
6. Office showroom;
7. Wholesale business/general merchandising.

I. Uses Permitted by Special Review-without residential uses

1. Movie theater
2. Outdoor storage, loading and service areas that are incidental to a primary use provided:
 - a. Outdoor storage does not exceed 20% of the total land area of the development parcel;
 - b. Major loading, service areas and outdoor storage are screened from collector roads;
 - c. Placement of structures along the open space may be used to screen outdoor storage from the adjacent open space and residential planning area.
3. Athletic club - private/public
 - a. Facilities greater than 50,000 square feet

J. Development standards with and without residential uses

Density

Residential uses

1. Not to exceed 30 dwelling units per acre on any single lot;
2. Maximum number of dwelling units as noted on the PD Plan Land Use Tabulation
3. Congregate care and assisted living facilities are not included in dwelling unit calculations but shall be included in the gross floor area tabulation.

Building Height

Residential and commercial uses -- Maximum building height per planning area:

1. 60 feet, (90 feet permitted by special review)
 - a. Not including roof-top mechanical equipment
 - b. All rooftop equipment shall be screened, solar panels excepted

Minimum Lot Area

None

Setbacks – Residential

1. Cottonwood Drive and Lanceleaf Drive

Structural setback	20'
Parking	10'

2. E-470 Ramp

Structural setback	40'
Parking	10'

3. Local Internal Streets

Residential	10' to the living space 20' to the face of the garage
Side	5' 8' to the corner lot line
Rear	10'

Setbacks – Commercial and Mixed Use

1. Cottonwood Drive

Structural setback	20'
Parking	10'

2. E-470 Ramp

Structural setback	40'
Parking	10'

3. Local Internal Streets

Structural setback	40'
Parking	10'

END OF SECTION

Section VIII

HIGHWAY COMMERCIAL (HC)

Planning Area West

A. Purpose

The Highway Commercial planning area is expected to attract users that will benefit from direct access and visibility from the E-470 I Chambers Road interchange and from dramatic, uninterrupted views of the Front Range. The intent of the Highway Commercial planning area is to promote the combination of retail and commercial uses with an active neighborhood character.

B. Development Program

The development program is to attract uses that are complementary and supportive of the Compark Business Campus, Cottonwood Highlands, surrounding residential neighborhoods, and the Town of Parker. The goal is to provide destination retail and commercial uses as a recognized landmark along the E-470 corridor. The program promotes a pedestrian environment. The surrounding residential neighborhoods and direct access from E-470 will support the local retail development.

All non-residential structures, regardless of intended use, shall comply with the Commercial design standards outlined within the Town of Parker Commercial, Industrial & Multifamily Residential Design Standards, referenced within Section 13.10.200 of the Parke Municipal Ordinance, as amended.

C. Land Uses Permitted by Right

The permitted uses include the following and other uses that are similar and compatible with the intent of this section as determined by the Community Development Director.

D. Commercial Land Uses Permitted by Right

The following uses are permitted by right:

1. Retail, commercial, and office
2. Equipment rental - less than 30,000 sf.; outdoor storage by special review;
3. Office warehouse or showroom warehouse hardware store/home repairs;
4. Retail sale of any product or commodity including the following: grocery store; auto and motor vehicle equipment parts and accessories; specialty shop
5. Retail showroom,
6. Office showroom;
7. Wholesale business/general merchandising.

E. Retail and Commercial Land Uses

1. Convenience retail without gas pump;

2. Drug store;
3. Hotel, motel, conference center;
4. Liquor store;
5. Office professional, accounting, law, consulting,
6. Medical office, dental office, medical clinic;
7. Retail sale of any product or commodity:
8. Auto and motor vehicle equipment parts and accessories
9. Grocery store;
10. Big box retail with screened outdoor display and storage; not including the sale of motorized vehicles that require outdoor on-site storage of motorized vehicles;
11. Retail showroom;
12. Specialty shops.

F. Restaurants including quick serve, and drive thru

1. Bar and lounge;
2. Bowling alley, pool hall;
3. Fast food with drive thru;
4. Night club;
5. Quick serve with and without drive thru;
6. Restaurant, full service.

G. Services

1. Athletic club - private/public,
 - a. No single facility to exceed 50,000 square feet
2. Commercial recreation- private/public
 - a. Establishments engaged in providing entertainment, amusement or recreation services at a fee. These activities shall include a principal use that generates a retail/sales tax component and be located inside of a structure.
 - b. No single facility shall exceed 10 acres in size.
3. Bank with and without drive thru;
4. Day care center, nursery school;
5. Dry cleaners;
6. Funeral home, mortuary -- crematorium not permitted
7. Hospital;
8. Medical/dental office or clinic;
9. Movie theater,
10. Personal service shops:
 - a. Beauty parlor, barber shops;
11. School - private and public, including college and universities with related facilities;
12. Short-term rehabilitation center
13. Veterinary clinic, small animal hospital, no outside kennels or runs;

H. Supporting Land Uses

1. Fire station;
2. Library;
3. Mortuary, funeral home, without crematorium
4. Open space;
5. Playground with play structures;
6. Police station;
7. Public plazas, courts and gathering spaces

I. Uses Permitted by Special Review - without residential uses

1. Congregate care, convalescent home, nursing home, memory care, assisted living and retirement home.

J. Development Standards

Building Height

Retail Use

All retail, office, and commercial uses	75 feet
Permitted by special review	90 feet

Minimum Lot Area

None

Setbacks - Residential

1. Cottonwood Drive	Structural setback	20'
	Parking	10'
2. E-470 Ramp	Structural setback	40'
	Parking	10'
3. Local Internal Streets		10'
	Rear	10'

END OF SECTION

SECTION IX

AUTOMOBILE SERVICE STATIONS

A. Purpose

The purpose of this Section is to establish development standards for the design and use of Automobile Service Stations. It is the intent of this Section to encourage the development of properly located and aesthetically-pleasing Automobile Service Stations to service primarily the needs of the motorists of the Cottonwood Highlands Planned Development.

B. Uses Permitted by Right

Automobile Service Station's building or canopy shall have minimum of a 200' separation from the nearest residential structure. Automobile Service Stations providing only the following goods and services shall be permitted as a matter of right in Mixed Commercial Areas

1. Sale of petroleum products, propane, butane, and natural gas.
2. Sale of tires, batteries, and related automotive accessories.
3. Minor automobile maintenance such as: tune-ups, fan belt maintenance, alternator repair, car washing, and car lubrications.
4. Convenience food, beverage sales and merchandise sales

c. Development Standards

The development standards for Automobile Service Stations shall be as shown on an approved Site Improvement Plan prepared in accordance with VII of this Development Guide and as follows:

1. Minimum lot area: 10,000 square feet.
2. Minimum lot width: 100 feet
3. Maximum building height: 35 feet, except for architectural features.
4. The following yards shall be required - Minimum front, side and rear yards: 20 feet
5. Trash and storage areas shall be screened from view in accordance to the Town of Parker Land Development Ordinance. Walls and fence materials shall complement exterior building materials.
6. All facilities other than gasoline pump islands, and trash and storage areas shall be contained entirely within a fully enclosed structure.
7. Wherever an Automobile Service Station abuts a Residential Area, a 6-foot high opaque wall, fence, or landscaping consisting of berms, trees and shrubs shall be erected along said common boundary.
8. All parking lots and driveways shall be maintained in a reasonably neat and clean manner in order to reduce particulate and nonpoint source pollution.

END OF SECTION

SECTION X

ASSEMBLY/CHURCH AREAS

A. Purpose

The purpose of this Section is to establish standards for the development of those areas within the Cottonwood Highlands Planned Development that are intended for Assembly uses. Development within this District shall be designed to provide for such uses in a low-intensity manner on well-landscaped site such that they can be located in proximity to business, commercial and residential uses. Growth should occur in a phased and contiguous manner to reduce costly premature extension of basic infrastructure.

B. Maximum Size of Planning Area

This Planning Area shall not exceed 235,224 square feet of 5.4 acres in size. This area shall include all required parking and landscaping for the proposed construction/use.

c. Uses permit by Right

The following uses shall be permitted in the Assembly/Church Areas as a matter of right:

1. All uses permitting with the Retail Planning Area
2. Church or assembly use
3. Athletic club - private/public
 - a. No single facility to exceed 5,000 square feet
4. Indoor Commercial recreation- private/public
 - a. Establishments engaged in providing entertainment, amusement or recreation services at a fee.
 - b. No single facility shall exceed 5,000 square feet in size.
5. Day care center, nursery school
 - a. No single facility shall exceed 5,000 square feet in size.
6. School - private and public, including college and universities with related facilities;
 - a. No single facility shall exceed 5,000 square feet in size.
7. Event Center - private/public
 - a. No single facility to exceed 5,000 square feet

D. Development Standards

The development standards for Assembly Areas shall be:

1. Minimum lot area: 10,000 square foot, unless development is designed as a project or projects, in which case there shall be no minimum lot area.
2. Minimum lot width: 100 feet, unless such development is designed as project or projects, in which case there shall be no required minimum lot width.
3. Maximum building height: 60 feet. Except that Assembly Planning Areas adjacent to Single Family Residential uses shall have a maximum building height of 35 feet within 200 feet of a residential use.
4. The following yards shall be required:
 - a. 20' when adjacent to an arterial roadway.
 - b. 10' when adjacent to a local roadway.

- c. 50' where Assembly boundaries abut Residential land-uses without street separation.
- d. No yards shall be required adjacent Commercial Areas.
- e. No yards shall be required adjacent to property lines which merely separate Assembly Areas.

END OF SECTION

SECTION XI

RETAIL AREAS

A. Purpose

The purpose of this Section is to establish standards for the development of those areas within the Cottonwood Highlands Planned Development that are intended for Retail/Commercial uses. Development within this District shall be designed to provide for such uses in a low-intensity manner on well-landscaped sites such that they can be located in proximity to business, commercial and residential uses. Growth should occur in a phased and contiguous manner to reduce costly premature extension of basic infrastructure.

B. Uses Permitted by Right

The following uses shall be permitted in the Retail Area as a matter of right:

1. Agricultural uses such as farming and the grazing of livestock are permitted until a site plan for development is approved and construction begins.
2. Retail, Commercial, and Office
 - a. Banks with or without drive-thru facilities
 - b. Building materials sales
 - c. Convenience retail without gas pumps;
 - d. Drug store;
 - e. Grocery store
 - f. Hardware store
 - g. Liquor store;
 - h. Medical or Dental Clinic;
 - i. Administrative, Professional, and Governmental Office;
 - j. Retail sales of products
3. Restaurants and Eating Establishments
 - a. Bar and lounge;
 - b. Restaurants with drive-thru or drive-in facilities
 - c. Microbrewery, Cidery, Distillery, or Winery
4. Services
 - a. Indoor Commercial recreation- private/public
 - i. Establishments engaged in providing entertainment, amusement or recreation services at a fee.
 - ii. Maximum one (1) facility within the Retail Planning Area not to exceed 3,500 square feet in size.
 - b. Personal service shops:
 - c. Beauty parlor, barber shops, spa
 - d. Veterinary clinic, animal hospital, pet grooming, no outside kennels.
5. Supporting Land Uses
 - a. Hotel, or motel
 - b. Open space.

C. Development Standards

The development standards for Retail Areas shall be:

1. Minimum lot area: 10,000 square feet, unless development is designed as a project or projects, in which case there shall be no minimum lot area.
2. Minimum lot width: 100 feet, unless such development is designed as a project or projects, in which case there shall be no required minimum lot width.
3. Maximum building height: 60 feet. Except that, Commercial Planning Areas adjacent to Single Family Residential uses shall have a maximum building height of 35 feet within 200 feet of a residential use.
4. The following yards shall be required:
 - a. 20' when adjacent to an arterial roadway.
 - b. 10' when adjacent to a local roadway.
 - c. No yards shall be required adjacent to property lines which merely separate Commercial Areas

D. Design Standards

1. All retail and commercial buildings surrounding the plaza shall have 'four sided architecture' with a substantial architectural feature (such as window glass, awnings, canopies, etc.) towards Jordan Road and Parkerhouse Road to ensure they do not appear as a rear/back of house areas.

END OF SECTION



Planning Commission Staff Report

Planning Commission Date: 4/14/2022

Town Council Date: 5/2/2022

Hearing Type: Public Hearing
Cottonwood Highlands PD Amendment No. 6
TRAKiT No: Z21-019

Location: The site is located at the southeast corner of Jordan Road and Parkerhouse Road.

Project Planner: Stacey Nerger, Planner

Applicant: Dan Skeehan, Kimley-Horn and Associates

Executive Summary: The applicant, Kimley-Horn and Associates, is proposing to amend Cottonwood Highlands PD to add churches and assembly uses to the commercial 'Planning Area East'. The site is located on the northeast corner of E-470 and Jordan Road.

Staff Recommendation: Approval

RECOMMENDED MOTION

"I move the Planning Commission recommend Town Council approve the Cottonwood Highlands Planned Development Amendment No. 6."

ALTERNATIVE MOTIONS

"I move the Planning Commission recommend Town Council approve the Cottonwood Highlands Planned Development Amendment No. 6, subject to the following conditions:"

-List proposed conditions

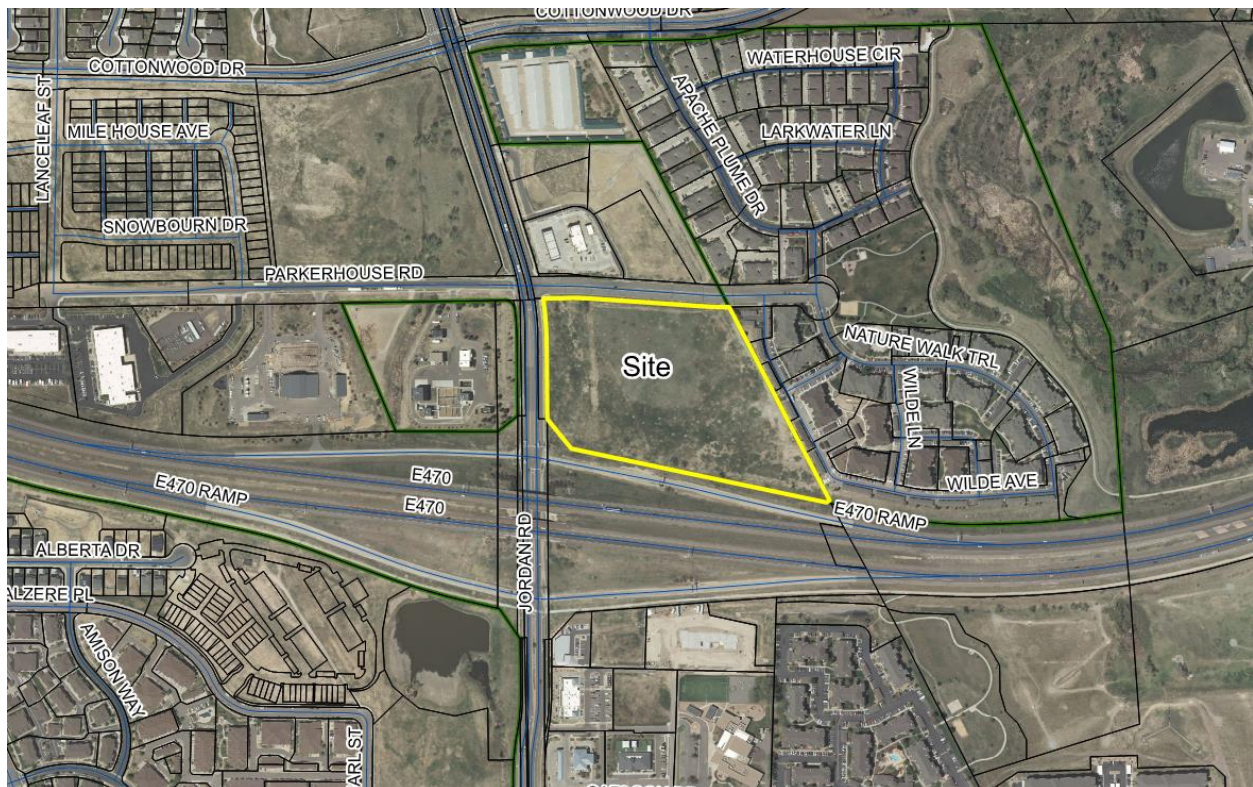
"I move the Planning Commission recommend Town Council deny the Cottonwood Highlands Planned Development Amendment No. 6 as the request does not meet the following approval criteria:"

-List criteria not met (either by staff or Planning Commission)

"I move the Planning Commission vote to continue the Cottonwood Highlands Planned Development Amendment No. 6 to a future date."

I. BACKGROUND/DISCUSSION

The applicant, Kimley-Horn and Associates has submitted a Planned Development Amendment (Rezone) to rezone a portion of the Cottonwood Highlands Planned Development to allow for a church. The applicant is proposing to rezone approximately 14.5 acres located at the southeast corner of Jordan Road and Parkerhouse Road from Highway Commercial to two separate Planning Areas. The first Planning Area will consist of approximately 9.1 acres (62.7% of the property) will be zoned Retail to allow for specific retail uses and the second Planning Area will consist of approximately 5.4 acres (37.3% of the property) will be zoned Assembly and will allow for a church along with other assembly uses.



II. PRIOR ACTIONS

Date	Action
October 6, 2003	The original Cottonwood Highlands property which comprises approximately 224 acres of real property was annexed into the Town and rezoned to PD.
September 19, 2011	The Planned Development Map and Annexation Agreement for Cottonwood Highlands were modified in order to align the zoning with the property ownership, which was changed at the time through a trade of properties with the Compark Village PD property owner.
April 7, 2014	The Annexation Agreement and Cottonwood Highlands PD were amended. The total site area was reduced to 201.7 acres and Mixed-Use and Highway Commercial Planning Areas were introduced into the zoning.

November 3, 2014	The Annexation Agreement was amended to allow the payment of school fees at the time of building permit.
June 5, 2017	The Annexation Agreement and Cottonwood Highlands PD were amended to reduce the total site area by 8 acres.
November 6, 2017	The Annexation Agreement and Cottonwood Highlands PD were amended to include Tracts A and C of Cottonwood Subdivision Filing No. 11, a stormwater detention pond that was originally constructed in unincorporated Douglas County, and improved as part of the Cottonwood Highlands Development.

III. CURRENT SITE DATA

Existing Zoning	PD - Planned Development		
Overlay District	Title 32 Overlay District		
PD & Plan Area	Cottonwood Highlands		
Master Plan Area	E-470 Mixed Use		
Site Acreage	14.5 acres		
Subdivision	Cottonwood Highlands		
Existing Use	Undeveloped		
Surrounding Uses			
	Master Plan Land Use	Zoning	Existing Use
North	E-470 Mixed Use	PD - Planned Development	Gas station and partially vacant commercial area within the Cottonwood Highlands Planned Development.
South	E-470 Mixed Use - Residential Emphasis	PD - Planned Development	Commercial Development within the Cherrywood Commercial Subdivision
East	E-470 Mixed Use - Residential Emphasis	Douglas County Zoning	Prairie Walk Condo Development
West	E-470 Mixed Use	Douglas County Zoning	Stonegate Water and Sanitation Facility

IV. PARKER 2035 MASTER PLAN

[Parker 2035 Master Plan | Town of Parker - Official Website](#)

MASTER PLAN CONSISTENCY	
Master Plan Designation	E-470 Mixed Use ☒ Consistent ☐ Inconsistent
Master Plan Character Discussion	E-470 Mixed Use: Residents should be able to walk and bike to services through a mix of land uses with public amenities to serve the needs of the residents. Appropriate land uses include; multi-family, senior housing, assisted-living facilities, office, retail and restaurants. No one land use will dominate the

	development pattern. Residential at less than 10 dwelling units per acre is not appropriate in this area unless transitioning to adjacent residential development.
Consistent Goals/Strategies	Land Use 1.A Land Use 1.C Land Use 1.E Land Use 1.H Jobs and Economic Vitality 2.B Jobs and Economic Vitality 6.A
Staff Analysis	The proposed rezone to allow for church and assembly uses on a portion of the property along with focused retail uses on most of the property aligns with the recommendation of the E-470 Mixed Use Character Area. The proposed rezoning will reduce the types of permitted uses to focus on those compatible land uses designed to meet the needs of the surrounding community and residents. The requested zoning is consistent with the specific Goals/ Strategies of the Master Plan for the following reasons: • Land Use 1.C: The request would expand the Town's economic base in an area that is designated for commercial uses and zoned for commercial uses. • Jobs and Economic Vitality 2.A: The request would provide for expanded commercial activities in an area designated as a Commercial Center. Based on this analysis, staff has determined that the request is consistent with the Parker 2035 Master Plan.

V. LAND DEVELOPMENT ORDINANCE

DEVELOPMENT POTENTIAL (Rezoning)			
Provisions	As recommended by the Master Plan	Proposed	Analysis
Units Per Acre	Multifamily is an appropriate use.	N/A. The proposed rezoning is for commercial uses and do not allow for residential.	☐ Consistent ☐ Inconsistent ☐ No Change ☒ N/A

Allowed Uses	Multi-family, senior housing, assisted-living facilities, office, retail and restaurants.	Retail, office and restaurants along with assembly uses including a church	☒ Consistent ☐ Inconsistent ☐ No Change
Height/Stories	None	60 feet	☒ Consistent ☐ Inconsistent ☐ No Change
Staff Analysis	As detailed in the analysis above, the requested zoning is consistent with the Parker 2035 Master Plan for the allowed uses and the requested height maximum for buildings. Based on this analysis, staff has determined that the request is consistent with the Parker 2035 Master Plan.		

VI. ACCESS, CIRCULATION & TRAFFIC ANALYSIS

The subject property is located at the southeast corner of Parkerhouse Road and Jordan Road just north of E-470. The roads were constructed to accommodate the existing uses along with the proposed commercial development. Additional traffic analysis will be required at the time of Site Plan review to ensure that the existing road network is sufficient to accommodate end users. Any roadway improvements determined necessary at the time of Site Plan will be the responsibility of the property owner.

VII. APPROVAL CRITERIA

Title 13.04.240.f. Approval Considerations for Rezoning Requests:

1. A need exists for the proposal.

Applicant analysis and findings:

This project aims to develop a mixed-use commercial development, including an assembly/church use, which the current zoning does not support. Currently there is only one church (Southwest Christian Church located at 9650 Jordan Road) within 0.5 miles and one additional church (Crossroads Community Church located at 990 S Twenty Mile Road) within 1.5 miles. Since the parcel was zoned in 2001 and updated in 2014, much of the surrounding area has developed as residential, including several parcels within Cottonwood Highlands which would have allowed an assembly/church use. The parcel is uniquely located at the intersection of E-470 and Jordan Road providing good vehicular access to the site for a larger geographical area. By positioning the assembly/church use on the southeast corner of the development, it will be visible from E-470 and provide a buffer to the existing multi-family residences to the east, while the retail components can benefit from the increased visibility along the adjacent roadways.

Staff Analysis and findings:

The Cottonwood Highlands PD was created in 2003 and was written to allow an expansive list of commercial types of uses on this property. All of the allowed residential portions of the Planned Development have been developed, only the

commercial areas remain. This property is located just north of the E-470 off ramp with limited visibility, but great visibility from the intersection of Jordan and Parkerhouse Roads. As visibility to the east of the property will be limited, this portion of the property is a prime location for a destination user. The proposed rezoning would allow for the destination user (church) to be located at the rear of the property while reserving the more visible front portion of the property for a refined list of active commercial uses supporting sales tax generation and office employment uses.

Based on this analysis, staff has determined that the request meets this criterion.

2. The particular parcel of ground is indeed the correct site for the proposed development.

Applicant analysis and findings:

The project's parcel is in a prominent location with one adjacent arterial roadway and freeway frontage. The location makes this parcel accessible to both the surrounding area and the larger sub-area. By locating the church on the southeast corner of the parcel, it will allow retail uses to develop along Jordan and Parkerhouse roads, which will provide buffering between the existing multi-family residential to the east and the retail uses to the north and west. Due to the rapid development of single and multi-family residences in the immediate vicinity, a need for additional church/assembly uses has arisen, a need which is not currently being met. This parcel has been identified as being ideally located to service both the immediate vicinity and the large geographic area.

Staff Analysis and findings:

The property is located at the corner of Jordan Road and Parkerhouse Road, which is located within a growing area of the Town. The Town of Parker Master Plan identifies this property as E-470 Mixed Use, which is recommended to serve the basic needs of the surrounding residents with convenient retail and personal/business services. The property has been zoned for an expansive list of commercial uses since annexation. This proposed rezoning will allow for an assembly use on the east while ensuring the remainder of the property will be zoned for commercial sales tax generating development. The hard corner of Jordan and Parkerhouse will be reserved to accommodate retail/commercial uses and office employment uses while the smaller back of the property (less visible) will allow for assembly/church uses.

Based on this analysis, staff has determined that the request meets this criterion.

3. There has been an error in the original zoning; or

N/A

4. There have been significant changes in the area to warrant a zone change.

Applicant analysis and findings:

Since the parcel was zoned in 2001 and updated in 2014, much of the surrounding area has developed as residential, including several parcels within Cottonwood Highlands which would have allowed assembly/church use. This effectively shifted the original

planned land uses in response to market demands for additional single and multifamily residential. In addition, the retail environment has changed overtime, with few retailers constructing new facilities and fewer retailers willing to be located in a deep parcel behind other buildings. A church is a destination location that can be used to ‘bring-in’ customers to adjacent retailers, while also providing a buffer between the proposed retail component and the existing multi-family residential.

Staff Analysis and findings:

The subject property is currently zoned Planned Development within the Town of Parker and allows for a variety of commercial uses. The majority of the residentially zoned area within the Cottonwood Highlands Planned Development has been built out or is nearing completion. As residential development in the area continues to grow and existing larger commercial areas located to the east and south are building out, the need to preserve opportunities for retail within this area of the Town and provide appropriate locations for assembly uses will be beneficial. The proposed rezoning will add assembly uses/churches to the list of permitted uses on a limited portion of the property while refining the commercial uses on the remainder of the property to commercial sales tax producing uses and office employment uses.

Based on this analysis, staff has determined that this criterion has been met.

5. Adequate circulation exists and traffic movement would not be impeded by development; and

Applicant analysis and findings:

The Original/Existing Traffic Impact Study anticipated all access points from Parkerhouse Road and is not proposed to be changed. Jordan Road is an existing four-lane arterial roadway, which are designed to accommodate high volumes of traffic and provide connectivity to the larger regionally transportation network. Parkerhouse Road is a local collector with sufficient capacity to serve the proposed development and convey vehicles to and from Jordan Road. A project specific Traffic Compliance Letter is included in the submittal and confirms the proposed traffic generated by the development is lower than originally contemplated and no additional improvements will be required.

Staff Analysis and findings:

The subject property is adjacent to two public roads, Jordan Road and Parkerhouse Road . At the time of Site Plan application, the applicant will be required to submit a detailed traffic study and construct any additional improvements necessary for their development.

Based on this analysis, staff has determined that this criterion has been met.

6. Additional municipal service costs will not be incurred which the Town is not prepared to meet.

Applicant analysis and findings:

The proposed rezoning will not incur additional municipal service costs. Municipal service costs having been previously addressed during the initial annexation and rezoning process. Additionally, no public roads or other publicly maintained items are proposed. The Developer will be responsible for the construction of sidewalk and tree lawn adjacent to Jordan and Parkerhouse Road, private open space, a private stormwater detention pond, water and sanitary sewer infrastructure (dedicated to PWSD), parking lots, and various buildings.

Staff Analysis and findings:

The site is located within the Town and public improvements necessary to support the subject property are currently in place. At the time of Site Plan application, a detailed traffic study will be required to determine if any additional improvements will be required. If necessary, these improvements will be constructed by the applicant at the applicant's cost. Any construction within the subject property will be considered private and will be privately maintained.

As evidenced by the inclusion of the subject property in the Town's Planning Area, the Town is prepared to meet the additional municipal service costs associated with the subject property.

Based on this analysis, staff has determined that this criterion has been met.

7. There are minimal environmental impacts or impacts can be mitigated.

Applicant analysis and findings:

The rezoning application does not adversely impact proposed environmental conditions, and there are no significant natural features or hazards located on the property. The Developer will comply with the Town's prairie dog management ordinance.

Staff Analysis and findings:

The subject property is surrounded by urbanized areas and will be required to meet all Town environmental standards as set forth in the Land Development Ordinance, such review will occur during the Site Plan process. As a part of this review, site improvements will be required to be designed to ensure that any environmental impacts are mitigated.

Based on this analysis, staff has determined that this criterion has been met.

8. The proposal is consistent with the Town Master Plan, maps, goals, and policies.

Applicant analysis and findings:

Based on the Master Plan – General Land Use Plan zoning map, the parcel is located within the E-470 Corridor character area with a 'Mixed Use' designation. The parcels directly to the west and north are also designated 'Mixed Use', and 'Mixed Use with a

Residential Emphasis’ parcels are directly to the west and south. The ‘Mixed Use’ character area is intended to “allow residents to walk and bicycle to their daily needs including retail, employment and recreation through a blend of compatible and uses, public amenities.” Therefore, the addition of an assembly/church use to the proposed mixed-use project is consistent with the Town Master Plan. The assembly/church use also addresses the Parker 2035 Master Plan goal of promoting ‘cultural venues and experiences.’

Staff Analysis and findings:

As detailed in Section IV. of this staff report, the proposed Planned Development Amendment is consistent with the Parker 2035 Master Plan designation E-470 Mixed Use.

Based on this analysis, staff has determined that this criterion has been met.

9. There is adequate waste and sewage disposal water, schools, parks and recreation, and other services to the proportional degree necessary due to the impacts created by the proposed land uses.

Applicant analysis and findings:

Waste, sewage disposal, and water will be unchanged. With the addition of assembly/church use, schools and parks will be unchanged.

Staff Analysis and findings:

The property is surrounded by developed commercial and multifamily uses. As a part of the review of this proposal, referrals were sent to the appropriate service providers and departments within the Town, these referrals agencies responded with no concerns regarding the provision of required services. Adequate services are located within the area and will be available to the property at the time of development.

Based on this analysis, staff has determined that this criterion has been met.

VIII. SUMMARY REFERRAL AGENCY COMMENTS AND CONDITIONS

Agency	Comments
Aztec	No Comment
Engineering	Approved for PD hearings. More detailed traffic analysis will be required at the time of Site Plan.
Fire Life Safety	No comment on the zoning request. The application shall review the fire code and two points of access will be required.
Building	Building has no issues with the rezone.
Cottonwood Water & Wastewater Authority	Approved
Comprehensive Planning	The proposed PD amendment aligns with the Parker 2035 Master Plan

Centennial Airport	Centennial Airport is strongly opposed to utilizing the property for noise sensitive development which includes churches. In addition, Centennial Airport recommends an avigation easement and overflight disclosure. - The applicant has acknowledged the Airport Authorities comments and will work with them at the time of platting and site plan.
Xcel	No Comment
IREA	Approved
CenturyLink	No Comment
Comcast	No Comment
Douglas County Assessor	No Comment

IX. CONCLUSION

The applicant submitted this Planned Development Amendment in order to expand the permitted uses on the property to create a balanced development proposal. The existing 14.5-acre Highway Commercial Planning Area will be rezoned to 5.4 acres (37.3% of the property) for Assembly uses (church) while the remaining 9.1 acres (62.7% of the property) will be rezoned for commercial retail allowing for focused sales tax generating uses. The proposed Planned Development Amendment is consistent with the Town's Master Plan and the application has demonstrated compliance with the applicable approval criteria including the Land Development Ordinance. Therefore, staff is recommending that Planning Commission recommend approval for this request.

X. RECOMMENDED CONDITIONS

None

XI. ATTACHMENTS

1. Referral Agency Comments
2. Cottonwood Highlands PD Guide Amendment No. 6
3. Cottonwood Highlands PD Plan Amendment No. 6

Report Approved By: Bryce Matthews, Planning Manager



Request for Town Council Action

Date: April 18, 2022

Submitted By: Michael Grabczyk, Project Engineer

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 9.334.1 - First Reading**
A Bill for an Ordinance Approving the First Amendment to Agreement Regarding Design and Construction of Drainage and Flood Control Improvements for Cherry Creek at Dransfeldt Road (Agreement No. 21-05.04A Project No. 108515) by and between Urban Drainage and Flood Control District d/b/a Mile High Flood District, the Town of Parker, and Cherry Creek Basin Water Quality Authority
Department: Engineering and Public Works, Michael Grabczyk
Second Reading: May 2, 2022

EXECUTIVE SUMMARY

The Town of Parker, the Mile High Flood District (MHFD - formerly the Urban Drainage and Flood Control District), and the Cherry Creek Basin Water Quality Authority (CCB WQA) previously executed an intergovernmental agreement (IGA) to design and permit improvements to Cherry Creek at Dransfeldt Road adjacent to Flat Acres Farms. It is anticipated that design and permitting of these improvements will be completed in the fall of this year. The Town, MHFD, and CCB WQA would like to proceed with amending this IGA to provide funding for construction of the project.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town of Parker, the MHFD and the CCB WQA have partnered previously to design and construct several major drainage projects within the Cherry Creek corridor. This reach of Cherry Creek adjacent to Dransfeldt Road and Flat Acres Farms has been identified as unstable with various locations of bank and bed erosion, in addition to requiring a realignment of the stream and some utilities to accommodate a future roadway crossing of Dransfeldt Road. A preliminary design for several reaches of Cherry Creek, including this project, was completed in 2017. Final design and permitting efforts for this project were initiated in 2021 with the initial execution of this IGA. This amendment to the IGA is intended to fund the construction of this project, which is anticipated to begin in late 2022.

FINANCIAL IMPACT

This project has been identified in the Stormwater Capital Improvements Projects 10-year plan and is included within the 2022 budget approved by Town Council. A preliminary design was completed under a 2017 IGA with the MHFD and CCB WQA and final design was funded in 2021 under the original execution of the IGA. The Town, MHFD and CCB WQA will provide additional funding for construction of the project as shown below:

Previous Contributions

Town of Parker: \$250,000
MHFD: \$60,000
CCB WQA: \$60,000

Contributions this IGA Amendment

Town of Parker: \$2,500,000
MHFD: \$300,000
CCB WQA: \$170,000

STRATEGIC GOAL(S)



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

1. Ordinance 9.334.1
2. MHFD Vicinity Map

RECOMMENDED MOTION

I move to approve Ordinance No. 9.334.1 on first reading and to schedule second reading for May 2, 2022, as part of the consent agenda.

ORDINANCE NO. 9.334.1, Series of 2022

TITLE: A BILL FOR AN ORDINANCE APPROVING THE FIRST AMENDMENT TO AGREEMENT REGARDING DESIGN AND CONSTRUCTION OF DRAINAGE AND FLOOD CONTROL IMPROVEMENTS FOR CHERRY CREEK AT DRANSFELDT ROAD (AGREEMENT NO. 21-05.04A PROJECT NO. 108515) BY AND BETWEEN URBAN DRAINAGE AND FLOOD CONTROL DISTRICT D/B/A MILE HIGH FLOOD DISTRICT, THE TOWN OF PARKER, AND CHERRY CREEK BASIN WATER QUALITY AUTHORITY

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

Section 1. The Town Council of the Town of Parker hereby approves the First Amendment to Agreement Regarding Design and Construction of Drainage and Flood Control Improvements for Cherry Creek at Dransfeldt Road (Agreement No. 21-05.04A Project No. 108515) by and between Urban Drainage and Flood Control District d/b/a Mile High Flood District, the Town of Parker and Cherry Creek Basin Water Quality Authority, which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT 1

FIRST AMENDMENT TO AGREEMENT REGARDING DESIGN AND CONSTRUCTION OF DRAINAGE AND FLOOD CONTROL IMPROVEMENTS FOR CHERRY CREEK AT DRANSFELDT ROAD TOWN OF PARKER

Agreement No. 21-05.04A
Project No. 108515

THIS FIRST AMENDMENT TO AGREEMENT (hereinafter called "FIRST AMENDMENT"), by and between URBAN DRAINAGE AND FLOOD CONTROL DISTRICT D/B/A MILE HIGH FLOOD DISTRICT (hereinafter called "DISTRICT") and TOWN OF PARKER (hereinafter called "TOWN"), and CHERRY CREEK BASIN WATER QUALITY AUTHORITY (hereinafter called "CCBWQA") and collectively known as "PARTIES";

WITNESSETH:

WHEREAS, PARTIES have entered into "Agreement Regarding Design and Construction of Drainage and Flood Control Improvements for Cherry Creek at Dransfeldt Road" (Agreement No. 21-05.04) dated June 23, 2021, (hereinafter called "AGREEMENT"); and

WHEREAS, PARTIES now desire to proceed with design and construction of drainage and flood control improvements for Cherry Creek at Dransfeldt Road (hereinafter called "PROJECT"); and

WHEREAS, PARTIES desire to increase the level of funding by \$2,970,000; and

WHEREAS, DISTRICT's Board of Directors has authorized additional DISTRICT financial participation for PROJECT (Resolution No. 12, Series of 2022); and

WHEREAS, the Town Council of TOWN, Board of Directors of CCBWQA, and Board of Directors of DISTRICT have authorized, by appropriation or resolution, all of PROJECT costs of the respective PARTIES.

NOW, THEREFORE, in consideration of the mutual promises contained herein, PARTIES hereto agree as follows:

1. Paragraph 4. PROJECT COSTS AND ALLOCATION OF COSTS is deleted and replaced as follows:

4. PROJECT COSTS AND ALLOCATION OF COSTS

A. PARTIES agree that for the purposes of this AGREEMENT, PROJECT costs shall consist of and be limited to the following:

1. Final design services;
2. Construction of improvements;
3. Contingencies mutually agreeable to PARTIES.

- B. It is understood that PROJECT costs as defined above are not to exceed \$3,340,000 without amendment to this AGREEMENT.

PROJECT costs for the various elements of the effort are estimated as follows:

<u>ITEM</u>	<u>AS AMENDED</u>		<u>ORIGINAL</u>
1. Final Design	\$	370,000	\$ 370,000
2. Construction *	\$	2,970,000	\$ -0-
3. Contingency	\$	-0-	\$ -0-
Grand Total	\$	3,340,000	\$ 370,000

* It is anticipated that funding for construction will be brought in through future amendments.

This breakdown of costs is for estimating purposes only. Costs may vary between the various elements of the effort without amendment to this Agreement provided the total expenditures do not exceed the maximum contribution by all PARTIES plus accrued interest, if applicable.

- C. Based on total PROJECT costs, the maximum percent and dollar contribution by each party shall be:

	<u>Percentage Share</u>	<u>Previously Contributed</u>	<u>Additional Contribution</u>	<u>Maximum Contribution</u>
DISTRICT	10.77%	\$60,000	\$300,000	\$360,000
TOWN	82.33%	\$250,000	\$2,500,000	\$2,750,000
CCBWQA	6.9%	\$60,000	\$170,000	\$230,000
TOTAL	100.00%	\$370,000	\$2,970,000	\$3,340,000

D. DISTRICT Acknowledges that (i) CCBWQA does not by this Agreement irrevocably pledge present cash reserves for payments in future fiscal years, and (ii) It is understood and agreed that notwithstanding any other provision contained herein to the contrary, any additional contribution obligation of CCBWQA hereunder, whether direct or contingent, shall extend only to funds duly and lawfully appropriated and encumbered by the Board of Directors of CCBWQA for the purposes of the Agreement, and paid into the Treasury of CCBWQA, and shall under no circumstances exceed \$230,000 without CCBWQA's prior express written consent.

2. Paragraph 5. MANAGEMENT OF FINANCES is deleted and replaced as follows:

5. MANAGEMENT OF FINANCES

As set forth in DISTRICT policy (Resolution No. 11, Series of 1973, Resolution No. 49, Series of 1977, and Resolution No. 37, Series of 2009), the funding of a local body's one-half share may come from its own revenue sources or from funds received from state, federal or other sources of funding without limitation and without prior DISTRICT approval.

Payment of each PARTY's full share (TOWN - \$2,750,000; CCBWQA - \$230,000; DISTRICT - \$360,000) shall be made to DISTRICT subsequent to execution of this AGREEMENT and within 30 days of request for payment by DISTRICT. The payments by PARTIES shall be held by DISTRICT in a special fund to pay for increments of PROJECT as authorized by PARTIES, and as defined herein. DISTRICT shall provide a periodic accounting of PROJECT funds as well as a periodic notification to TOWN of any unpaid obligations. Any interest earned by the monies contributed by PARTIES shall be accrued to the special fund established by DISTRICT for PROJECT and such interest shall be used only for PROJECT upon approval by the contracting officers (Paragraph 13).

Within one year of completion of PROJECT if there are monies including interest earned remaining which are not committed, obligated, or disbursed, each party shall receive a share of such monies, which shares shall be computed as were the original shares; or at TOWN request, TOWN share of remaining monies shall be transferred to another special fund held by DISTRICT.

3. All other terms and conditions of this AGREEMENT shall remain in full force and effect.

WHEREFORE, PARTIES hereto have caused this FIRST AMENDMENT to be executed by properly authorized signatories as of the date and year written below.

URBAN DRAINAGE AND
FLOOD CONTROL DISTRICT D/B/A
MILE HIGH FLOOD DISTRICT

By_____

Name Ken A. MacKenzie

Title Executive Director

Date_____

Checked By

TOWN OF PARKER

Jeff Toborg, Mayor

Date_____

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM AND SUFFICIENCY:

Kristin Hoffmann, Town Attorney

CHERRY CREEK BASIN
WATER QUALITY AUTHORITY

By_____

Name_____

Title_____

Date_____

Richard G. Borchardt, PAP Manager



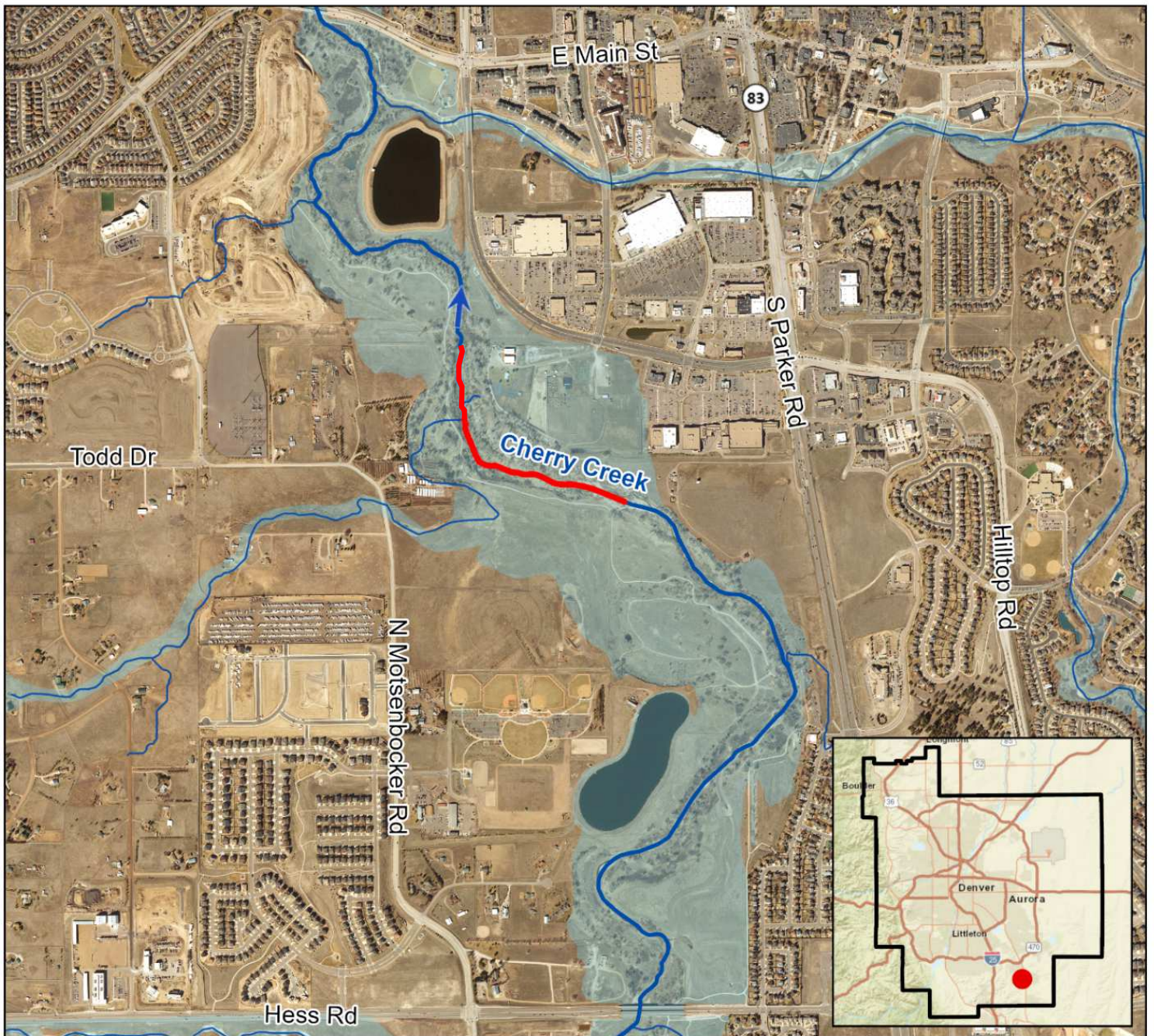
Cherry Creek at Dransfeldt



0 0.13 0.25 Miles

— Project Limits Floodplain ↑ Flow Direction

Updated 03/04/2021





Request for Town Council Action

Date: April 18, 2022

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 22-016**
A Resolution Approving the Town of Parker Comprehensive Facility Master Plan

Department: Engineering and Public Works, Jim Gilbert

EXECUTIVE SUMMARY

The Facility Master Plan ("the Plan") provides the Town of Parker with a function-based map to address the office and operational space needs within Town-operated facilities. The Town approved funds to perform this Plan in 2021 through a contract with Stantech Inc., an engineering firm familiar with the Town's infrastructure. The results of the Plan's outcomes provide a feasible approach over the next twelve (12) years to construct additional space at four (4) locations. These locations include Town Hall, the Public Works Operations Center, the Police Department, and the PACE Center.

Town staff met with the Town Council on multiple occasions during the process.

- 02.22.21 Study Session – Project overview and scope
- 04.05.21 Council Meeting – Contract approved
- 11.08.21 Study Session – Project update by staff and consultant
- 03.28.22 Tour – Motsenbocker campus and Old Town Hall
- 03.30.22 Big Picture Meeting (Presentation to staff and Council)
- 04.11.22 Study Session - Summary of Final Report

Staff is requesting Town Council adopt the Facility Master Plan through this Resolution.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

As part of the 2021 budget, the Town Council approved performing a facility master plan using an outside consultant to provide insight into the existing and future needs for additional space within the primary spaces used by the Town of Parker. Town Council approved an agreement with Stantech Inc., to perform the Facility Master Plan at the March 22, 2021 Council meeting.

Over the last nine (9) months, Stantech worked with Town of Parker staff to conduct interviews, inspect existing facilities, develop an understanding of the organization and its culture, and ultimately deliver a final report, which details the outcomes and recommendations related to the long term space needs for these facilities. The findings and recommendations are included as attachments to this Resolution.

Town Council's approval of this resolution indicates an understanding and support of the Plan. It further provides staff and the Town with an actionable approach to providing future funding and the intent of expanding the working space needed for the Town to continue providing services within the community.

FINANCIAL IMPACT

The Plan identifies the additional space needs as mentioned above. The Plan also identifies anticipated expenditures over the next twelve (12) years of approximately \$60,000,000. Funding for future projects related to this plan will still require annual appropriation and approval by the Town Council as part of the capital expenditure process. Finance provided detailed information related to the funding sources for future year expenditures.

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



PROMOTE A SAFE AND
HEALTHY COMMUNITY



FOSTER COMMUNITY
CREATIVITY AND
ENGAGEMENT



SUPPORT AN
ACTIVE COMMUNITY

ATTACHMENTS

1. Resolution No. 22-016

RECOMMENDED MOTION

I move to approve Resolution No. 22-016, as part of the consent agenda.

RESOLUTION NO. 22-016, Series of 2022

**TITLE: A RESOLUTION APPROVING THE TOWN OF PARKER
COMPREHENSIVE FACILITY MASTER PLAN**

WHEREAS, the Town hired Stantec Consultants to conduct a study of the Town's buildings, including a facilities' conditions assessment and space needs assessment;

WHEREAS, the study began in early 2021 and concluded with presentations to Town Council in late 2021 and 2022; and

WHEREAS, the Town has reviewed the process and the completed study, which is attached hereto as **Exhibit 1**, and is satisfied with the information contained therein and the methodology applied.

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

Section 1. The Town of Parker Comprehensive Facility Master Plan (Final Report dated January 14, 2022) attached hereto as Exhibit 1 is hereby approved.

RESOLVED AND PASSED this _____ day of _____, 2022.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT 1



PARKER
COLORADO

Town of Parker Comprehensive Facility Master Plan

*Final Report
1/14/2022*



 **Stantec**

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Acknowledgments

Town of Parker

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Merlin Maley
Wendy Weiskopf
Jim McClaren (Courts & Police Consultant)
Peter Knowles (Cost Estimating Consultant)

EXECUTIVE SUMMARY

Executive Summary

This report documents the process and recommended outcomes of the Comprehensive Facilities Master Plan conducted by Stantec for the Town of Parker. The study began in early 2021 and was concluded with a presentation to the Town Council in November of the same year. The scope of the study included a facilities conditions assessment of the Town’s primary occupied buildings and a space needs assessment for existing and projected space requirements, and it included all of the organization’s departments, which provide services to over 50,000 residents of the Town.

The project timeline included 5 primary phases. During the Start-Up phase, Stantec held a Kick-off meeting to establish project structure and protocols and collect background information for review. Stantec also presented questionnaires for review and approval by the Town.

PROJECT PHASES



During the Visioning phase, Stantec held a Visioning Session to help the Town define the primary goals and priorities for its master plan. These were organized into six main categories and were determined to be:

PROJECT GOALS

Service Delivery: Be function-driven to support service delivery and the Strategic Plan.

Operations: Provide appropriate balance of support spaces and space for growth.

Technology: Upgrade technology (equipment, software, and service) for all staff and customers.

Workplace and Culture: Provide flexibility, space standards, and a mix of space types to support focus work, collaboration, and privacy.

Town Image: Provide safety/security and contribute to a perception of professionalism, importance, and public service.

Resiliency and Wellness: Provide flexible, reconfigurable spaces for future trends and organization growth.

These project goals served as guiding principals throughout the duration of the project.

Following the Visioning phase, Stantec collected data through surveys, departmental interviews, and site assessments. Departments included:

- Community Development, Building Services
- Community Development, Planning
- Communications
- Courts
- Cultural
- Economic Development
- Finance
- Fleet and Facilities
- Human Resources
- Information Technology
- Legal
- P3
- Parks and Recreation
- Police
- Public Works, Engineering Division
- Public Works, Stormwater
- Public Works, Streets
- Public Works, Traffic Division
- Town Administration
- Town Clerk

Through data collection, Stantec sought to better understand each user group's site use and space needs in both quantifiable and qualitative ways. Stantec assembled the findings into a summary report, which was presented to the Town in June 2021. Findings indicated that space within most buildings is lacking, particularly collaborative work areas such as meeting and assembly areas. Space to accommodate customers is also lacking, and it is likely that in-person service will continue to be a priority for the Town.

Peer benchmark research was conducted during this phase in order to inform the

BUILDING CONDITIONS ASSESSMENTS

recommendation of space standards for use in developing the space needs program.

The Building Conditions Assessment was also conducted during this phase. This assessment evaluated the physical conditions of 17 buildings located throughout the Town. The assessments considered building systems (mechanical and electrical), architectural and site conditions, and code compliance. Overall building conditions were rated into four categories: poor, fair, good, or excellent, as described on the following page.

Details regarding necessary upgrades, repairs, and replacements informed the highest and best use discussions later in the planning process as well as the cost estimates related to recommendations.

All of the buildings were found to be in fair or good condition. It is important to note that the conditions assessment does not evaluate a building's suitability for the current use, which became an important consideration for Old Town Hall as the project progressed.

Overall Condition	Building/Structure	Location	SF	Year Built	Scope
3	Town Hall	20120 E. Mainstreet	34,456	2002	ADA, Architectural, MEP per high level ASHRAE guidelines, and capacity assessment. IT/Security system.
2	Old Town Hall	20118 E. Mainstreet	3,534	1987	ADA, Architectural, MEP Assessment full, Assessment at Level 2 per original scope, Structural Assessment
3	Discovery Park – Concession Building	20115 E. Mainstreet	1,204	2016	MEP related discussion with Facilities only, no tour
3	Discovery Park – Pump Building	"	1,245	2016	"
3	Discovery Park – Band shell/refriger.	"	2,068	2016	"
3	Parker PACE Center	20000 Pike's Peak Ave.	50,561	2011	ADA, Architectural and MEP Assessment per ASHRAE guidelines. IT/Security System.
3	O'Brien Pool Building	10795 Victorian Dr.	3,985	2002	MEP and Roof Assessment per ASHRAE guidelines.
3	Rec. Fieldhouse	18700 E. Plaza Drive	99,296	2007	MEP and Roof Assessment per ASHRAE guidelines. IT/Security System.
3	Police HQ	18600 Lincoln Meadows Pkwy	53,500	2010	ADA, MEP and Roof Assessment per ASHRAE guidelines and capacity assessment. IT/Security System.
3	Recreation Center	17301 E. Lincoln Ave.	45,783	1994	MEP and Roof Assessment per ASHRAE guidelines. IT/Security System.
3	Parks & Forestry Offices	12010 Motsenbocker Rd.	4,123	1997	Architectural & MEP Assessment per ASHRAE guidelines
2	P & F Mower Bldg.	"	5,800	1970	"
2	P & F Storage Bldg.	"	2,488	1993	"
3	P & F Parks Shop	"	8,000	1997	"
3	P & F Fleet Shop	"	9,600	2005	"
2	P & F Former Salt Storage	"	2,872	2009	"
3	Public Works Operations Center	9045 Tammy Lane	31,675	2015	MEP related discussion with Facilities only, no tour

Ranking	Overall Condition
1	Poor, Needs Replacement
2	Fair, Needs Repair/Attention
3	Good, Acceptable
4	Excellent, New/No Issues

The full Assessments Report is available under separate cover.

Following data collection, Stantec produced a space needs program, quantifying current and projected space needs. The methodology used to create the program included quantifying the current allocated space, establishing a set of assigned workspace standards based on industry best practices and peer benchmarks, right-sizing for current needs, and finally projecting future needs based on staff growth, changes in technology and/or service delivery, and work process needs. Stantec investigated how COVID-19 has impacted each department's work processes in order to determine if impacts would result in space implications. It was determined that the workflow and culture of the Town relies heavily and prides itself on in-person service, which was factored into the development of the space needs program.

For the near-term and intermediate-term space projections, individual spaces were calculated. For the long-term projections, space was projected based on the average square foot per seat of each user group.

Staff projections were provided by each user group and were measured against historic staff growth as well as the Town budget. For most departments, staff growth was capped at the 10-year mark. Growth within the Police Department is expected to continue to grow as the Town's population ages.

Projections indicate that the Town's space* will need to grow by approximately 43,000 net square feet (NSF) - slightly less than 30% - over the planning timeframe of 30 years.

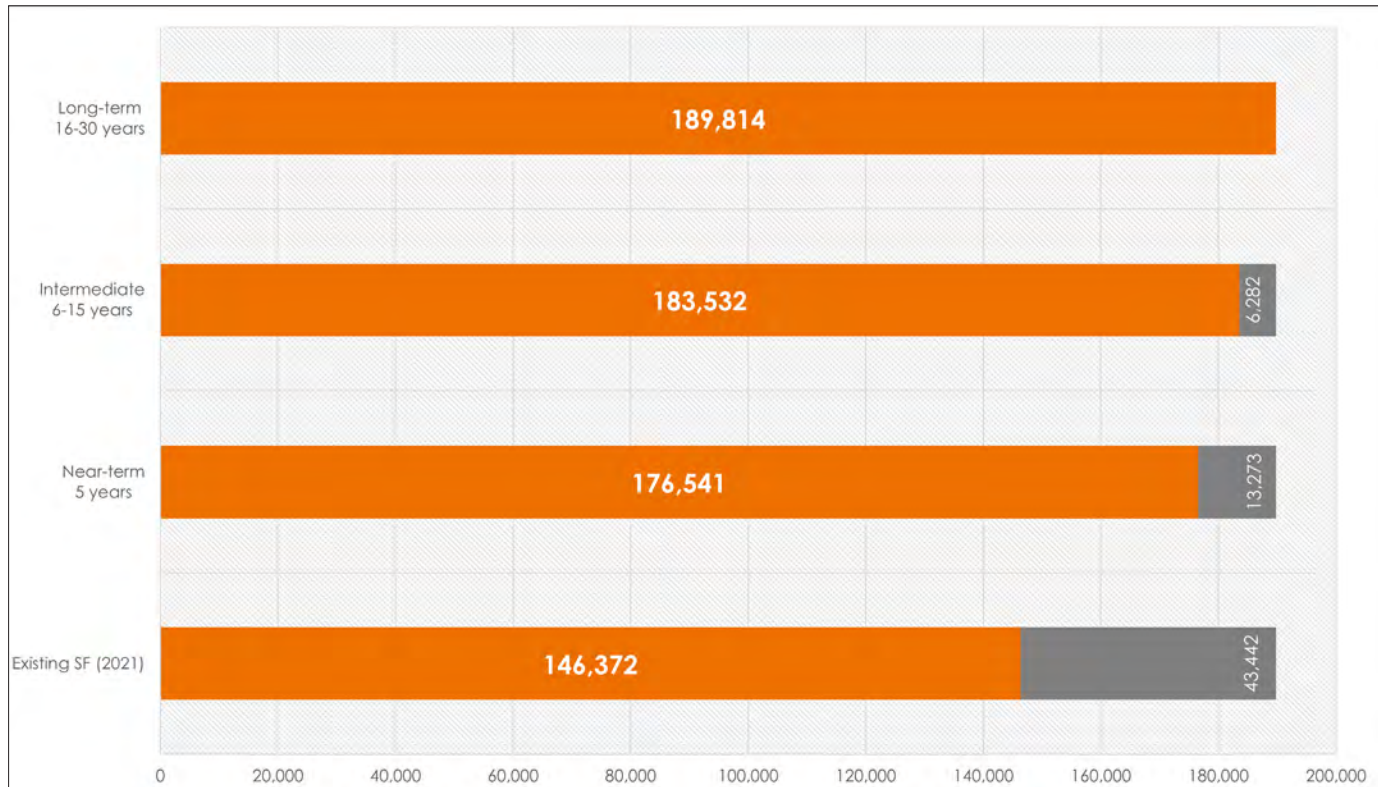
Staff and space projection summaries and a gap analysis are provided to the right. The full space needs program is provided in the Appendix.

*Space includes office space for Parks and Recreation administrative staff but excludes all other Parks and Recreation space (Rec Center, Field House, etc). these were excluded because the department had recently completed a separate master plan.

STAFF PROJECTIONS

method	% growth	Current	5-year	10-year
Department projections	25% (2.5% annual)	314	347	394
Historic comparison	10% (0.92% annual)	314	329	344

GAP ANALYSIS



RECOMMENDATIONS SUMMARY

SITE	RECOMMENDATION
Town Hall	Expand existing building footprint, relocate Old Town Hall occupants
Public Works Operations Center (PWOC)	Expand on site, consolidate all Public Works functions to this campus
Public Safety Complex	Expand existing building footprint, relocate Municipal Courts to this campus
Parker Arts Culture and Events Center (PACE)	Expand existing building footprint, consolidate all PACE administration to this building

Following review and approval of the space needs program, Stantec conducted a series of Alternatives Workshops, during which a variety of potential facilities solutions were discussed. The workshops were interactive and collaborative, including representatives from all user groups in order to build consensus for preferred directions.

Detailed accounts of the workshops are contained within the appendix. A summary of the final recommendations is provided here.

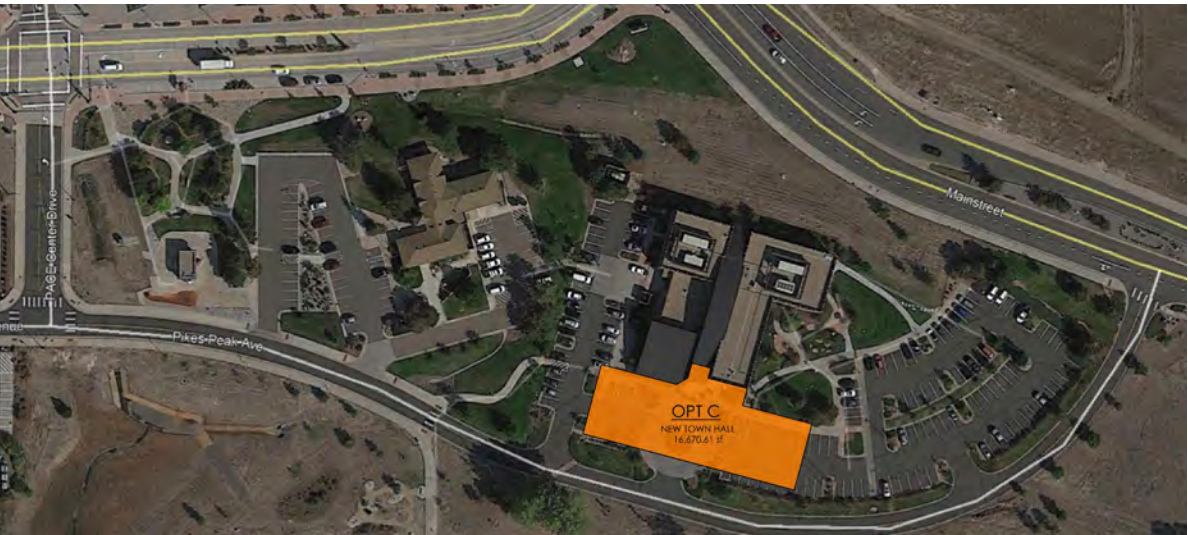
Through the course of the workshops it was determined that the preferred course of action is to build an addition to Town Hall to accommodate growth of the departments currently housed there as well as all departments currently located within Old Town Hall. Once the addition is complete, departments can locate from Old Town Hall to the expanded Town Hall, allowing Old Town Hall to be demolished.

Two potential expansion areas have been identified for Town Hall, as illustrated to the right. Both options accommodate the recommended space needs for staff growth and programmatic needs, included much-needed amenities for staff and customers and renovations to address the quality and character of public spaces.

TOWN HALL EXPANSION OPTIONS



East Expansion Option



South Expansion Option

In order to create expansion space for Parks and Recreation, it is recommended that the Public Works Operations Center (PWOC) be expanded to accommodate the Fleet and Facilities Department. Once expansion space is constructed for that department, Parks and Recreation can backfill the vacated space at the Motsenbocker Campus. It is recommended that Building B at the Motsenbocker Campus be demolished or retrofitted to meet requirements for occupancy, or discontinue occupant use. Details regarding the building's current conditions are outlined in the Appendix as well as in the Assessment Report, published under separate cover.

These recommendations support the recommendations made in the Parks and Recreation Master Plan, completed separately and prior to this study. It is also recommended that parks maintenance space be included with recreation center construction at the south end of town. The Town should undertake a similar planning and design effort for this new Parks and Recreation facility to determine alternatives for location, programming, conceptual/schematic design, and order of magnitude cost estimates.

The diagram to the right illustrates the site expansion concept for PWOC.

PWOC SITE CONCEPT

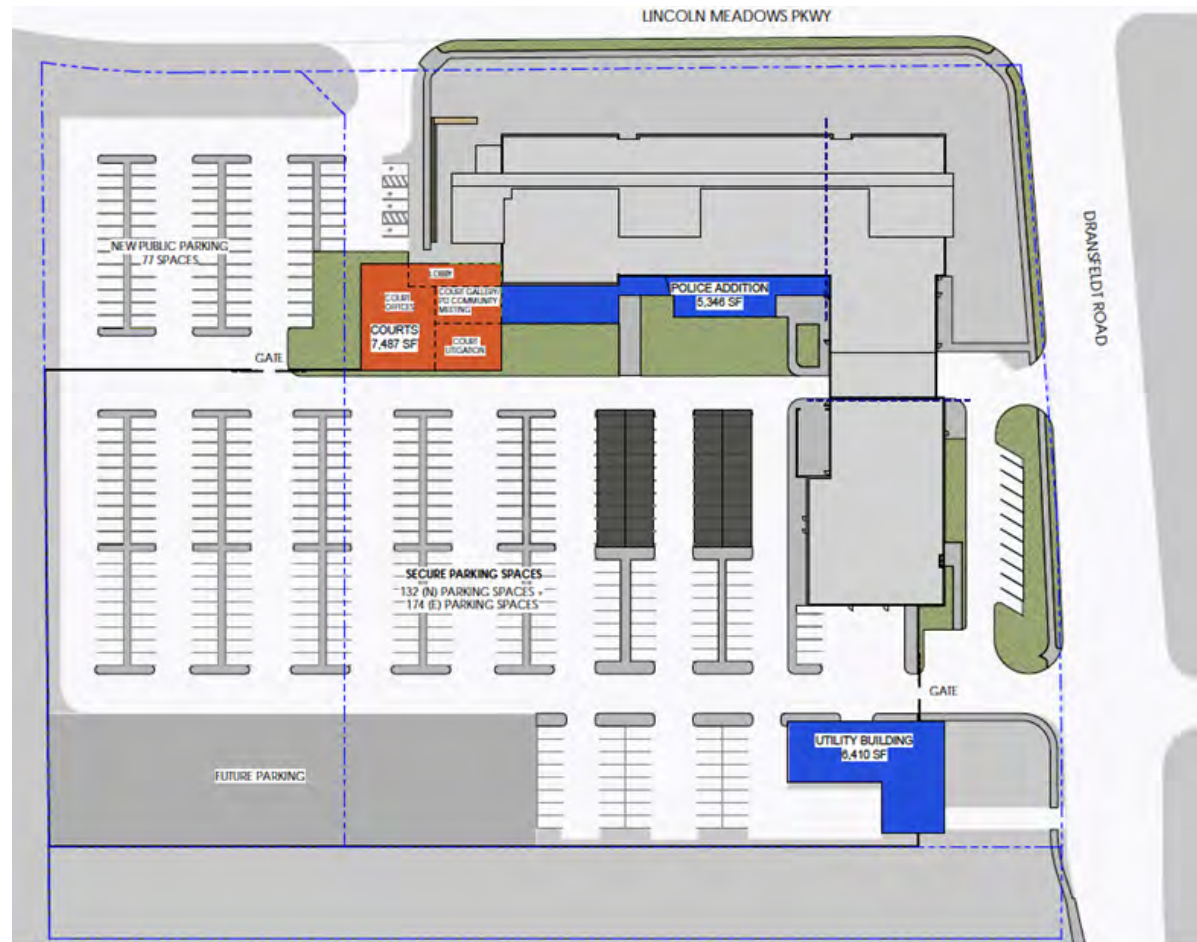


In order to accommodate growth needs for the Police Department and optimize space use for the Courts, it is recommended that the Police Department be expanded to become a Public Safety Campus that includes all Courts facilities.

The diagram to the right illustrates the Public Safety Campus Concept.

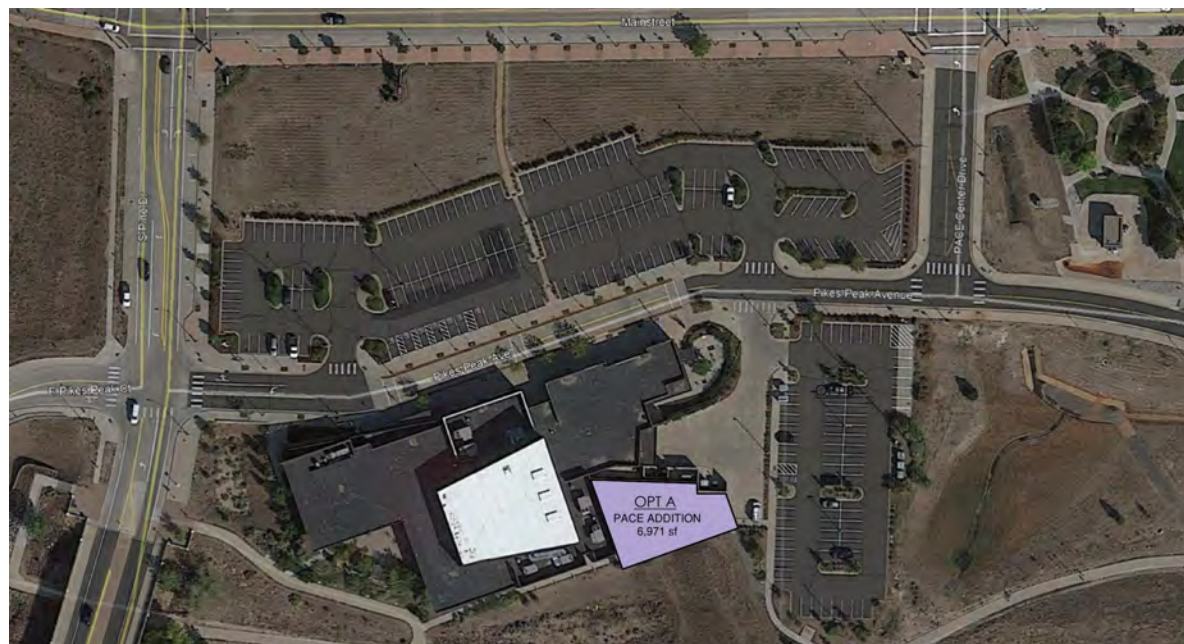
When the Courts relocate to the Public Safety Campus, departments remaining in Town Hall can backfill the vacated space as they continue to grow. Block diagrams for the Town Hall expansion as well as the backfill are contained within the pages of this document.

PUBLIC SAFETY COMPLEX

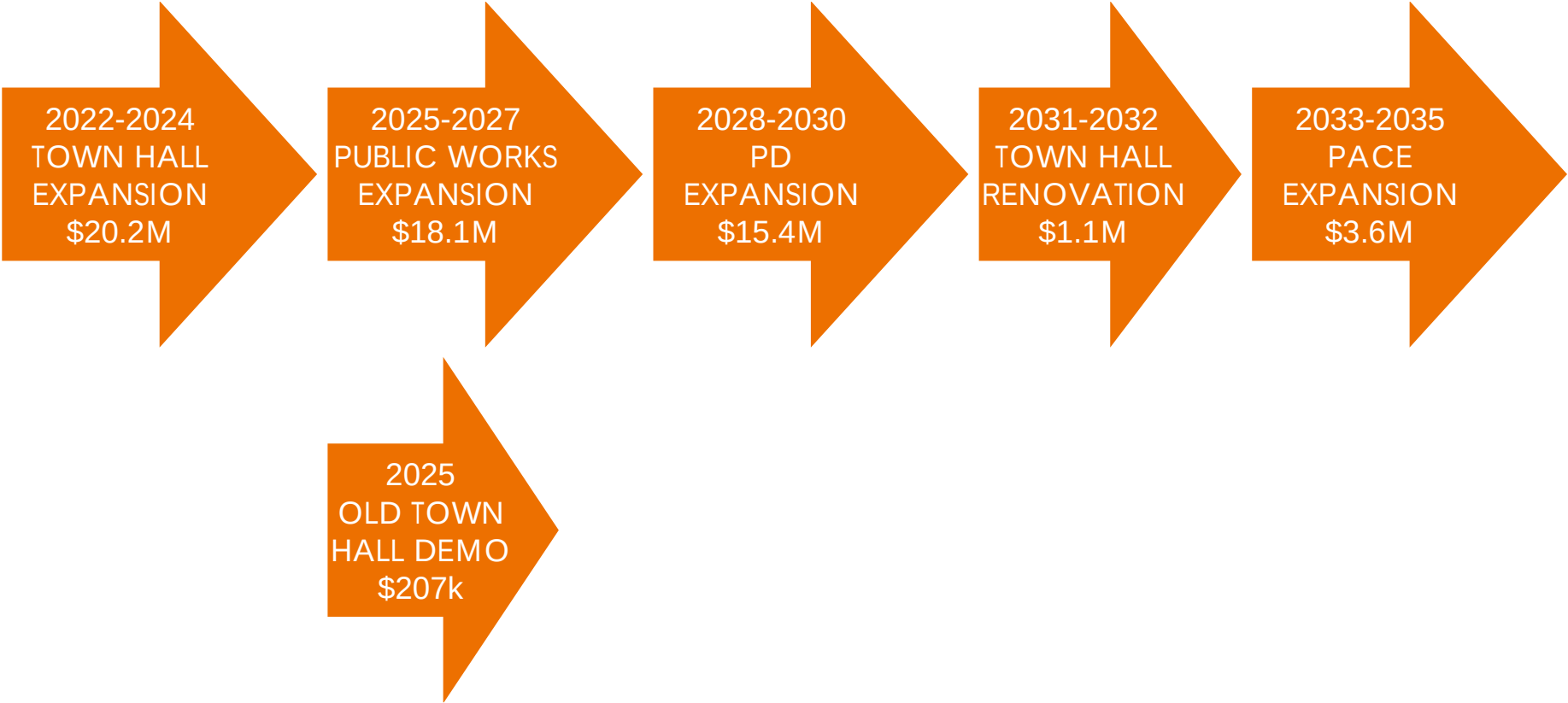


The final expansion phase is to the Parker Arts Culture and Events Center (PACE), which would be a small addition to accommodate growth needs and consolidate administrative offices into a single location (offices are currently spread among multiple sites).

PACE EXPANSION CONCEPT



It is anticipated that the cost for all of these projects will be approximately \$59M, distributed over 13 years. The timeline for the expansion and renovation projects is illustrated below along with the cost breakdown. Note that the estimates exclude costs such as FFE. Detailed estimates are included in the Appendix.



PROJECT OVERVIEW

Introduction

Project Approach

Survey Findings

Visioning Session

Introduction

Incorporated in May of 1981, The Town of Parker comprises over 22 acres located in central Colorado in the northeastern portion of Douglas County. According to 2020 US Census data, the Town population is more than 58,000, indicating a slower growth rate than in previous decades. Town officials believe the population will slow greatly over the coming decade, and that the Town will be “built out” in the next 10 years.

The Town of Parker contracted with Stantec to provide facility planning services in order to develop a road map and living document to guide facilities decisions over the next 30 years. As illustrated in the Project Phases diagram at right, the planning process includes multiple phases.

During the Start-Up phase, Stantec held a Kick-off meeting to establish project structure and protocols and collect background information for review. Stantec also presented questionnaires for review and approval by the Town.

During the Visioning phase, Stantec held a Visioning Session to help the Town define the primary goals and priorities for its master plan. These are described on the following pages.

Data collection has been multi-faceted and has been completed by two teams working concurrently to assess physical building conditions and to evaluate existing space use and quantities. A building conditions assessment report has been issued under a separate cover, pending approval by the Town of Parker.

Departments provided information through a series of surveys and interviews. This interaction provided an understanding of each user group’s current and projected operations and space use.

PROJECT PHASES



Departments and divisions included/interviewed are as follows:

- Community Development, Building Services
- Community Development, Planning
- Communications
- Municipal Court
- Cultural
- Economic Development
- Finance
- Public Works, Fleet and Facilities
- Human Resources
- Information Technology
- Legal
- P3
- Parks and Recreation*
- Police
- Public Works, Engineering Division
- Public Works, Stormwater
- Public Works, Streets
- Public Works, Traffic Division
- Town Administration
- Town Clerk

This information, combined with the building assessments, informed the development of a space needs analysis, gap analysis, potential solutions to meet space and operational requirements, and corresponding cost estimates in the next phases of this project.

*Parks and Recreation office space was included in this study, however other departmental facilities have been excluded as this department conducted a separate master planning effort prior to this study.

A successful facilities master plan provides an *adaptable, innovative* roadmap that will....

...*improve service delivery* to the public

...provide a *productive & healthy* workplace

...and be delivered within a *reasonable budget & timeframe*.

This master plan offers a guide for decision-making about renovations and expansions to existing facilities. It is expected to be useful for the next 30 years. As with any master plan of this type, the document and its contents remain flexible to accommodate demand for inevitable change in the future. As the pace and evolution in technology continues to impact how spaces are utilized, it is expected that some aspects of this plan will remain fluid and open to modifications as needs arise.



Project Approach

As key components of the Master Planning process, the project approach focused first on defining the facilities needs for departments located within the Town of Parker and then studied how these occupancy trends may impact future development of Town-owned property. This document includes three specific components that shape and guide the recommendations that have been determined. The following describes these components in general terms, whereas the subsequent chapters provide great detail.

1. Existing Conditions Analysis: include the collection and review of current information and any previous studies that would impact the direction of the master plan.

a. Inventory and Analysis: Site and existing building information has been collected and reviewed, along with existing building condition assessments, to understand how the current facility conditions may influence future growth of facilities including Town Hall, the Parker Arts Culture and Events (PACE) Center, Public Works Operations Center (PWOC), and Motsenbocker Campus.

b. Inventory and Analysis: Space Needs Analysis includes appropriate review of background information on how departments and divisions utilize the facilities at the Town Hall, Old Town Hall, PACE Center, Police Department, PWOC, and Motsenbocker sites. Information such as existing floor plans, space standards and historic staffing needs have been evaluated in conjunction with real-time input from department leadership as to current staffing and spatial needs.

2. Conceptual Block Plans illustrate how planning goals correlate to the facilities recommendations and provide an overview of specific projects that should be considered for approval in the years to come.

3. Project List and Implementation Plan includes a list of individual projects, building renovations/additions and improvements as depicted on the conceptual plan. The project list organizes the individual elements from the conceptual block plans, with corresponding budget estimates and anticipated time-frames, so that the Town of Parker can work towards implementation.

Master Plan Process

The Master Planning process followed a detailed work plan that was prepared by the project team and submitted to and approved by the Town of Parker. The project scope included project start-up, visioning, data collection, alternatives development and final reporting. The process focused on the following Town sites: Town Hall/Old Town Hall, PACE Center, Police Department, PWOC, and Motsenbocker Campus. As referenced in this document, the project team comprises the Steering Committee, the Department Representatives, and the Stantec team and their consultants. The Steering Committee and Department Representatives were assembled by the Facilities Department and were closely involved with all aspects of the planning process.

Phase 1. Project Start-Up

- The Start-Up phase involved collecting and reviewing background information, such as existing floor and site plans, space standards, and historic staffing data. A Steering Committee was also established during this phase, which provided guidance to the consultant team throughout the project.

Phase 2. Project Visioning and Staff Engagement

- Priorities and goals were discussed and set during the Visioning phase. These goals were revisited throughout the course of the project to ensure that planning decisions were made that aligned with project goals and are further described in subsequent sections of this report.

Phase 3. Data Collection

- The Data Collection phase included a series of questionnaires, interviews and review sessions with the primary departments which occupy the Town of Parker facilities. The purpose of this phase was to collect specific information regarding how departments utilize space and discover how future trends might impact spatial needs.
- This phase also included a Buildings Conditions Assessment of 17 buildings.

Phase 4. Alternatives Development

- Following the Data Collection phase, Stantec produced alternatives for creating spatial efficiencies and addressing the current and future space needs for each department. This included exploring potential relocations of select departments to accommodate for the projected growth. The project team also explored different land use and design opportunities at the Town Hall, PACE, PWOC and Police Department sites. The initial concepts considered steering committee and department feedback, existing conditions, facilities characteristics, site findings and the surrounding community framework. The detailed conceptual block plans included space utilization and adjacency recommendations based on feedback received from the department interviews and survey. Through Steering Committee and Department Representatives feedback, the project team created a preferred master plan concept. This data is presented herein and may be utilized by the Town of Parker as spatial-use decisions are considered during the coming years.

Phase 5. Final Plan Development

- The project team created this planning document to summarize the process, the findings, analysis, concepts, and final recommendations.

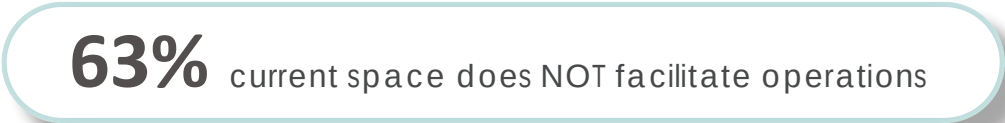
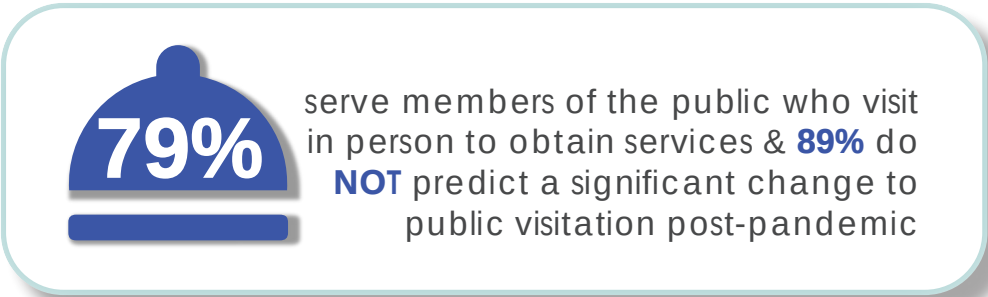
Survey Findings

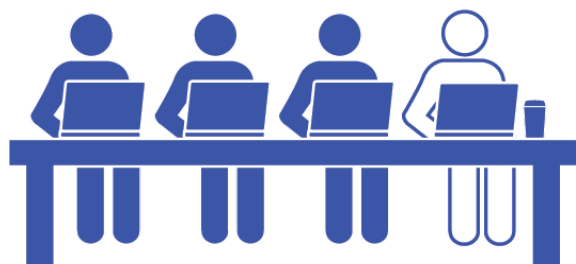
Survey Process

Stantec distributed a survey to obtain information related to space use, staffing needs and expectations, teleworking experience and preferences, site use, and workflow. The survey also addressed goals and expectations for this project, as well as remote work perceptions due to the impacts of the pandemic.

The findings of this survey collection effort have been summarized and provided in the following sections of this report.

Following review of the survey responses, Stantec conducted interviews with leadership from each department to better understand each user group’s site use and space needs in both quantifiable and qualitative ways.





68% space supports individual/focused work

but

42%

say it supports collaborative work only somewhat



83% say projected staff growth is due to population growth

74% say better **technology** would improve **attraction & retention**



INTERVIEW FINDINGS:



Most departments have a functional need to work in person, on site. Face-to-face interactions are preferred. “Drive-by’s” are an important aspect of the work culture.

INTERVIEW FINDINGS:



The majority of employees will continue to use assigned work stations and offices. At the time of the interviews, a remote work policy was being developed.

Building Assessment

The Building Conditions Assessment evaluated the physical conditions of 17 buildings located throughout the Town. The assessments considered building systems (mechanical and electrical), architectural and site conditions, and code compliance. Overall building conditions were rated into four categories: poor, fair, good, or excellent, as described on the following page.

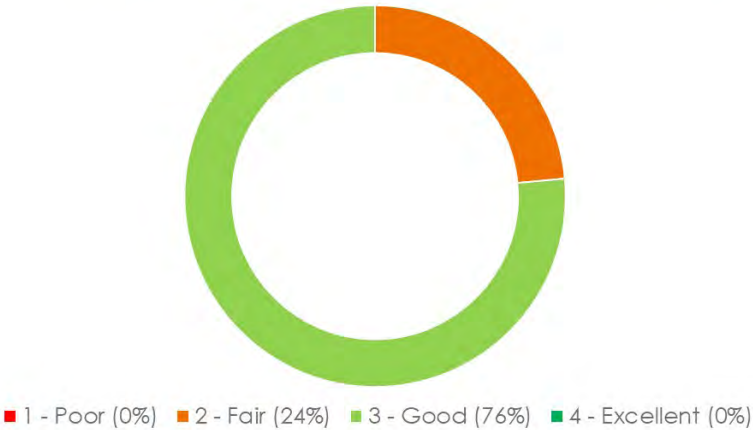
Details regarding necessary upgrades, repairs, and replacements informed the highest and best use discussions later in the planning process as well as the cost estimates related to recommendations.

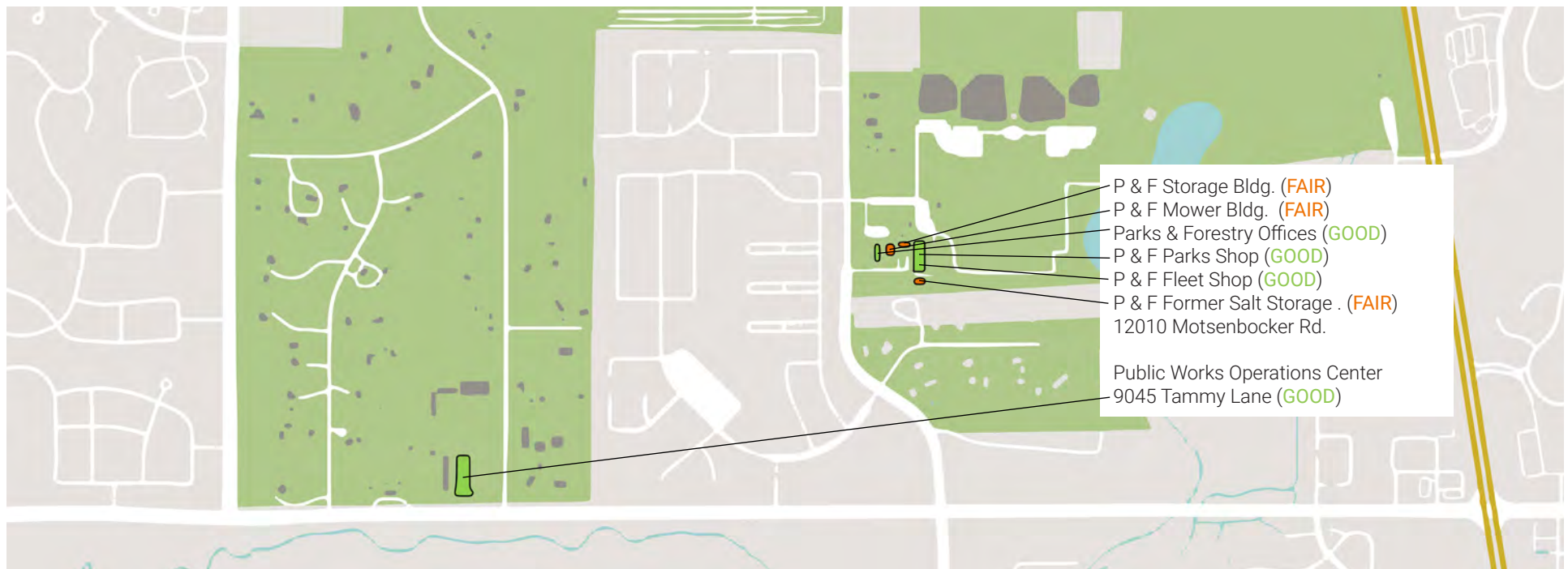
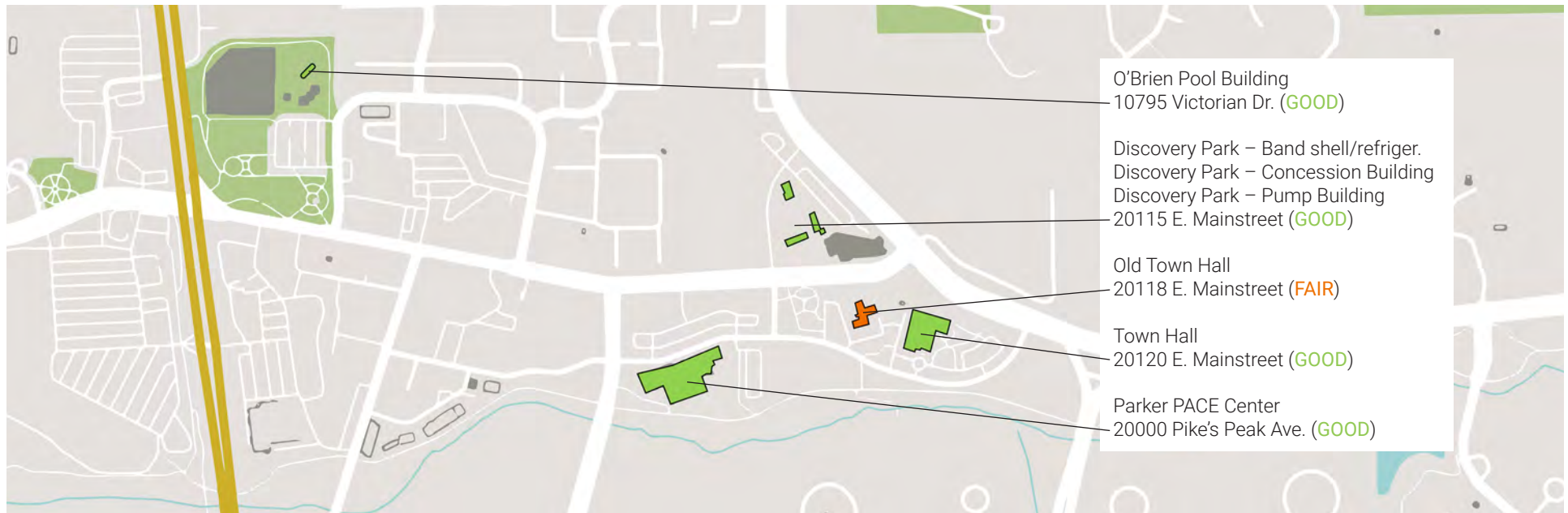
All of the buildings were found to be in fair or good condition. Ratings refer to the level of maintenance, repair, or replacement of items such as finishes or building systems, or to potential code compliance issues. Ratings do not relate directly to a building's life cycle.

It is important to note that the conditions assessment does not evaluate a building's suitability for the current use, which became an important consideration for Old Town Hall as the project progressed.

The full Assessments Report is available under separate cover.

Building Conditions Assessment - Rankings





Visioning Session

Stantec facilitated a virtual Visioning Session on May 17th, 2021 to identify and prioritize goals for this study. Key stakeholders, selected by the Town to serve as a project Steering Committee, participated in the session and provided valuable input to determine the goals. The session included two central exercises.

The first exercise was titled “Future Forward” and asked participants to provide descriptor words that contrast the Town’s current state with what is desired for the future. The diagrams below illustrate the outcomes of that exercise. Larger words indicate that they were mentioned more than smaller words shown. Participants indicated that the organization is currently growing and needs to have space for a flexible and efficient future.



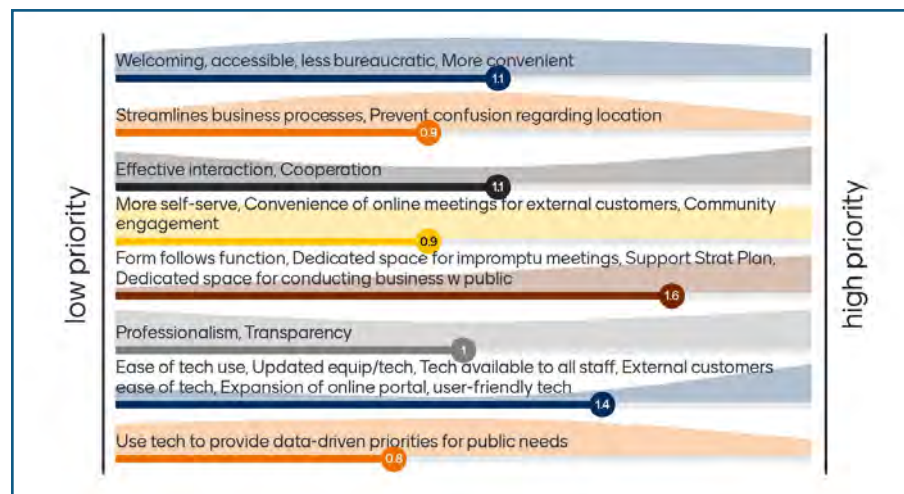
The second exercise was divided into phases: first to identify goals and then to prioritize them. Participants were asked to identify two specific goals related to each of six different categories:

- Service Delivery
- Operations
- Technology
- Workplace & Culture
- Town Image
- Resiliency & Wellness

Participants then discussed the goals they identified, explaining specific drivers for providing those goals. Participants were then asked to review all of the goals provided by all other participants, and rank them in order of priority. Goals defined, and those that emerged as top priorities, are as follows:

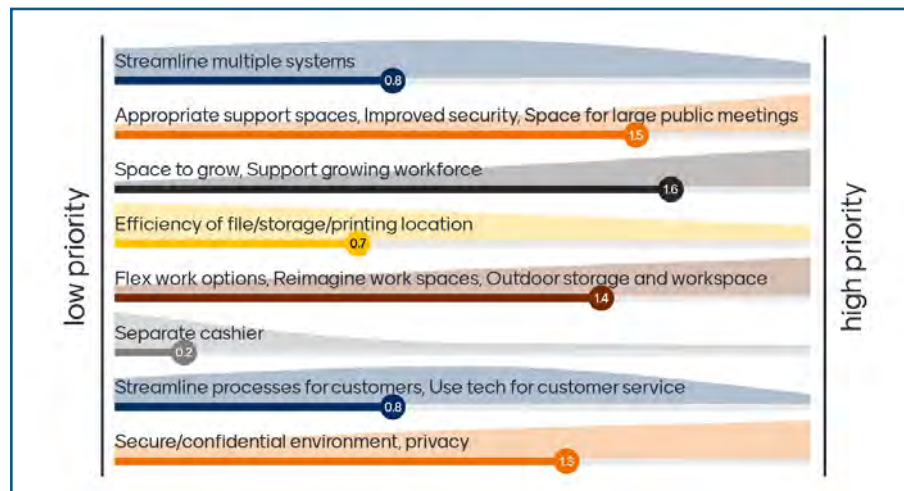
Service Delivery

Form follows function: be function-driven to support service delivery and the Strategic Plan



Operations

Provide appropriate balance of support spaces and space for growth.



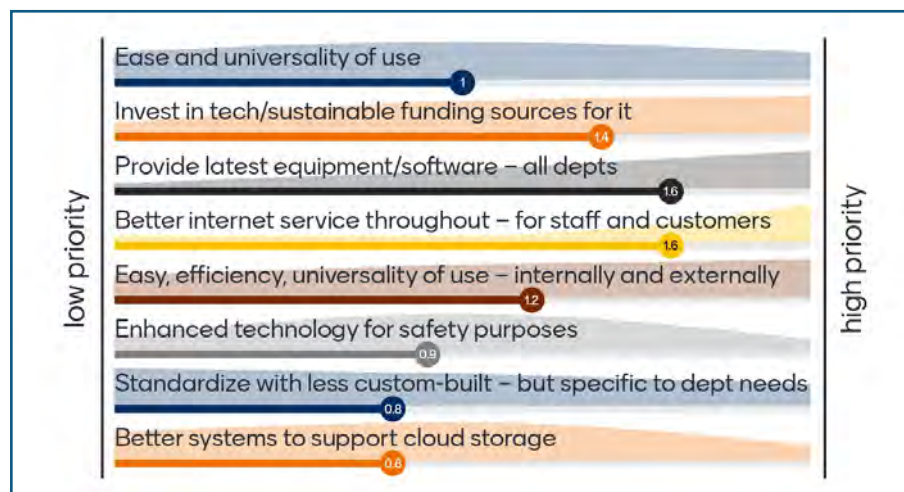
Workplace and Culture

Provide flexibility, space standards, and a mix of space types to support focus work, collaboration, and privacy.



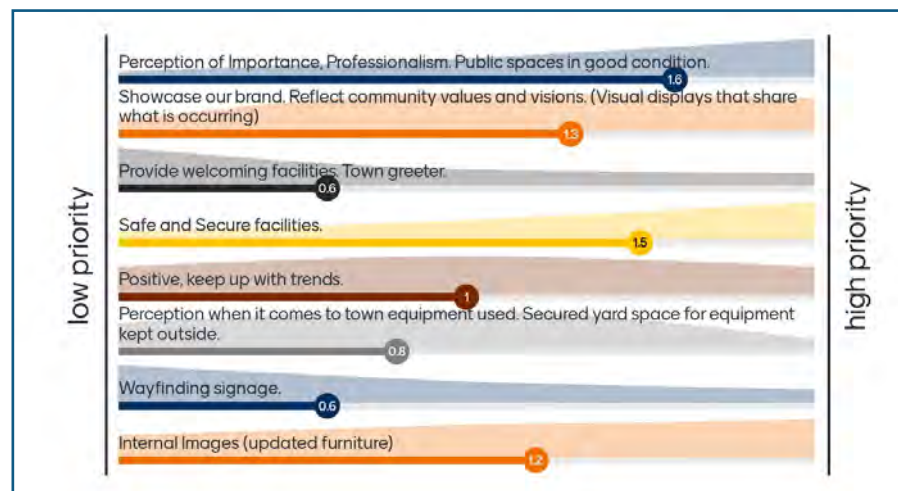
Technology

Upgrade technology (equipment, software, and service) for all staff and customers.



Town Image

Provide safety/security and contribute to a perception of professionalism, importance, and public service.



Resiliency and Wellness

Provide flexible, reconfigurable spaces for future trends and organization growth.



SPACE NEEDS PROGRAM

Definitions & Terminology

Space Needs

Methodology

Space Needs Summary

& Gap Analysis

Definitions & Terminology

Defining terminology helps identify and explain space calculation methods, space types, and work styles. The following are definitions of terminology used in this document.

Definitions

Assignable Square Feet (ASF) - the sum area of all work spaces dedicated to a department/division.

Gross Square Feet (GSF) - the sum of all areas on all floors of a building that are within the outside faces of the building's exterior walls, including columns, vertical circulation, and shaft areas connecting one floor to another.

Net Square Feet (NSF) - the usable area of individual rooms or spaces available for furnishings, equipment, and personnel, including storage areas, measured from the inside face of surrounding walls, and excluding any area that cannot be occupied, such as structural columns, walls, or building shafts.

Head count - The actual number of employees on a department's payroll. This number includes employees who are full-time, part-time, temporary, and interns. The head count does not include employees who are not on the payroll, such as other agency employees, vacant positions, future positions, vendors, contract workers, or consultants.

Rightsizing - The process of identifying and calculating what the actual space need is to meet the requirements specific to end user groups. This may or may not be the same as current space standards. Rightsizing establishes a baseline from which future space needs can be projected and can be greater or less than the current need. Typical rightsizing exercises apply proposed space standards to eliminate surplus and/or account for deficiencies in an effort to optimize space and efficiency.

Space Needs

In addition to completing facilities walk-throughs of the Parker sites, the project team required specific input from department representatives regarding how space is utilized and the impacts of teleworking on existing and anticipated workflows. To collect this information, Stantec utilized a combination of Town-wide department surveys (results described in previous pages of this document) and interviews with representatives from each department, as determined by the Facilities department.

Agency Interviews

Following the surveys, a series of interviews were conducted to obtain clarification and additional information from all departments. The following is a full list of the departments that were interviewed:

- Town Administrator
- Community Development: Building & Planning Divisions
- Cultural
- Courts
- Economic Development
- Finance
- Human Resources
- Parks & Recreation (Town Hall offices only)
- Police
- Public Works: Engineering & CIP
- Public Works: Fleet & Facilities
- Public Works: Traffic, Stormwater & Streets
- Town Clerk

The primary purpose of these interviews was to:



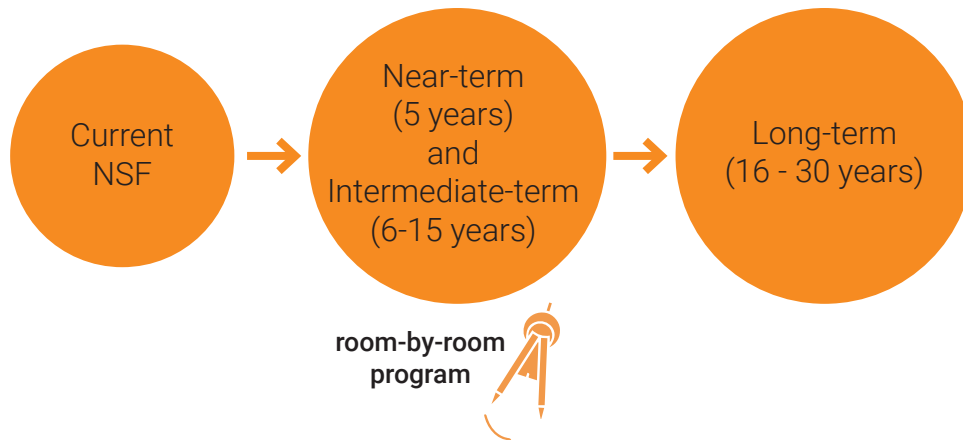
During these interviews, Stantec sought to better understand each user group's site use and space needs, including clarifying their remote work preferences. Overall, due to the nature of their work and the Town's culture and preference for face-to-face interactions, most departments identified a need to maintain dedicated office spaces on site, in lieu of working remotely or making use of shared workspace seats.

Full summaries of the results of each department interview have been compiled and provided within the appendix of this document.

Space Needs Methodology

Based on survey and interview findings, Stantec produced a set of gap analyses comparing current space use to rightsized space needs in the near term (5 years), intermediate term (6 - 15 years), and long term (16 - 30 years).

Growth between the current, near and intermediate terms varies per department based on their specific needs and projections gathered via department data sheets and verified during department interviews. For all departments aside from Courts and the Police Department, the long-term projections match intermediate-term projections. In further discussions with the Facilities department and department representatives, it was projected that the majority of Town growth will be occurring over the next 15 years, after which, growth is not anticipated.



The current and proposed SF/seat averages by department are described in the table on the right.

The overall increase in SF/seat can be attributed to the following factors: increase in dedicated collaboration spaces, standardized office and workspace sizes, increased circulation factor. As noted below, this is more in-line with peer organizations.

	ASF/Seat	Seat Sharing
North Dakota State Agencies	Target: 250 Actual: 242	Yes
Colorado State Agencies	Target: 204 Actual: 192-247	Yes
Larimer County	Target: 248 Actual: 267	No
Boulder City	Target: 222 Actual: 190	No

Staff Projections by Department	SF per person	
	Current	Proposed
AVERAGE	222	251

Peer Benchmarks

Department	SF per person	
	Current	Proposed
Admin - Admin	256	386
Admin - Attorney	278	259
Municipal Court	399	207
PW - Facilities	167	223
PW - Engineering	235	281
PW - Fleet	103	258
PW - Traffic, Stormwater & Streets	93	103
CD - Planning & Building	236	259
Communications	209	183
Human Resources	206	310
Cultural	140	250
Parks & Rec (Town Hall Only)	216	208
Econ Dev. & Acting Admin.	214	215
Clerk	421	526
Finance	204	205
IT	244	235
P3	149	153
AVERAGE	222	251

SF/Seat By Department

Space Needs Summary & Gap Analysis

A summarized gap analysis of the total projected headcounts is shown below. This includes all departments from this study with the exception of Parks employees outside of Town Hall as those facilities are included in a separate planning study.

While a comprehensive staffing analysis was not performed as part of this study, projections supplied by department leadership were benchmarked against the Town budget and the historic growth rate. Staffing for most department was capped after 10 years. Staffing figures were also adjusted to reflect the Town budget and may be slightly lower than figures provided during the initial data collection phase of the study. The Police

Department is expected to continue to grow as the Town's population ages.

Stantec provided benchmark research data comparing Parker to peer organizations and used some of the data to propose the following space standards, which were used in the space needs projections.

Department	Staff				
	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	% growth
Admin - Admin	3.0	4.0	5.0	5.0	67%
Admin - Attorney	5.0	7.0	8.0	8.0	60%
Courts	3.0	5.0	6.0	7.0	133%
Facilities	9.0	10.0	13.0	13.0	44%
PW - Engineering	14.0	15.0	15.0	15.0	7%
PW - Fleet	4.0	6.0	6.0	6.0	50%
PW - Traffic, Stormwater & Streets	37.0	43.0	52.0	52.0	41%
CD - Planning & Building	24.0	32.0	32.0	32.0	33%
Communications	4.0	5.0	6.0	6.0	50%
Human Resources	7.0	9.0	10.0	10.0	43%
Cultural	16.0	18.0	19.0	19.0	19%
Parks & Rec (Town Hall Only)	5.0	6.0	6.0	6.0	20%
Econ Dev. & Acting Admin.	1.0	3.0	3.0	3.0	200%
Clerk	5.0	5.0	5.0	5.0	0%
Finance	16.0	16.0	21.0	21.0	31%
IT	11.0	12.0	15.0	15.0	36%
P3	2.0	3.0	3.0	3.0	50%
Police Department	122.5	126.0	127.0	146.0	19%
TOTAL	288.5	325.0	352.0	372.0	29%

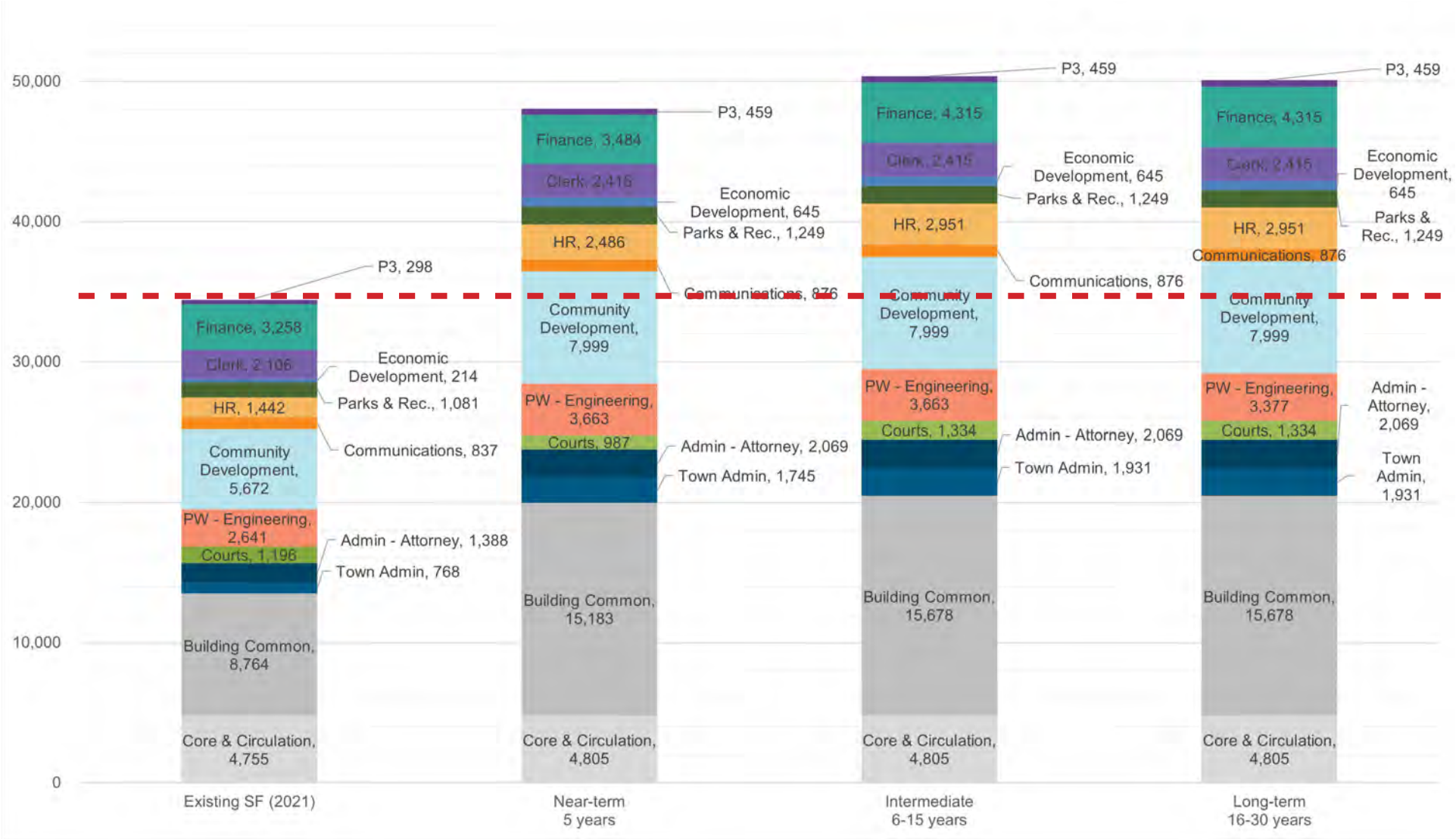
Staffing Projections By Department

Space Type	NSF	Description
Office Space		
Private Office 1 (PO1) - 10'x12'	120	typical private office
Private Office 2 (PO2) - 12'x15'	180	medium private office
Shared Office 1 (SO1) - 12'x15'	180	shared office
Workstation 1 (WS1) - 7'x8'	56	typical workstation
Workstation 2 (WS2) - 6'x6'	36	atypical workstation
Workstation 3 (WS3) - 6'x4'	24	hotelling/bench
Support Space (Dedicated to Dept)		
Copy	120	
Storage	120	typical (can also vary based on dept need)
Work room	240	
Phone/Focus Room	60	
Informal Collaboration Space	200	
Support Space (Shared across Depts)		
Phone / Focus Room	60	enclosed space with a door
Meeting room - Huddle	120	1 - 4 people
Meeting room - Small	240	8 ppl @ 30 sfpp
Meeting room - Medium	375	15 ppl @ 25 sfpp
Meeting room - Large	750	30 ppl @ 25 sfpp
Meeting room - X Large	1000	50 ppl @ 20 sfpp
Breakroom	40	40 SF/person OR 180 SF min.
Locker room	50	50 SF/person
Mother's Room	120	

Planning Space Standards

Space Needs Summary & Gap Analysis

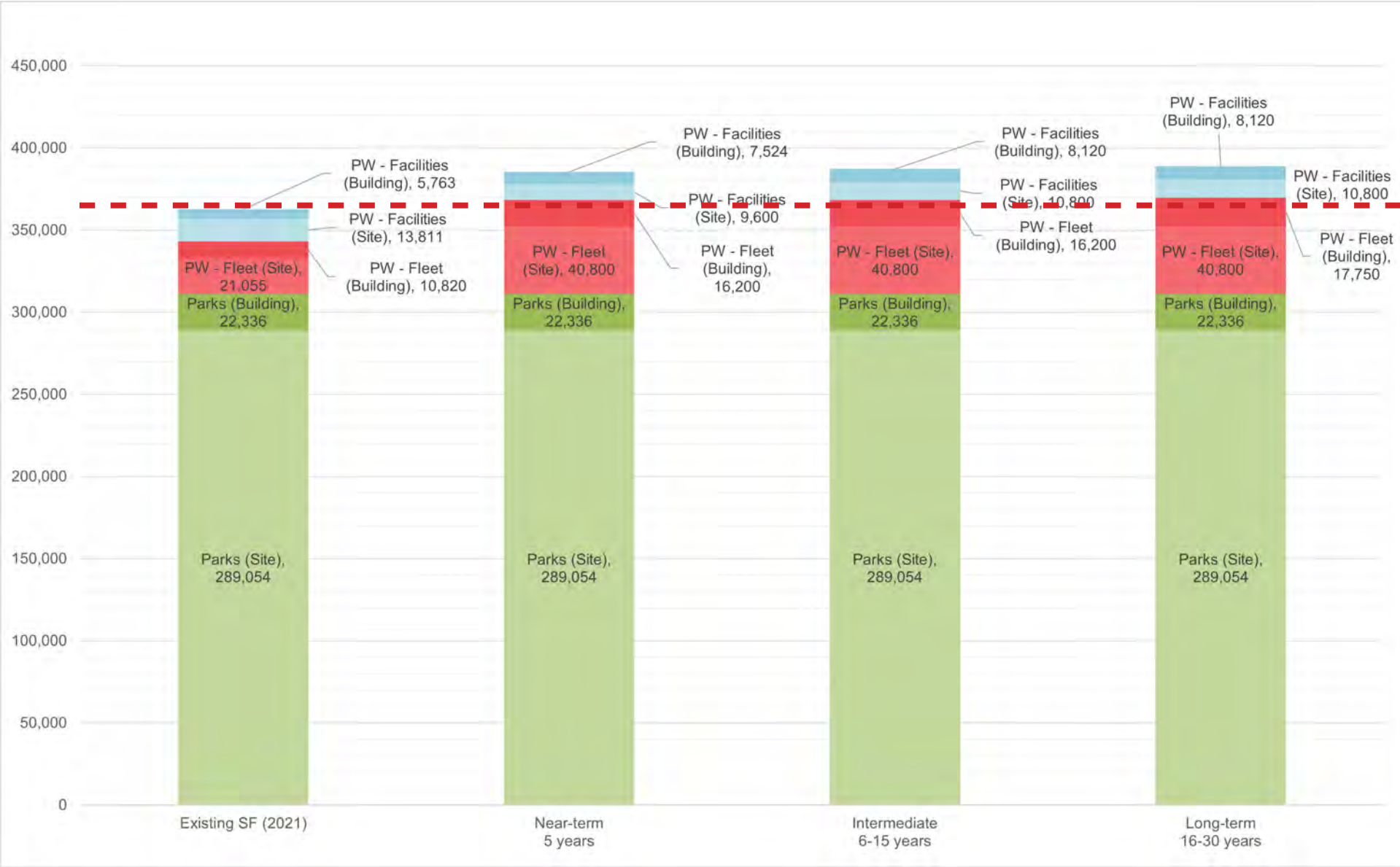
The following pages provide Gap Analyses of each of the buildings within the project scope. These indicate when and by how much space in an individual building will surpass space available if everyone in the building remains in place. Note that projections for Parks and Recreation space have not been included in the scope of this study as they are reflected in a separate study published prior to this one.



Town Hall Gap Analysis



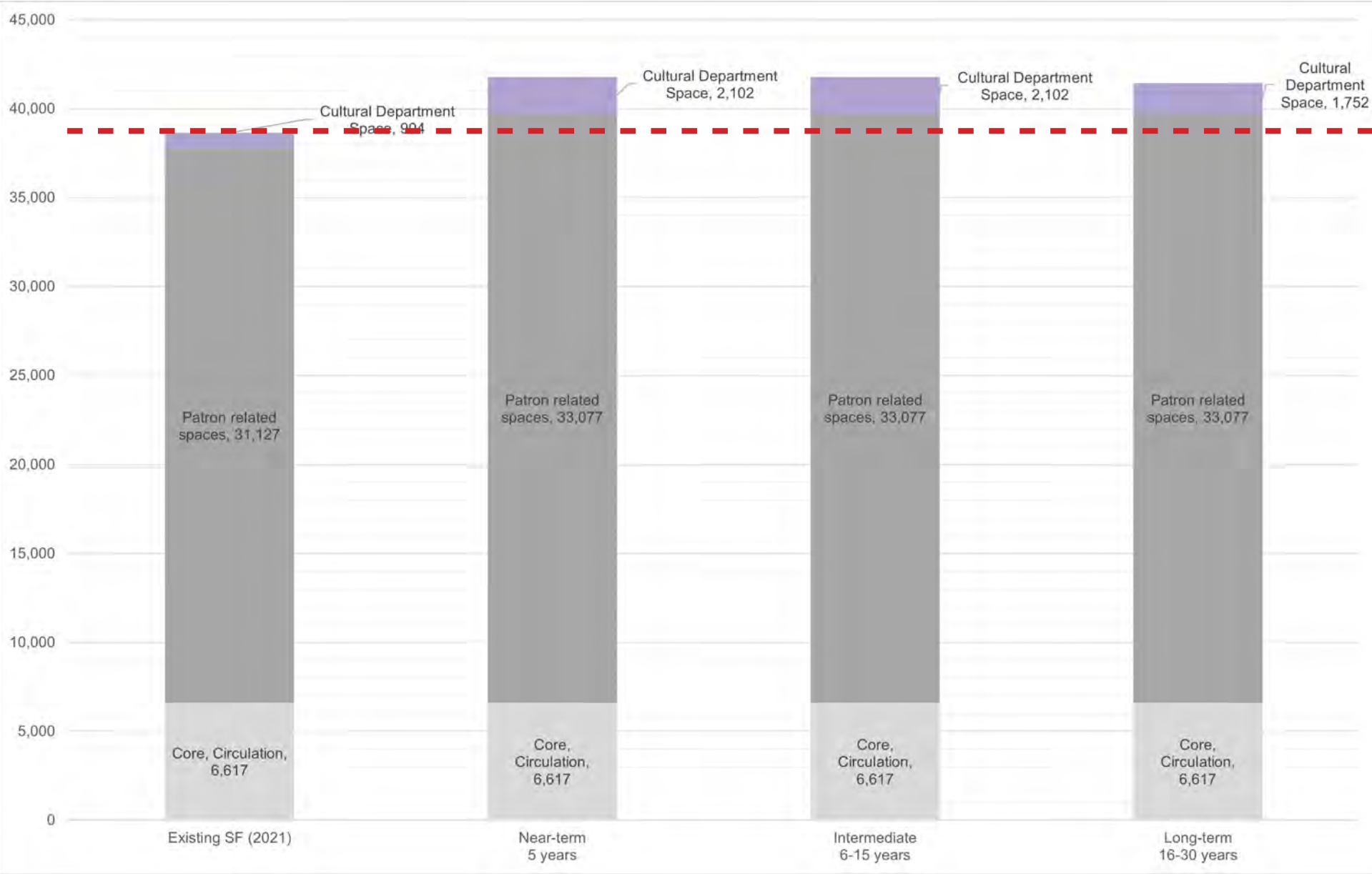
Old Town Hall Gap Analysis



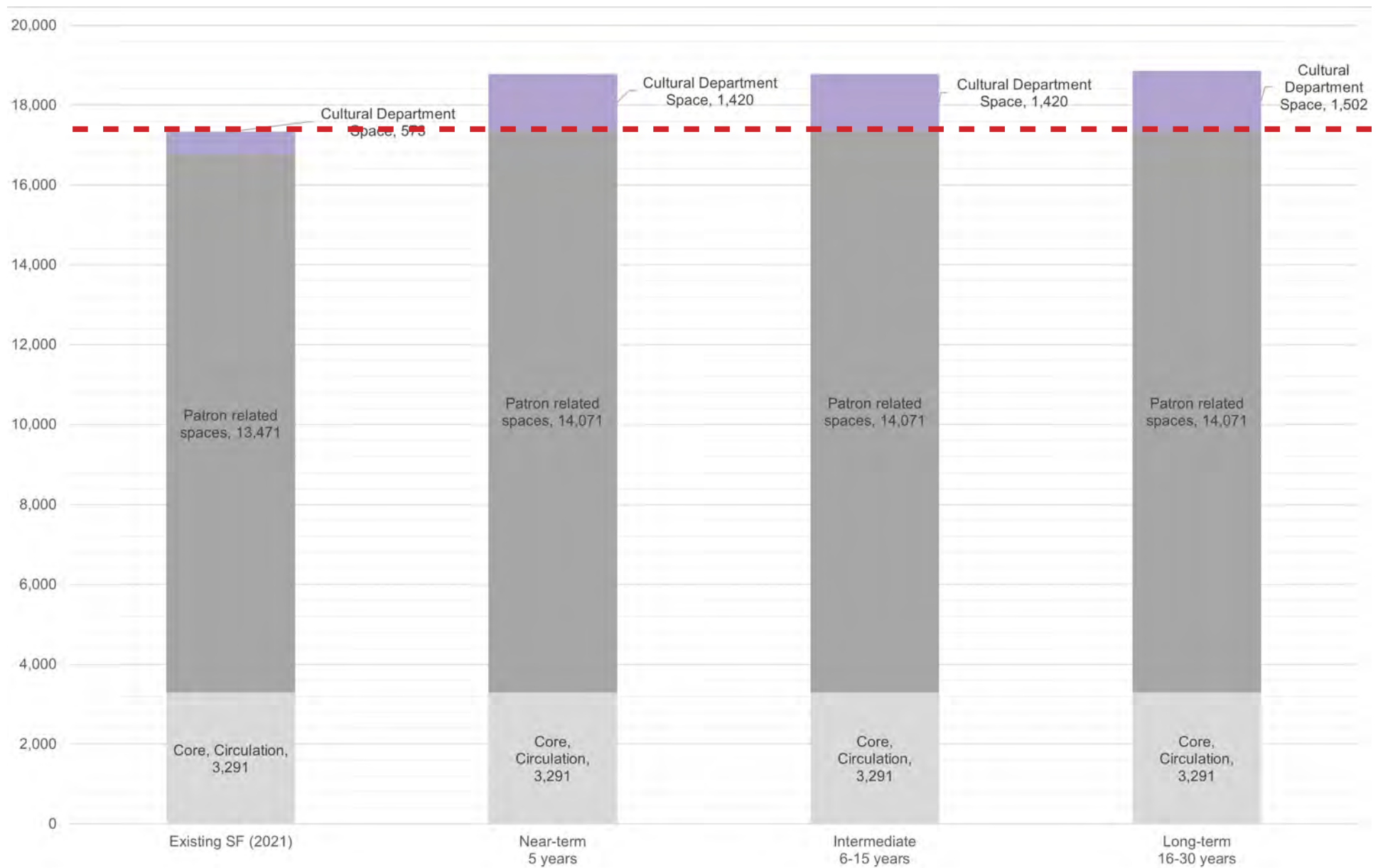
Motsenbocker Campus Gap Analysis



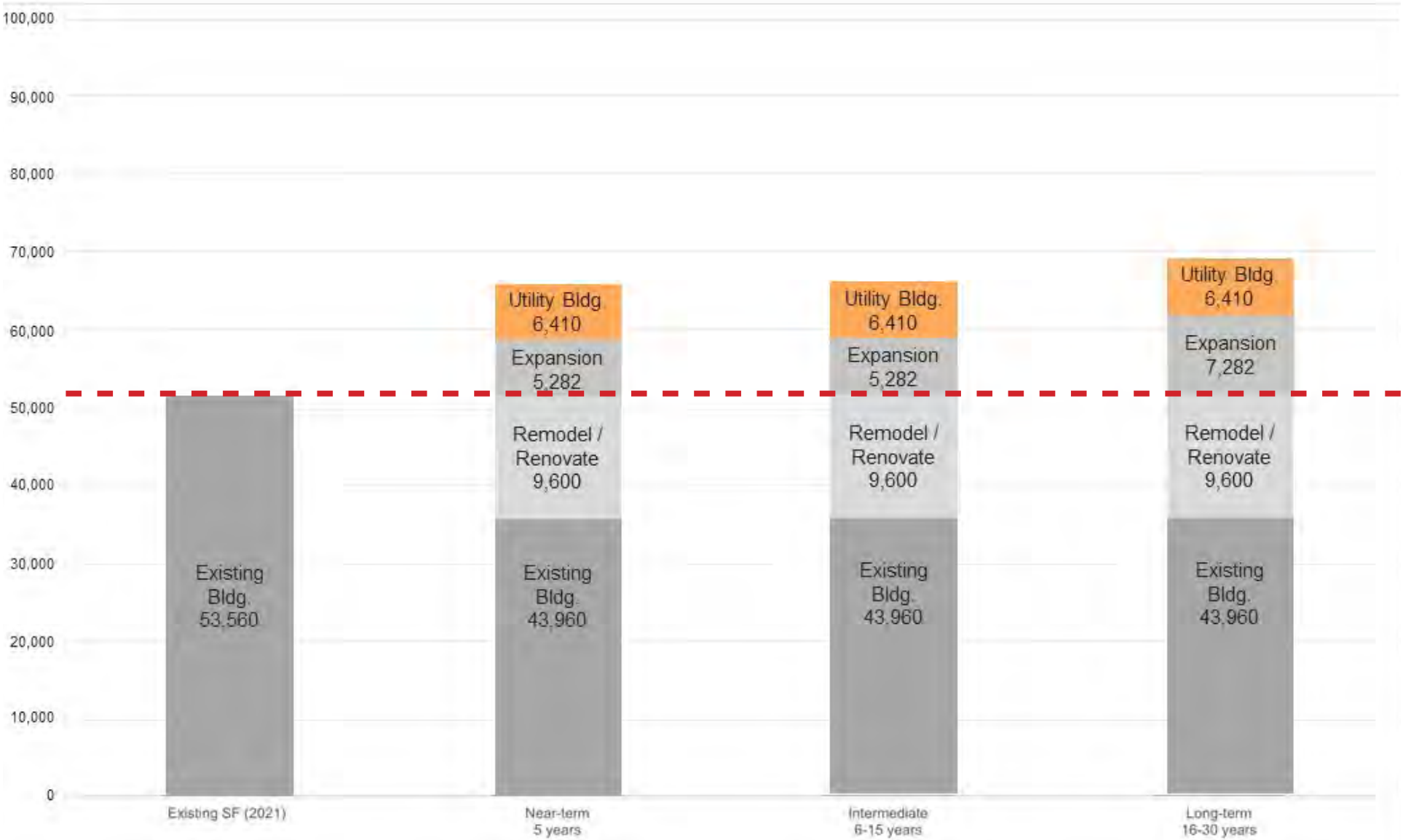
Motzenbocker Campus - Exterior Gap Analysis



PACE Gap Analysis



School House Gap Analysis



Police Department Gap Analysis

ALTERNATIVES DEVELOPMENT AND RECOMMENDATIONS

Town Hall

Alternatives

Based on the results of the space needs program, Stantec provided three (3) alternative test-fits for an expansion space to Town Hall. The alternatives presented are based on orientation of the expansion space to the existing building. All alternatives accommodate the recommended space needs for staff growth and programmatic needs, included much-needed amenities for staff and customers and renovations to address the quality and character of public spaces.

Option A proposes an expansion to the west side of the existing building. This two-story expansion reinforces the public-facing versus the internal department spaces within the building. The internal department's needs would be located in the new expansion space, while the public-facing spaces such as courts would remain in existing Town Hall building. Option B proposes an expansion to the east side of the existing building. Similarly, to Option A, this alternative creates a stronger delineation between public-facing versus internal department spaces. Community spaces are concentrated in the existing Town Hall building leading to minimal disruptions during construction to public space needs. Option C proposes an expansion to the south side of the existing building. Unlike Option A and B, a new public entry is created due to the expansion location, therefore not maintaining the existing entrance to Town Hall. However, Option C reiterates the public-facing versus the internal department spaces within the building just as Option A & B does.

Recommendation

Of the three site alternatives discussed, the south and east expansion options are preferred due to the likely existence of subterranean utilities on the west side of the building. Option A can still be evaluated as part of the design phase of the Town Hall, but at this time is not a recommended option due the likely logistical and cost implications of its location and impacts to existing utilities and parking. Option A also can also have future impacts and potential limitations on the use of the Old Town Hall site once this becomes available (after demolition).

Existing Town Hall Building

Existing Town Hall is to remain. Based on the preferred alternative option, reconfiguration and interior upgrades may be made to fit program needs.

New Town Hall Expansion

The preferred alternative option will determine the location of the New Town Hall Expansion. The need to consolidate internal departments to one location and provide adequate space for staff growth has justified the need to demolish Old Town Hall. The current state of the building is in a condition that is no longer viable to meet programmatic needs. The Town Hall expansion is to take priority for construction. The expansion space would effectively help create both a public-facing and internal department spaces within the building.



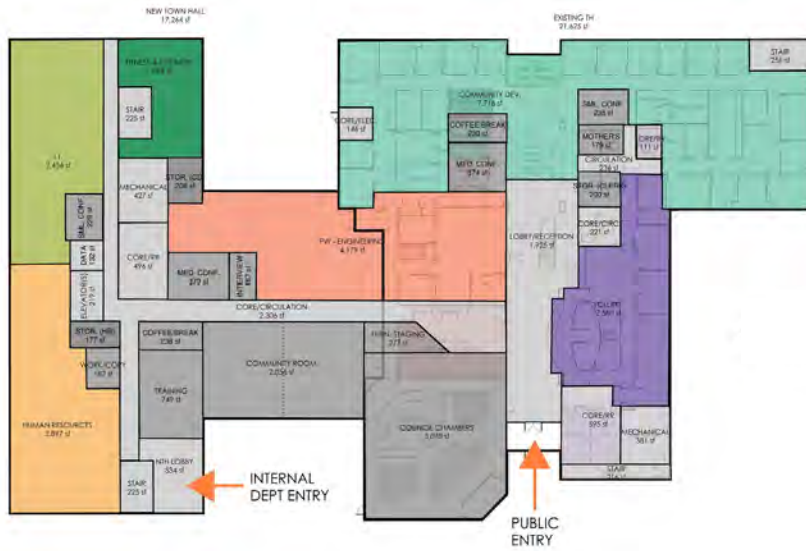
Town Hall Alternates Site Plan



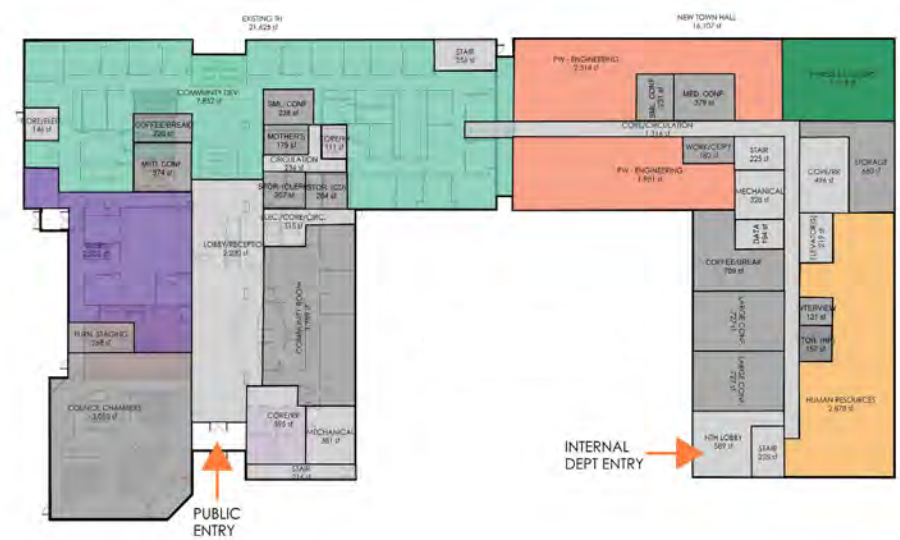
Town Hall OPT A Second Floor



Town Hall OPT B Second Floor



Town Hall OPT A First Floor



Town Hall OPT B First Floor



Town Hall OPT C Second Floor



Town Hall OPT C First Floor

Public Works Operations Campus (PWOC)

Alternatives

Following the conclusion of the space needs programming effort for the town departments located at the Motesenbocker and PWOC sites, Stantec provided three (3) alternative test-fits of the program space elements on the existing PWOC site. All alternatives displace the yard storage area at the existing PWOC site to provide needed building and parking expansions.

Alternative #1 provided separate buildings for Fleet and Facilities. The Fleet building was located at the front (east) of the site with a combined Facilities and enclosed Storm and Traffic vehicle storage building directly to the west. Additional open and covered parking were located further to the west of the Fleet and Facilities buildings with drive aisle between. This configuration left no space for the existing yard storage area.

Alternative #2 also provided separate buildings for Fleet and Facilities. However, the combined Facilities and enclosed Storm and Traffic vehicle storage building was located at the front (east) of the site, while the Fleet building was located directly to the west. As in alternative #1, additional open and covered parking were located further to the west of the Fleet and Facilities buildings with drive aisle between. This configuration also left no space for the existing yard storage area.

Alternative #3 was the preferred option. It eliminated the Storm and Traffic enclosed vehicle storage building from the programming requirements and created a single Fleet & Facilities building. The open and covered parking areas were combined, and a portion of the yard storage area was retained. The Town will need to re-evaluate future yard space needs and possibly obtain offsite yard space.

A full description of the Alternative #3 recommendation is below.

Existing PWOC Building

During programming, it was determined that the Public Works Operations Center (PWOC) office area will require roughly 250 square feet of additional office/workspace in the next ten (10) years. With that little of space required, it is recommended to renovate the existing office space rather than provide a potentially more costly addition to the building. The Facilities office space would be reallocated and roughly 1,100 sf of office/workspace along the south wall of the building would be reconfigured utilizing office and workspace standards, developed during programming, to gain the extra space needed. This space would give the Streets and Stormwater divisions their required space for future growth while the Traffic department can grow into its existing unused space.

The additional Streets and Stormwater storage and vehicle bays requested during programming have not been included in the overall expansion recommendation. Vehicles and equipment planned for those bays will instead be stored in exterior locations and relocated to existing facility spaces as needed on a seasonal basis or will be stored in the new Fleet and Facilities buildings planned to be built on site.



PWOC Alternates Site Plan

It will be necessary to repurpose space in the existing building to accommodate conditioned vehicle storage capacity.

New Fleet & Facilities Building

The Fleet maintenance and Facilities divisions, currently located at the Motsenbocker site, are envisioned to be relocated to the PWOC site. Relocating these departments allows for needed Parks department expansion at the Motsenbocker site as well as co-location of similar functioning and communicating town divisions. It is recommended, for efficiency of space, to provide a single building to accommodate both Fleet and Facilities. The new building would be located directly north of (effectively aligned with) the existing PWOC building, utilizing current yard lay-down storage space. The central east-west vehicular circulation of the existing site would remain and provide access to both additional public and employee parking as well as the new Fleet & Facilities buildings.

Open Cover Vehicle Parking

Future projections also include the need for open and covered vehicle parking for Streets, Traffic, Stormwater and the relocated Fleet departments. It is also recommended, for efficiency of space, to provide a single area (double loaded) for parking located directly north of (effectively aligned with) the existing PWOC covered parking structure. Storm and Traffic parking is requested to be covered, while the Streets and Fleet parking can remain open.

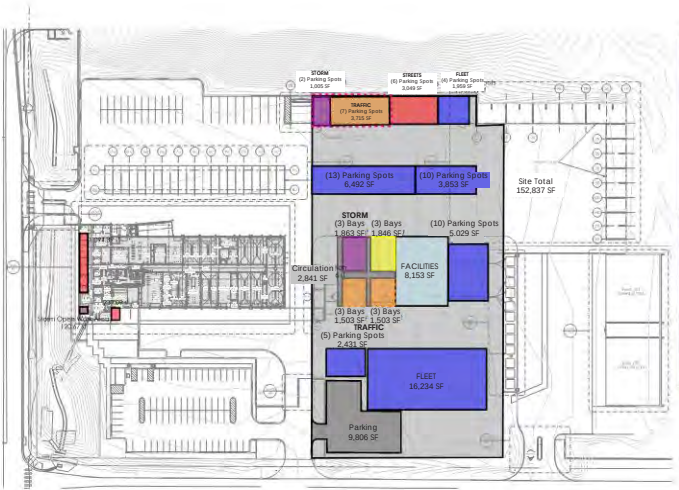
Yard Storage

The existing PWOC yard storage area will be reduced and displaced by the recommendations to provide new buildings and parking on site. It is recommended that the reduced yard storage areas be reconfigured to accommodate vertical storage solutions to make better and more efficient use of the reduced space. Additional yard space need beyond the site capacity should be located at a nearby and off-site location.

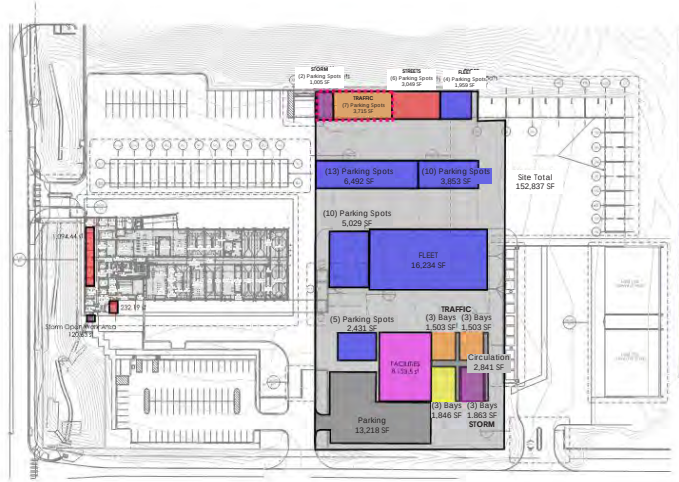
Motsenbocker Complex

Following relocation of Public Works functions from this campus, Parks and Recreation functions can expand and backfill the available space.

Recommendations from the recently completed Parks and Recreation Master Plan, published under separate cover, should be incorporated into any expansion or backfill at this location.



PWOC OPT A



PWOC OPT B

Public Safety Complex

Background

When the Town of Parker initially assessed needs for its police and courts staff in 2007, recommendations were made for short- and long-term space needs for each facility. Due to budget limitations, the Courts project was deferred, thus it has continued to operate in Town Hall.

Although the police have operated remarkably well during the intervening years in the station that was ultimately built, “growing pain” deficiencies are now becoming increasingly evident. One of the key spaces removed from the Police Station’s original plan was a Community Meeting Room. The compromise in the current building was to make double duty of the Patrol Briefing Room for both purposes. For public meetings, that has resulted in the police having to escort visitors from the public lobby space into and through (what should be) secure police spaces to the Patrol Briefing Room. This has never worked well and ultimately the Police have resorted to moving Patrol Briefings to what was intended to be the Sergeants Meeting Room. The second key space removed was an officer’s fitness / specialty training room (Arrest and Control Room Tactics Room).

Other issues include a police department that continues to grow in headcount and add services to serve the Town’s rapidly growing population. This has resulted in emerging and deepening space shortfalls. Currently space is lacking in officer’s lockers, spaces for Patrol Sergeants and workstations for Investigators. Quartermaster spaces have been repurposed. There is need for a second forensic vehicle examination garage, indoor storage for motorcycles, impound vehicles and the mobile command post.

Meanwhile the Courts have continued to work and make “double duty” from various shared spaces within Town Hall. This has resulted in various operational inefficiencies for both Courts and Town Hall. An example would be the use of the Town Council Chambers as a courtroom. The Council Chamber’s terraced configuration and dais design does not practically support the specific layout and needs of a courtroom. The security screening process needed on court days is disruptive to normal Town Hall operations.

Conclusions

Courts

Parker’s Municipal Courts would benefit by having a new 7,487 SF dedicated Municipal Court preferably located on the police facility site, in an area signed for such use. This would benefit Town Hall by simplifying periodic security staging needed on court days.

A properly designed new facility would add a level of safety and security to both courts staff and citizens using the courts by its close proximity at the Police station site. Site efficiency would be provided to both the Police Facility and Courts in the ability to share visitor parking spaces.

Locating the Courts with Police also offers for opportunity to share the use of the seating (or “gallery”) area of the courtroom itself. The area with the Judges bench and all technical areas would be separated and secured off leaving the remaining courtroom seating area available for the police to use for Community Meetings.

Police

The modifications we recommend for the Police facility include a modest renovation and expansion of the existing building.

We also recommend a support or utilitarian structure be added to the site to house motorcycles, the mobile command vehicle and secure vehicle impounds.

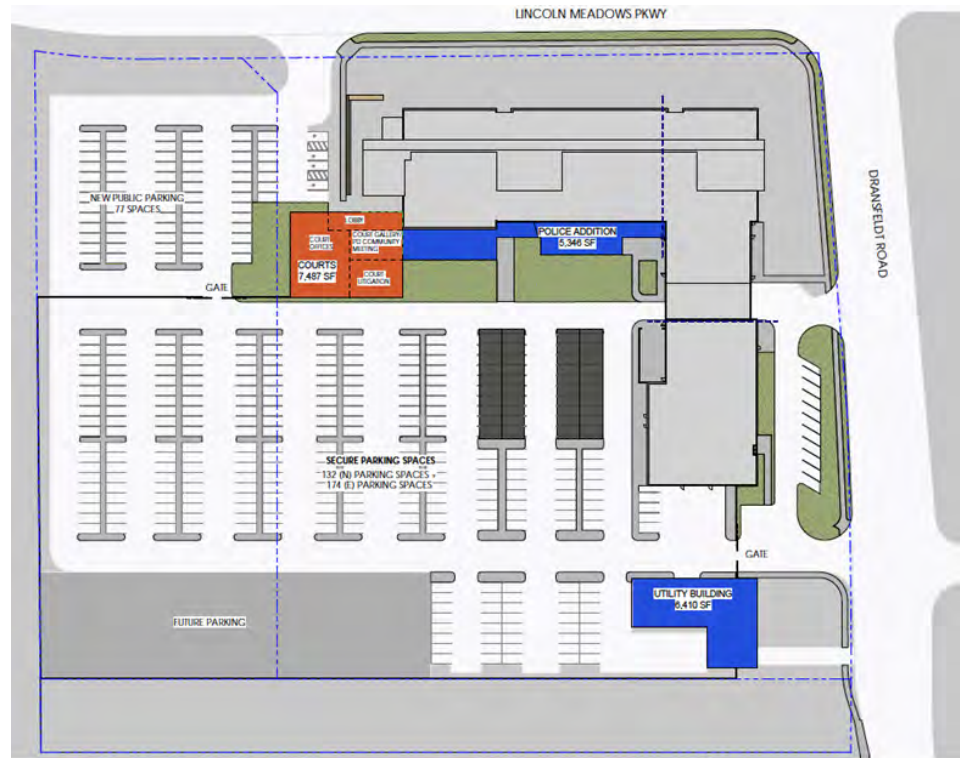
Specifically, our recommended plan is to renovate, remodel, and expand the existing police station to allow for eventual expansion of the 911 center (into space that was designed for this purpose), locker rooms, and investigations. This would require 9,600 SF of existing spaces to be renovated and an expansion of 7,282 SF. The extent of the total expansion SF requirement may be further evaluated in conjunction with development of an eventual Courts building. We believe if a new Municipal Courts were to be carefully designed into the existing police site, the new expansion square footage could be reduced by using the courtroom gallery as a Police Training Room and Community Meeting Room. Additionally, a new 6,410 SF support / utility structure (exact location to be determined during design) would be built. Lastly, there would be an expansion to the secure police parking lot by up to 200 new parking spaces (phased as needed). This secured lot provides safe parking for the Courts staff as well. Evaluation by a civil engineer will be required to determine the exact number of spaces the site can accommodate. Existing conditions, such as water retention, will need to be taken into account.

Alternatives

Two alternatives were proposed, one that included the Courts and one that did not. Both options provided expansion space for the Police Department.

Recommendation (Relocate Courts to create a Public Safety Complex)

The diagram at right illustrates the expansion of the police facility with the addition of a new Municipal Courts facility. Note in this scenario the seating “gallery” portion of the courtroom may also serve as a multi-purpose rm. for community meetings and in-service training for the police.



Public Safety Complex Expansion

Parker Arts Culture and Events (PACE) Center

Alternatives

Stantec has provided two (2) alternative test-fits based on the findings from the space needs program. To accommodate the staff growth and programmatic needs, an expansion is needed for the PACE Center.

Option A proposes an expansion addition to the east side of the PACE Center. The approximate 7,000 SF expansion provides additional space to accommodate staff growth and programmatic needs in the back-of-house space of the existing building.

Option B proposes the addition of a new building to the east of the PACE Center. There would be about 7,000 GSF for cultural and support growth spaces, in addition to 40,000 GSF for future expanded patron spaces (assuming it is a two-story building). This would provide the opportunity for the PACE Center to bring in additional revenue.

Recommendation (Option A)

The PACE Center will see growth both in patron related spaces and the cultural department. To optimize and effectively locate the cultural department the need for an addition to the PACE Center would help resolve the growth in the near-term (5 years). The existing building would remain as is, as the current spaces function as needed. It is recommended the expansion space is to be used for the cultural department's staff growth and any additional patron needs.

Options to expand the theater to accommodate additional seats were discussed, however it is not likely to be a feasible approach due to the constraints of the existing building.

Additional Recommendations

The Town is interested in developing a plan for electric vehicle (EV) charging infrastructure at both Town facilities and private business. It is recommended that this plan be incorporated into the site and facility improvements recommended in this study. This could include development of codes, placement and planning decisions, and working with a partner to implement at Town facilities. Evaluation of the Town's fleet will be necessary as well as this will inform infrastructure capacity as facility improvements are implemented.



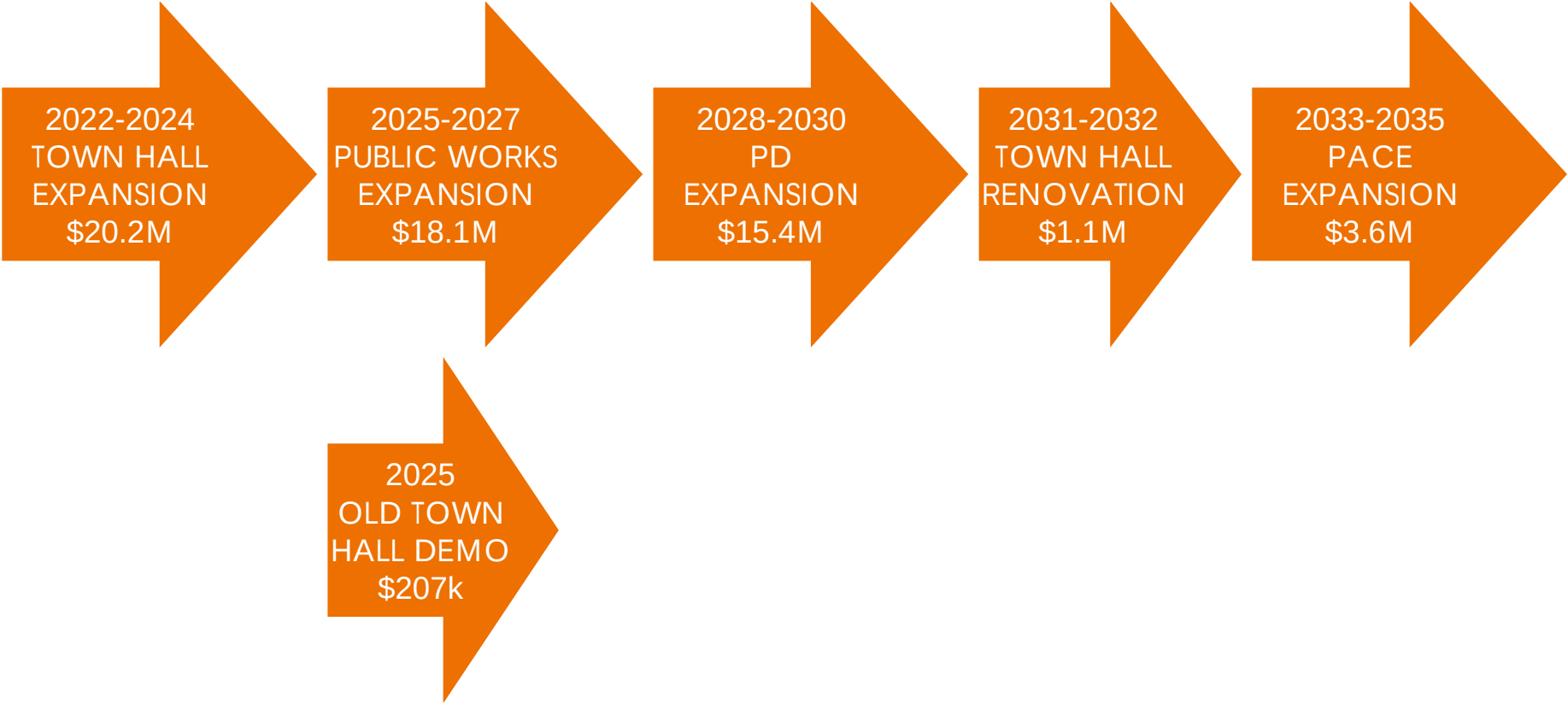
PACE Alternate OPT A



PACE Alternate OPT B

Implementation Plan & Cost Estimates

It is anticipated that the cost for all of these projects will be approximately \$59M, distributed over 13 years. The timeline for the expansion and renovation projects is illustrated below along with the cost breakdown.



APPENDIX



PARKER
COLORADO

Town of Parker Comprehensive Facility Master Plan

*Final Report
1/14/2022*



 **Stantec**

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APPENDIX

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Courts & Police Department Findings



Interview Key Findings: Police Courts

Current Operations

Courts

Continuing attempts to share spaces with City Hall presents significant security issues.

Police

Present building has served well for a decade, but VE reductions made during initial design have resulted in increasingly serious operational “workarounds” (as service population has grown by nearly 30%.)



Interview Key Findings: Police Courts

Working Spaces

Due to sympathetic shared security needs, we envision incremental development of a public safety / justice **campus**

Separate Identities / Shared Utilities

Courts with separate entry from PD, but sharing staff and visitor parking. Security screening on court days does not impact police visitors.

As part of a campus the courtroom, if designed in two sections, 1. Public Gallery (seating) and 2. Judicial space (bench, defense, prosecutor, jury). The Gallery section may enable use for PD community meeting space when court is not in session.



On-Going Process: Police Courts

Process / Confirm Projections

Need to review square foot projections with Police and Courts

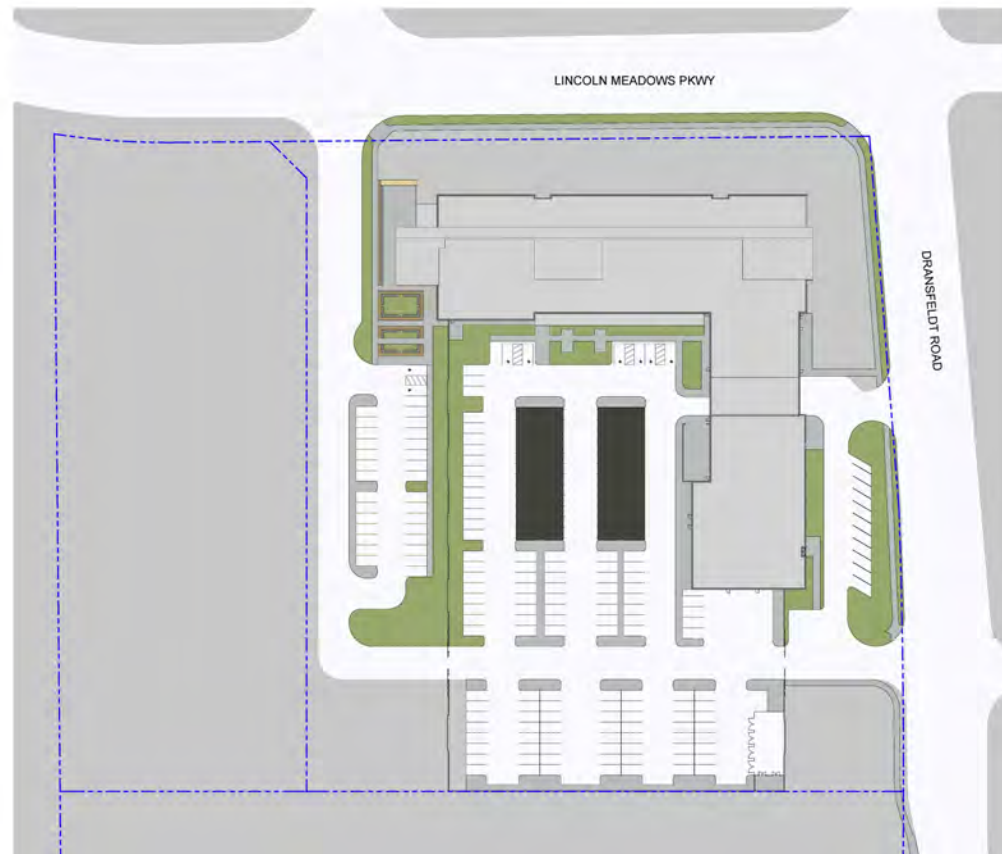
Confirm growth assumptions

Overlay space and site needs with master planned growth options



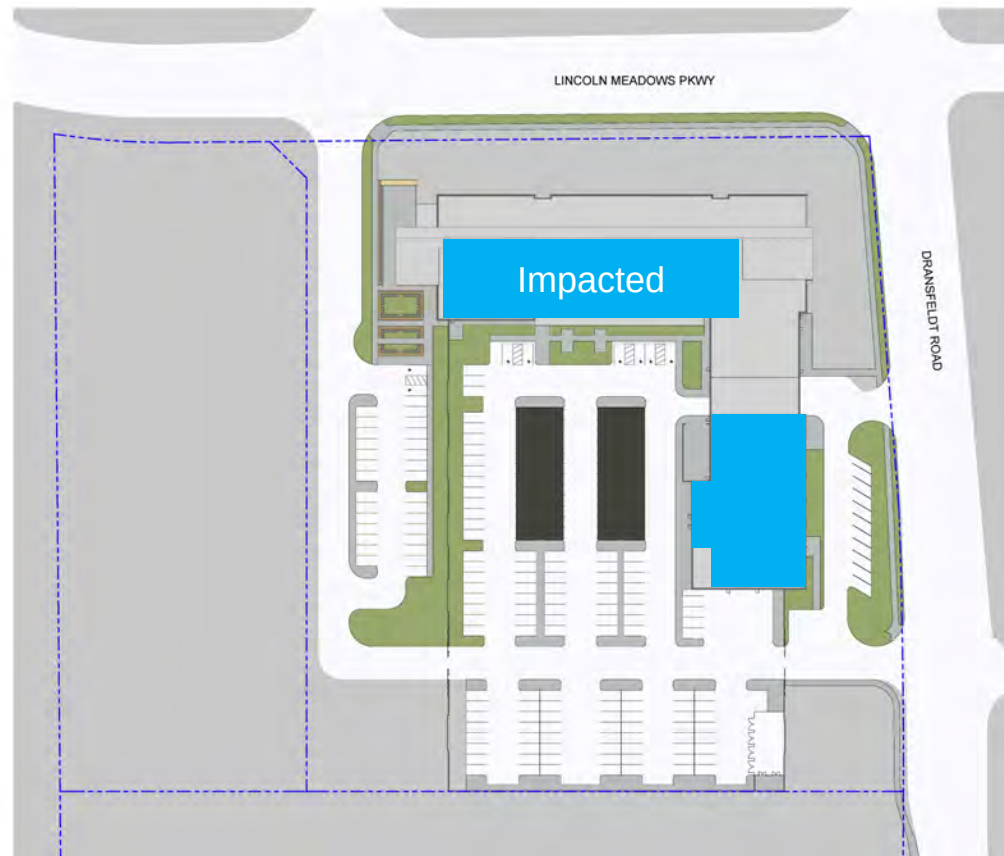


Existing Assets Assessment





Existing Assets Assessment





Existing Assets Assessment



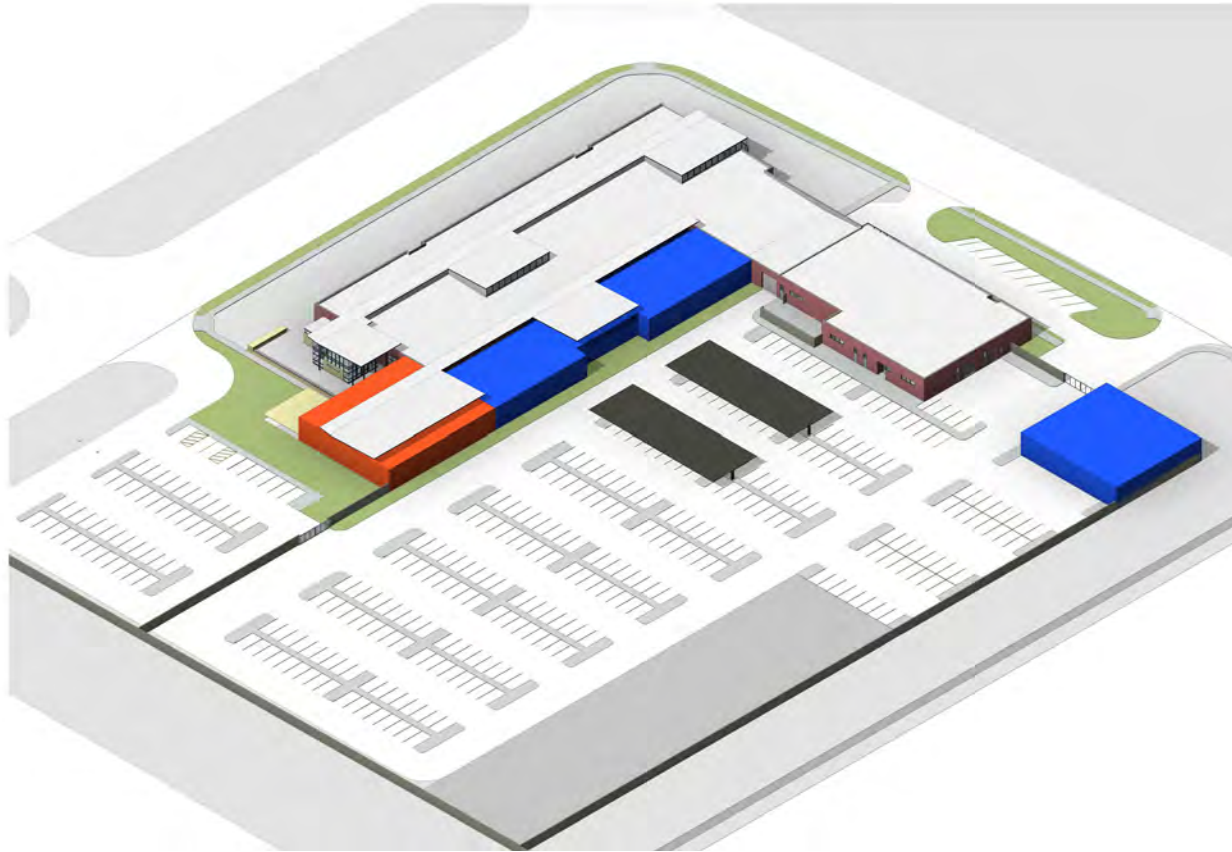


Existing Assets Assessment





Potential Campus Opportunities



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User Group Interviews

Cultural

Primary Function

"The Cultural Department promotes art and culture within the Town of Parker. Parker Arts is the public name designated by the department to represent all arts, culture, history, science and educational opportunities that the Town offers to residents and visitors."¹

Current Locations

PACE Center (Parker Arts, Cultural and Events Center), 2000 Pikes Peak Ave., Parker, CO
Schoolhouse, 19650 Mainstreet, Parker, CO
Old Town Hall, 20118 Mainstreet, Parker, CO

Staffing

The Cultural department currently consists of 16 full time employees. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	16	18	19	19%

Existing Conditions

Currently, the Cultural department is dispersed between the PACE Center, Schoolhouse, and Old Town Hall. This isn't ideal, but was necessary to provide enough space for their department. For more efficient collaboration, they would like to be consolidated within just the PACE Center and the Schoolhouse (their own facilities).

The Department operates 7 days a week, 12-15 hours per day, with many employees working flex schedules based on events. Their average number of visitors varies greatly, with a 650 person daily average (800 peak) at the PACE Center and a 300 person daily average at the Schoolhouse. Most visitors are ticket holders or have an appointment scheduled, with the exception of occasional walk-in visitors for the art galleries or box office ticket purchases (about 30% of customers purchase in person in lieu of online).

Most of the department's staff live locally in Parker or Aurora. The department's back-of-house and concessions staff has high retention, while their turn over for part time staff is high. Their main competition for these part time positions is all other local hourly based worker positions. Their stage crew retention is average and they believe they offer a competitive environment.

Overall, the department believes that having more modern upgrades to their facilities including improved technology, improved daylighting, and consistent office and furniture standards would improve their attraction and retention.

PACE Center

The office space at the PACE center currently consists of an open office area, a private office, and two employee break areas. The private office currently has 3 desks set up in it, which is tight on space and isn't ideal for phone conversations and confidential meetings.

Both break spaces have been converted from their original intended use. One is a copy/ work room area behind the box office that front facing staff use frequently. The other break space is by the loading dock and has been converted from utility space. This space is primary used by back of house staff and does not have adequate break area amenities.

The PACE center needs some security upgrades for box office staff and the facility in general. They have started hiring security on weekends and have some select technology solutions, but they are inadequate.

Old Town Hall

The Old Town Hall location has thin walls which create a lack of privacy for personal calls or confidential conversations.

Schoolhouse

The Schoolhouse does not have any storage space. Materials are left out in the open or stored in a personal office.

Remote Work

Prior to the pandemic, the Cultural Department had a flexible work policy in place due to the nature of their work, but they did not have a set "Remote Work" policy. Early pandemic, they did some work remotely using zoom and collaboration, but there were some technology inefficiencies (such as phone access). The majority of their work has remained on site and they expect their staff to be entirely back to full time work this month (June 2021). Overall, they believe their productivity has increased as people have come back to the office. However, they anticipate that moving forward, about 25% of their staff could continue doing some remote work 1 - 2 days per week. These staff members will still required a dedicated seat in the office.

During the pandemic, all outreach was stopped, but they anticipate a return to "normal" this season.

1 <https://co-parkerintranet.civicplus.com/140/Cultural>

Space Needs

Office Space Needs

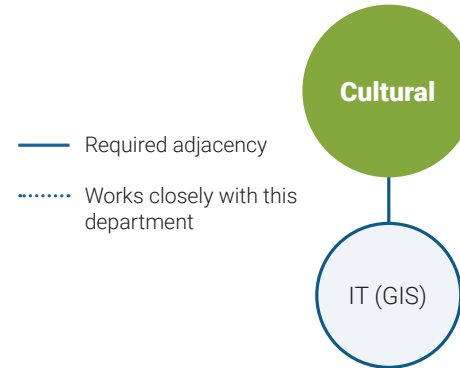
- Huddle room or Focus room space for taking private calls and meetings
- Dedicated office for Manager
- Dedicated seat for each employee (shared workspaces would not work based on the random nature of their schedules)
- Hotel desk for porters, concessions managers, etc. (One at each building/location required)
- Additional distributed storage space
- Production area
- Storage space for outreach and event supplies (Central supply room)
- Updated employee break area
- Updated facilities (to give a good first impression for customers, employees, and when soliciting donors/sponsors)
- Improved internet connectivity (including easier access to Wifi in theaters)

Additional Space Needs

- Larger teaching kitchen
- Space to accommodate separate bridal suites for weddings/events
- Expanded shop space for theater
- Storage space for sets
- Storage space for gallery supplies
- Storage space for chairs
- Secured and environmentally controlled staging area for artwork between exhibits
- Enhanced security for facility, including box office staff. Additional and upgraded camera coverage and panic buttons. (Patrons have also expressed concerns about security in venues, metal detectors should also be a consideration.)
- This group also indicated a potential desire for a larger theater with up to 1000 seat capacity (current capacity is around 500). This has not been included in their space needs at this time.

Adjacencies

The Cultural department works independently from other departments, however, proximity to IT (GIS) is important in order to have access to their plotter, which they use frequently.



P3

Primary Function

"P3 is Parker's Urban Renewal Authority and is dedicated to improving Parker. As an Urban Renewal Authority, P3 has access to unique financial tools to encourage redevelopment intended to improving Parker."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

P3 currently consists of 2 full time employees. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	2	3	3	50%

Existing Conditions

Town Hall is currently the best location for P3, as they work with just about every department in the Town. They are located on the 1st floor but would prefer to be on the 2nd floor closer to Economic Development.

This department has low outside visitation, with an average of 2-3 outside visitors per month. All of their main services are available online. They do not anticipate a change in visitation following the pandemic. Visitors are typically by appointment and check in at the front desk when they arrive. This process is adequate.

P3 makes use of the shared conference rooms in Town Hall. They most frequently use the smaller rooms for meetings, which are adequate for their needs. Occasionally they need access to a larger conference room, which can be more difficult to reserve, as they are frequently being used, even by smaller groups.

The Department also has access to the shared break area and used shared printers. They have no needs for their own production area.

The HVAC system in the building could use re-balancing, as it frequently runs cold.

Overall, P3 takes pride in their facility. It is clean and well maintained, and they are never embarrassed to bring clients into their space.

¹ <https://www.p3parker.com/how-we-operate>

Attraction/Retention

For employee attraction and retention, P3 mostly competes with the private sector. This includes developers, the general real estate community, and some project management firms. They occasionally compete for staff internally with other Town departments.

They believe that their flexible remote work policy helps for employee attraction.

Remote Work

Prior to the pandemic, P3 was working in the field with clients about 5% of the time and expect this to continue post pandemic. Most meetings have been replaced with virtual meetings, which has been more convenient, especially for out of state meetings. (Large Council meetings are an exception to this and need to have in person capability).

P3 has been operating remotely about 50% of the time. Productivity while doing remote work has been good, deadlines continued to be met. Moving forward, P3's Remote Work policy will include the ability to work from home 2 days per week.

This group would consider having shared hoteling seats, especially if they expand and bring on another employee. However, they currently need to continue to have access to 2 dedicated seats in Town Hall to accommodate their desktop computers. A technology change to laptops and docking stations would allow for more flexibility. In a hoteling scenario, their department would need access to at least one hoteling office (with door for privacy) and one hoteling desk.

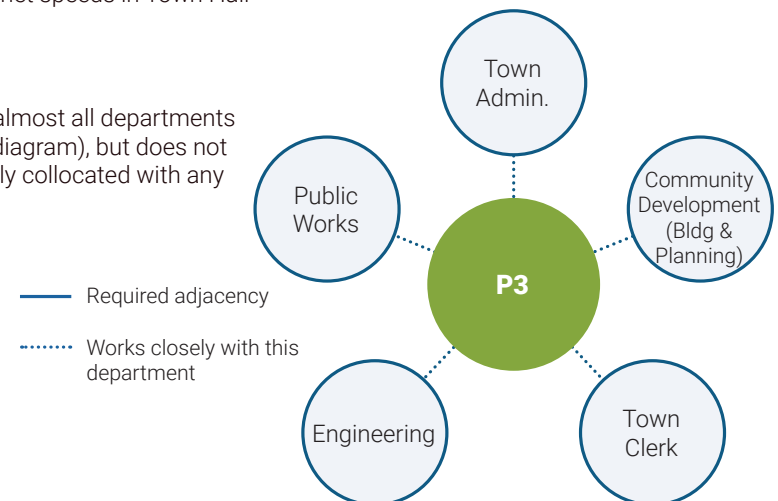
Space Needs

Office Space Needs

- Access to shared small conference room on 2nd floor of Town Hall (currently, all small conference rooms are on the first floor)
- Upgraded internet speeds in Town Hall

Adjacencies

P3 interfaces with almost all departments (top 5 identified in diagram), but does not need to be physically collocated with any specific group.



Community Development - Building

Primary Function

"The Building division handles the building permit process, plan reviews, oversees the Board of Appeals and enforces the adopted building codes."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Building division currently consists of 13 full time employees and one part time employee, for a headcount of 14 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	14	17	17	21%

Existing Conditions

The Building division's central location at Town Hall is ideal for being accessible to customers and close to the other departments that they work with on a regular basis.

Half of their staff works in the field for most of the day doing inspections.

This department operates Monday - Friday, 8:00 - 5:00. They have daily outside visitation, with an average of 15 customers per day prior to the pandemic (peak of 30 customers in one day). Following the pandemic, they anticipate that public visitation will continue to meet pre-pandemic norms, with a potential increase due to an increase in population. While many of their visitors are walk-ins, they do use an online scheduling system on Wednesdays for longer consultations (usually with homeowners). They do not anticipate ever going to a full-time appointment based service.

With regards to a "one-stop-shop" concept, the Building department would like to keep cashiering tasks within their department in lieu of being handled by another Town employee, in order to maintain efficiency.

They have 3 staff working at their front counter. Their seating arrangement isn't ideal, they lack acoustical privacy for calls and interactions, which can be distracting.

Within their back-of-house space, the Building division has a main inspectors "bull pen" area. It is a good space for camaraderie, but it lacks privacy and is too compact.

Prior to the pandemic, this group was using one of the smaller conference rooms (Sulphur Gulch) 3 -4 times a week for "easy permits". They anticipate this continuing post pandemic. If a conference room is not available, they will bring visitors to their office to meet.

The break space in the Planning/Building area is deficient. The space is located in a hallway area and is cramped. They have a coffee maker, water, microwave and toaster oven which cannot be run at the same time. They have access to the larger second floor break room but do not use it often.

They currently have a file storage room, but are in the process of digitizing and will not need this space in the future.

This department does not have any specific security concerns. However, as a precaution, they would like to have panic buttons installed in both of their small conference rooms (these rooms are used for sensitive customer conversations), as well as an additional panic button at the front counter area.

Across the Planning, Building and Public Works departments, they have access to 9 fleet vehicles. Access and parking for these vehicles is adequate. Parking in general is not an issue, with some difficulty on Court days.

For employee attraction and retention, the Building division competes mostly with the private sector as they can offer better salaries. Occasionally they compete with other municipalities. They believe that their work atmosphere, job security, and benefits promote their employee retention. Their work pace is busy, but managed well, which is also appealing for staff. They do not believe that the option to work remotely will affect attraction/retention.

Remote Work

Face to face collaboration is very important within the Building division. Due to the nature of their work, they do not anticipate continuing remote work on a regular basis post pandemic. While they will continue to offer virtual or in person meetings, they find that many of their customers and clients prefer to meet and review hard copy plans in person. The department mentality is that the ability to work remotely will be available, however, most staff will need to work on site (both field based staff and office staff). They also need to maintain assigned seats in lieu of sharing or hoteling.

Over the past year, the Building division has seen an increase in productivity, likely because of less distractions from walk-in customers due to the pandemic.

1 <https://www.parkeronline.org/114/Building-Division>

Space Needs

Office Space Needs

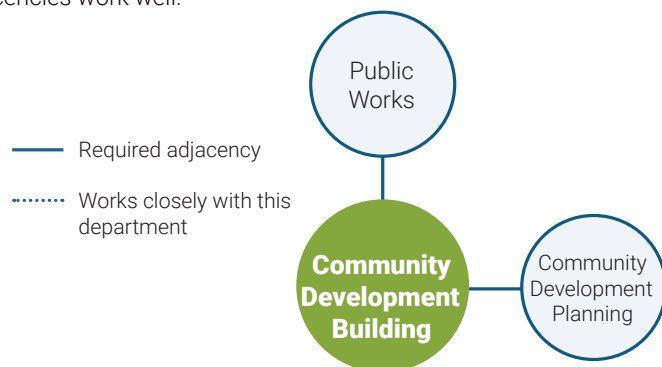
- Acoustic separation for staff members at front counter
- Flex workstations that anyone could use, but could also be used in the future for growth (at least one extra desk for this)
- Larger, upgraded break area within their building/planning suite
- Larger enclosed workspace for inspectors, with better acoustical privacy (between the inspector group and the rest of the department). Workstations with panels (cubicle) are preferred over private offices to maintain collaboration among inspectors.
- Access to MFP (used heavily)
- Dedicated private offices for: Commercial Plans Examiner, Fire Plans Examiner, Residential Plans Examiner and Department Manager
- Installation of panic buttons at small conference rooms
- Installation of additional panic button at front counter
- Updated AV in smaller conference rooms (Twenty Mile and Sulphur Gulch)

Additional Facility Needs

- Covered parking for Fleet vehicles (hail storms can be an issue)

Adjacencies

This department needs to be adjacent to Public Works and Planning. Their current adjacencies work well.



Community Development - Planning

Primary Function

The Planning Division consists of Comprehensive Planning and Development Review resources.

"Comprehensive Planning develops and implements the Town's Master Plan and other long-term plans and programs that reflect the community's vision and that guide the future of Parker."¹

"Development Review is responsible for processing Land Use Applications such as requests for annexation, rezoning, site plans and subdivision plats."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Planning division currently consists of 10 full time employees and one part time temp employee, for a headcount of 11 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	11	15	15	36%

Existing Conditions

This Planning division has both walk-in visitors and visitors by appointment (about 50/50 ratio). To meet with staff in the back offices, customers almost always have an appointment. Currently, their number of walk in visitors is similar to pre-pandemic visitation. However, the number of appointments has decreased with more appointments being virtual. Overall, their interactions have been increasing.

Their copy room space is well utilized. The space also houses a refrigerator which would be better located in a dedicated break space.

Their plot room is their main space for storing mylars. They use that room rarely but need to keep the documents stored there accessible. They also store material boards in this room and would like to create slips for each planner to keep their material boards.

Their storage room has an additional refrigerator for lunches. This would also be better located in a dedicated break space.

Planning and Building share an open mixed use space that is currently acting as a conference room, touch down space, and file storage space. It isn't serving any of those functions well and is in a poor location. It is located too close to planner's offices, which can be loud and cause disruption to planning staff.

The Planning division uses the Pike's Peak conference room for weekly meetings and pre-application meetings. This space is the only large meeting space in Town Hall. They also use the Pine Grove (medium size) meeting room frequently. There is a lot of competition for booking this room. They have access to two smaller conference rooms (Sulphur Gulch and Twenty Mile), but do not use them frequently because they do not have an AV set up. All of their planning commission meetings are held in the Council Chambers. They use the 2nd floor training room occasionally for small group trainings and it meets their current needs.

Planning, Building, Engineering and Public Works share a front counter. This space is currently outdated and does not meet their needs. They need a re-design of this space with a more cohesive and coordinated customer service and public interaction service center. A more open space with space for people to work would be ideal, while also considering noise and acoustical separation.

For cashiering, the Planning department would like to move this function out of their division, to be managed by Finance. This is a policy discussion, but it would affect some of their front counter space needs.

The restrooms within their suite are poorly located, lack ventilation and are not private enough.

For employee attraction and retention, the Planning department competes with other jurisdictions and the private sector. There is a small labor pool to pull from, due to only one planning school in the state. They believe that the ability to do remote work or have more flexible schedules would help to attract employees from outside of Parker.

Remote Work

Currently, most of this departments' work is conducted in person. Since the pandemic, they have adapted to hybrid meetings, specifically for external meetings. Most internal meetings are held in person. There is pilot remote work program in place giving staff the option to work remotely 2 days out of the week. Shared desks will not work, as there will still be days where all staff are in the office.

This group would like access to banks of unassigned workstations available for multiple departments to use.

1 <http://www.parkeronline.org/285/Planning-Division>

Space Needs

Office Space Needs

- Larger, more centrally located copy area or "resource room" with work area, counter space, 2nd copy machine and a secondary access. Overall, copy equipment needs to be updated.
- Collaborative space for planners with an adjustable height table that can accommodate full size plans and a display.
- Updated plot room. File storage should be moved off site. (Consolidation of work room and plot room.)
- Employee break area and lounge. (Currently they have access two refrigerators: one is in their copy room and the other is in a storage room)
- Cubbies/storage for material boards within plot room (one per planner would be ideal)
- Front counter re-design (as noted previously) with two customer service computer stations and access to a "self help" kiosk.
- Additional off site storage for rolling file cabinets
- Pine Grove conference room (medium): HVAC assessment (runs cold in the winter which discourages use), upgraded AV, updated chairs
- Sulphur Gulch and Twenty Mile conference rooms (small): Operable partition and/or upgraded AV added to both rooms
- Larger meeting room for community meetings (and with larger catering capacity). Pikes Peak is currently insufficient for it's usage (size and shape). A door directly to the exterior would also be ideal for this space. This room also needs updated AV.
- Council Chambers: Interior upgrades (needs to be more flexible for multiple uses)
- Additional medium conference rooms
- Hoteling spaces for growth and culture

Additional Facility Needs

- Updated, re-configured and additional restrooms for staff
- Improved outdoor employee break area
- Covered parking for Fleet vehicles
- Security lighting and cameras at all exterior entrances and walkways to parking
- Electric vehicle charging stations
- Select furniture and design upgrades
- Covered parking for Town Hall staff
- Pool vehicle on east side of Town Hall (for planners inspections)
- Small fitness center/area with access to showers

Adjacencies

This department works with all departments, but needs to be physically adjacent to Building, Public Works Engineering, Town Clerk and Legal.



Town Clerk

Primary Function

"The Town Clerk is the custodian of all Town legal documents, including the Municipal Code and handles Open Record Requests. The Town Clerk is secretary to the Town Council and the Special Licensing Authority and prepares and distributes Agendas, Minutes and Meeting Packets."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Town Clerk currently consists of a headcount of 5 staff and they do not anticipate growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	5	5	5	0%

Existing Conditions

The Clerk’s central location at Town Hall works well for their department. Their collocation with Customer Services is ideal, as they also manage this department.

Most of the Clerk’s customers are walk-in. However, their solicitor’s permitting process is by appointment only. Their average number of daily visitors is 10 people, with a peak of 50. Customers typically arrive at the front desk and are then directed to an appropriate location. This department would like to continue to automate more of it’s services in order to prioritize a faster turn around for their customers (ex: automated liquor licenses, digitization on lazer fish, docusigne for electronic signatures).

The Council Chambers meeting space is adequate and they don’t have any major security concerns. They do have a portable metal detector that is used when required, however, moving it around isn’t ideal for calibration. The seating arrangement in this room is tight with regards to leg room.

For attraction and retention, the Town Clerk competes mostly with other municipal clerks. They see their work culture, work/life balance, and flexibility to work from home as benefits for attraction and retention.

Their existing facility has adequate parking and this department rarely uses fleet vehicles.

Remote Work

Throughout the pandemic, the Clerk continued work in the office. Their increased use of automated processes has provided some flexibility to work from home as needed. However, they do not anticipate continuing Remote Work post pandemic. They frequently need physical access to records stored on site.

Their meetings, including Council meetings, will likely be a hybrid of virtual and in person attendees moving forward. Citizens have given positive feedback for having the option of being remote or in person for these meetings.

Space Needs

Office Space Needs

- Additional file storage space for permanent paper files.
- Better quality off site storage with adequate temperature control (current storage space at Old Town Hall has mice and is in a flood plain). Half of their existing storage needs to be easily accessible.
- Improved security at front desk/customer service counter. Bullistic paned glass would be ideal.
- Additional large conference room (size of Pike’s Peak or larger) with upgraded AV. This room is used for executive sessions prior to council meetings and can be crowded with all staff members present.
- Reconfiguration of work room to include counter space for packet preparation or signing of mylars. (Liquor license files also stored in this room)

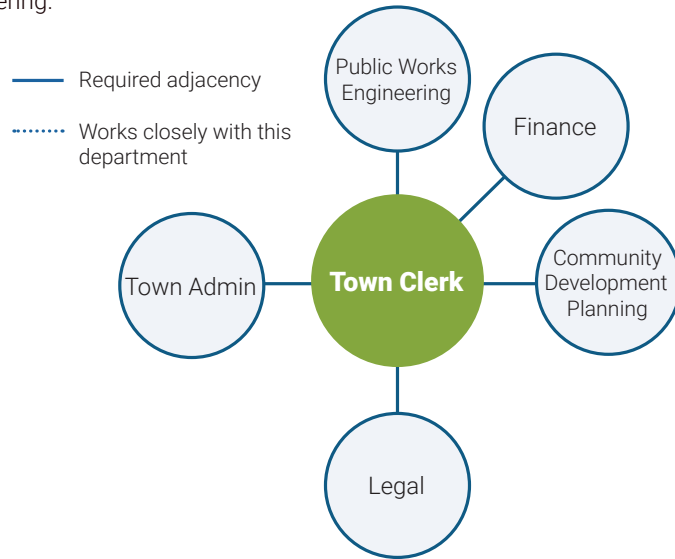
Additional Facility Needs

- Camera/production studio
- Staging space for furniture when not in use (for Council Chambers and Pikes Peak)
- Acoustical enhancements in main lobby on 1st floor (lobby space can be very noisy on court days)
- Updated and more comfortable lobby furniture
- Large divisible conference room (Pike’s Peak is small and restrictive for it’s uses)

1 <https://www.parkeronline.org/113/Town-Clerk>

Adjacencies

The Town Clerk has required adjacencies with Legal, Admin, Finance, Planning and Engineering.



Public Works - Engineering

Primary Function

"The Department of Engineering/Public Works, through its dedicated employees, strives to plan, design, build, maintain and operate public infrastructure in a manner that will enhance health and safety in Parker and to adequately preserve these assets for succeeding generations"

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO
Old Town Hall, 20118 Mainstreet, Parker, CO

Staffing

Public Works - Engineering currently consists of a headcount of 14 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	14	15	15	7%

Existing Conditions

Within this group, the Engineering department works out of Town Hall and CIP works out of Old Town Hall. Ideally they would prefer to be located under one roof and remain in a central location to the rest of the Town. Old Town Hall does not have the accommodations required for CIP meetings. Usually CIP goes to Town Hall to conduct these meetings.

Their current parking and fleet access is adequate.

For attraction and retention, the Engineering group mostly competes with peer jurisdictions and consulting engineering firms. The main factors that affect their attraction and retention are their work/life balance, reliable hours, and their ability to pay a good salary compared to other jurisdictions. They feel that access to shower facilities and locker rooms would also be a good benefit to offer their employees.

Town Hall

75% of Engineering's visitors at Town Hall are usually by appointment. They typically meet at a planning counter or in the Pine Grove or Cherry Creek conference rooms which have the best AV and technology. They rarely meet with customers in their own offices. However, they frequently have impromptu meetings with team members within their offices and need to be able to accommodate 2 - 3 people for these internal meetings.

Within Town Hall, two of the Engineering offices are old storage rooms that have been re-purposed as their space needs have grown. They have a new CIP position coming in 2022 and may have to put this person in PWOC due to lack of space in Town Hall and Old Town Hall.

The Town Hall space also consists of a resource library with mylar storage. This space is also used as break space. They share copy and office supply space with planning.

Overall, all conference spaces at Town Hall are used frequently with the exception of Longs Peak training room, which is underutilized.

Old Town Hall

The existing conference room space at Old Town Hall is less than ideal. It is not enclosed and is open to the hallway and restrooms. It lacks updated technology/AV and is too small for CIP's needs.

Within their space at Old Town Hall, they have an electronic white board which they use frequently.

Engineering's storage space at Old Town Hall is being digitized and could be downsized.

Remote Work

In general, when it comes to location, CIP's work offers more flexibility than the Engineering group and they can do more work virtually. The Engineering group currently only has two staff members working from home part time; the rest of their team is working in the office. The majority of their work is best done in the office, in person. They are currently converting to more laptop use. However, for plan reviews, their staff needs their on site office set up with 40" monitors.

Post pandemic, the entire department anticipates continuing hybrid meetings. They will need technology and conference space to maintain this, specifically for bid openings. Currently Pikes Peak is the only room formatted for this kind of meeting.

Space Needs

Office Space Needs

- Larger file room (additional 150 SF)
- Access to larger meeting rooms for meetings with outside consultants (10 - 25 occupants)
- Dedicated break/coffee area for Engineering group and CIP group (if in different suites)
- Maintain dedicated office spaces. Most staff need a dedicated private office.
- Private office sizes should consider the following: meeting spaces within private offices (used frequently with this group), desk sizes to accommodate plans and large monitors.

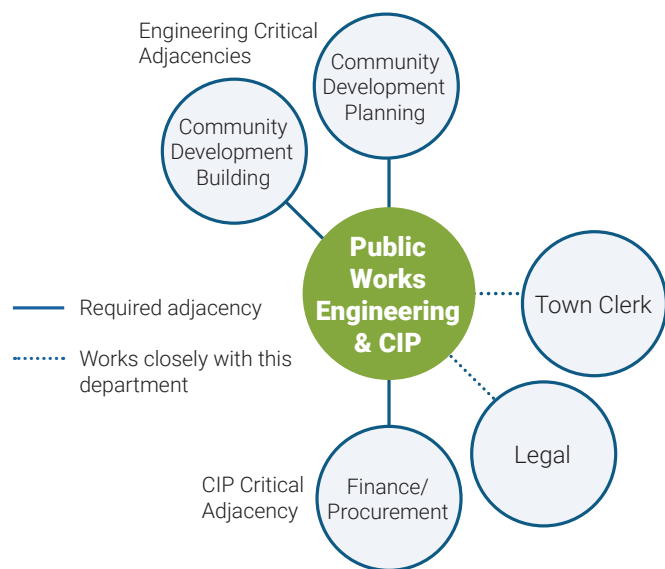
- Additional conference spaces to accommodate 8+ people (current rooms that meet this capacity are reserved on a regular basis)
- Add AV to small conference rooms. Electronic white boards should be considered as well.
- Additional storage space in Town Hall (does not need to be within suite, accessed once a month)
- Storage for CIP equipment (levels, lasers, etc.)

Additional Facility Needs

- Access to shower facilities and locker room for those who bike to work or exercise at lunch (they have access to a great trail nearby)

Adjacencies

Public Works - Engineering needs to be accessible to the public and maintain adjacencies with Planning and Building. CIP needs to maintain an adjacency with Finance/Procurement. They also work frequently with Legal, Town Clerk, Planning and Building. While, they do not need to be under the same roof with these groups, it would be ideal.



Information Technology (I.T.)

Primary Function

"The Town's Information Technology Division handles all information technology for the Town of Parker, as well as the Geographic Information Systems (GIS) operations."

Current Locations

(Office Space Only)
Old Town Hall, 20118 Mainstreet, Parker, CO
Police Department, 18600 E Lincoln Meadows Pkwy, Parker, CO

Staffing

I.T. currently consists of a headcount of 11 total staff at Old Town Hall and the Police Department. The table below shows their anticipated department growth at these locations over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount at OTH	8	9	11	38%
Headcount at PD	3	3	4	33%

Existing Conditions

The IT department is currently split between the Old Town Hall and Police Department locations. They do not need to be consolidated, having staff near their main data centers is important.

Most of their customers are internal. 30% of their customers are walk ins, while the remaining 70% are usually calling in or submitting tickets. The Police Department location has more in person visitation, typically to trouble shoot mobile technology in police vehicles.

At both locations, they lack proper conference space (rooms to accommodate about 12 people) for staff meetings and vendor/professional services meetings. This is a bigger issue at Old Town Hall. (At the Police Department, they are able to use some of the shared conference rooms.)

I.T. also has access to the Training room at Town Hall and manages the scheduling of this room. This space is not used frequently, mostly due to it's lack of flexibility and insufficient size/layout. This room is used occasionally by HR and Finance. It is best to have it located near other departments to encourage use. However, if they switched to a laptop arrangement that required more set up efforts, this space would need to be closer to I.T.

1 <https://www.parkeronline.org/191/Information-Technology-GIS>

Overall, data room space is inadequate, specifically at central town locations. The schoolhouse data center is far too small. If facilities are planned to expand, data rooms will need to be sized appropriately (need to have access to take switches in and out easily and accommodate proper rack sizes).

Their current parking access is adequate. They do not use fleet vehicles frequently. They have access to a pool vehicle but it is outdated.

For attraction and retention, the I.T. group mostly competes with other municipalities. Their atmosphere, culture and benefits are good for retention. Location and lack of commute is also a plus, as the department staff all live within a 5 mile radius.

Old Town Hall

IT's space at Old Town Hall lacks proper acoustics. Walls are thin and there is no privacy. Old Town Hall is also insufficient when it comes to meeting spaces. There is one conference "room" which isn't enclosed and is directly adjacent to the restrooms, which make it noisy and disruptive. The mechanical throughout this building is outdated.

IT has storage space and a work room at Old Town Hall and this space is sized adequately. The work room space could be better arranged for it's function.

They have access to a shared kitchenette and shared copy space. The kitchenette is small, without seating, and not properly ventilated (odor concerns when employees are heating up food). The copy space multi functions as a hallway, being the main path of travel from the building entry to Engineering, Cultural and a portion of I.T.'s offices, which is not ideal.

There are two small sets of restrooms on the floor, both are poorly located and lack privacy (too close to office and conference spaces).

Overall, the space at Old Town Hall is outdated, dark, and lacks privacy.

Police Department

I.T.'s office space at the Police Department is insufficient. The space is located outside the data center and was converted from an interview room to a work room. The space doesn't have any windows, which isn't ideal for employee moral. They have two technicians working out of this space who would be better located elsewhere in the building, preferably in a shared work space with access to day light.

They have access to shared conference spaces within the Police Department.

Remote Work

During the pandemic, I.T.'s help desk number was turned off in order to encourage people to submit tickets online. This number has been reactivated recently.

They believe that remote work enhanced their productivity. With less interruptions at home (no one could drop by their office), they were able to streamline their services more with their online ticket system. This worked better for most of their technicians. Post pandemic, they anticipate giving their employees more flexibility with a hybrid remote work policy and the option to choose a laptop or desktop computer. They will still need to maintain dedicated assigned seats within their work spaces, as many of their employees work with equipment that they need to have dedicated space for.

Moving forward, more meetings will be offering hybrid capabilities. Overall, the Town needs better technology and equipment for supporting video tele-conferencing capabilities in all meeting spaces.

Space Needs

Office Space Needs

- Convenient access to a conference room that can support 12 people
- Dividing wall for Travis and Todd (they share one large office)
- More storage for servers/switches
- Dedicated work area in Steve Zajac's office
- Updated/better layout in work room with access to shelving
- Larger break area that is better located (minimize distractions and smells that travel to adjacent offices)
- Relocate/upgrade shared copy room.
- Dedicated secured suite for IT (that can be open during the day to maintain approachability).
- Secured storage.

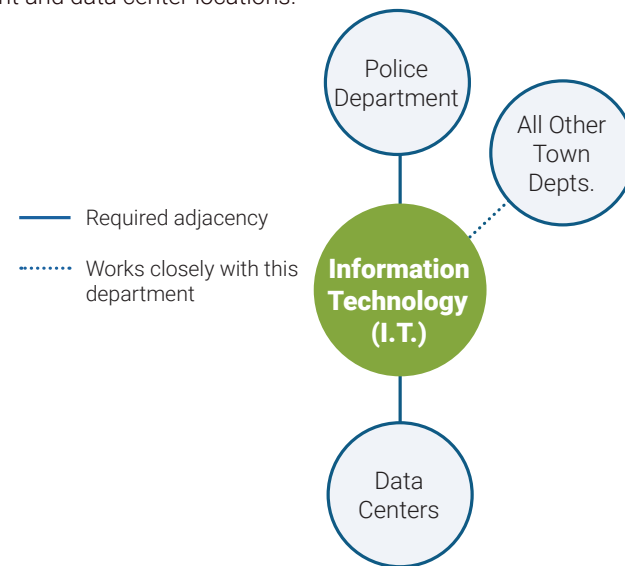
Additional Facility Needs

- More data rooms at Old Town Hall
- Security cameras installed in all data rooms
- Card reader access at all data rooms
- "Future proofing": Increase facility capacity as needed for anticipated future capacity (example: provide space to accommodate an additional server for additional security cameras)
- Council Chambers: New AV system
- Updated AV/tele conferencing equipment in all conference/meeting rooms
- Updated configurations in meeting rooms to accommodate for virtual meetings, especially Pikes Peak.
- Better location for Restrooms at Old Town Hall. Restroom upgrades.

- HVAC assessment at Old Town Hall.
- Better acoustic separation in partition walls at Old Town Hall.
- Upgrade/replace back stairs at Old Town Hall (safety hazard).

Adjacencies

I.T. works with all departments, but needs to maintain physical collocations with the Police Department and data center locations.



Economic Development

Primary Function

The main goal of the Economic Development Division is to assist businesses and families with growing their roots and being able to thrive in the Town of Parker.

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Economic Development division consists of 1 staff member who is currently sitting in the Town Administrative department. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	1	3	3	200%

Existing Conditions

The Economic Development Director’s current location at Town Hall is ideal. Being central and co-located with other Town Hall departments works well. However, their current space lacks room for growth. If it’s not possible for them to stay in Town Hall, being near Town Hall is important.

For this department, interactions with visitors typically occur in the Cherry Creek Conference room or off site at a coffee shop or customer’s location. Occasionally larger meetings are held at the PACE Center. However, most of their meetings are smaller with 2 - 10 people. On average, they have about 1 visitor a day in person with a peak of 2 - 5 visitors at one time, usually consisting of a small business or development team. These visitors are typically by appointment and check in at the front desk when they arrive. For larger groups, the Director typically meets with them at their own location.

This department has a lot of internal meetings (at least 5 per day). Meeting space at Town Hall is at a premium. The conference room schedule is managed by the front desk and is based on need and hierarchy. Cherry Creek and Pikes Peak are most frequently used by this department.

The arrangement of spaces at Town hall does not facilitate the kind of work they need to do. Their hallways are tight and workspaces are small. There is a landing space at the 2nd floor of Town Hall that is underutilized. The furniture in this space is uninviting and uncomfortable. Overall, the space needs to be modernized, more welcoming and inviting. They would also benefit from more collaboration spaces.

For attraction and retention, the Town offers plenty of opportunity to grow as a young professional, fair compensation and good benefits. They have a good work/life balance and a family feel.

Remote Work

Prior to the pandemic, the majority of customer meetings were held in person. Since the pandemic, about 90% of these meetings have taken place virtually, but they anticipate more of a shift to hybrid meetings.

This department felt that productivity has increased with remote work, as more people are working through lunch and have less distractions.

Space Needs

Office Space Needs

- The Director needs to maintain a dedicated office
- For anticipated growth, Economic Development will need a dedicated office and a dedicated workstation
- More collaboration spaces
- More loungey feel to break room (space is underutilized the way it is currently designed)
- Future need for additional storage (if they grow) for more give-aways
- Dedicated Town Admin conference room

Additional Facility Needs

- Updated/upgraded furniture within meeting rooms.
- Town Hall spaces could use a Tenant Improvement
- More staff restrooms
- Updated restrooms
- Updated furniture at 2nd floor “landing space”
- More glass/lighting at 2nd floor (feels dark and dingy)

Adjacencies

Economic Development works frequently with other Town Hall departments and needs to maintain proximity to Town Hall. However, they have no specific required adjacencies.



Human Resources (HR)

Primary Function

The Town of Parker’s Human Resources department manages “a variety of services including benefits, recruitment and recognition.”¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

HR currently consists of a headcount of 7 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	7	9	10	43%

Existing Conditions

HR’s location at Town Hall is ideal for remaining accessible to the rest of Town Hall staff. However, their specific location in the building is not ideal. They are located on the second floor adjacent to Finance and Recreation. While card key access is required to get into their main entry, many staff members enter from their side entries which do not require card key access. Their office space has essentially become a hallway, which isn’t appropriate for sensitive and private HR conversations and is also a privacy and productivity concern. A stand-alone location or entrance will help address approachability and confidentiality concerns.

The department receives an average of 10 visitors a day (peak at 25 visitors). These are about a 50/50 mix of drop-ins and appointment based visits. Their peak visitation is driven by open enrollment and seasonal temp positions (Spring and late Fall).

Their location on the 2nd floor also isn’t ideal from an ADA and accessibility standpoint. When customers from outside of Town Hall visit, they must get a guest pass from reception and then travel up the main stair or in the one elevator (unreliable) to get access to the suite.

The main entry area of their suite consists of a bar height counter area with a bench that is used for waiting customers. It get crowded if there are more than 2 people in that space, which happens often during their open enrollment period. This is also disruptive for their front desk staff.

Overall, this department lacks the office space needed for their current headcount and their anticipated growth. One of the offices within the HR suite was previously a small storage room. This space is far too small for it’s current function. Office 267 is occupied by an HR employee but is located just outside of the suite. Their office spaces also lack acoustical separation and conversations can be heard between offices.

Facilities has a storage room location within the HR space, which isn’t ideal when they need access.

The second floor breakroom is underutilized. This space is really only used by external auditors on occasion.

Just outside of their space, HR has secured card reader access to a secure printer, supplies, files and a dedicated refrigerator for HR employees.

For conference spaces, HR uses the Cherokee Trail Conference room the most frequently, although availability for this room is tough as it is used frequently for department staff meetings and inter-department meetings. The room is long and narrow which is a less than ideal configuration.

The Mt Evans conference room is used for their recruitment and retirement meetings, however, this space isn’t ideal for confidentiality. They occasionally use one of the two small conference rooms on the first floor for interviews.

Longs Peak Training room is underutilized, needs technology upgrades, is not conducive to multi-purpose use, requires card key access and is locked frequently by IT. The space is set up for 12 people but feels crowded and the windows provide a bad glare. This room is also home to two treadmill desks that are not used. When HR needs to do testing events, they prefer to use a room at the Police Department because it has a better equipment setup (laptops). However, they only have access to 12 laptops, so for larger trainings (25 people), they have to divide them into groups.

For attraction and retention, HR competes with other municipalities and sometimes the private sector. Their main draws are their culture, work/life balance, core values, fringe benefits and location (many staff are local to Parker).

Remote Work

Prior to the pandemic, some staff members worked off site (at other Parker Town buildings) temporarily to have access to other departments. This should continue post pandemic. Overall, they believe they will be doing more hybrid meetings in the future, especially for training events, to allow people the flexibility of being remote or in-person.

The department felt that they were able to be more accessible while doing Remote Work, while some customers said the opposite. Their productivity was affected positively, with their week task log being maintained.

1 <https://www.parkeronline.org/193/Human-Resources>

Moving forward, staff will be allowed to work remotely in a hybrid fashion, allowing them to work “flex” hours (beyond 8 - 5) and the ability to work from home when needed. The department will need to maintain assigned seats, but would consider more open workstations or shared offices for select positions.

Space Needs

Office Space Needs

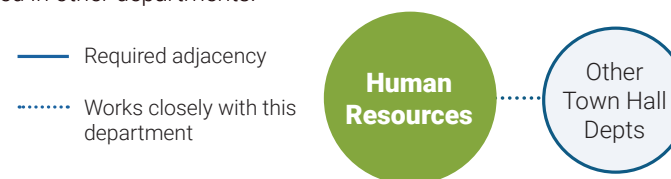
- Stand-alone location/entrance
- Dedicated work space for background investigators
- Dedicated space for on-site applications. (The second floor seating area space isn't set up well for visitors, this space could be better utilized if furniture were upgraded. If set up properly, this space could also work well for pre-employment.)
- Relocate facility storage outside of HR space
- Additional private offices for growth
- Private office for employee who is currently sitting in space designed for storage (space is too small)
- Small room or kiosk for drop-ins and customer service
- Office 267 should be located within HR suite
- Organize copy/print counter within their suite (space is underutilized and collects paper/trash)
- At least (3) private offices need to be large enough to accommodate a visitor
- Better acoustical separation between offices
- Larger waiting area space with greater technology
- Access to a shared workstation or office in all facilities for flexible use (would like this space specifically at the Police Department for recruitment held 1 week/quarter)
- Dedicated or more accessible/available small conference room
- Interview room outside of HR suite
- Reconfiguration of storage spaces with fire/water protection

Additional Facility Needs

- Firesafe space for personnel file storage
- Secure, environmentally controlled off site storage
- More flexible multi-use training space. Consider equipment change to laptops for flexibility.

Adjacencies

HR does not require any physical collocations with other departments. However, they would like to have more of a de-centralized model that would allow them to be more embedded in other departments.



Communications

Primary Function

"The Communications Department works to enhance communication between various Town departments and Parker residents, the media and other interested parties."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Communications department currently consists of a headcount of 4 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	4	5	6	50%

Existing Conditions

The Communications department is somewhat dispersed throughout the second floor of Town Hall with the majority of their group located near the Town Administrator’s Office. Being close to Town Administration works well; giving them access to many customers. This department works off site as well (PWOC). Overall, their employees tend to get shuffled around a lot, moving offices based on space restrictions through Town Hall. It would be ideal to have the whole team in one location together, in lieu of being scattered.

The majority of their visitors have appointments or scheduled meetings within a conference room that they have booked. They do not receive a lot of drop-in traffic.

Conference spaces are used frequently throughout Town Hall. Communications tends to use the smaller conference rooms to leave the larger rooms for other departments. They typically need conference room access for internal staff meetings, a wide variety of external meetings and for video production with the Mayor and Town Council. Video production is done in the Pikes Peak conference room and Council Chambers. They typically hire an external person for large video production (they bring in their own equipment). This makes video production something that they need to plan well in advance. A better internal set up would more easily increase their level of production. Ideally, they would like access to a conference room that is similar to Cherry Creek in size and has a green screen area. They use the Cherry Creek, Mt. Evans and Pikes Peak conference rooms frequently for any large meetings.

The break area is underutilized. This space is mostly just used for dropping off and heating up food.

The training room is used occasionally for website training, community engagement and infrequent focus groups. This room could be used for videography if it were reconfigurable with updated and more flexible technology. As the room is currently set up, it is mostly used for testing and is not ideal for new user and web content training.

Communications currently has about 300 SF of storage at Old Town Hall, this is mostly used for Event storage and is adequate as long as Communications remains at Town Hall. In Town Hall, they share a storage room wit IT and Town Admin. This space is used to storage give-aways that they need quick access to.

Their shared copy room and work room areas contain a lot of unused or junk cabinet space. These spaces could be re-thought and re-organized for efficiency. For assembly of marketing packets, they typically reserve a conference room, which is adequate for this process.

For attraction and retention, Communications competes with the private sector. Their department has good retention. Their newest employee has been there for 4 years. They don't have a lot of turn over. Most of their staff live locale and they've found that local employees tend to stay working for the Town longer. They also pride themselves in their ability to offer flexibility and to adjust duties to people's strengths, which supports employee retention.

Remote Work

Prior to the pandemic, the Communications department already worked from laptops and were set up with VPN. They worked from home occasionally (on weekends or evenings). Their work can easily be conducted from off site. Since the pandemic, the ability to do remote work has become even more flexible for this group. It was an easy transition for their team, as their tools for working remotely were already in place. Overall perception was that productivity went up with remote work. Employees had less interruptions when working from home. Their services were also accelerated by online tools.

In the future, this group would like to maintain some level of remote work. They are open to shared seating, as long as there is still access to shared offices where doors can be closed for any meetings that require discretion. Their special events employee will also need to maintain a dedicated seat with areas for storing event supplies.

Currently, technology is impeding on desk sharing. All laptop users are using VPN to access a physical desk top in the office (which requires a desk). In the future, IT is considering a shift to laptops with docking stations, which will eliminate the desk top requirement.

1 <https://www.parkeronline.org/77/Communications>

Overall (with the right technology in place), they anticipate that their employees could work remotely 2 days per week, with about a 75% ratio of seats to staff. Meetings should continue to offer hybrid capabilities, allowing people to meet in person or virtually.

Space Needs

Office Space Needs

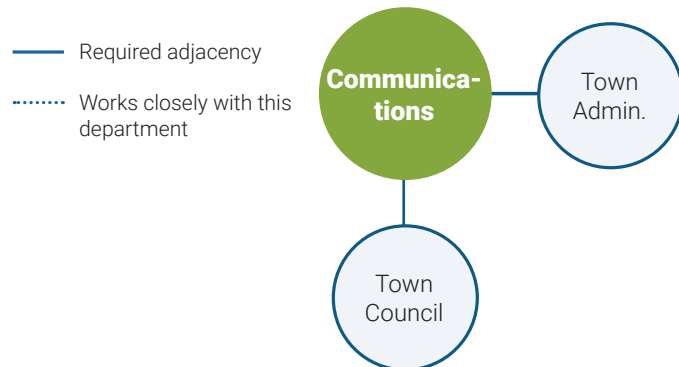
- Maintain assigned seat for special events staff member with flexible areas for event supplies
- Maintain private offices (can be shared) for employees who need to close a door for calls or meetings
- Re-organize and upgrade/design copy spaces and cabinet storage for more efficient use

Additional Facility Needs

- Mother's Room
- Restroom upgrades, additional restrooms (women's specifically)
- Council Chambers: Technology Upgrades, in house live streaming equipment (may require in house staff to manage, videography might be an area for the Town to expand on as it grows)
- Access to a conference room (similar size to Cherry Creek) with green screen for video production

Adjacencies

The Communications department is best located near Administrative functions. They specifically require an adjacency to Town Administration and the Town Council.



Parks & Recreation

Primary Function

"The vision of the Department of Parks, Recreation and Open Space is to enhance the quality of life of our citizens by providing dynamic, industry leading programs, facilities, parks and service."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO (Rec Center & Sports Functions)
12010 Motsenbocker, Buildings A & D, Parker, CO (Parks & Trails)
Recreation Center, 17301 E Lincoln Ave, Parker, CO
Fieldhouse, 18700 East Plaza Drive, Parker, CO

Staffing

The Parks & Recreation department currently consists of a headcount of 36 staff, including 12 seasonal employees. The table below shows their anticipated department growth over the next 5 and 10 year time frames. These figures represent only staff within the scope of this study and do not reflect all department staff.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	36	39	40	11%

Existing Conditions

The portion of Parks & Recreation that focuses on the Recreation Center and Sports Functions is housed out of Town Hall with some office spaces at the Recreation Center and Fieldhouse. The parks & trails focused staff operate out of Building A and half of Building D at the Motsenbocker complex.

Motsenbocker Complex

Parks & Recreation has decent space at Motsenbocker, but the space isn't very efficient and falls short with regards to their current and anticipated growth square footage needs. The department sees a potential opportunity for a satellite office South of the Town, as they have been taking on more parks and property in that general location. The Parks & Trails division would also benefit from having some space at Town Hall if that were possible.

- For a new Southern facility they anticipate a need for the following:
- Administrative office space to accommodate 4 - 6 staff members (facilities, break area, restrooms, data connectivity)

- Storage space
- A typical day at this complex consists of employees (headcount of about 22) clocking in at the time clock in Building A and proceeding to the locker room at Building D. (They currently do not have enough locker space to accommodate seasonal employees.) Then crew members proceed to their assignments. Although they are encouraged to stay on site for their lunch break, culturally, most of the crew return to the main breakroom at Motsenbocker or eat in their vehicles.

Crew leaders sit in the front office (Building A) and use shared offices, which isn't ideal if they need to have closed door meetings. It's important for these staff members (supervisors and above) to have dedicated enclosed spaces. There is a bull pen area for remaining staff to have access to computers (hot desking), but this is really just an open room that functions as a hallway with no privacy.

Building D at the Motsenbocker complex is functional for this group, however, they are getting tight on space and the facility is in need of upgrades. The wash bay is not enclosed which caused a chaotic situation in the space when it's in use. The pump room protrudes into the space and reduces efficiency. This room would be more ideally located outside of the building if possible.

Traffic flow through the parking lot is OK, however people frequently drive over the posted speed limit, which has caused some close encounters. Fleet operates out of the southern end of the lot. All staff members use a fleet vehicle. There is currently sufficient parking for fleet and employee vehicles at this location. However, if they add staff, they may need to consider additional parking, especially when they have seasonal employees on site.

Overall, this group doesn't get many visitors (2 - 3/month). Most visitors are delivery drivers or other town employees. Their entry/reception area is not inviting, but it is functional.

The break area in building D is functional, but the space could be updated and the appliances need to be put on separate circuits as they frequently have breaker issues. Their HVAC system needs maintenance (poor performance in winter, shuts down occasionally in summer).

This group stores some seasonal equipment at the Fieldhouse and PACE center in the winter for ease of access.

For attraction and retention, the group at the Motsenbocker office would like to be able to offer more personal space for their crew staff, to help with employee retention. From an administrative level, there are opportunities for staff to grow from the ground level up. They have good mentorship and offer a less stressful environment than the private sector. The Town of Parker also takes pride in their Fleet and equipment, which is good for town representation and employee pride.

1 <https://parkerrec.com/686/About-Parker-Parks-and-Recreation>

Town Hall

Parks & Recreation's location at Town Hall for their Recreation Center and Sports Functions group works well for the population they serve. They would be willing to relocate their Administrative staff from Town Hall to another location if needed. However, they would like to maintain satellite or hoteling space in Town Hall for access to work there when required (technology to support this would also be necessary - laptops and better connectivity).

They rarely have walk-in customers at Town Hall. Visitors are usually there for community or project-based scheduled meetings.

For meetings, this group uses the Cherokee Trail Conference room most frequently for stakeholder and community meetings. Public outreach meetings are typically held in the Recreation Center or Pikes Peak. They also frequently huddle in the Director's office. A dedicated huddle room for this purpose would be ideal.

The Training room at Town Hall is rarely used. Their trainings typically take place at the Recreation Center or Fieldhouse.

Recreation Center

The Parker Recreation Center includes pool facilities, gym facilities, a spinning studio, 2 community rooms, associated support spaces, storage, and about 2,000 SF of office space. Refer to the "Space Needs" section on this page and the following page for more information regarding their space.

Fieldhouse

The Parker Fieldhouse includes a gymnasium, hockey rink, turf field, climbing area, activity rooms, batting cages, fitness center, associated support spaces, storage, and about 2,900 SF of office space. Refer to the "Space Needs" section on this page and the following page for more information regarding their space.

Remote Work

Due to the nature of their work, the majority of the staff at the Motsenbocker complex, is unable to do remote work. During the pandemic, they did learn that they can operate well without meeting as a large group as often as they were prior to the pandemic. They also learned that their office space is very dense, which has made social distancing difficult.

Staff located at Town Hall work best when they are back in the office and do not anticipate continuing Remote Work long term. They do see a need to keep their meetings hybrid and being able to offer virtual options for classes. They are also offering more online and self-serve services.

Space Needs

Office Space Needs

- Updated equipment at copy spaces (TH & Mots)
- Large Conference room with 25+ seat capacity (TH)
- Larger/additional Conference room (Mots)
- Small Conference/Huddle rooms (4 - 9 seats) (TH)
- Access to Training room for technology trainings (Mots)
- Additional storage space for office supplies (TH)
- Upgraded and more inviting reception area (Mots & TH)
- Upgraded and larger break area (Mots)
- Upgraded AV and technology for all conference rooms (Mots & TH)
- Office 267 at Town Hall would ideally be given back to Parks & Rec (currently HR)

Additional Facility Needs

- Larger locker room with additional lockers for seasonal employees to use (Motsenbocker Complex)
- Women's locker room (Motsenbocker Complex)
- Additional site security cameras (Motsenbocker Complex)
- May need to consider additional parking if they add staff (Motsenbocker Complex)

Operations Space Needs (Motsenbocker Complex)

- Double the shop space for light and heavy equipment*
- Double the equipment storage space for indoor, outdoor, covered and uncovered spaces
- Double the size of the shop lunch/crew room space. Provide cable TV, stove/oven/dishwasher
- Separate enclosed wash bay with heating (same SF as current wash bay would be adequate)
- Double the vehicle storage spaces for indoor, outdoor, covered and uncovered spaces
- Double the "Salt Building" space for material storage
- Additional exterior lay down covered material storage
- Additional (about 5200 SF) exterior lay down uncovered material storage and covered dumpsters/stormwater containment
- Garbage disposal area in uncovered compound area that meets stormwater containment needs
- Separate pesticide storage locker area

* If a southern satellite facility were created, some of the above shop space may not need to be doubled. They'd anticipate about 70% of the shop function taking place at the existing facility and remaining 30% in the South.

Recreation Center & Fieldhouse Needs

- Additional Conference room (more than 10 seats) (Recreation Center & Fieldhouse)
- Multi-use space for Recreation classes/programs (Their 2 community rooms are primarily used by childcare and lifeguard classes)
- Technology upgrades at community rooms (Fieldhouse)
- Additional Pool space
- Ability to rent more facilities, would like up to 8 gyms total
- Reconfigure spaces at Fieldhouse (Team Rooms) to create more revenue generating spaces
- Upgrade security cameras and card access systems
- Panic buttons in both facilities
- Personnel sitting at the reception counter could be vulnerable in an active shooter event. Upgrades including ballistic separation and other measures should be considered. Overall layout of lobby could be reconfigured to address security concerns.

Adjacencies

Parks & Recreation has no need to be physically collocated with other departments. It's a benefit to be near Fleet for efficiency but is not required.

- Required adjacency
- - - - - Works closely with this department



Town Administration

Primary Function

"In Parker, the Town Administrator supervises the following functions: Engineering and Public Works; Community Development; Finance; Police; Town Clerk's Office; the Assistant Town Administrator; and the Deputy Town Administrator."¹

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Town Administration department currently consists of a headcount of 3 staff, not including one staff member from Economic Development that sits within their area. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	3	4	5	67%

Existing Conditions

Town Administration's location at Town Hall is ideal from an external perspective. They are located where they should be. Internally, they have good access to other departments, such as Finance, HR, Town Clerk and Town Attorney. Their specific location within Town Hall has it's pros and cons, but overall, their space is essentially in a back corner and not very accessible.

The group works very collaboratively and likes the ability to be able to see each other from their private offices. It's important for their team to remain together, however, they do not need an enclosed suite.

On average, they have 1 daily visitor which is usually someone visiting with an appointment. About once a month, they have larger scheduled meetings (HOA's, planning meetings, etc) that can peak at about 25 visitors.

This department typically holds meetings in one of the shared conference rooms. They use the Cherry Creek conference room the most often for their smaller meetings (seats around 8 people comfortably), this room is set up for virtual meetings as well. Prior to the pandemic, this meeting room was used frequently for executive meetings with around 11 occupants. They also use Mt Evans (less comfortable) and Cherokee Trail frequently. They like to use the rooms that are more accessible to the public. Currently, they are

lacking a conference room that is functional for a group of 25 - 30 people.

The Pike's Peak meeting room is used for a variety of meeting types including HOA's and elections. Council Chambers is rarely used for meetings other than Council meetings and all staff trainings. Sometimes it is used for study sessions but the inflexible furniture is not ideal for this function. The Long's Peak training room is rarely used. It would be more usable if the room offered more flexibility.

Large all staff meetings are held quarterly in the event room at PACE Center. This space is also used for TA breakfasts, and boards and commissions recognition meetings. If this space needs to be booked more than 3 months in advance, there is charge back to the Cultural department, as they have a goal to fill the PACE center spaces as much as possible. This can make it difficult with regards to finding a location for all staff events. Additional Town locations could be considered, such as the Library and Hospital Event Rooms.

The 2nd floor breakroom at Town Hall is underutilized. Staff rarely sit in this space, it is typically only used for food prep and storage. Lounge furniture and a "coffee shop" feel may improve it's usage.

With regards to security, this group doesn't have direct access to a secondary exit. The large corner office does have a panic button but this would be better located in the Admin's office, which is more frequently occupied. The west side parking lot is located close to the building which works well, with the east side being a bit more open.

For attraction and retention, the nature of the job lends itself to higher turnover. However, their office has a strong culture with growth potential.

Remote Work

The Town is investing in the equipment and the ability to have remote and virtual meetings. This department has recently been doing less virtual meetings and more in person meetings, unless they are meeting with someone out of stat or on the other side of town. Internal meetings and Council meetings are typically in person. However, they would like to continue to offer hybrid capabilities to allow for more participation.

They have a draft policy in place for a flexible work arrangement, allowing employees to deviate from a typical 8:00 am - 5:00 pm schedule, pending on their position. This policy also allows eligible employees to work remotely 2 days per week.

The Town Admin department specifically anticipates the potential to work from home one day per week, which does not lend itself to seat sharing. Due to the nature of their work, there are times where they all need to be working in person at the same time. The only exception to this is if they have a future assistant position; this person may be able to share seats.

¹ <https://www.parkeronline.org/584/Town-Administrator>

Space Needs

Office Space Needs

- Informal Huddle/Collaboration space
- Shared work space for elected officials
- Access to an additional Medium Conference Room (Pikes Peak is in high demand and is difficult to schedule)
- Access to an additional Large Conference Room that seats 25 + occupants. This space is to be used for community meetings, stakeholder meetings, external agency meetings, and professional association meetings. (Currently they use Council Chambers, but this space is not conducive for these types of meetings).
- All meeting rooms to offer virtual capabilities
- Corner office could reduce in size and be updated. (Currently referred to as the “West Wing” for it’s finishes, size, and location. Meeting space within office is larger than needed.)
- Dedicated small conference room for this department
- Admin. staff member could move to a work station in lieu of a private office
- Furniture upgrades at select conference rooms (Mt. Evans)
- Cabinets in copy room are underutilized, reduce copy room storage.
- Breakroom furniture upgrades to improve usage

Additional Facility Needs

- Comfortable outdoor seating with wifi access (flex workspace outside)
- Updated/more inviting main lobby
- Upgraded furniture at 2nd floor “landing space”

Adjacencies

Town Administration needs to be in close proximity to Council Chambers for public meetings. They also need to be physically near Legal and Communications.



Administration - Attorney (Legal)

Primary Function

The Town Attorney advises the Town on legal matters and represents the Town's interests in legal matters..

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO
Police Department, 18600 Lincoln Meadows Parkway, Parker, CO

Staffing

The Legal department currently consists of a headcount of 5 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	5	7	9	80%

Existing Conditions

The Town Legal department has seats at Town Hall and at the Police Department, which is ideal. Their proximity to the Town Administrator is critical and the central location works well. At Town Hall they have an average of 12 visitors daily. Frequently they have to ask their guests to wait at the 2nd floor landing area prior to a meeting. This space is not well utilized and could be more efficiently laid out and designed to accommodate waiting visitors.

Most of their meetings are held in Town Hall and their clients typically come to these meetings in person. Many of their meetings are informal drop-ins. They typically use the 2nd floor conference rooms and rarely use the 1st floor meeting spaces. Technology and AV is adequate for their needs in the upper floor meeting rooms. Cherry Creek is the room they use the most frequently.

Within their suite they have an open work areas that is heavily used. It consists of a 6 person conference table, file storage and a printer.

Their main file storage is in Old Town Hall, which is inconvenient, as they need to access this space about once a week for transferring files.

They have access to a shared copy room and this space is adequate.

The shared breakroom area is underutilized; only used for heating up and storing food.

Overall, their work environment supports their work flow very well.

For attraction and retention, their staff tend to come from the private sector, choosing Parker for it's work/life balance. Salaries offered are competitive with other public organizations.

With regards to security, the Legal suite is secure, but the overall building could be improved. They would like to have more staff behind closed doors, especially during Council meetings.

Remote Work

The Legal department prefers face-to-face interactions. Moving forward, post pandemic, they do intend to continue virtual meetings. In-person work is the most effective for their department and they need to be accessible to meet with employees or council members that drop by in person.

Overall, remote work had a negative impact on their work. Scheduling and coordinating formal meetings slowed down their productivity and turn-around. Communication with other departments was also more difficult, requiring more formal virtual meetings in lieu of more casual in person drop-in meetings.

They do not see their staff continuing remote work post pandemic.

Space Needs

Office Space Needs

- Relocate staff member in office 234 to be closer to Legal suite.
- Maintain secured suite
- Secure storage room for files collocated with their suite (current storage space is in Old Town Hall)
- Updated 2nd floor "landing area" with better accommodations for visitors

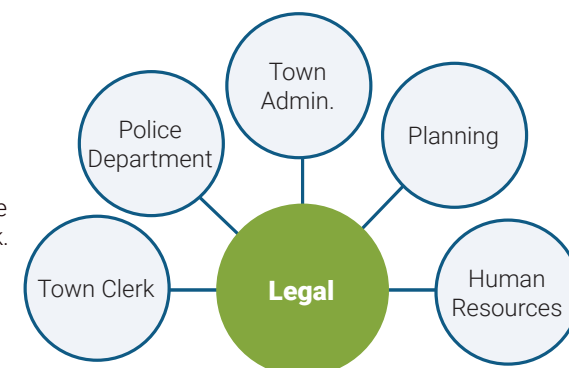
Additional Facility Needs

- Additional restrooms
- EV charging station

Adjacencies

The Legal department needs to maintain face-to-face proximity with Town Administration, Planning, HR, the Police Department and the Town Clerk.

- Required adjacency
- Works closely with this department



Finance

Primary Function

"The Finance Department is responsible for managing the Town of Parker's financial resources."

Current Locations

Town Hall, 20120 Mainstreet, Parker, CO

Staffing

The Finance department currently consists of a headcount of 16 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	16	16	21	31%

Existing Conditions

The Finance department consists of Procurement, Sales Tax, Budget & Finance, and Accounting & Financial Reporting.

Their average number of daily visitors is around 3 people with a peak of 8 in a day. They have more drop-in visitors than visitors that are by appointment. Visitors usually check in at the front desk on the first floor. The front desk then calls up to Finance and someone will come downstairs to greet them. The idea of a "one stop shop" concept does not appeal to this department, as Finance prefers handling transactions more internally.

Prior to the pandemic, Procurement was most frequently working out in the field and traveling to other offices. Post pandemic, they will resume some traveling but will likely be doing more virtual meetings for quick calls that used to be in person. They also need the ability to interact with vendors on site and provide debriefs. They have been doing this virtually, but in person meetings would be preferred to help better manage the documents they are sharing. They use the Pikes Peak Conference room for large interviews, but this space is heavily used by multiple departments and access can be a challenge.

The Sales Tax team was often meeting off site with customers, but would prefer to have access to a small consultation room (preferably 1st floor) to be able to meet with customers at Town Hall as well.

Finance uses the Sulphur Gulch conference room on the first floor for tax auditing. Otherwise, this room is underutilized. This room lacks technology and AV and would likely

be used more often if upgraded.

At Town Hall, there is a high demand for conference rooms. Rooms are frequently unavailable or booked. The Cherry Creek conference room isn't large enough for their vendor/solicitation meetings and it is often in use by Legal. Mt. Evans conference room works well for division meetings and smaller meetings. Longs Peak Training room is used by HR for testing, but is otherwise underutilized.

The break area is underutilized, mainly just used to heat and store food.

Finance also has a large secure storage room within their space that is used for records storage and also houses their check printer and other large equipment. This space is adequate for future needs.

For attraction and retention, the Finance department mostly competes with other government entities. They believe that their culture is a main driver in attracting employees. They can't compete with private sector salaries, but they find that many employees prefer the work/life balance that the Town offers. They also believe that having the option to work remotely some of the time will improve recruitment and retention.

Remote Work

Overall, the Finance department prefers working in person. They need to be in person to provide customer service with external clients and they find that face-to-face interactions are needed for better communication. In general, "Drive-by's" (casual impromptu meetings) are a big part of Town culture.

In addition, many of their functions require in person work, such as Accounts Payable needing to print and mail checks, which cannot be done remotely.

In the future, they anticipate that some (about 25%) of their staff could work remotely up to 2 days per week. However, due to the nature of their work, they will need to maintain dedicated seats within the office (no seat sharing).

1 <https://www.parkeronline.org/192/Finance>

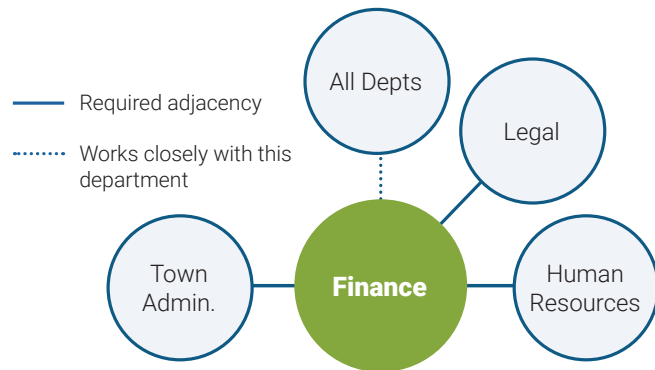
Space Needs

Office Space Needs

- Access to an additional large conference room space (similar in size to Council Chambers)
- Access to an additional medium conference room
- Access to an additional small conference room
- Larger File Room
- Meeting/consultation room (3 - 4 seats) for Sales Tax team
- Access to meeting rooms for large interviews (Procurement team)
- Provide Tech/AV at Twenty Mile and Sulphur Gulch conference rooms

Adjacencies

The Finance department works closely with all departments, but needs to maintain face-to-face proximity with Human Resources and Legal. Additionally, their sales tax division must be collocated with the rest of their department.



Public Works - Fleet & Facilities Services

Primary Function

"The Fleet and Facilities Services Division maintains all Town facilities, including building maintenance and janitorial services of approximately 25 sites. In addition, Division staff provides for the management and maintenance of Town-owned vehicles, including Town vehicles, patrol cars and road maintenance equipment."

Current Locations

12010 Motsenbocker, Buildings A, B, & E, Parker, CO

Staffing

The Fleet & Facilities Services department currently consists of a headcount of 4 Fleet staff and 9 Facilities staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Fleet Headcount	4	6	6	50%
Facilities Headcount	9	10	13	44%

Existing Conditions

The central location of the Motsenbocker campus works well for Fleet & Facilities Services. This campus is home to all fleet vehicles. All vehicles are returned to this site at the end of the day. They have discussed a potential second facility in case of creek flooding that could bifurcate the Town.

This group does not currently work in shifts, but may consider adding an evening shift for Facilities in the future.

The Motsenbocker campus location receives about 10 visitors per day. 75% of these visitors are scheduled for Fleet, 25% are walk-ins. Facilities has less visitation, with walk-ins about once a week. Most of their work orders come in online.

A typical day for this department at the Motsenbocker location consists of crew arriving in the morning, attending an all staff "Muster", receiving assignments, discussing weekly project load and then proceeding to their assignments. Sometimes staff do data entry on site and sometimes they do this work back in the office. Fleet staff typically take their lunch break in the office area within the shop.

Overall, parking is adequate for both personal vehicles and fleet. However, traffic flow on site can get tight in the morning and evenings. They have two primary gates on the SW and NE sides. At the South side of Building D/E, the turning radius is inadequate for large trailers and is a safety concern.

They do not have set plans for future electric vehicles but this is likely for future light fleet. They currently have a few hybrid vehicles.

Facilities space at the Motsenbocker campus is getting very tight. Their muster/break area is at capacity and would not accommodate staff growth. They also lack workstation space for growth, but could accommodate some of this space within the facilities building. However, the building was not purpose built and lacks potable water.

Fleet currently has five maintenance bays (four overhead doors), with one maintenance bay that doubles as a workspace.

Facilities also has offices at the Town Hall and the Police Department locations. Ideally, they would like satellite offices or at least storage space at all Town locations. They are currently sharing space with Recreation staff at the Rec Center which is not ideal. They would like to have their own storage or an office at this location. They are also storing some items in the mechanical room at the PACE Center.

This group does not believe that the ability to work remotely will improve attraction and retention, mostly due to the nature of their work. They believe that improved technology and a more contemporary work environment would help with recruitment.

Remote Work

Due to the nature of their work, Fleet & Facilities Services does not see their staff continuing Remote Work in the future. They are required to be in person and on site for their work and face-to-face collaboration is important, as well as access to tools and equipment.

Prior to the pandemic, about 51 - 75% of Fleet staff worked outside of the office for at least a portion of their day. They frequently work in the field and at other Town offices/buildings. Currently all 4 fleet staff share an office within the shop that has individual workstations for each employee. In the future, when they have additional staff, they could transition to tablets and shared desktops, potentially allowing for seat sharing.

Space Needs

Office Space Needs

- Potable water at Building B (building was not purpose built). Facility needs upgrades.
- Upgraded (purpose built) work environment

1 <https://parkeronline.org/719/Fleet-and-Facilities-Services>

Operations Space Needs

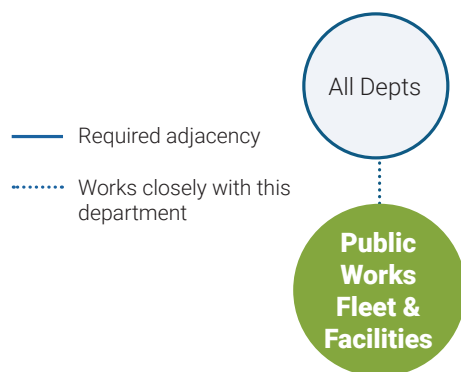
- Additional shop space
- Outdoor uncovered vehicle storage for (40) heavy equipment vehicles
- Increased ceiling height so sweepers and dumps can be fully used
- Floor space for spill containment
- Separate wash bay in Fleet (currently using PW or Douglas County Sheriff facility for washing very dirty vehicles)
- Secured location for parts inventory in Fleet shop
- Camera security over Fleet yard
- Additional parts storage trailer (in planning stage, space available next to existing trailers)
- Convert curb at SE corner of site to convert to usable SF (in planning stage)

Additional Facility Needs

- Electric Vehicle parking for future light fleet
- Re-design of traffic flow on South side of Building D/E (turning radius is inadequate for large trailers) OR analyze additional access options

Adjacencies

Fleet and Facilities interact with just about every department. However, they do not require immediate physical proximity to all departments.



Public Works - Traffic

Primary Function

"The Traffic Services Division provides for transportation / traffic project development and implementation of the roadway system."¹

Current Locations

PWOC

Staffing

The Public Works Traffic Divisions currently consists of a headcount of 7 staff. The table below shows their anticipated department growth over the next 5 and 10 year time frames.

Staff Projections				
	current	5-year	10-year	% growth
Headcount	7	9	12	71%

Existing Conditions

The central location of PWOC with access to main arterial roads works well for the Traffic Division. They have a 15-20 minute response window, and with Town growth being towards the South side, their current location is beneficial. However, access to the site from the main road is getting a bit challenging with traffic. Adding a traffic signal here would help.

The Traffic division receives about 1 visitor per day, with occasionally a peak up to 30 visitors for a meeting or public tours usually leading up to the construction season. They rarely have drop-in visitors.

While staff can do data entry in the field, they prefer to be in the building. They need desktop access at the start and end of their shifts. Due to the shift based schedule, their lunchroom is able to accommodate the waves of staff use.

Overall they hope to be able to accommodate growth within their existing footprint. They had planned for growth with original construction and they currently have some vacant seats and offices that could be reconfigured.

Their access to meeting spaces is sufficient between their small conference room and multipurpose lunchroom/training room. Their crew spaces (lockers, etc.) also have room to accommodate growth.

They have a six person "quiet room" that gets crowded and isn't serving it's purpose. It is used infrequently unless there is a blizzard or other events requiring extended hours.

They also have a bench testing room where they own and manage their own fiber.

Remote Work

During the pandemic, this division had to use smaller crews to maintain social distancing. Through this they were able to identify some efficiencies and hope to maintain smaller crews moving forward. They also had to use more vehicles during this time but they plan to return to pre-pandemic norms (1 to 2 man crews in a vehicle).

The pandemic has also influenced their ability to meet virtually. Now that this technology is more widely accepted, they anticipate continuing virtual meetings and doing fewer meetings overall. Prior to the pandemic, staff members would travel to Town Hall for meetings, but with virtual abilities, they see this travel decreasing. They are doing more bids and bid openings electronically, however, they do still anticipate needing to accommodate a hybrid approach. This will require the use of a large meeting space in Town Hall to allow for people to join in person if that is their preference. Overall, the current bandwidth for this seems to be sufficient.

While they are unsure how Remote Work affected their productivity overall, this group did see an increase in repairs completed which is likely due to their smaller crews, less traffic on the road and fewer vacation days used. Most other metrics remained the same.

Their administrative staff will need to return to the office full time.

Overall, due to the nature of their work, staff will not be working remotely, as their work requires them to be on site.

For attraction and retention, the Town of Parker itself is a big draw. About half of their staff live in Parker or Elbert County. They can also offer the same or better salaries than peers. Overall, they have had great retention.

Space Needs

Office Space Needs

- Re-purposing of existing "quiet room" to better serve their needs
- Improved security at front desk/foyer

Operations Space Needs

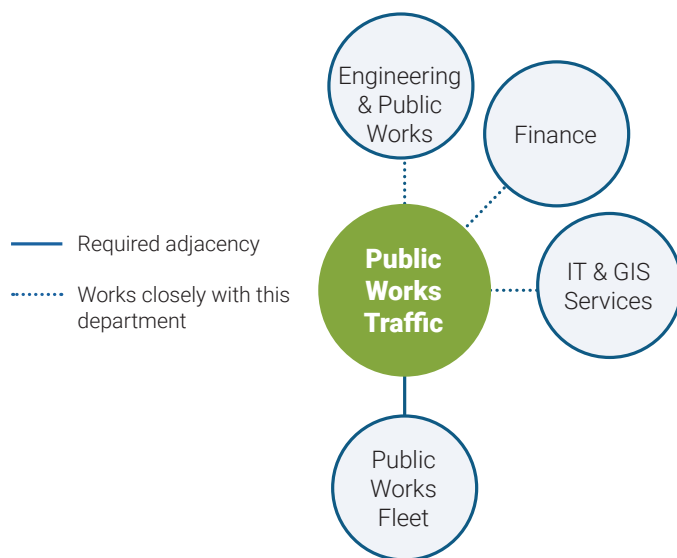
- Covered space for material and parts, as well as a laydown area
- Future expansion of indoor equipment storage as asset quantity grows (potential for mezzanine)
- 6 additional indoor vehicle storage spaces (heated aids in deployment time)

¹ <https://www.parkeronline.org/515/Traffic-Services>

- 4 additional outdoor covered vehicle storage spaces (staff expansion may trigger vehicle expansion, covered spaces preferred for emergency response vehicles)
- 3 additional outdoor uncovered vehicle storage spaces (Currently there are no outdoor uncovered spaces allocated for Traffic.) They need this space immediately.
- Additional security cameras over the yard (currently have cameras at most gates and doors)

Adjacencies

The Traffic division works frequently with Engineering & Public Works Operations (including Facilities, Fleet, Streets and Stormwater), Finance, IT and GIS Services. Collocation with Fleet would improve efficiencies, other collocations are not critical.



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Survey Responses

#1

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 03, 2021 1:40:22 PM
Last Modified: Monday, May 03, 2021 1:56:44 PM
Time Spent: 00:16:22
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name Elise Penington
Email Address epenington@parkeronline.org
Phone Number 303-805-3113

Q2

Communications (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Communications Director

Page 3: Adjacencies

Q5

Yes

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

If yes, please briefly explain:

I currently have staff in multiple locations within Town Hall. It would be nice to have us all in the same wing/location if possible.

Page 4: Adjacencies

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Town Administration (all divisions except ED),
Parks & Recreation - Admin,
Town Administration - Economic Development,
Legal,
Other (please specify):
We work closely with all Town departments.

Page 5: Field Work

Q11

51-75%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

26-50%

What percent of the time did these staff members spend off-site?

Q13

Where were these staff members traveling? Select all that apply:

Working in the field with clients,
Non-Town offices/buildings,
Other Town offices/buildings,
Other (please specify):
Meetings, trainings, video production, photography, event tasks

Town of Parker Facility Master Plan

Page 6: Staff Schedules

Q14	No
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	Yes
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	Less than 25%
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Remote working has been very effective for my team. I would like to retain a hybrid of in office and remote working to retain employees.	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
	Face-to-face collaboration
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	

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Town of Parker Facility Master Plan

Q22

If you would like to further explain the above answer, do so here.

There are frequent interruptions at work that make it more difficult to focus on big projects. Some amount of remote work has allowed us to be more efficient and complete more tasks without interruption.

Q23**Technology and connectivity,**

What do you believe have been the greatest challenges of working from home for your staff? Select the top two.

Other (please specify):

Lack of in-person collaboration

Q24**Yes**

Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?

Q25**Yes**

Do you see your staff continuing to work from home on a regular basis beyond 12 months?

Q26**100**

What is the estimated percentage of your staff that could work from home?

Q27**2 days per week**

Select the average expected frequency of working from home that you expect in the next 6-12 months.

Q28**2 days per week**

Select the average expected frequency of working from home that you expect beyond the next 12 months.

Q29**No, teleworking policies will be standard for all employees and divisions**

Does this differ from division to division within your department?

Page 8: Staffing Projections

Q30**Population growth,**

Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:

New programs,**Changing service delivery models**

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Town of Parker Facility Master Plan

Town of Parker Facility Master Plan

Q31

Respondent skipped this question

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

Page 9: Work Process

Q32

Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

1

Q34

What was the average number of visitors at any given time? (provide numerical value)

1

Q35

What was the peak number of visitors in a day? (provide numerical value)

3

Q36

No

Do you anticipate a significant change to public visitation following the pandemic?

Q37

Yes

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

Respondent skipped this question

If no, briefly describe the deficiencies:

Page 10: Work Process

Q39

No

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

Overall, it works. However, 6 staff members are dispersed into 3 separate work areas, which makes collaboration more difficult.

Page 11: Work Process

Q41

Other (please specify):
30/70

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42

About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43

Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44

Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45

Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46

Adequately

To what degree does your work environment support employee recruitment and retention?

Town of Parker Facility Master Plan

Q47 Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48 Improved technology,
More contemporary work environment

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

n/a

Q50 Standard business hours (approximately 8am - 5pm),
Extended evening hours,
Extended weekend hours,
Other (please specify):
Our department plans events, attends evening meetings and handles emergency situations, so we often work evenings, weekends or other shifts in addition to regular office hours.

What are your department's/division's normal hours of operation? Select all that apply:

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Media issues, emergency management, event access, evening meetings

Page 14: Security and Technology

Q52 Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53 Yes

Has this been accelerated by the pandemic?

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Town of Parker Facility Master Plan

Q54 No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Our services have expanded and continue to expand to address community needs and expectations and many will stay in place post-pandemic.

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#2

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Tuesday, May 04, 2021 9:41:06 AM
Last Modified: Tuesday, May 04, 2021 10:10:58 AM
Time Spent: 00:29:52
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name Ron Combs
Email Address rcombs@parkeronline.org
Phone Number 3038419800

Q2

Police (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Police Station

Q4

What is your job title?

Deputy Chief

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Town Administration (all divisions except ED),
Finance (IT division),
Human Resources (all divisions),
Municipal Court,
Legal

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Page 5: Field Work

Q11

26-50%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

51-75%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,
Working in the field without clients

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

Q14

Yes

Are any of your staff part-time employees?

Town of Parker Facility Master Plan

Q15	Yes
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Slightly.	
Page 7: Workplace Implications	
Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Face-to-face collaboration	
Q21	Negatively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	Respondent skipped this question
If you would like to further explain the above answer, do so here.	
Q23	Maintaining productivity,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Managing employees and/or teams	

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Town of Parker Facility Master Plan

Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	5
What is the estimated percentage of your staff that could work from home?	
Q27	1 day per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	2 days per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Population growth,
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Changing service delivery models	
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	
Page 9: Work Process	

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Q32

Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

10

Q34

What was the average number of visitors at any given time? (provide numerical value)

5

Q35

What was the peak number of visitors in a day? (provide numerical value)

15

Q36

No

Do you anticipate a significant change to public visitation following the pandemic?

Q37

Yes

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

Respondent skipped this question

If no, briefly describe the deficiencies:

Page 10: Work Process

Q39

Yes

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

We are getting by currently, but our facility is filling up

Page 11: Work Process

Q41

About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42

Mostly informal

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43

Adequately

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44

Adequately

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45

Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46

Adequately

To what degree does your work environment support employee recruitment and retention?

Q47

Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Town of Parker Facility Master Plan

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Improved technology,
Additional amenities,
Other (please specify):
Workout facility

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

We are pretty secure by design, but keeping up with new security tech will continue.

Q50

What are your department's/division's normal hours of operation? Select all that apply:

Other (please specify):
24/7

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Law Enforcement is a round the clock business

Page 14: Security and Technology

Q52

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Significantly

Q53

Has this been accelerated by the pandemic?

Yes

Q54

Are there services that you have discovered can be provided completely online now that previously were not?

No

Q55

Briefly explain your response:

We utilize online reporting services. Active in social media website. We are heavy users of mobile devices.

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Town of Parker Facility Master Plan

#3

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 4 (Web Link)

Tuesday, May 04, 2021 6:01:54 PM

Tuesday, May 04, 2021 6:25:49 PM

00:23:54

97.122.248.232

Page 2: Initial Questions

Q1

b'Contact information'

Name

Email Address

Phone Number

Chris Vanderpool

cvanderpool@parkeronline.org

303-805-3143

Q2

Select your department/division:

Town Clerk (all divisions)

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Deputy Town Clerk

Page 3: Adjacencies

Q5

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

n/a

Q6

If yes, please briefly explain:

Respondent skipped this question

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	Respondent skipped this question
If you answered "No" to either of the above, please briefly explain:	
Q10	Town Administration (all divisions except ED), Community Development - Planning Division, Engineering & Public Works Operations - (inc. Facilities, Fleet, Streets, Stormwater and Traffic divisions) , Finance (all divisions except IT), Legal
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	0%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	Respondent skipped this question
What percent of the time did these staff members spend off-site?	
Q13	Respondent skipped this question
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14	No
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
It is a good option to have if someone really needs to work from home.	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology , Face-to-face collaboration
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
I think you work harder at home and get more done as there is less distraction.	

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Town of Parker Facility Master Plan

Q23	Technology and connectivity,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	Other (please specify): Not sure.
Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	0
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Respondent skipped this question
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

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Town of Parker Facility Master Plan

Page 9: Work Process

Q32	Yes
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	
If yes, what was the average number of daily visitors? (provide numerical value)	
10	
Q34	
What was the average number of visitors at any given time? (provide numerical value)	
2	
Q35	
What was the peak number of visitors in a day? (provide numerical value)	
50	
Q36	Yes
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	Yes
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	Respondent skipped this question
If no, briefly describe the deficiencies:	
Page 10: Work Process	
Q39	No
Does your space facilitate your operations effectively?	

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

More space is needed for record storage.

Page 11: Work Process

Q41 Mostly individual

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 Mostly informal

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Adequately

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Adequately

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Somewhat

To what degree does your work environment support employee recruitment and retention?

Town of Parker Facility Master Plan

Q47 Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48 Improved technology,
Would any of the following improve recruitment and retention (select all that apply)?
Other (please specify):
Work/Life balance

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Records storage areas must be locked.

Q50 Standard business hours (approximately 8am - 5pm)

What are your department's/division's normal hours of operation? Select all that apply:

Q51 Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52 Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53 No

Has this been accelerated by the pandemic?

Q54 Yes

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

With some software products we could do much of what we do electronically.

#4

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Wednesday, May 05, 2021 2:53:11 PM
Last Modified: Wednesday, May 05, 2021 3:02:49 PM
Time Spent: 00:09:38
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	bo martinez
Email Address	bmartinez@parkeronline.org
Phone Number	303-805-3164

Q2

Town Administration - Economic Development

Select your department/division:

Q3

Which facility is your department/division located at?

town administrator office

Q4

What is your job title?

Deputy Town Administrator

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	Respondent skipped this question
If you answered "No" to either of the above, please briefly explain:	
Q10	Community Development - Building Division, Cultural (Arts, Culture & Events) (all divisions), Finance (IT division), Human Resources (all divisions), Parks & Recreation - Admin
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	26-50%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	26-50%
What percent of the time did these staff members spend off-site?	
Q13	Working in the field with clients
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

Q14	No
Are any of your staff part-time employees?	

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	Yes
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	Less than 25%
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Allowed staff to build trust amongst each other when not working in person.	

Page 7: Workplace Implications

Q20	Face-to-face collaboration, Social connections
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	Respondent skipped this question
If you would like to further explain the above answer, do so here.	
Q23	Ability to focus, Managing employees and/or teams
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	

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Town of Parker Facility Master Plan

Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	20
What is the estimated percentage of your staff that could work from home?	
Q27	1 day per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	1 day per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Population growth, Economic growth, New programs
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Changing service delivery models
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

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Town of Parker Facility Master Plan

Q32	No
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	Respondent skipped this question
If yes, what was the average number of daily visitors? (provide numerical value)	
Q34	Respondent skipped this question
What was the average number of visitors at any given time? (provide numerical value)	
Q35	Respondent skipped this question
What was the peak number of visitors in a day? (provide numerical value)	
Q36	No
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	Yes
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	Respondent skipped this question
If no, briefly describe the deficiencies:	
Page 10: Work Process	
Q39	Yes
Does your space facilitate your operations effectively?	
Q40	Respondent skipped this question
If not, why not? Briefly explain:	

Page 11: Work Process

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Town of Parker Facility Master Plan

Q41	Mostly team-based
What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)	
Q42	About 50%/50%
When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?	
Q43	Very well
When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?	
Q44	Very well
When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?	
Q45	Adequately
When working in the office (not remotely), to what degree does your work environment support individual/focused work?	
Page 12: Attraction and Retention	
Q46	Adequately
To what degree does your work environment support employee recruitment and retention?	
Q47	Yes
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	
Q48	Improved technology, More contemporary work environment
Would any of the following improve recruitment and retention (select all that apply)?	

Page 13: Security and Technology

Town of Parker Facility Master Plan

Q49	
Please briefly describe any special security needs your department/division has:	
none	
Q50	Standard business hours (approximately 8am - 5pm)
What are your department's/division's normal hours of operation? Select all that apply:	
Q51	Respondent skipped this question
If you selected one or more of the extended hours options, please explain the reason for after-hours access:	
Page 14: Security and Technology	
Q52	Somewhat
To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?	
Q53	Yes
Has this been accelerated by the pandemic?	
Q54	Yes
Are there services that you have discovered can be provided completely online now that previously were not?	
Q55	
Briefly explain your response:	
virtual meetings	

Town of Parker Facility Master Plan

#5

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Thursday, May 06, 2021 9:11:24 AM
Last Modified: Thursday, May 06, 2021 10:03:42 AM
Time Spent: 00:52:17
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Carrie Glassburn
Email Address	cglassburn@parkeronline.org
Phone Number	303-805-3366

Q2

Cultural (Arts, Culture & Events) (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

PACE Center, The Schoolhouse, Old Town Hall

Q4

What is your job title?

Acting Cultural Director

Page 3: Adjacencies

Q5

Yes

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

If yes, please briefly explain:

We would prefer to have all staff working out of either the PACE Center or The Schoolhouse building, and not have a third team in a completely different building

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Town of Parker Facility Master Plan

Page 4: Adjacencies

Q7

No

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

If you answered "No" to either of the above, please briefly explain:

As mentioned, we'd like all of our cultural staff to have offices in one of our two buildings

Q10

Other (please specify):

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

We don't really need to work "next" to any of these departments

Page 5: Field Work

Q11

1-25%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

1-25%

What percent of the time did these staff members spend off-site?

Q13

Non-Town offices/buildings,

Where were these staff members traveling? Select all that apply:

Other (please specify):

In the community meeting with potential business sponsors, or at senior centers, schools, outreach events

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Town of Parker Facility Master Plan

Q14

Yes

Are any of your staff part-time employees?

Q15

Yes

Do any of your staff work in shifts?

Q16

Yes

Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?

Q17

Less than 25%

On average, what percentage of the time did those people work from home?

Q18

Yes

Have your views changes regarding remote work?

Q19

Briefly explain:

In one way, we realize that we do not all have to be in the office every day in order to get work done. However, we've also found that it can be very difficult for continuity of work when we can't meet in person. Many of our dept. jobs require staff to be onsite.

Page 7: Workplace Implications

Q20

Access to workplace resources, tools, equipment, and technology
,
Face-to-face collaboration

What are the most critical reasons for employees to return to the office in person? Select the top two.

Q21

Unsure

Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?

Q22

If you would like to further explain the above answer, do so here.

It really depends on the person and their work-style. Some were more focused and therefore more productive. For others, it is very difficult for them to do their job at home. Either because they don't do will without the structure of the "office" or because their work requires them to be in the theater.

Q23

Disruptions from family, pets, chores, etc,
Technology and connectivity

What do you believe have been the greatest challenges of working from home for your staff? Select the top two.

Q24

Yes

Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?

Q25

Yes

Do you see your staff continuing to work from home on a regular basis beyond 12 months?

Q26

25

What is the estimated percentage of your staff that could work from home?

Q27

2 days per week

Select the average expected frequency of working from home that you expect in the next 6-12 months.

Q28

1 day per week

Select the average expected frequency of working from home that you expect beyond the next 12 months.

Q29

Yes, teleworking will be implemented based on individual employee or division requirements

Does this differ from division to division within your department?

Page 8: Staffing Projections

Q30

Population growth,
Economic growth,
New programs,
Changing service delivery models

Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:

Town of Parker Facility Master Plan

Q31 Other (please specify):

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

N/A

Page 9: Work Process

Q32 Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

0

Q34

What was the average number of visitors at any given time? (provide numerical value)

100

Q35

What was the peak number of visitors in a day? (provide numerical value)

0

Q36 No

Do you anticipate a significant change to public visitation following the pandemic?

Q37 No

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

If no, briefly describe the deficiencies:

Pre-pandemic, we were at capacity with mostly sold-out shows, full classes, requests for rental space larger than we could accommodate, not enough room to fit classes and rental inquiries in our existing space, etc.

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Town of Parker Facility Master Plan

Page 10: Work Process

Q39 No

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

Would like more individual office space, need more storage space in all buildings, would like more space to allow for a teaching kitchen, would like separate bridal suites, would like to expand shop space for theater, larger event space,

Page 11: Work Process

Q41 Mostly team-based

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Somewhat

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

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Town of Parker Facility Master Plan

Town of Parker Facility Master Plan

Q46

Somewhat

To what degree does your work environment support employee recruitment and retention?

Q47

Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Improved technology,
Improved daylighting,
Other (please specify):
option for private offices

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Please see us for answers

Q50

Standard business hours (approximately 8am - 5pm),
Extended morning hours,
Extended evening hours,
Extended weekend hours

What are your department's/division's normal hours of operation? Select all that apply:

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

We operate 7 days a week, 12-15 hours per day

Page 14: Security and Technology

Q52

Significantly

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

Yes

Has this been accelerated by the pandemic?

Q54

No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

We still have patrons that are not willing to do everything online. Not all of our systems are set up to do this anyway

Town of Parker Facility Master Plan

#6

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 03, 2021 3:17:30 PM
Last Modified: Thursday, May 06, 2021 12:01:25 PM
Time Spent: Over a day
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Traci Gorman
Email Address	tgorman@parkeronline.org
Phone Number	303-805-3188

Q2

Finance (all divisions except IT)

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Procurement Officer

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Other (please specify):

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

We have face to face dealings with all departments

Page 5: Field Work

Q11

1-25%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

1-25%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,

Where were these staff members traveling? Select all that apply:

Non-Town offices/buildings,

Other Town offices/buildings

Page 6: Staff Schedules

Q14

No

Are any of your staff part-time employees?

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Minimum of 3-5 days in the office depending on position.	
Page 7: Workplace Implications	
Q20	Face-to-face collaboration,
What are the most critical reasons for employees to return to the office in person? Select the top two.	Other (please specify): Customer Service with external clients
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
Face to face collaboration is important. While people could get more work don, the face to face was lacking.	
Q23	Disruptions from family, pets, chores, etc,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	Other (please specify): All of the above

Town of Parker Facility Master Plan

Q24	Yes
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	Yes
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	25
What is the estimated percentage of your staff that could work from home?	
Q27	2 days per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	2 days per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Other (please specify): All of the above
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Other (please specify): N/A
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

Town of Parker Facility Master Plan

Q32**Yes**

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

3

Q34

What was the average number of visitors at any given time? (provide numerical value)

5

Q35

What was the peak number of visitors in a day? (provide numerical value)

8

Q36**No**

Do you anticipate a significant change to public visitation following the pandemic?

Q37**No**

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

If no, briefly describe the deficiencies:

We need larger and more conference rooms to accommodate the number of visitors. Conference rooms aren't always available.

Page 10: Work Process

Q39**No**

Does your space facilitate your operations effectively?

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

Staff that is in cubicles work on sensitive data and have confidentiality issues.

Page 11: Work Process

Q41**About 50%/50%**

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42**About 50%/50%**

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43**Adequately**

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44**Somewhat**

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45**Adequately**

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46**Adequately**

To what degree does your work environment support employee recruitment and retention?

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Q47	Yes
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	
Q48	Improved technology,
Would any of the following improve recruitment and retention (select all that apply)?	More contemporary work environment,
	Additional amenities

Page 13: Security and Technology

Q49
Please briefly describe any special security needs your department/division has:
We need a secure department due to the sensitive nature and confidentiality of the projects we work on.
Q50
What are your department's/division's normal hours of operation? Select all that apply:
Standard business hours (approximately 8am - 5pm),
Extended morning hours,
Extended evening hours

Q51
If you selected one or more of the extended hours options, please explain the reason for after-hours access:
Some people come in early, others stay late, and others have to attend Town Council Meetings.

Page 14: Security and Technology

Q52	Significantly
To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?	
Q53	No
Has this been accelerated by the pandemic?	
Q54	Yes
Are there services that you have discovered can be provided completely online now that previously were not?	

Q55
Briefly explain your response:
Submitting forms, contracts, documents, etc. can be done online.

Town of Parker Facility Master Plan

#7

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Friday, May 07, 2021 12:28:47 PM
Last Modified: Friday, May 07, 2021 12:40:11 PM
Time Spent: 00:11:24
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Tom Williams
Email Address	twilliams@parkeronline.org
Phone Number	303.840.9546

Q2

Engineering & Public Works - Engineering Services

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall and Old Town Hall

Q4

What is your job title?

Engineering and Public Works Director

Page 3: Adjacencies

Q5

Yes

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

If yes, please briefly explain:

The staff we have at old Town Hall is managed by supervisor at Town Hall. Much of the coordination/communication with other staff within the Department is impacted due to the location.

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Town of Parker Facility Master Plan

Page 4: Adjacencies

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Community Development - Building Division,
 Community Development - Planning Division,
 Engineering & Public Works - Traffic Services,
 Finance (all divisions except IT),
 Legal

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Page 5: Field Work

Q11

1-25%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

51-75%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,
 Working in the field without clients

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14	No
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
I strongly believe that all of my staff needs to be working in person. The vast majority of my staff cannot effectively remote work due to the type of work and customers we provide services to.	
Page 7: Workplace Implications	
Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Face-to-face collaboration	
Q21	Negatively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	Respondent skipped this question
If you would like to further explain the above answer, do so here.	

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Town of Parker Facility Master Plan

Q23	Maintaining productivity, Disruptions from family, pets, chores, etc
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	0
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Population growth
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Legislative policy
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

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Town of Parker Facility Master Plan

Page 9: Work Process

Q32 Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

5

Q34

What was the average number of visitors at any given time? (provide numerical value)

1

Q35

What was the peak number of visitors in a day? (provide numerical value)

15

Q36 No

Do you anticipate a significant change to public visitation following the pandemic?

Q37 Yes

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38 Respondent skipped this question

If no, briefly describe the deficiencies:

Page 10: Work Process

Q39 No

Does your space facilitate your operations effectively?

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

We have two of our employees who are working at old Town Hall. Also, one of our staff is currently occupying a storage space as their office which is not a long-term solution. We will also be adding (likely) another employee in Engineering (CIP Project Manager) and do not currently have an office for this employee.

Page 11: Work Process

Q41 About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Adequately

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Very well

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Adequately

To what degree does your work environment support employee recruitment and retention?

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Q47

No

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Improved technology

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

None at this time.

Q50

Standard business hours (approximately 8am - 5pm)

What are your department's/division's normal hours of operation? Select all that apply:

Q51

Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

No

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Training oppotunities and meetings with outside consultants who perform work for the Town.

Town of Parker Facility Master Plan

#8

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 10, 2021 11:59:17 AM
Last Modified: Monday, May 10, 2021 12:19:13 PM
Time Spent: 00:19:56
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	James Gilbert
Email Address	jgilbert@parkeronline.org
Phone Number	303-345-3426

Q2

Engineering & Public Works - Fleet & Facilities Services

Select your department/division:

Q3

Which facility is your department/division located at?

Motsenbockerr

Q4

What is your job title?

Deputy Director Operations

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

If yes, please briefly explain:

Fleet and Facilities operate out of two seperate facilities at the Mots complex

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Town of Parker Facility Master Plan

Page 4: Adjacencies

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Other (please specify):
Both Fleet and Facilities interact with almost every Department

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Page 5: Field Work

Q11

51-75%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

51-75%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,
Working in the field without clients,
Other Town offices/buildings,
Other (please specify):
Parts and vehicle relocation

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14 Are any of your staff part-time employees?	No
Q15 Do any of your staff work in shifts?	No
Q16 Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	No
Q17 On average, what percentage of the time did those people work from home?	N/A - no one in my department worked from home prior to the pandemic
Q18 Have your views changes regarding remote work?	No
Q19 Briefly explain: our operations require hands on approach to perform maintenance	
Page 7: Workplace Implications	
Q20 What are the most critical reasons for employees to return to the office in person? Select the top two.	Access to workplace resources, tools, equipment, and technology , Face-to-face collaboration
Q21 Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	Unsure
Q22 If you would like to further explain the above answer, do so here. We did not work from home	

Town of Parker Facility Master Plan

Q23 What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	Technology and connectivity, Managing employees and/or teams
Q24 Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	No
Q25 Do you see your staff continuing to work from home on a regular basis beyond 12 months?	No
Q26 What is the estimated percentage of your staff that could work from home?	0
Q27 Select the average expected frequency of working from home that you expect in the next 6-12 months.	N/A - I do not see our staff continuing to work from home
Q28 Select the average expected frequency of working from home that you expect beyond the next 12 months.	N/A - I do not see our staff continuing to work from home
Q29 Does this differ from division to division within your department?	Yes, teleworking will be implemented based on individual employee or division requirements
Page 8: Staffing Projections	
Q30 Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	Population growth, Economic growth, New programs, Other (please specify): Needs of internal and external customers

Town of Parker Facility Master Plan

Q31 Respondent skipped this question

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

Page 9: Work Process

Q32 Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

10

Q34

What was the average number of visitors at any given time? (provide numerical value)

2

Q35

What was the peak number of visitors in a day? (provide numerical value)

4

Q36 No

Do you anticipate a significant change to public visitation following the pandemic?

Q37 Yes

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38 Respondent skipped this question

If no, briefly describe the deficiencies:

Page 10: Work Process

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Town of Parker Facility Master Plan

Q39 Yes

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

Currently the facilities meet our needs. Adjustments in other operational areas will impact our needs for fleet and facilities

Page 11: Work Process

Q41 Mostly individual

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Adequately

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Adequately

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Somewhat

To what degree does your work environment support employee recruitment and retention?

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Q47	No
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	
Q48	Improved technology, More contemporary work environment
Would any of the following improve recruitment and retention (select all that apply)?	

Page 13: Security and Technology

Q49	
Please briefly describe any special security needs your department/division has:	
A secured area for parts, tools, keys, is essential for both Fleet and Facilities. Yard storage with video capability.	
Q50	Standard business hours (approximately 8am - 5pm)
What are your department's/division's normal hours of operation? Select all that apply:	
Q51	Respondent skipped this question
If you selected one or more of the extended hours options, please explain the reason for after-hours access:	

Page 14: Security and Technology

Q52	Somewhat
To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?	
Q53	No
Has this been accelerated by the pandemic?	
Q54	No
Are there services that you have discovered can be provided completely online now that previously were not?	

Q55
Briefly explain your response:
Our work requires on site performance

Town of Parker Facility Master Plan

#9

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 10, 2021 12:08:54 PM
Last Modified: Monday, May 10, 2021 12:21:06 PM
Time Spent: 00:12:11
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Traci Gorman
Email Address	tgorman@parkeronline.org
Phone Number	303-805-3188

Q2

Finance (IT division)

Select your department/division:

Q3

Which facility is your department/division located at?

Old Town Hall

Q4

What is your job title?

Procurement Officer

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7

No

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

No

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

If you answered "No" to either of the above, please briefly explain:

Except for the people at PD, the current staff is located away from staff that they work with on a daily basis.

Q10

Other (please specify):

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

We have face to face dealings with all departments.

Page 5: Field Work

Q11

51-75%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

51-75%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,
 Working in the field without clients,
 Other Town offices/buildings

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

Q14

No

Are any of your staff part-time employees?

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
In IT we can do some remote work and I believe that we can still do some work remotely.	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Other (please specify): Customer Service with internal clients.	
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
I feel that there have been some positive and some negative but more positive. Gives my staff some down time from constant calls to work on assigned project.	
Q23	Disruptions from family, pets, chores, etc, Managing employees and/or teams
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	

Town of Parker Facility Master Plan

Q24	Yes
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	Yes
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	25
What is the estimated percentage of your staff that could work from home?	
Q27	2 days per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	2 days per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Other (please specify): Staffing growth
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Other (please specify): N/A
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

Town of Parker Facility Master Plan

Q32**No**

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

0

Q34

What was the average number of visitors at any given time? (provide numerical value)

0

Q35

What was the peak number of visitors in a day? (provide numerical value)

0

Q36**No**

Do you anticipate a significant change to public visitation following the pandemic?

Q37**No**

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

If no, briefly describe the deficiencies:

There is no space to bring clients into that isn't in a high traffic area.

Page 10: Work Process

Q39**No**

Does your space facilitate your operations effectively?

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

Data rooms are necessary and are inadequate.

Page 11: Work Process

Q41**About 50%/50%**

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42**About 50%/50%**

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43**Somewhat**

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44**Somewhat**

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45**Somewhat**

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46**Not at all**

To what degree does your work environment support employee recruitment and retention?

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Q47	Yes
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	
Q48	Other (please specify):
Would any of the following improve recruitment and retention (select all that apply)?	All of the above.

Page 13: Security and Technology

Q49
Please briefly describe any special security needs your department/division has:
At the PD they are in a secure location. Need data rooms restricted.

Q50	Standard business hours (approximately 8am - 5pm),
What are your department's/division's normal hours of operation? Select all that apply:	Extended morning hours,
	Extended evening hours,
	Extended weekend hours,
	Other (please specify):
	All of the above.

Q51
If you selected one or more of the extended hours options, please explain the reason for after-hours access:
We have people who are on-call, work late, work early and work weekends.

Page 14: Security and Technology

Q52	Significantly
To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?	
Q53	No
Has this been accelerated by the pandemic?	

Q54	No
Are there services that you have discovered can be provided completely online now that previously were not?	
Q55	
Briefly explain your response:	
We use a lot of completely online services now and we did before.	

Town of Parker Facility Master Plan

#10

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 10, 2021 1:45:14 PM
Last Modified: Monday, May 10, 2021 1:55:17 PM
Time Spent: 00:10:03
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	James Gilbert
Email Address	jgilbert@parkeronline.org
Phone Number	303-805-3237

Q2

Engineering & Public Works - Traffic Services

Select your department/division:

Q3

Which facility is your department/division located at?

PWOC (this is actually for Streets/Stormwater/Traffic)

Q4

What is your job title?

Deputy Director of Operations

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Engineering & Public Works Operations - (inc. Facilities, Fleet, Streets, Stormwater and Traffic divisions)

Finance (all divisions except IT),

Other (please specify):

IT and GIS Services

Page 5: Field Work

Q11

51-75%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

76-100%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,

Where were these staff members traveling? Select all that apply:

Working in the field without clients,

Other Town offices/buildings

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14	Yes
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Our work requires us to be on site	
Page 7: Workplace Implications	
Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Face-to-face collaboration	
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	Respondent skipped this question
If you would like to further explain the above answer, do so here.	

Town of Parker Facility Master Plan

Q23	Maintaining productivity,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Other (please specify): Our work requires us to be on site	
Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	5
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Population growth,
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
New programs,	
Changing service delivery models,	
Legislative policy	

Town of Parker Facility Master Plan

Q31 Respondent skipped this question

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

Page 9: Work Process

Q32 Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

1

Q34

What was the average number of visitors at any given time? (provide numerical value)

1

Q35

What was the peak number of visitors in a day? (provide numerical value)

30

Q36 No

Do you anticipate a significant change to public visitation following the pandemic?

Q37 Yes

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38 Respondent skipped this question

If no, briefly describe the deficiencies:

Page 10: Work Process

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Town of Parker Facility Master Plan

Q39 Yes

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

Will continue to need covered space for material and parts as well as a laydown area

Page 11: Work Process

Q41 Other (please specify):
Team Based of Streets and Stormwater - 50/50 for Traffic

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 Other (please specify):
50/50 for Streets and Stormwater - mostly informal for Traffic

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Very well

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Adequately

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Very well

To what degree does your work environment support employee recruitment and retention?

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Q47

No

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Additional amenities

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Nothing additional at this time

Q50

Extended morning hours

What are your department's/division's normal hours of operation? Select all that apply:

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

0600-1530

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

No

Has this been accelerated by the pandemic?

Q54

No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Not at this time

Town of Parker Facility Master Plan

#11

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 10, 2021 1:50:46 PM
Last Modified: Monday, May 10, 2021 2:17:25 PM
Time Spent: 00:26:38
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Amber Moreno
Email Address	amoreno@parkeronline.org
Phone Number	303-805-3120

Q2

Human Resources (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Human Resources Director

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Town Administration (all divisions except ED),

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Finance (all divisions except IT),

Legal,

Other (please specify):

Through dept.-provided services (recruitment, benefits, employee relations, etc.) HR interacts with all parts of the organization.

Page 5: Field Work

Q11

1-25%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

26-50%

What percent of the time did these staff members spend off-site?

Q13

Other Town offices/buildings

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14	No
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
All HR employees were transitioned to remote work (in whole or part) as a result of the pandemic. These transitions proved successful for most of the department employees. As such, tolerance and support of a hybrid or flexible work environment increased.	
Page 7: Workplace Implications	
Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Face-to-face collaboration	
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
Productivity levels are employee-dependent. Generally, working from home yielded positive, team results, however, some were negatively impacted.	

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Town of Parker Facility Master Plan

Q23	Disruptions from family, pets, chores, etc, Technology and connectivity
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Q24	Yes
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	Yes
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	Respondent skipped this question
What is the estimated percentage of your staff that could work from home?	
Q27	2 days per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	2 days per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	New programs, Changing service delivery models, Legislative policy
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

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Town of Parker Facility Master Plan

Page 9: Work Process

Q32 Yes

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

10

Q34

What was the average number of visitors at any given time? (provide numerical value)

2

Q35

What was the peak number of visitors in a day? (provide numerical value)

25

Q36 No

Do you anticipate a significant change to public visitation following the pandemic?

Q37 No

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

If no, briefly describe the deficiencies:

Current space to receive visitors is too small for existing needs and is an open workspace for one employee.

Page 10: Work Process

Q39 No

Does your space facilitate your operations effectively?

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

HR operations would be optimally effective if the department had a unique, dedicated entrance. Badge access for some employees is restricted; no immediate access to HR. In this instance, employees are required to obtain a visitor's badge. This may discourage employees from presenting to HR (especially if they desire to discuss confidential matters/concerns). HR is currently positioned in the middle of a hallway (between departments). This placement causes HR to be a walk-through area which also may deter visitors, but can be a disruption. There is limited access to a collaboration area. The size of the office may not be conducive to projected needs of the department.

Page 11: Work Process

Q41 About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Somewhat

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

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Town of Parker Facility Master Plan

Town of Parker Facility Master Plan

Q46

Somewhat

To what degree does your work environment support employee recruitment and retention?

Q47

Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Improved technology,
Upgraded furniture,
Improved daylighting,
Other (please specify):
Better airflow/ventilation (pos. ability to open windows)

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Q50

Standard business hours (approximately 8am - 5pm)

What are your department's/division's normal hours of operation? Select all that apply:

Q51

Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

Yes

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:
New hire paperwork, employee self-service

Town of Parker Facility Master Plan

#12

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, May 03, 2021 12:31:33 PM
Last Modified: Monday, May 10, 2021 2:25:39 PM
Time Spent: Over a day
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Mary Colton
Email Address	mcolton@parkeronline.org
Phone Number	303.805.3261

Q2

Parks & Recreation (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Parks and Recreation Director

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

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Town of Parker Facility Master Plan

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Town Administration (all divisions except ED),
 Communications (all divisions),
 Finance (all divisions except IT),
 Human Resources (all divisions),
 Legal

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Page 5: Field Work

Q11

1-25%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

1-25%

What percent of the time did these staff members spend off-site?

Q13

Working in the field with clients,
 Working in the field without clients,
 Other Town offices/buildings

Where were these staff members traveling? Select all that apply:

Page 6: Staff Schedules

Q14

No

Are any of your staff part-time employees?

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Town of Parker Facility Master Plan

Q15	Yes
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
I believe that some opportunities may exist for remote work throughout the organization, but I don't believe that teleworking is most appropriate for Parks and Recreation	
Page 7: Workplace Implications	
Q20	Access to workplace resources, tools, equipment, and technology , Face-to-face collaboration
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
I have witnessed both sides of some employees producing more work from home while others have not.	
Q23	Managing employees and/or teams,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Other (please specify): Access to other people for information/assistance	

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Town of Parker Facility Master Plan

Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	5
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	
Page 8: Staffing Projections	
Q30	Population growth, New programs, Changing service delivery models
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Other (please specify): Not planning to reduce staffing
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

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Town of Parker Facility Master Plan

Q32	No
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	Respondent skipped this question
If yes, what was the average number of daily visitors? (provide numerical value)	
Q34	Respondent skipped this question
What was the average number of visitors at any given time? (provide numerical value)	
Q35	Respondent skipped this question
What was the peak number of visitors in a day? (provide numerical value)	
Q36	No
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	Yes
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	Respondent skipped this question
If no, briefly describe the deficiencies:	
Page 10: Work Process	
Q39	No
Does your space facilitate your operations effectively?	
Q40	
If not, why not? Briefly explain:	
In Parks and Rec. we used to have the office that Steve Bedard is currently in and could really use that space back. At the time that office was offered to HR temporarily and since then we haven't gotten the space back.	
Page 11: Work Process	

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Town of Parker Facility Master Plan

Q41	Mostly individual
What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)	
Q42	Mostly formal
When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?	
Q43	Very well
When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?	
Q44	Adequately
When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?	
Q45	Adequately
When working in the office (not remotely), to what degree does your work environment support individual/focused work?	
Page 12: Attraction and Retention	
Q46	Adequately
To what degree does your work environment support employee recruitment and retention?	
Q47	Yes
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	
Q48	Improved technology, Upgraded furniture, More contemporary work environment
Would any of the following improve recruitment and retention (select all that apply)?	

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Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

In need of additional security cameras, also more controlled access to offices with key cards, installation of panic buttons in key areas

Q50

Other (please specify):

What are your department's/division's normal hours of operation? Select all that apply:

7 days/week with extended hours

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Current hours of operation of recreation facilities

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

Yes

Has this been accelerated by the pandemic?

Q54

No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Virtual classes and events can be offered but will not replace in-person activities entirely.

#13

COMPLETE

Collector:

Web Link 4 (Web Link)

Started:

Friday, May 07, 2021 9:22:14 AM

Last Modified:

Tuesday, May 11, 2021 9:02:55 AM

Time Spent:

Over a day

IP Address:

68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name

Meagan Arvidson

Email Address

mnakashima4@msn.com

Phone Number

303.588.2164

Q2

Parks & Recreation (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Recreation Center/Fieldhouse

Q4

What is your job title?

Recreation Manager

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	No
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	
If you answered "No" to either of the above, please briefly explain:	
It is difficult to coordinate efforts when not in the same location, but being in the same location would decrease our service levels to the community.	
Q10	Finance (all divisions except IT), Finance (IT division), Human Resources (all divisions), Parks & Recreation - Admin, Parks & Recreation - Parks & Forestry
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	
Page 5: Field Work	
Q11	1-25%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	1-25%
What percent of the time did these staff members spend off-site?	
Q13	Working in the field with clients, Working in the field without clients, Other Town offices/buildings
Where were these staff members traveling? Select all that apply:	
Page 6: Staff Schedules	

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Town of Parker Facility Master Plan

Q14	Yes
Are any of your staff part-time employees?	
Q15	Yes
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
There is limited opportunity or benefit by working from home being in the service industry. I think it is helpful to remote when on the rare occasions Town Facilities are closed due to weather related issues or when you are feeling under the weather.	
Page 7: Workplace Implications	
Q20	Face-to-face collaboration,
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Other (please specify): You need to be in the building to serve customers appropriately.	
Q21	Negatively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
As a whole we cannot serve the community by working from home.	

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Town of Parker Facility Master Plan

Town of Parker Facility Master Plan

Q23 What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	Maintaining productivity, Managing employees and/or teams
Q24 Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	No
Q25 Do you see your staff continuing to work from home on a regular basis beyond 12 months?	No
Q26 What is the estimated percentage of your staff that could work from home?	10
Q27 Select the average expected frequency of working from home that you expect in the next 6-12 months.	N/A - I do not see our staff continuing to work from home
Q28 Select the average expected frequency of working from home that you expect beyond the next 12 months.	N/A - I do not see our staff continuing to work from home
Q29 Does this differ from division to division within your department?	No, teleworking policies will be standard for all employees and divisions

Page 8: Staffing Projections

Q30 Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	Population growth, Changing service delivery models, Other (please specify): Additional Facilities
Q31 Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	Respondent skipped this question

Page 9: Work Process

Q32 Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	Yes
Q33 If yes, what was the average number of daily visitors? (provide numerical value)	999
Q34 What was the average number of visitors at any given time? (provide numerical value)	400
Q35 What was the peak number of visitors in a day? (provide numerical value)	999
Q36 Do you anticipate a significant change to public visitation following the pandemic?	No
Q37 Does your facility have adequate capacity and appropriate space to support your public/client visitors?	No
Q38 If no, briefly describe the deficiencies:	During peak times no. We are also unable to grow some programs due to lack of space.

Page 10: Work Process

Q39 Does your space facilitate your operations effectively?	No
---	----

Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

But we do the best we can with the space and staff we have that fit within our resources.

Page 11: Work Process

Q41 About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Somewhat

To what degree does your work environment support employee recruitment and retention?

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Town of Parker Facility Master Plan

Q47

No

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Other (please specify):

Possible that these would help, but they are not significant factors in recruitment and retention

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Camera system and some card access entry

Q50

What are your department's/division's normal hours of operation? Select all that apply:

Other (please specify):

Fieldhouse M-F 7am-11pm, Sat-Sun 7am-10pm. Parker Recreation Center M-F 5am-10pm, Sat-Sun 7am-5pm.

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

It would be early morning access to the openers.

Page 14: Security and Technology

Q52

Significantly

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

Yes

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

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Q55

Briefly explain your response:

Daily checkins, memberships, fitness classes

#14

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Wednesday, May 12, 2021 9:27:01 AM
Last Modified: Wednesday, May 12, 2021 9:52:09 AM
Time Spent: 00:25:07
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Sue Ratcliff
Email Address	SRatcliff@parkeronline.org
Phone Number	303.805.3101

Q2

Municipal Court

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Court Administrator

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Town of Parker Facility Master Plan

Q7	No
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	No
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	
If you answered "No" to either of the above, please briefly explain:	
Ideally the Court would be located within its own facility and not be required to share spaces. Being located close or with the PD would be convenient.	
Q10	Police Department (all divisions), Legal, Other (please specify): Legal meaning the prosecutors office-which is contracted
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	0%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	1-25%
What percent of the time did these staff members spend off-site?	
Q13	Other (please specify): Travel to PD to pick up paperwork
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

Q14	Yes
Are any of your staff part-time employees?	

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
The Court is a public facing dept and staff needs to be present to work	

Page 7: Workplace Implications

Q20	Face-to-face collaboration,
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Other (please specify): Dealing with the public	
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
Staff was able to communicate with public via phone and email, however did have to come to the office to complete required tasks	
Q23	Managing employees and/or teams,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
Other (please specify): Unable to communicate face to face with the public	

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Town of Parker Facility Master Plan

Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	0
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Population growth,
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	Other (please specify):
	PD staffing
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

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Town of Parker Facility Master Plan

Q32	Yes
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	
If yes, what was the average number of daily visitors? (provide numerical value)	
20	
Q34	
What was the average number of visitors at any given time? (provide numerical value)	
20	
Q35	
What was the peak number of visitors in a day? (provide numerical value)	
80	
Q36	No
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	No
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	
If no, briefly describe the deficiencies:	
Court must share spaces with all Town Hall departments. Aside from Court offices, there is not dedicated space for the Court	
Page 10: Work Process	
Q39	No
Does your space facilitate your operations effectively?	

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

There is no dedicated space for Court sessions to include a waiting or jury assembly room.

Page 11: Work Process

Q41 About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 Mostly informal

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Adequately

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Somewhat

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Adequately

To what degree does your work environment support employee recruitment and retention?

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Town of Parker Facility Master Plan

Q47

No

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Improved daylighting,

Other (please specify):

Dedicated space

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Bullet proof window and officer present for security during Court sessions

Q50

What are your department's/division's normal hours of operation? Select all that apply:

Standard business hours (approximately 8am - 5pm),

Extended evening hours,

Other (please specify):

When Court is in session, it goes past 5pm.

Q51

Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

Yes

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

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Q55

Briefly explain your response:

More communication with public. Sending and receiving documents

#15

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Friday, April 30, 2021 3:32:30 PM
Last Modified: Wednesday, May 12, 2021 12:02:35 PM
Time Spent: Over a week
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name	Kristin Hoffmann
Email Address	khoffmann@parkeronline.org
Phone Number	3038053138

Q2

Legal

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall (Jamie Wynn has additional office at Police Dept)

Q4

What is your job title?

Deputy Town Attorney

Page 3: Adjacencies

Q5

No

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	Respondent skipped this question
If you answered "No" to either of the above, please briefly explain:	
Q10	Town Administration (all divisions except ED), Community Development - Planning Division, Human Resources (all divisions), Police Department (all divisions), Town Clerk (all divisions)
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	0%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	1-25%
What percent of the time did these staff members spend off-site?	
Q13	Respondent skipped this question
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

Q14	No
Are any of your staff part-time employees?	

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Legal finds that in-person work is most effective for our department, to be able to meet as needed with employees/council members that "drop by" with legal issues	

Page 7: Workplace Implications

Q20	Face-to-face collaboration,
What are the most critical reasons for employees to return to the office in person? Select the top two.	
	Other (please specify): increasing communication with other employees/departments
Q21	Negatively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
Communication with other departments has been more cumbersome; requires more formal Zoom meetings/conference calls than in-person drop in meetings	
Q23	Technology and connectivity,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
	Other (please specify): communicating with other departments

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Town of Parker Facility Master Plan

Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	Respondent skipped this question
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Population growth, New programs, Other (please specify): number of employees
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

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Town of Parker Facility Master Plan

Q32	No
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	Respondent skipped this question
If yes, what was the average number of daily visitors? (provide numerical value)	
Q34	Respondent skipped this question
What was the average number of visitors at any given time? (provide numerical value)	
Q35	Respondent skipped this question
What was the peak number of visitors in a day? (provide numerical value)	
Q36	Respondent skipped this question
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	Respondent skipped this question
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	Respondent skipped this question
If no, briefly describe the deficiencies:	

Page 10: Work Process

Q39	Yes
Does your space facilitate your operations effectively?	
Q40	
If not, why not? Briefly explain:	
For the most part it does, but we would prefer if Sharon Colburn could be housed closer (but keeping her near Traci Gorman)	

Page 11: Work Process

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Town of Parker Facility Master Plan

Q41 About 50%/50%

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Q42 Mostly informal

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43 Very well

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44 Very well

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45 Very well

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46 Very well

To what degree does your work environment support employee recruitment and retention?

Q47 Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48 Other (please specify):
Locker room and shower at Town Hall

Would any of the following improve recruitment and retention (select all that apply)?

Page 13: Security and Technology

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Town of Parker Facility Master Plan

Q49

Please briefly describe any special security needs your department/division has:

Locking office doors and cabinets; no shared space (due to confidential materials and conversations)

Q50 Standard business hours (approximately 8am - 5pm)

What are your department's/division's normal hours of operation? Select all that apply:

Q51 Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52 Very little

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53 No

Has this been accelerated by the pandemic?

Q54 No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Our services are best provided in person. We receive a lot of legal questions by employees/council members that "drop by" to meet with us

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#16

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Wednesday, May 12, 2021 1:53:35 PM
Last Modified: Wednesday, May 12, 2021 2:04:00 PM
Time Spent: 00:10:25
IP Address: 68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name Jonathan Nelson
Email Address jnelson@parkeronline.org
Phone Number 3038053194

Q2

Community Development - Building Division

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Combination Building Inspector

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

Q7

Yes

Is your department/division in the best location(s) currently for the clients/population it serves?

Q8

Yes

Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?

Q9

Respondent skipped this question

If you answered "No" to either of the above, please briefly explain:

Q10

Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:

Community Development - Planning Division,
Engineering & Public Works Operations - (inc. Facilities, Fleet, Streets, Stormwater and Traffic divisions)
,
Engineering & Public Works - Traffic Services,
Finance (all divisions except IT),
Town Clerk (all divisions)

Page 5: Field Work

Q11

51-75%

Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?

Q12

76-100%

What percent of the time did these staff members spend off-Site?

Q13

Where were these staff members traveling? Select all that apply:

Working in the field with clients,
Working in the field without clients,
Non-Town offices/buildings,
Other Town offices/buildings,
Other (please specify):
Throughout buildings within the Town limits

Town of Parker Facility Master Plan

Page 6: Staff Schedules

Q14	Yes
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Interaction with inside and outside staff is crucial for day to day operations	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
	Face-to-face collaboration
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	Respondent skipped this question
If you would like to further explain the above answer, do so here.	

Town of Parker Facility Master Plan

Q23	Technology and connectivity,
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	
	Managing employees and/or teams
Q24	No
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	No
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	50
What is the estimated percentage of your staff that could work from home?	
Q27	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	N/A - I do not see our staff continuing to work from home
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	Yes, teleworking will be implemented based on individual employee or division requirements
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Population growth,
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
	Economic growth
Q31	Population decrease,
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	
	Economic downturn

Page 9: Work Process

Q32	Yes
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	
If yes, what was the average number of daily visitors? (provide numerical value)	
15	
Q34	
What was the average number of visitors at any given time? (provide numerical value)	
3	
Q35	
What was the peak number of visitors in a day? (provide numerical value)	
30	
Q36	Yes
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	Respondent skipped this question
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	Respondent skipped this question
If no, briefly describe the deficiencies:	

Page 10: Work Process

Q39	Yes
Does your space facilitate your operations effectively?	
Q40	Respondent skipped this question
If not, why not? Briefly explain:	

Page 11: Work Process

Q41	About 50%/50%
What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)	
Q42	About 50%/50%
When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?	
Q43	Adequately
When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?	
Q44	Adequately
When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?	
Q45	Adequately
When working in the office (not remotely), to what degree does your work environment support individual/focused work?	

Page 12: Attraction and Retention

Q46	Adequately
To what degree does your work environment support employee recruitment and retention?	
Q47	No
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	

Town of Parker Facility Master Plan

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Improved technology,

Upgraded furniture,

Additional amenities

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

N/A

Q50

What are your department's/division's normal hours of operation? Select all that apply:

Standard business hours (approximately 8am - 5pm),

Other (please specify):

Emergency calls only (fires, structural damage, etc.)

Q51

Respondent skipped this question

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

No

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

online meetings

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Town of Parker Facility Master Plan

#17

COMPLETE

Collector:

Web Link 4 (Web Link)

Started:

Wednesday, May 12, 2021 4:09:26 PM

Last Modified:

Wednesday, May 12, 2021 4:48:08 PM

Time Spent:

00:38:41

IP Address:

68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name

Mary Munekata

Email Address

mmunekata@parkeronline.org

Phone Number

303.805.3337

Q2

Community Development - Planning Division

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Senior Planner

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	Respondent skipped this question
If you answered "No" to either of the above, please briefly explain:	
Q10	Communications (all divisions), Engineering & Public Works Operations - (inc. Facilities, Fleet, Streets, Stormwater and Traffic divisions) , Town Clerk (all divisions), Legal, Parks & Recreation - Parks & Forestry
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	1-25%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	1-25%
What percent of the time did these staff members spend off-site?	
Q13	Other (please specify):
Where were these staff members traveling? Select all that apply:	
Site inspections during the development process.	

Page 6: Staff Schedules

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Town of Parker Facility Master Plan

Q14	Yes
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Proven efficiency of work day, increased productivity in most cases, increased morale	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology
What are the most critical reasons for employees to return to the office in person? Select the top two.	
, Face-to-face collaboration	
Q21	Positively
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
Efficiency of work day with ease of attending online meetings. Often there are less distractions and interruptions and a less stressful environment in general (for some/not all). Less stressful for commuters, esp. in bad weather	

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Town of Parker Facility Master Plan

Q23

What do you believe have been the greatest challenges of working from home for your staff? Select the top two.

Technology and connectivity,

Other (please specify):

Tracking employee work hours/accountability.

Q24

Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?

Yes**Q25**

Do you see your staff continuing to work from home on a regular basis beyond 12 months?

Yes**Q26**

What is the estimated percentage of your staff that could work from home?

100**Q27**

Select the average expected frequency of working from home that you expect in the next 6-12 months.

2 days per week**Q28**

Select the average expected frequency of working from home that you expect beyond the next 12 months.

2 days per week**Q29**

Does this differ from division to division within your department?

Yes, teleworking will be implemented based on individual employee or division requirements

Page 8: Staffing Projections

Q30

Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:

Population growth,**Economic growth****Q31**

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

Other (please specify):

n/a

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Town of Parker Facility Master Plan

Page 9: Work Process

Q32**Yes**

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

5

Q34

What was the average number of visitors at any given time? (provide numerical value)

10

Q35

What was the peak number of visitors in a day? (provide numerical value)

20

Q36**No**

Do you anticipate a significant change to public visitation following the pandemic?

Q37**No**

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

Q38

If no, briefly describe the deficiencies:

Often the visitors are applicants and their team(s) and scheduled meetings. Lack of conference rooms was an issue as is the lack of screens and camera technology needed in all conference rooms - to allow long distance attendees to join meetings.

Page 10: Work Process

Q39**No**

Does your space facilitate your operations effectively?

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Town of Parker Facility Master Plan

Q40

If not, why not? Briefly explain:

Currently somewhat effective: improvements could include larger joint work space, a place to decompress at work, storage for development materials boards.

Page 11: Work Process

Q41

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Other (please specify):
Mostly individual, however, Planning has very collaborative projects and processes requiring a lot of communication between team members.

Q42

About 50%/50%

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43

Adequately

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44

Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45

Adequately

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46

Adequately

To what degree does your work environment support employee recruitment and retention?

Town of Parker Facility Master Plan

Q47

Yes

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Improved technology,
Upgraded furniture,
More contemporary work environment,
Additional amenities,

Other (please specify):
Need screens & camera technology in all conference rooms. Original furniture in first floor conferece rooms (Pine Grove, Planning open table, Sulphur Gulch & 20-Mile rooms. Rest of Town Hall has replaced the 2002 chairs in other rooms except these areas. Need first floor break room/lounge. Outdoor break area, small workout area & showers.

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

Better exterior lighting at all employee entrances. Outdoor security cameras at all ennrances.

Q50

Standard business hours (approximately 8am - 5pm),
Extended evening hours

What are your department's/division's normal hours of operation? Select all that apply:

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

Planning staff attends monthly Planning Commission and Town Council meetings as well as conducts community open houses during evening hours.

Page 14: Security and Technology

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Town of Parker Facility Master Plan

Q53

Yes

Has this been accelerated by the pandemic?

Q54

Yes

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Mostly meetings - which is helpful as Planning staff attends many meeting in any given week.

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Town of Parker Facility Master Plan

#18

COMPLETE

Collector:

Web Link 4 (Web Link)

Started:

Friday, May 07, 2021 10:20:06 AM

Last Modified:

Thursday, May 13, 2021 11:43:29 AM

Time Spent:

Over a day

IP Address:

68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name

Ben Shipley

Email Address

bshipley@parkeronline.org

Phone Number

303-805-3255

Q2

Parks & Recreation (all divisions)

Select your department/division:

Q3

Which facility is your department/division located at?

Motsenbocker

Q4

What is your job title?

Parks Supervisor - Administration

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

If yes, please briefly explain:

Parks & Forestry/Open Space Divisions both here

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Town of Parker Facility Master Plan

Page 4: Adjacencies

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	
If you answered "No" to either of the above, please briefly explain:	
Our "worksites" are all over Town!	
Q10	Cultural (Arts, Culture & Events) (all divisions), Engineering & Public Works Operations - (inc. Facilities, Fleet, Streets, Stormwater and Traffic divisions) , Police Department (all divisions), Parks & Recreation - Parks & Forestry, Parks & Recreation - Recreation
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	51-75%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	76-100%
What percent of the time did these staff members spend off-site?	

Town of Parker Facility Master Plan

Q13	Working in the field with clients, Working in the field without clients, Other Town offices/buildings, Other (please specify): All parks, open space, trails, Town walks, some neighborhoods
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

Q14	Yes
Are any of your staff part-time employees?	
Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	No
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
Not for us; we're an outdoor ONSITE maintenance team	

Page 7: Workplace Implications

Q20	Access to workplace resources, tools, equipment, and technology , Other (please specify): subject of our operations is onsite Town locations
What are the most critical reasons for employees to return to the office in person? Select the top two.	

Town of Parker Facility Master Plan

Q21 **Negatively**

Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?

Q22

If you would like to further explain the above answer, do so here.

Can't cover our onsite responsibilities if we're not here or onsite to do so!

Q23 **Maintaining productivity, Technology and connectivity**

What do you believe have been the greatest challenges of working from home for your staff? Select the top two.

Q24 **No**

Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?

Q25 **No**

Do you see your staff continuing to work from home on a regular basis beyond 12 months?

Q26 **5**

What is the estimated percentage of your staff that could work from home?

Q27 **N/A - I do not see our staff continuing to work from home**

Select the average expected frequency of working from home that you expect in the next 6-12 months.

Q28 **N/A - I do not see our staff continuing to work from home**

Select the average expected frequency of working from home that you expect beyond the next 12 months.

Q29 **Yes, teleworking will be implemented based on individual employee or division requirements**

Does this differ from division to division within your department?

Page 8: Staffing Projections

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Town of Parker Facility Master Plan

Q30 **Population growth, Economic growth, Other (please specify): Parks & Open Space additions with projected growth**

Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:

Q31 **Respondent skipped this question**

Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:

Page 9: Work Process

Q32 **Yes**

Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?

Q33

If yes, what was the average number of daily visitors? (provide numerical value)

1000

Q34

What was the average number of visitors at any given time? (provide numerical value)

500

Q35

What was the peak number of visitors in a day? (provide numerical value)

1000

Q36 **No**

Do you anticipate a significant change to public visitation following the pandemic?

Q37 **Yes**

Does your facility have adequate capacity and appropriate space to support your public/client visitors?

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Q38

If no, briefly describe the deficiencies:

(above visitation #'s hugely skewed; best guess is 3000 daily/6000 max- won't take those values) We've outgrown our maintenance facility; citizens constantly calling for more parks, trails & accessible open spaces.

Page 10: Work Process

Q39

No

Does your space facilitate your operations effectively?

Q40

If not, why not? Briefly explain:

We're out of room and need to expand (maintenance space AND parks/trails)

Page 11: Work Process

Q41

What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)

Other (please specify):
75% individual, 25% team

Q42

Mostly informal

When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?

Q43

Somewhat

When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?

Q44

Somewhat

When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?

Q45

Somewhat

When working in the office (not remotely), to what degree does your work environment support individual/focused work?

Page 12: Attraction and Retention

Q46

Somewhat

To what degree does your work environment support employee recruitment and retention?

Q47

No

Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?

Q48

Would any of the following improve recruitment and retention (select all that apply)?

Improved technology,
More contemporary work environment,
Additional amenities,
Other (please specify):
more space to support our operations

Page 13: Security and Technology

Q49

Please briefly describe any special security needs your department/division has:

secure storage of our expensive equipment/vehicles; otherwise Town-dictated security measures (physical & electronic)

Q50

What are your department's/division's normal hours of operation? Select all that apply:

Other (please specify):
6:30a-3:00p routine, 4:00a start for snow shifts with up to 24 hr coverage

Q51

If you selected one or more of the extended hours options, please explain the reason for after-hours access:

mostly snow coverage depending on storm, otherwise on-call coverage for emergencies

Page 14: Security and Technology

Town of Parker Facility Master Plan

Q52

Somewhat

To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?

Q53

No

Has this been accelerated by the pandemic?

Q54

No

Are there services that you have discovered can be provided completely online now that previously were not?

Q55

Briefly explain your response:

Again, our maintenance service is onsite on Town properties

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Town of Parker Facility Master Plan

#19

COMPLETE

Collector:

Web Link 4 (Web Link)

Started:

Thursday, May 13, 2021 4:32:58 PM

Last Modified:

Thursday, May 13, 2021 4:45:28 PM

Time Spent:

00:12:30

IP Address:

68.71.86.148

Page 2: Initial Questions

Q1

b'Contact information'

Name

Dannette Robberson

Email Address

drobberson@parkeronline.org

Phone Number

303-805-3117

Q2

Town Administration (all divisions except ED)

Select your department/division:

Q3

Which facility is your department/division located at?

Town Hall

Q4

What is your job title?

Assistant Town Administrator

Page 3: Adjacencies

Q5

n/a

If your department/division is currently in multiple locations, should it ideally be consolidated into one?

Q6

Respondent skipped this question

If yes, please briefly explain:

Page 4: Adjacencies

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Town of Parker Facility Master Plan

Q7	Yes
Is your department/division in the best location(s) currently for the clients/population it serves?	
Q8	Yes
Is your department/division in the best location(s) relative to other departments that you need to work face-to-face with?	
Q9	Respondent skipped this question
If you answered "No" to either of the above, please briefly explain:	
Q10	Communications (all divisions), Community Development - Planning Division, Finance (all divisions except IT), Town Clerk (all divisions), Legal
Which departments/divisions do you work most closely with based on the need for face-to-face proximity? Select up to 5:	

Page 5: Field Work

Q11	1-25%
Prior to the pandemic, approximately what percentage of your department/division staff spent any portion of their work day outside the building (in the field/with clients outside of the office)?	
Q12	1-25%
What percent of the time did these staff members spend off-site?	
Q13	Non-Town offices/buildings, Other Town offices/buildings
Where were these staff members traveling? Select all that apply:	

Page 6: Staff Schedules

Q14	No
Are any of your staff part-time employees?	

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Town of Parker Facility Master Plan

Q15	No
Do any of your staff work in shifts?	
Q16	No
Prior to the pandemic, did your department have teams or staff already working from home some or all of the time?	
Q17	N/A - no one in my department worked from home prior to the pandemic
On average, what percentage of the time did those people work from home?	
Q18	Yes
Have your views changes regarding remote work?	
Q19	
Briefly explain:	
The pandemic demonstrated that some positions are capable of remote work. Local government has been resistant to remote work in the past.	

Page 7: Workplace Implications

Q20	Face-to-face collaboration, Social connections
What are the most critical reasons for employees to return to the office in person? Select the top two.	
Q21	Unsure
Do you believe your staff's productivity levels have been impacted positively or negatively by working at home?	
Q22	
If you would like to further explain the above answer, do so here.	
The effects appear to be neutral. Performing more analytical, detailed office work is more productive at home with the ability to focus. However, that is offset by a decrease in productivity in collaborative efforts.	
Q23	Technology and connectivity, Managing employees and/or teams
What do you believe have been the greatest challenges of working from home for your staff? Select the top two.	

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Town of Parker Facility Master Plan

Q24	Yes
Do you see your staff continuing to work from home on a regular basis in the next 6-12 months?	
Q25	Yes
Do you see your staff continuing to work from home on a regular basis beyond 12 months?	
Q26	100
What is the estimated percentage of your staff that could work from home?	
Q27	1 day per week
Select the average expected frequency of working from home that you expect in the next 6-12 months.	
Q28	1 day per week
Select the average expected frequency of working from home that you expect beyond the next 12 months.	
Q29	No, teleworking policies will be standard for all employees and divisions
Does this differ from division to division within your department?	

Page 8: Staffing Projections

Q30	Population growth, Legislative policy
Refer to the Staffing and Space Data worksheet provided separately. If your division/department staffing is projected to grow, what is driving the increase? Select all that apply:	
Q31	Respondent skipped this question
Refer to the Staffing and Space Data worksheet provided separately. If your division/department is projected to reduce in size, what is driving the decrease? Select all that apply:	

Page 9: Work Process

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Town of Parker Facility Master Plan

Q32	Yes
Prior to the pandemic, did your department/division serve clients/customers/members of the public who visited you in person to obtain services/information/etc?	
Q33	
If yes, what was the average number of daily visitors? (provide numerical value)	
Q34	
What was the average number of visitors at any given time? (provide numerical value)	
Q35	
What was the peak number of visitors in a day? (provide numerical value)	
Q36	No
Do you anticipate a significant change to public visitation following the pandemic?	
Q37	No
Does your facility have adequate capacity and appropriate space to support your public/client visitors?	
Q38	
If no, briefly describe the deficiencies:	
The Town Administrator's Office hosts meetings and events with external governmental, non-profit and stakeholder agencies. Meeting space is difficult to schedule. Examples are HOA round-tables, Partnership of Douglas County meetings, and Civic Academy.	
Page 10: Work Process	
Q39	Yes
Does your space facilitate your operations effectively?	

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Town of Parker Facility Master Plan

Q40	Respondent skipped this question
If not, why not? Briefly explain:	
Page 11: Work Process	
Q41	Mostly team-based
What percentage of your department's/division's work is team-based/collaborative vs. individual? (team-based/collaborative work involves project teams working together; individual work is mostly completed by a single person, perhaps under supervision)	
Q42	About 50%/50%
When working in the office (not remotely), does your department's work process rely more heavily on formal meetings or informal meetings?	
Q43	Adequately
When working in the office (not remotely), to what degree does your work environment support your department's/division's work flow?	
Q44	Adequately
When working in the office (not remotely), to what degree does your work environment support the way your department/division collaborates?	
Q45	Adequately
When working in the office (not remotely), to what degree does your work environment support individual/focused work?	
Page 12: Attraction and Retention	
Q46	Somewhat
To what degree does your work environment support employee recruitment and retention?	
Q47	Yes
Do you believe having the option to work remotely some or all of the time will improve recruitment and retention?	

Town of Parker Facility Master Plan

Q48	Improved technology, Additional amenities
Would any of the following improve recruitment and retention (select all that apply)?	
Page 13: Security and Technology	
Q49	
Please briefly describe any special security needs your department/division has:	
The Town Administrator is a high profile position and has received personal threats. Any increases to special security would be helpful.	
Q50	Standard business hours (approximately 8am - 5pm), Extended evening hours, Extended weekend hours
What are your department's/division's normal hours of operation? Select all that apply:	
Q51	
If you selected one or more of the extended hours options, please explain the reason for after-hours access:	
The TA, DTA and ATA attend all Town Council meetings and study sessions which all occur after hours. Additionally, for once a week for three months the executive assistant and ATA host civic academy.	
Page 14: Security and Technology	
Q52	Somewhat
To what degree are developments in technology changing or expected to change the way your department/division DELIVERS ITS SERVICES, now or in the future?	
Q53	Yes
Has this been accelerated by the pandemic?	
Q54	No
Are there services that you have discovered can be provided completely online now that previously were not?	
Q55	
Briefly explain your response:	
Most options are offered both online and in-person. There are none that are exclusively online.	

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Alternatives Workshop #1

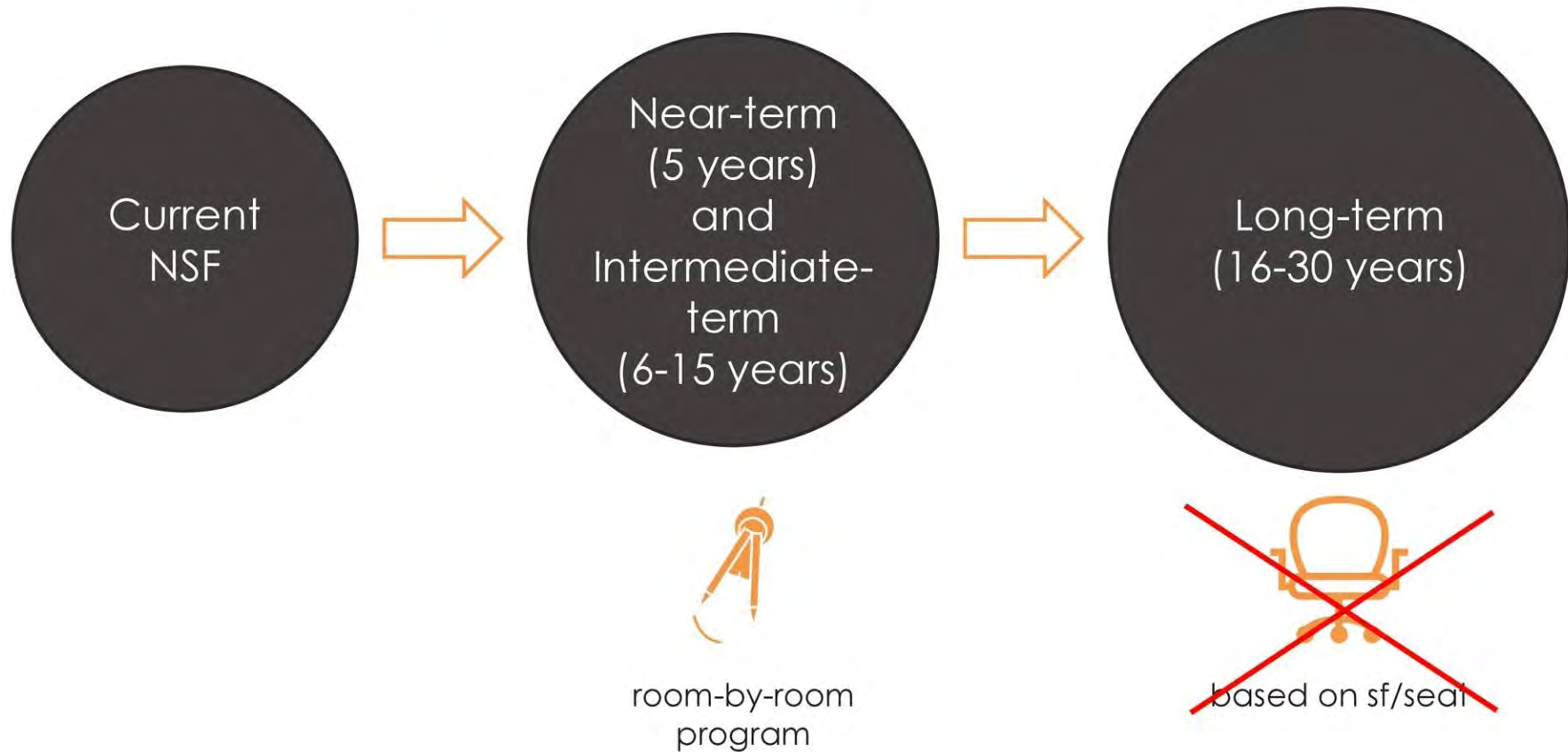
Alternatives Workshop #1



Agenda

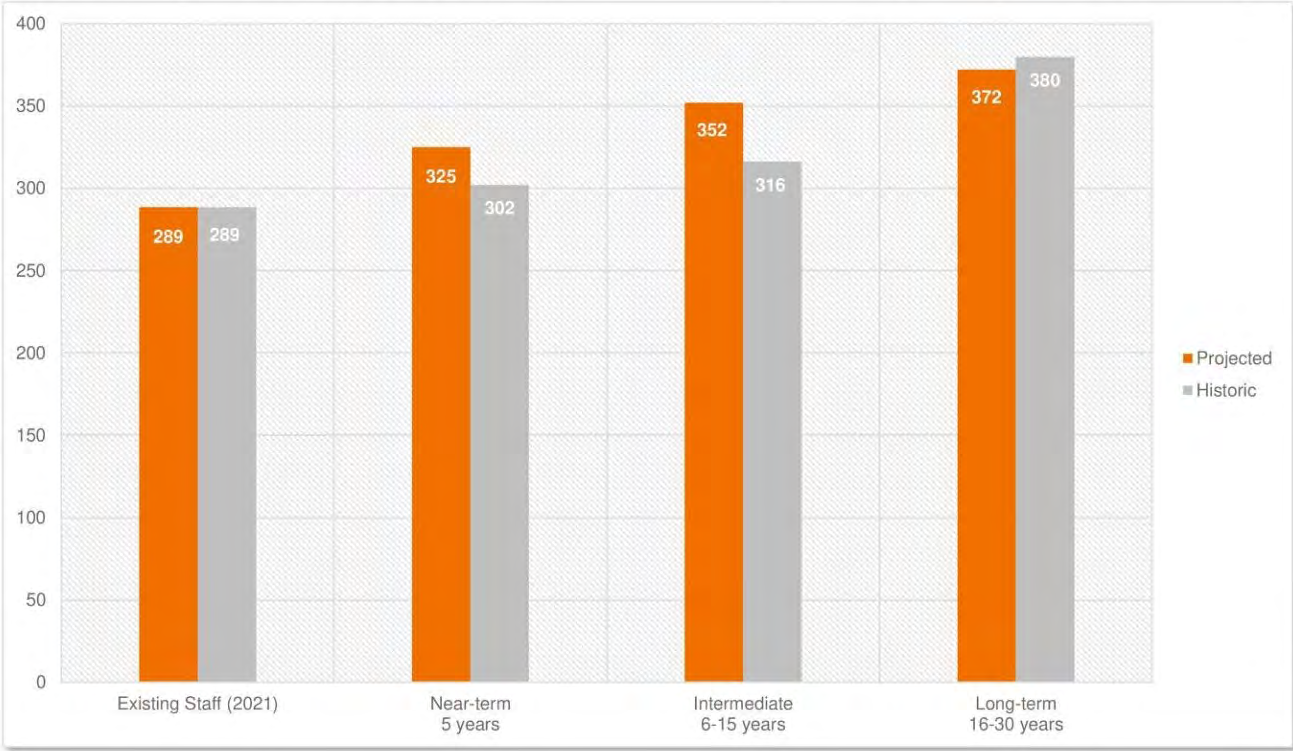
- Program Overview with Updated Staffing
- Updated Gap Analysis
- Alternatives
 - Central Services (TH & OTH)
 - Cultural (Pace/Schoolhouse)
 - Police Department & Courts
 - Public Works
- Next Steps

Programming Methodology



Staff Projections

method	% growth	Current 2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years
Department Projections	50% (2.05% annual)	289	325	352	372
Historic Comparison	20% (0.92% annual)	-	302	316	380

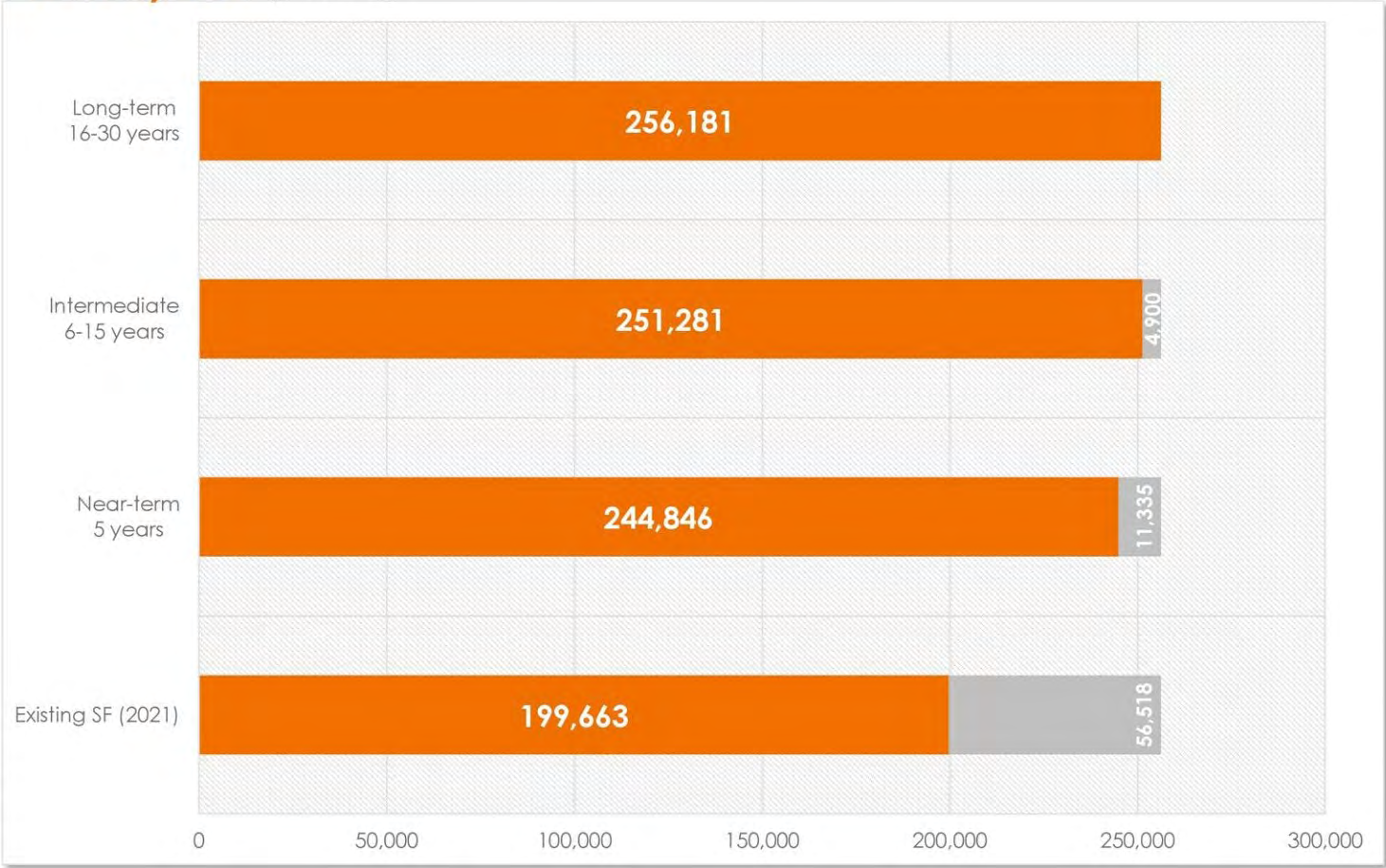


Note: ONLY Parks in Town Hall is included in this study.

Staff Projections by Department

Department	Staff				
	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	% growth
Admin - Admin	3.0	4.0	5.0	5.0	67%
Admin - Attorney	5.0	7.0	8.0	8.0	60%
Courts	3.0	5.0	6.0	7.0	133%
Facilities	9.0	10.0	13.0	13.0	44%
PW - Engineering	14.0	15.0	15.0	15.0	7%
PW - Fleet	4.0	6.0	6.0	6.0	50%
PW - Traffic, Stormwater & Streets	37.0	43.0	52.0	52.0	41%
CD - Planning & Building	24.0	32.0	32.0	32.0	33%
Communications	4.0	5.0	6.0	6.0	50%
Human Resources	7.0	9.0	10.0	10.0	43%
Cultural	16.0	18.0	19.0	19.0	19%
Parks & Rec (Town Hall Only)	5.0	6.0	6.0	6.0	20%
Econ Dev. & Acting Admin.	1.0	3.0	3.0	3.0	200%
Clerk	5.0	5.0	5.0	5.0	0%
Finance	16.0	16.0	21.0	21.0	31%
IT	11.0	12.0	15.0	15.0	36%
P3	2.0	3.0	3.0	3.0	50%
Police Department	122.5	126.0	127.0	146.0	19%
AVERAGE	288.5	325.0	352.0	372.0	29%

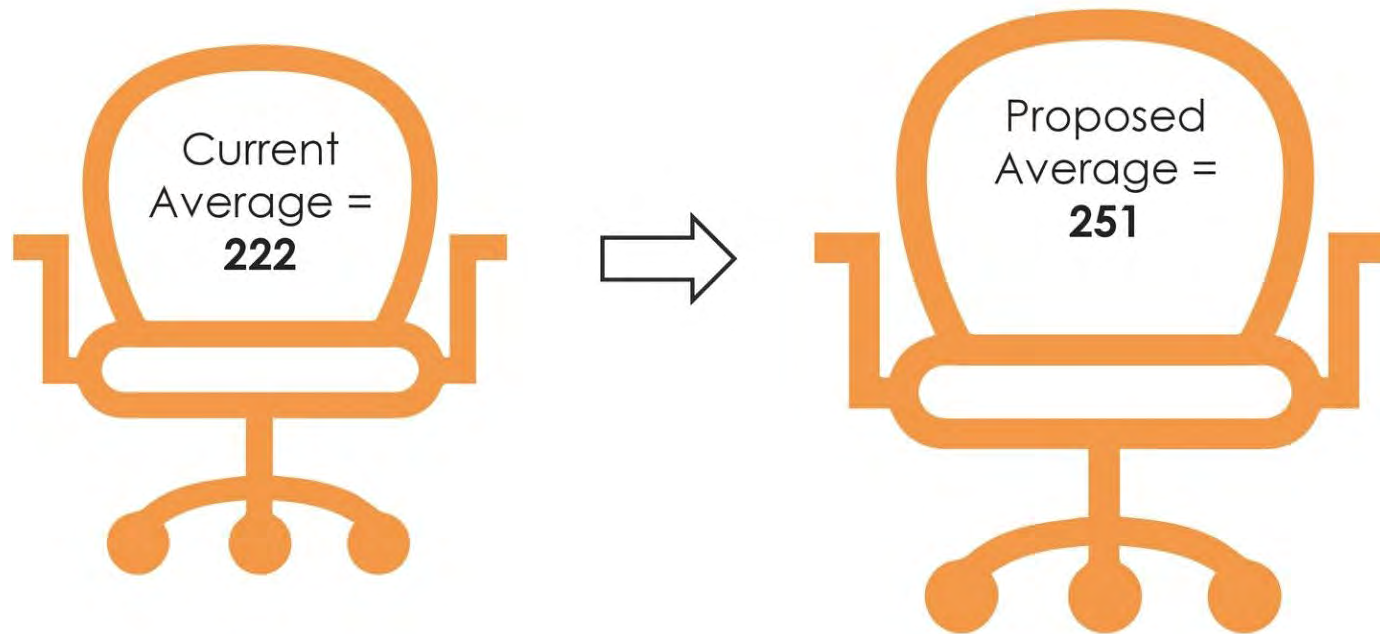
Gap Analysis (Total)



Note: ONLY
Parks in Town
Hall is included
in this study.

Total SF – Interior Spaces

Square Foot per Seat



SF per Person by Department

Department	SF per person	
	Current	Proposed
Admin - Admin	256	386
Admin - Attorney	278	259
Courts	399	207
Facilities	167	223
PW - Engineering	235	281
PW - Fleet	103	258
PW - Traffic, Stormwater & Streets	93	103
CD - Planning & Building	236	259
Communications	209	183

Department	SF per person	
	Current	Proposed
Human Resources	206	310
Cultural	140	250
Parks & Rec (Town Hall Only)	216	208
Econ Dev. & Acting Admin.	214	215
Clerk	421	526
Finance	204	205
IT	244	235
P3	149	153
AVERAGE	222	251

***Note:** ONLY Parks in Town Hall is included in this study.

Benchmarks

	SF/Seat	Seat Sharing
North Dakota Master Plan	250 target 242 actual	Yes
Colorado State Agencies	Range: 192-247 Target: 204	Yes
Larimer County	270	No
Loveland	Target: 239-248	No
Boulder City	Target: 222	No
Pinellas County	Target: 234-256	Yes

Conference Seats : Headcount Ratios

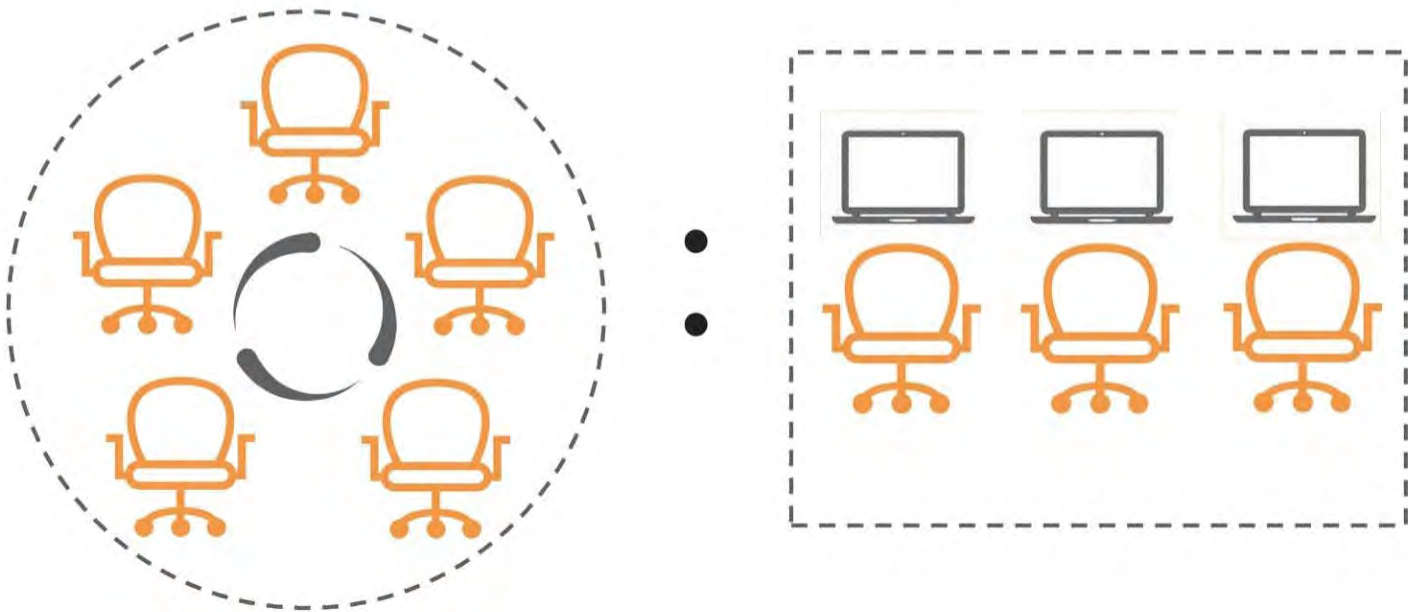
Current: 1.29 conference seats for 1 headcount

Projected (near-term): 1.70 conference seats for 1 headcount

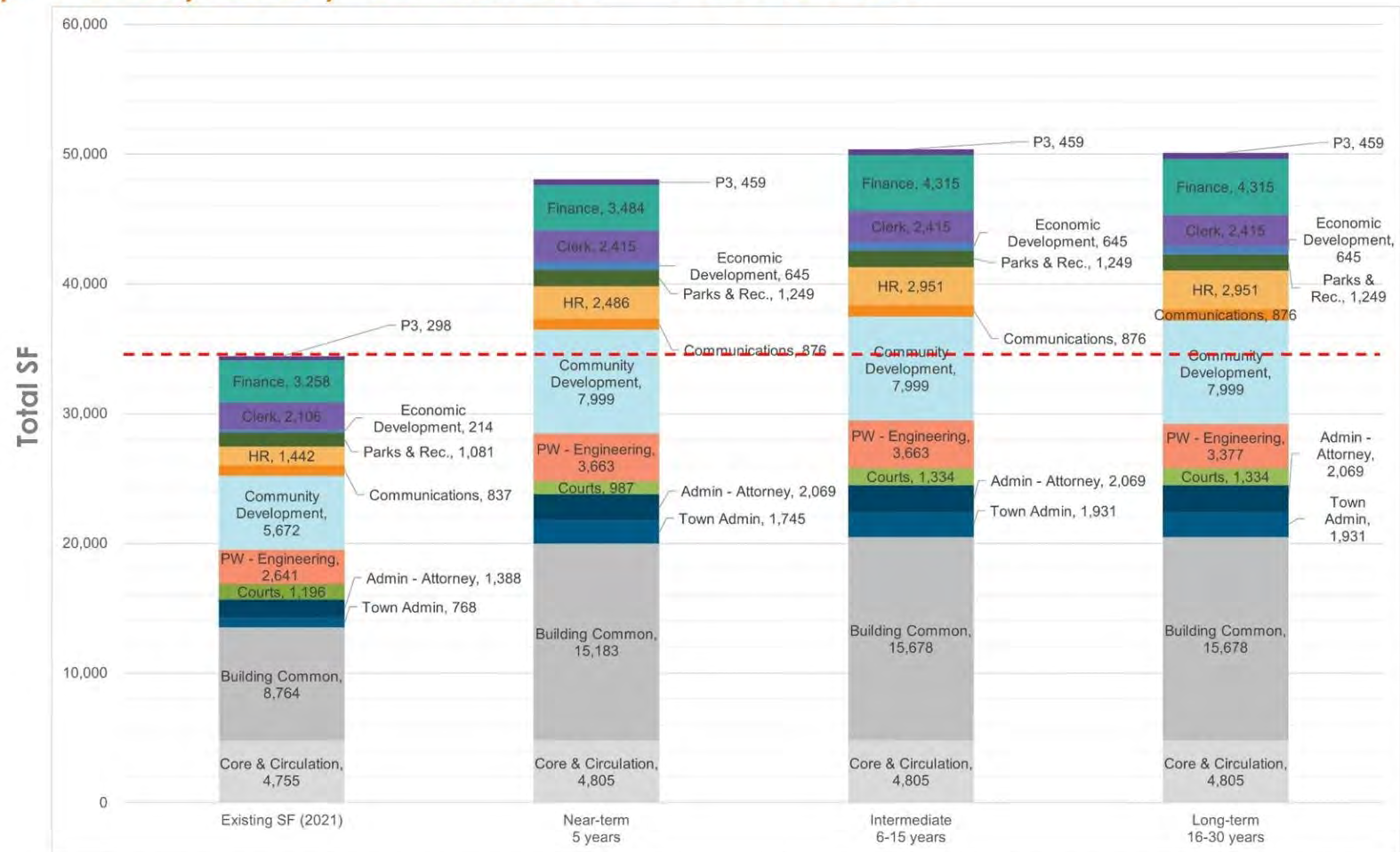
Projected (intermediate): 1.69 conference seats for 1 headcount

Projected (long-term): 1.68 conference seats for 1 headcount

Benchmarks	Ratio
Pinellas County	1.25 target
Boulder City	1.3
Loveland	1.03



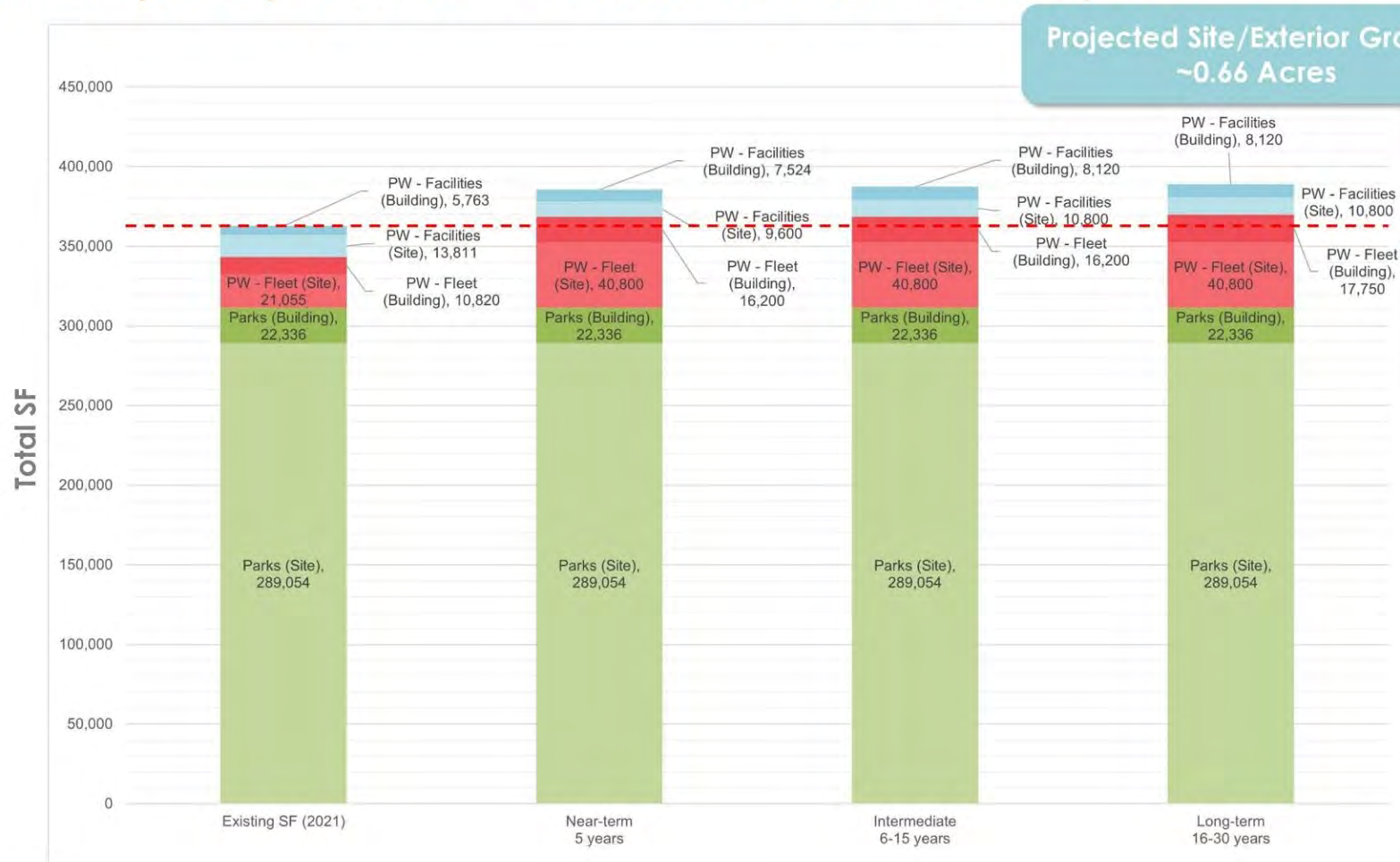
Gap Analysis by Location – Town Hall



Gap Analysis by Location – Old Town Hall



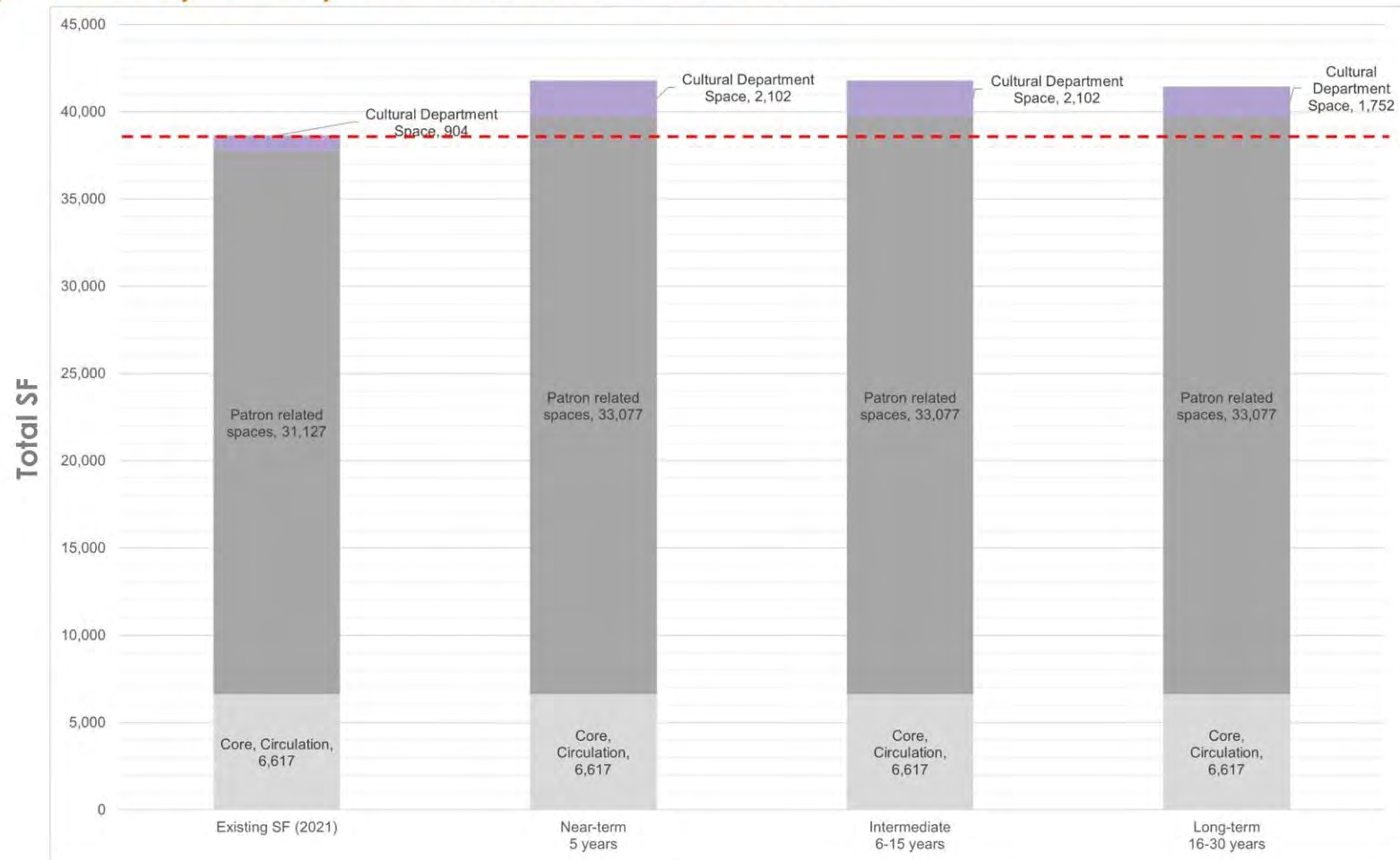
Gap Analysis by Location – Motsenbocker Campus



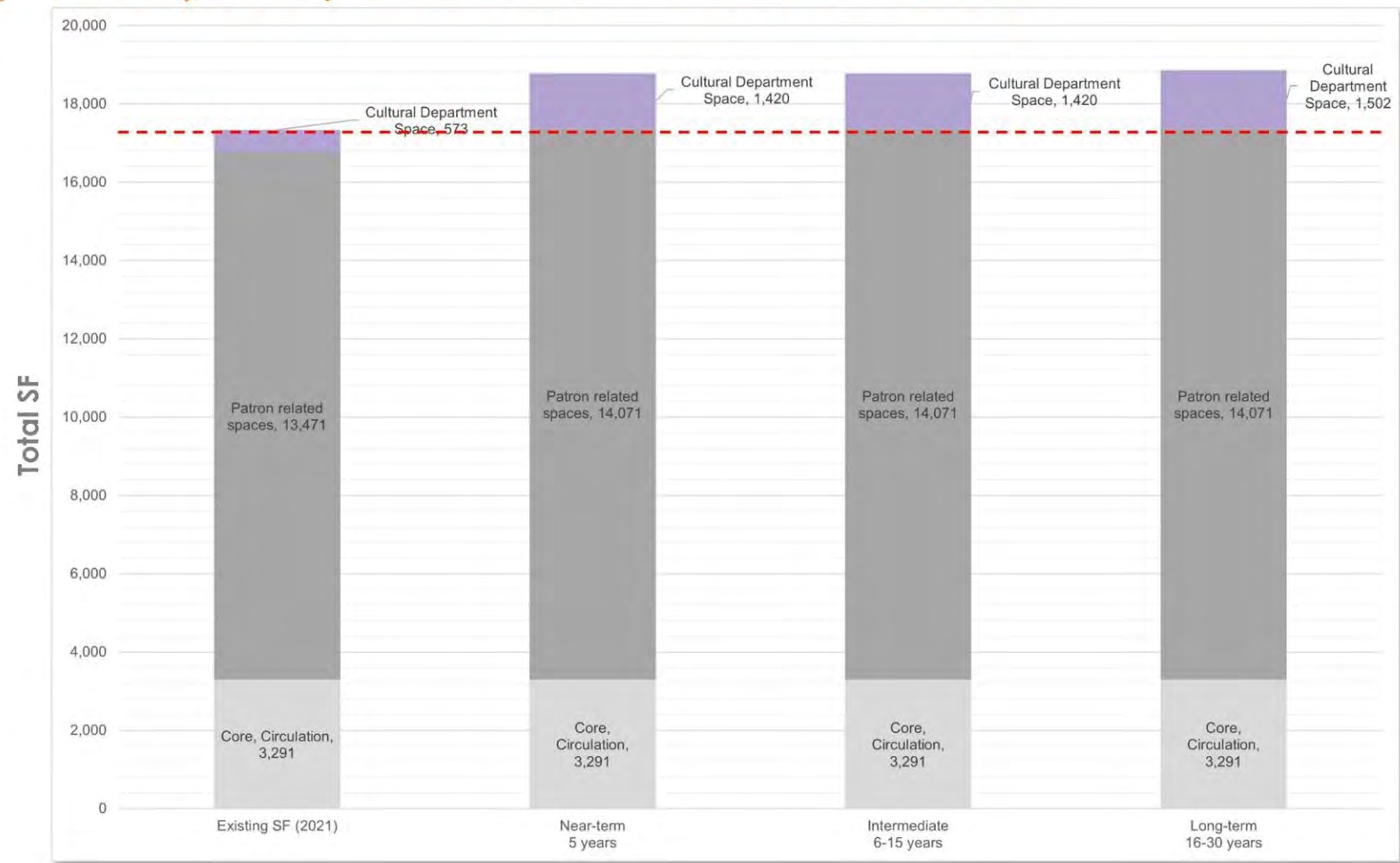
Gap Analysis by Location – PWOC



Gap Analysis by Location – PACE



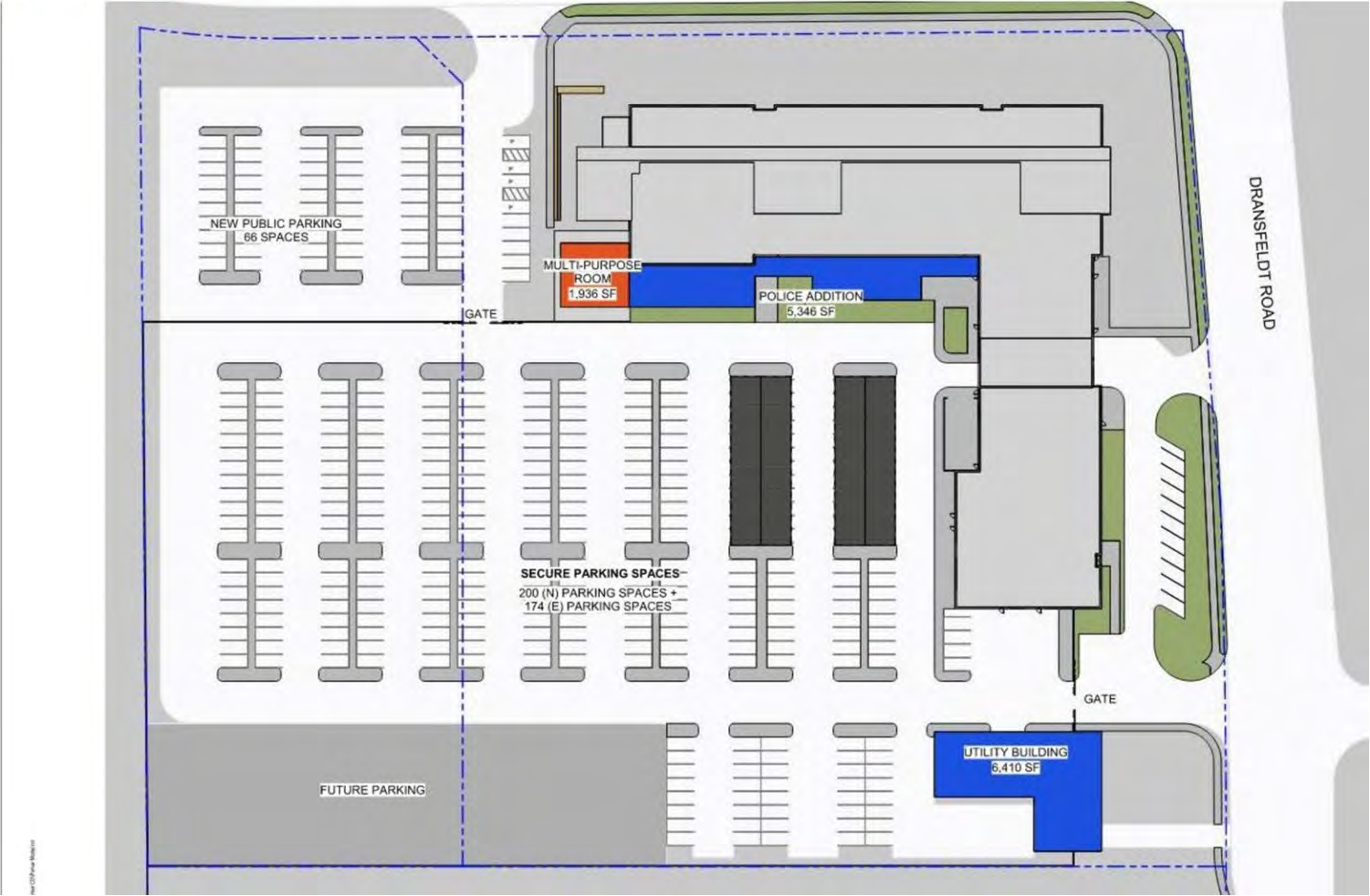
Gap Analysis by Location – School House



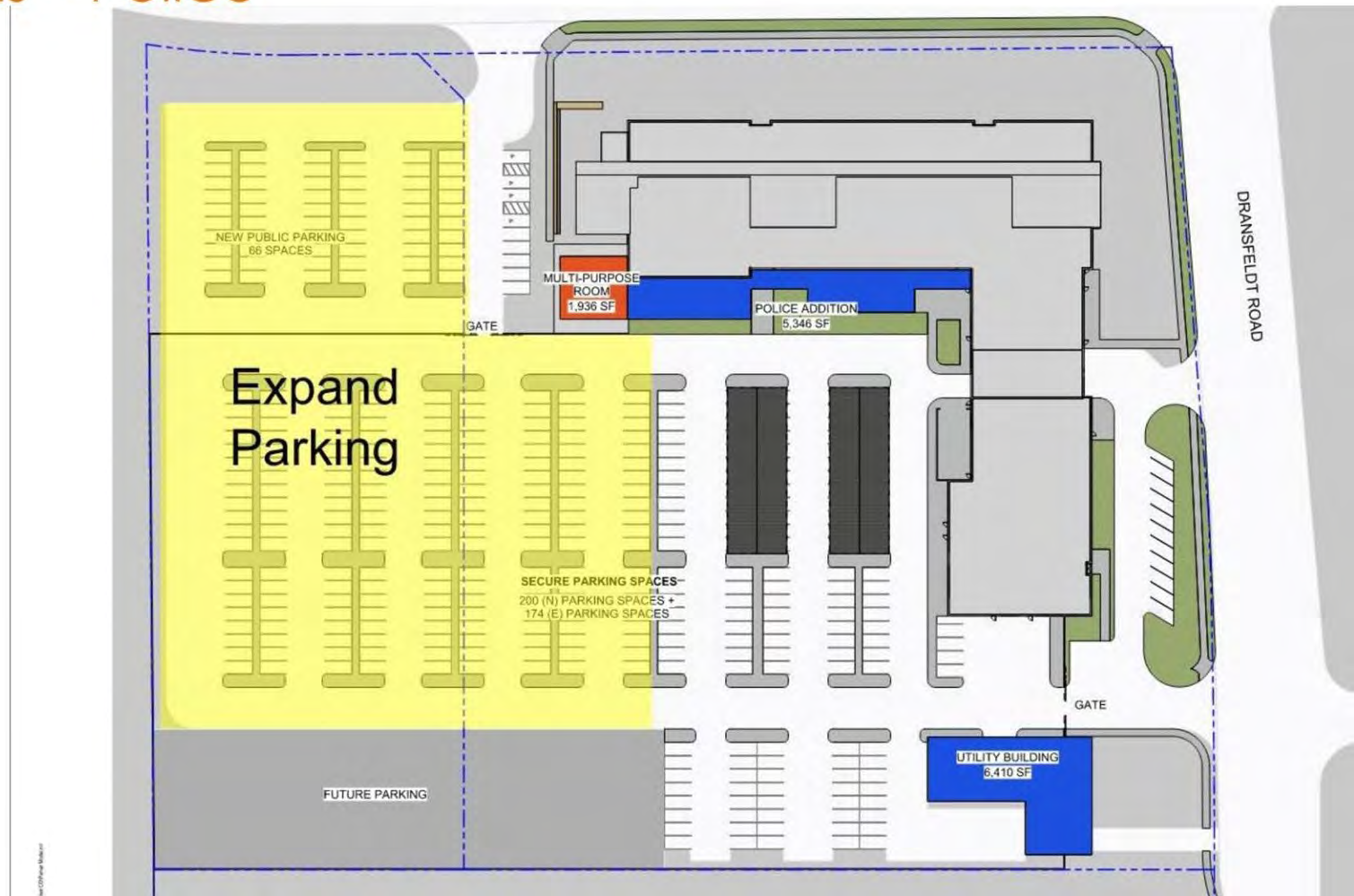
Gap Analysis – Police



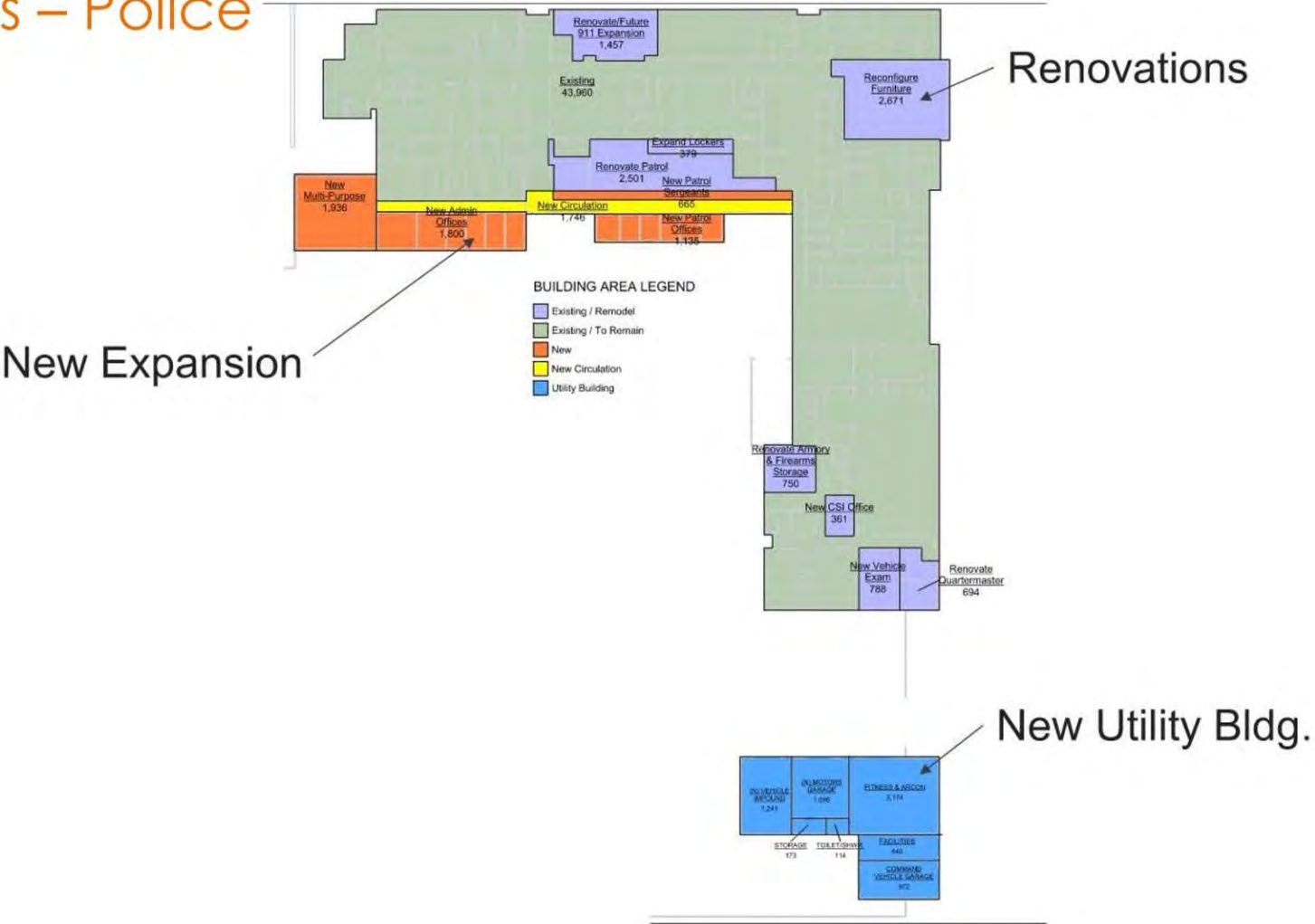
Gap Analysis – Police



Gap Analysis – Police

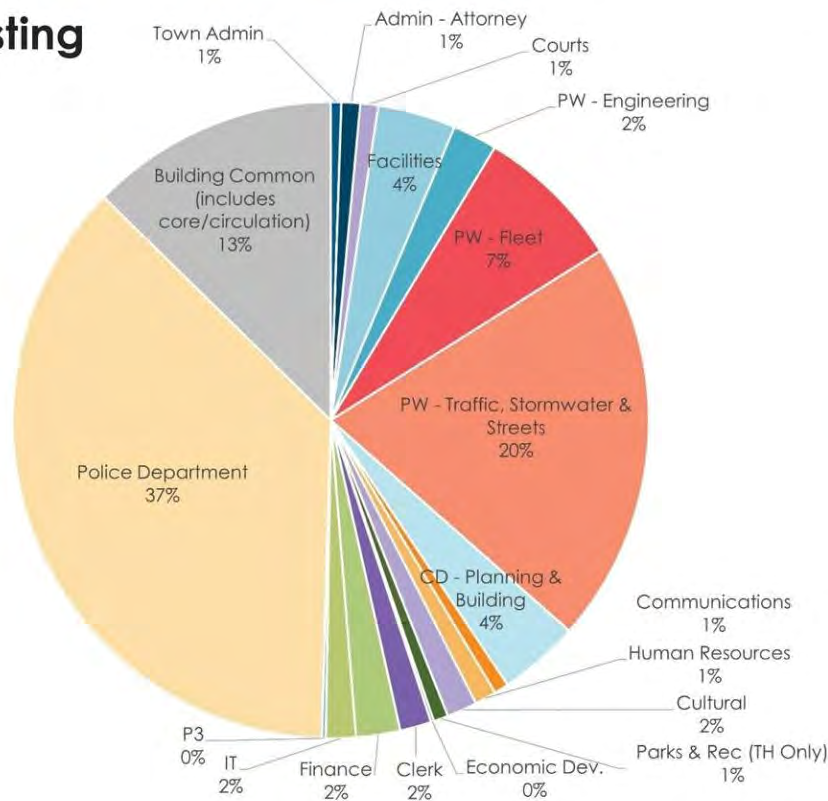


Gap Analysis – Police

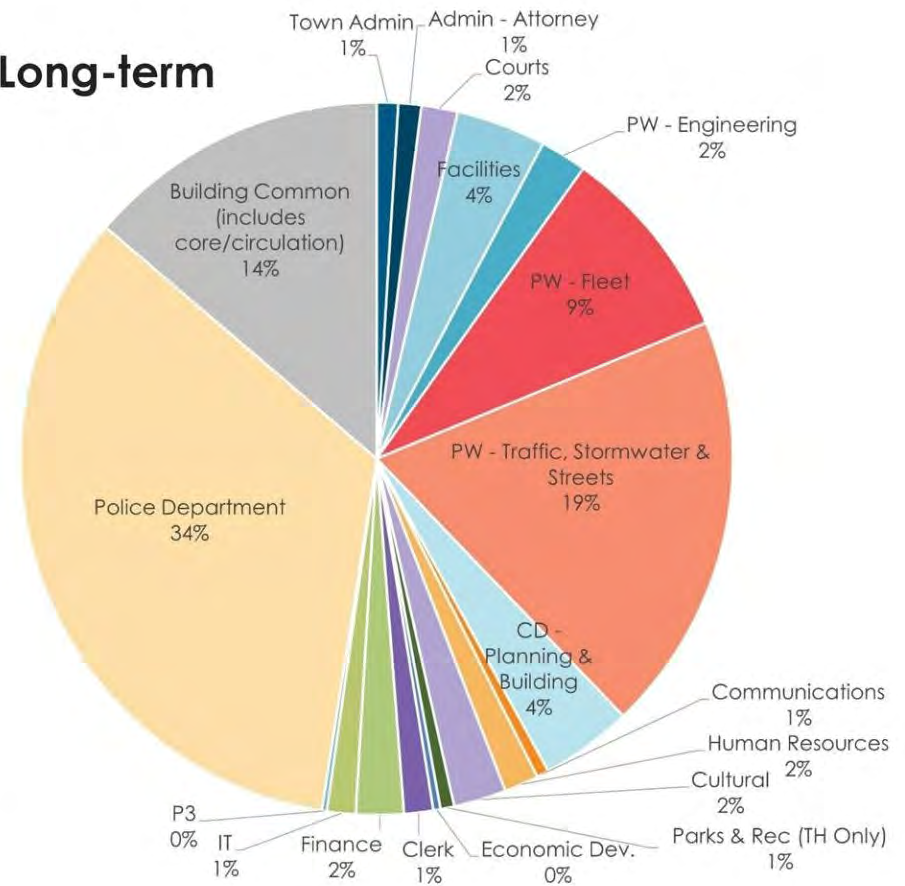


SF by Department

Existing

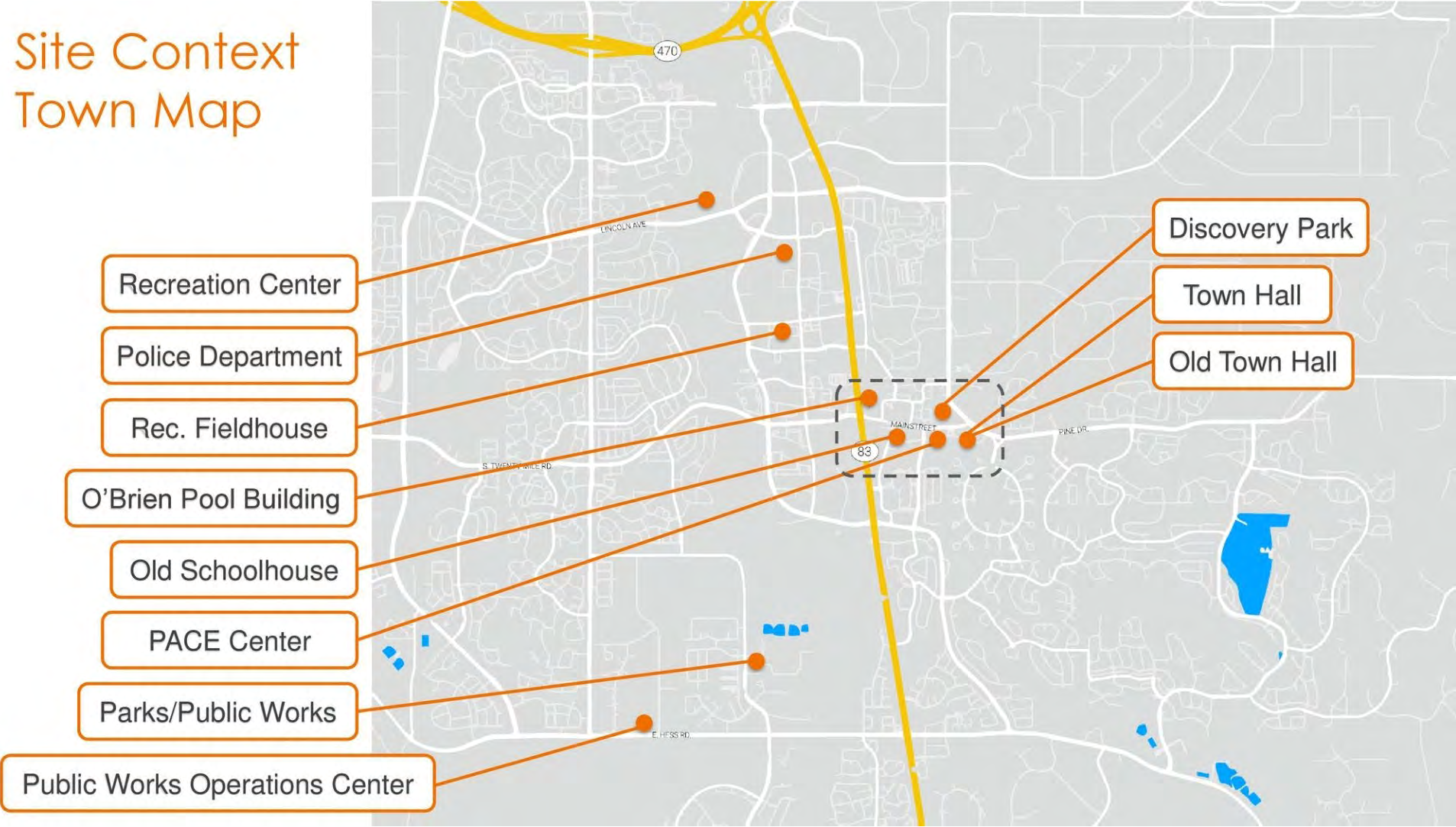


Long-term

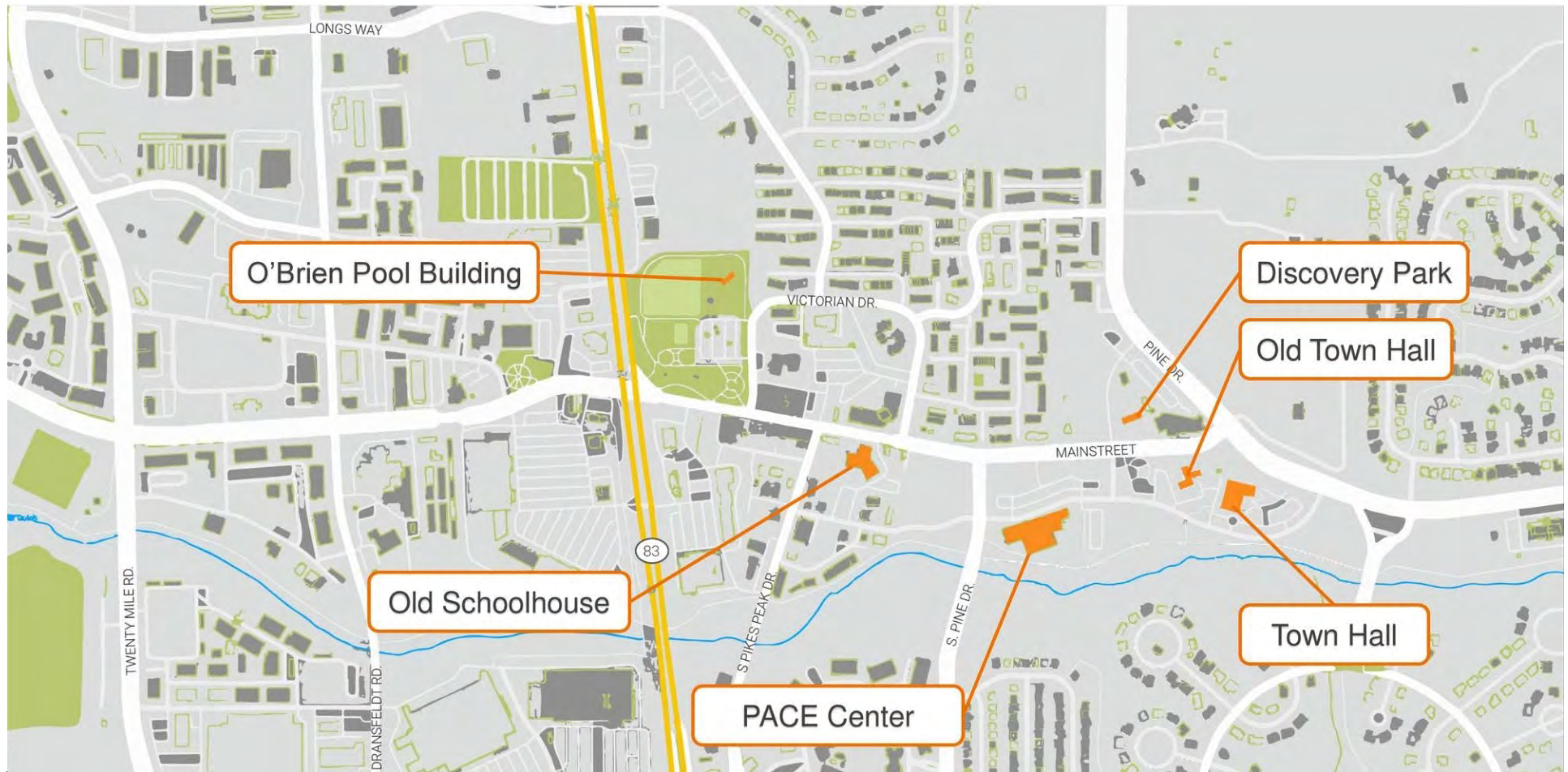


Note: Charts show interior spaces only.
Patron spaces are also excluded.

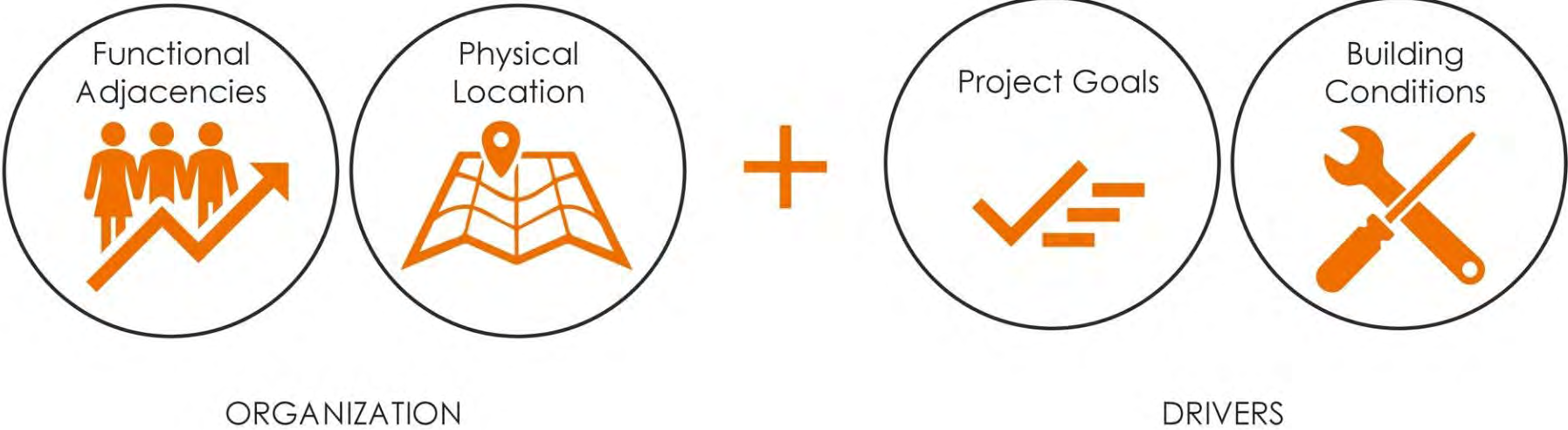
Site Context Town Map



Site Context – Downtown Core



Alternatives Process



Goals & Objectives



Goals & Objectives



Service Delivery:

- **Form follows function** – be function-driven to support service delivery and the Strategic Plan



Operations Goals:

- Provide appropriate balance of **support space and space for growth**



Technology Goals:

- Upgrade technology (equipment, software, and service) **for all staff and customers**



Workplace & Culture Goals:

- Provide flexibility, space standards, and a **mix of space types** to support focus work, collaboration, privacy



Town Image Goals:

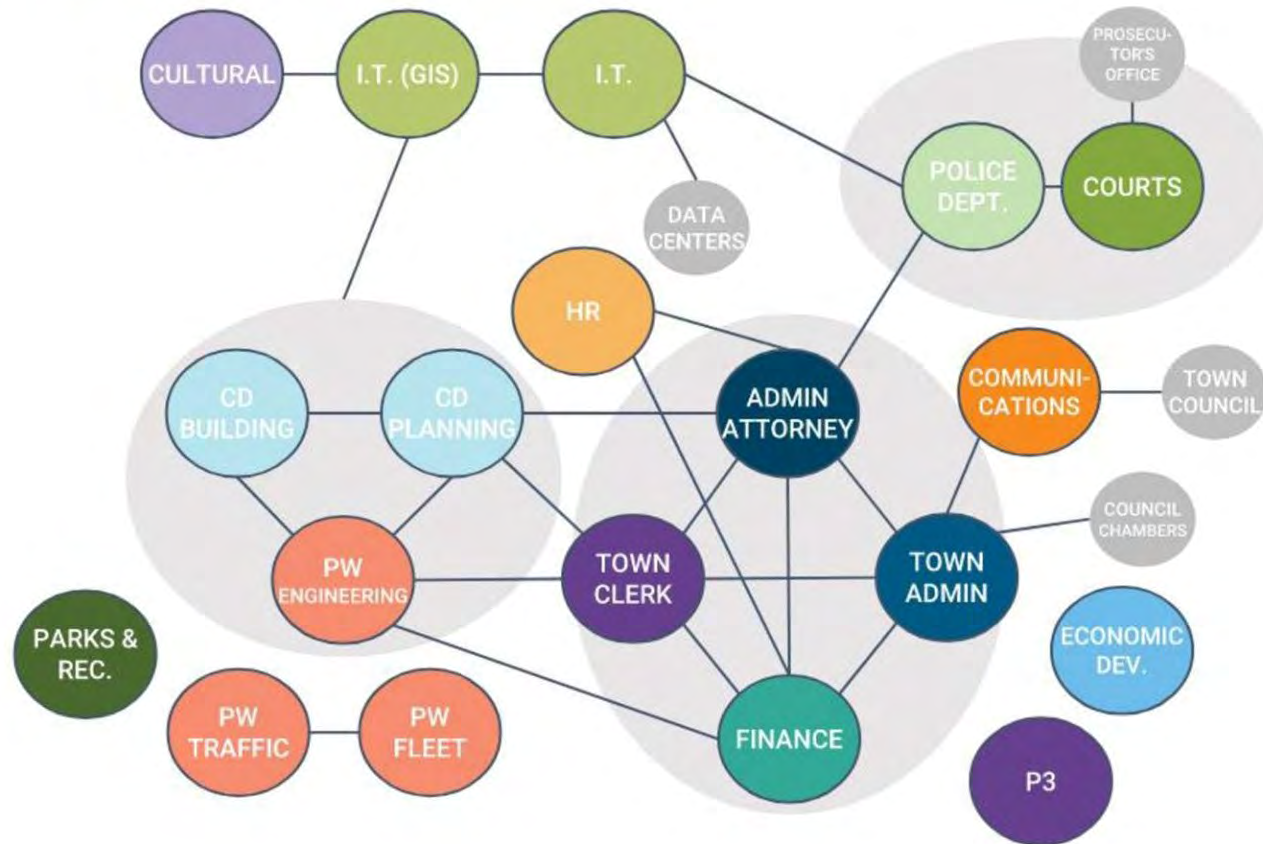
- Provide **safety/security** and contribute to a perception of **professionalism**, importance, and public service



Resiliency & Wellness Goals:

- Provide **flexible, reconfigurable spaces** for future trends and organization growth.

Master Adjacency Diagram



Department Groupings

External Departments

Town Admin
Courts
PW – Engineering
Community Development
Clerk

Internal Departments

Admin – Attorney
Communications
Human Resources
Parks & Recreation (TH)
Finance
IT

'Other' Departments

Economic Development
P3
Cultural

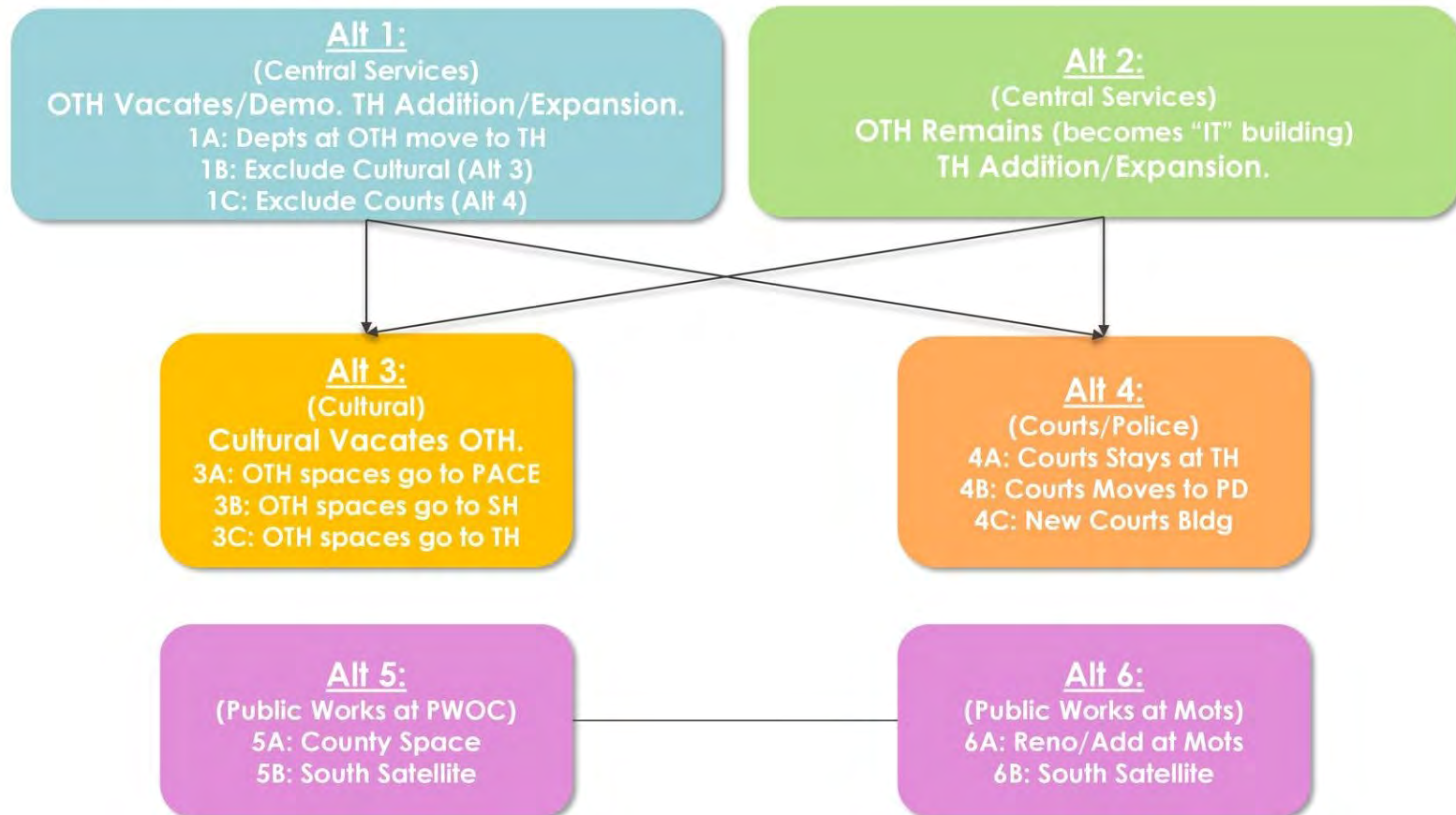
Public Works/Parks

PW – Facilities
PW – Fleet
PW – Traffic, Stormwater,
& Streets
Parks & Recreation

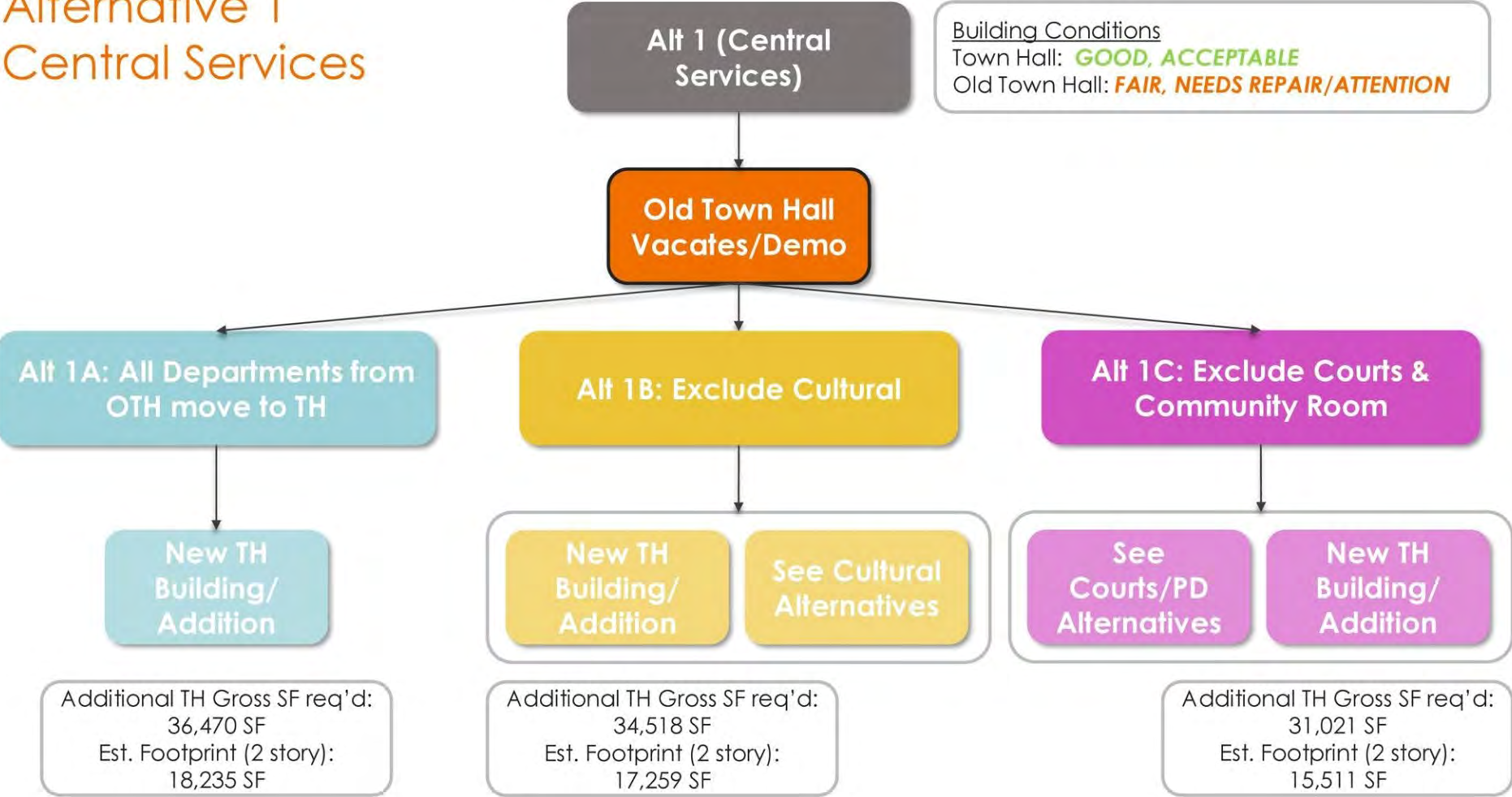
Police Department

Police Department
IT at PD

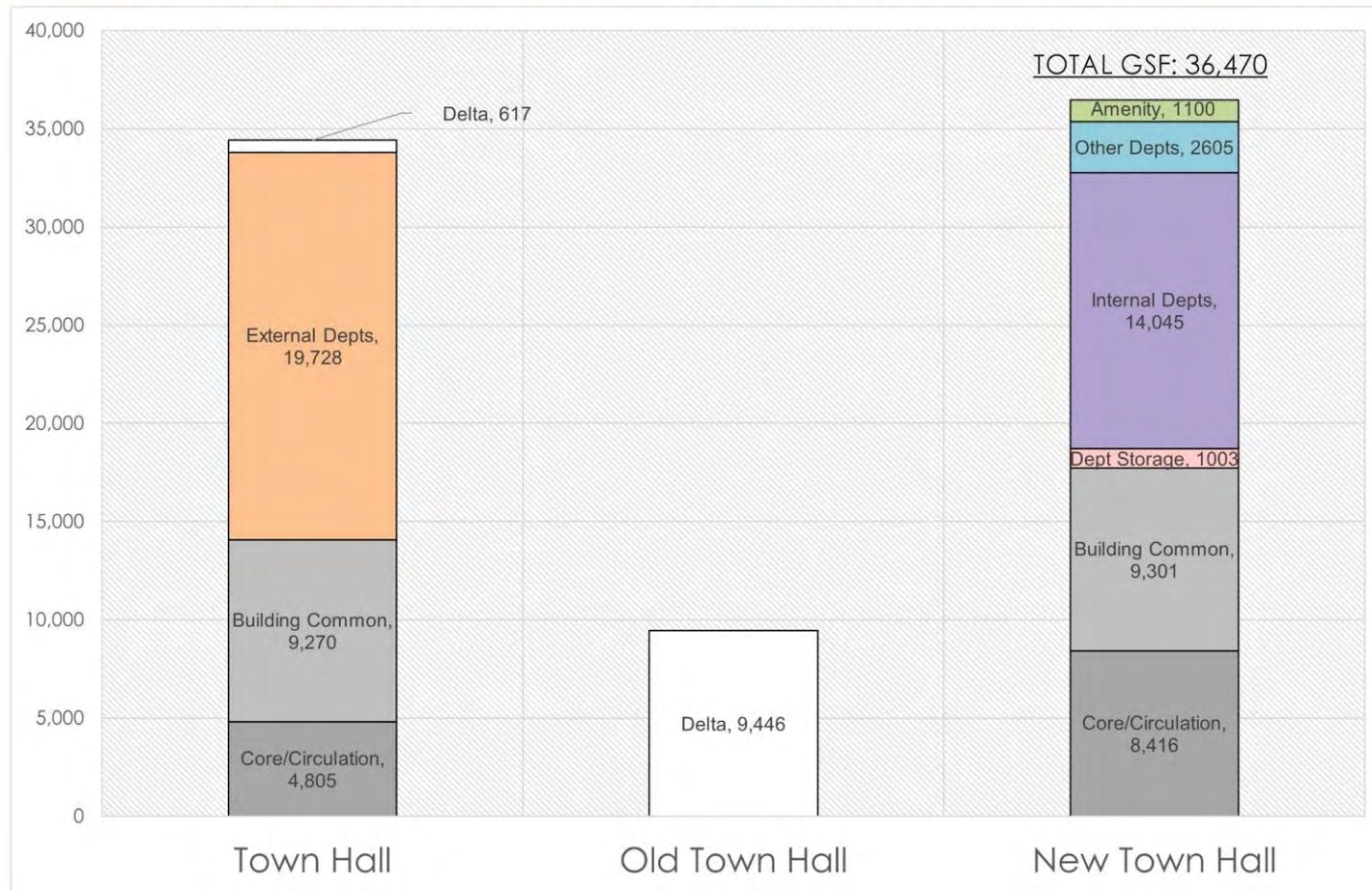
Alternatives Summary



Alternative 1 Central Services



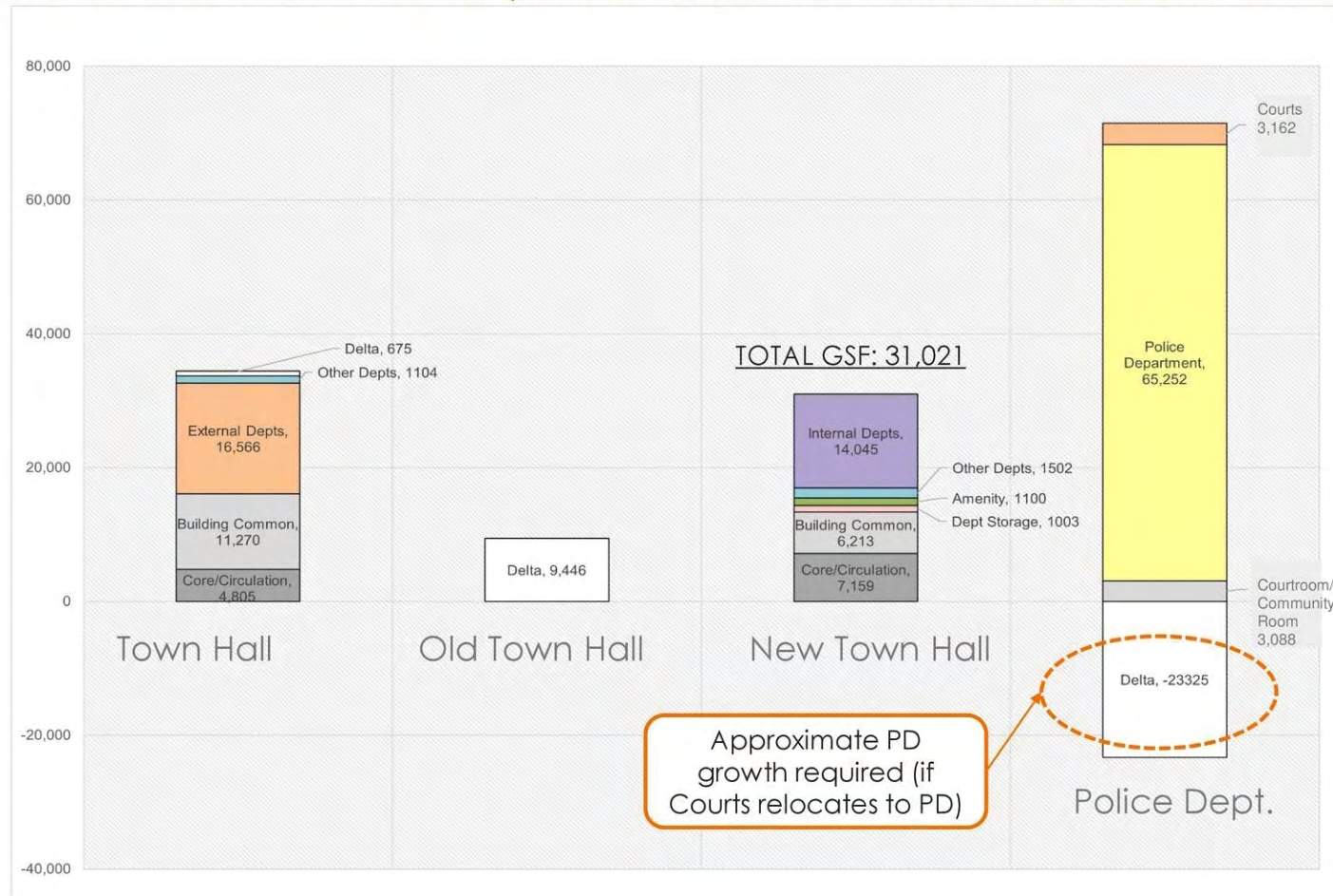
Alternative 1 A/3C Scenario (All departments from OTH move to TH/New TH)



Alternative 1B/3A Scenario (Same as 1A, but Cultural (OTH space) vacates TH)

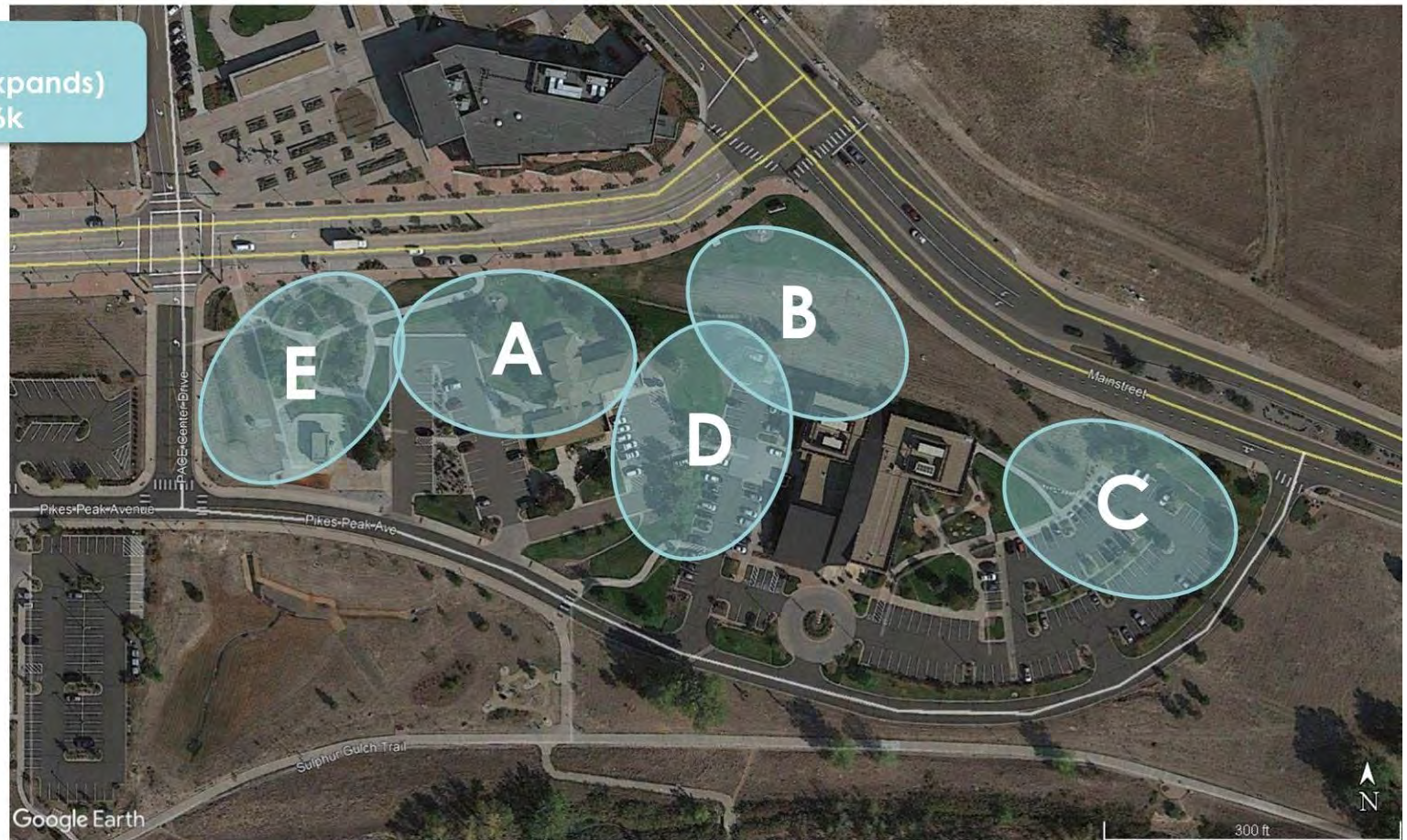


Alternative 1C Scenario (Same as 1A, but Courts relocate, P3 & Economic Dev. stay at TH)



Alternative 1: Site, Town Hall Expansion

Alt 1:
(OTH Vacates, TH Expands)
GSF: ~31k – 36k



Alternative 1: Site, Town Hall Expansion

LOCATION A

PROS:

- Engages Mainstreet
- Fewer grading challenges

CONS:

- Phasing (OTH will need to vacate and be demolished prior to new construction)
- Two disconnected buildings



Alternative 1: Site, Town Hall Expansion

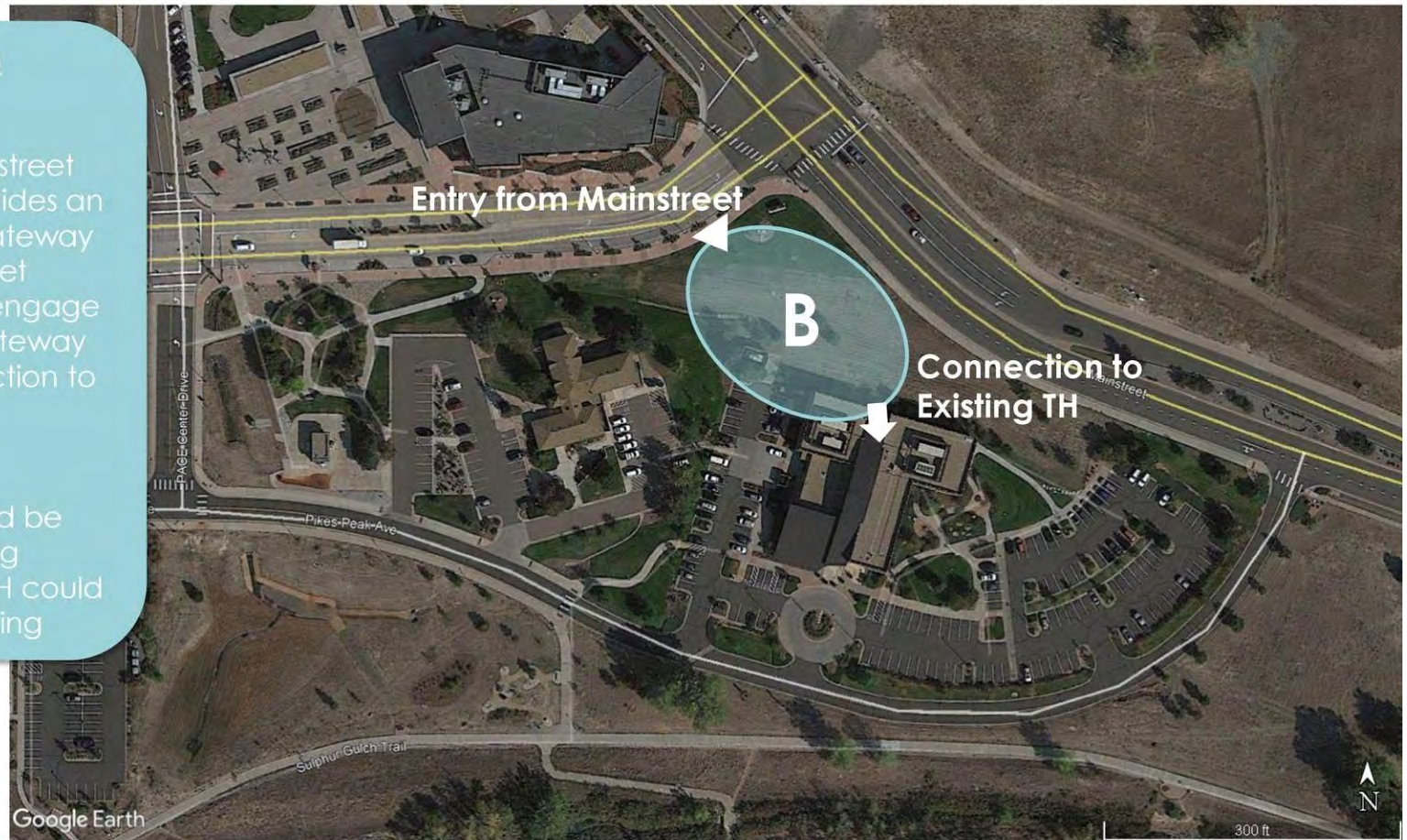
LOCATION B

PROS:

- Engages Mainstreet
- With library, provides an architectural gateway to Mainstreet
- Opportunity to engage intersection/gateway
- Physical connection to TH

CONS:

- Grading could be challenging
- Connection to TH could be challenging



Alternative 1: Site, Town Hall Expansion

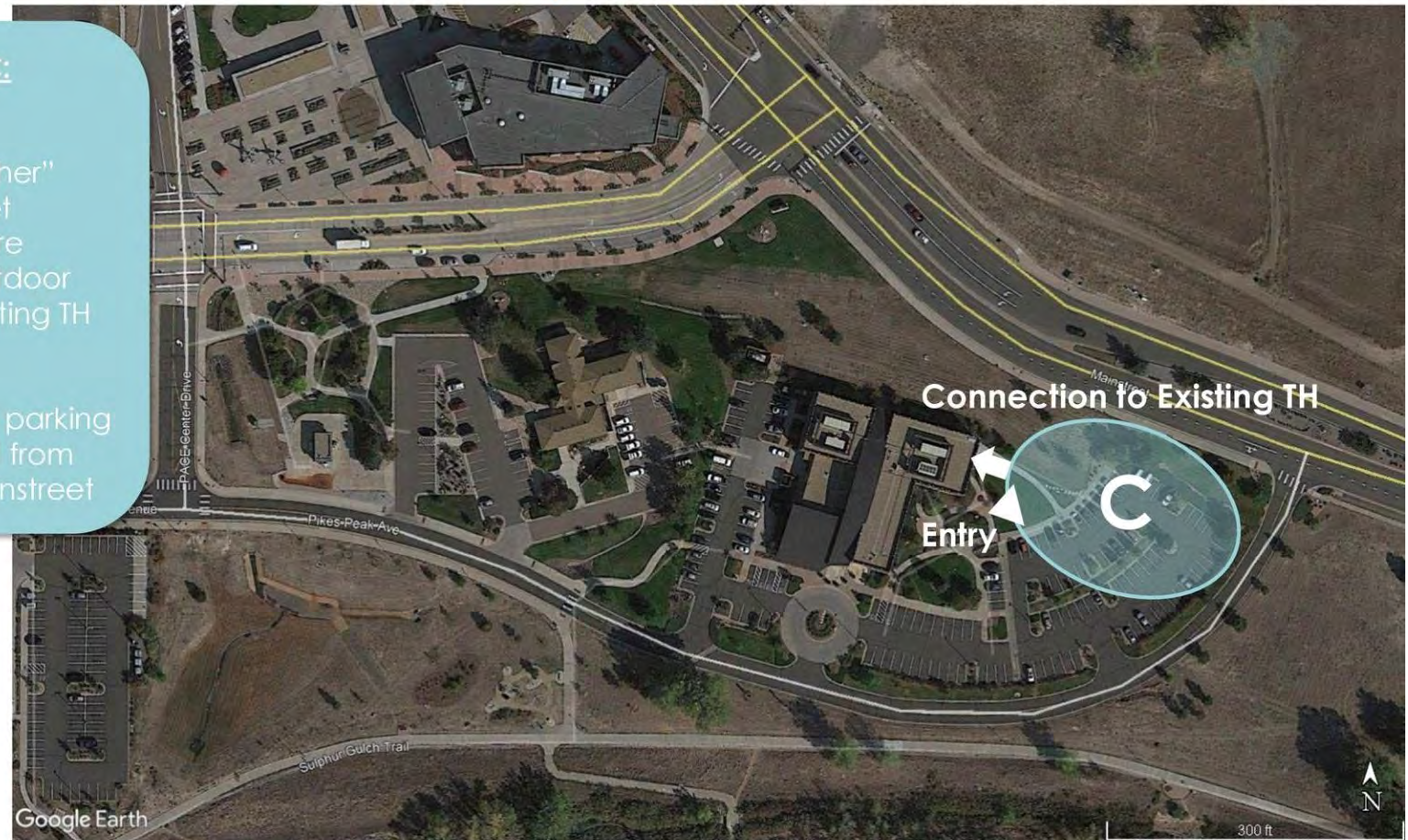
LOCATION C:

PROS:

- Engages "other" Mainstreet
- Could share courtyard/outdoor space with existing TH

CONS:

- Displacement of parking
- Disconnected from downtown/Mainstreet



Alternative 1: Site, Town Hall Expansion

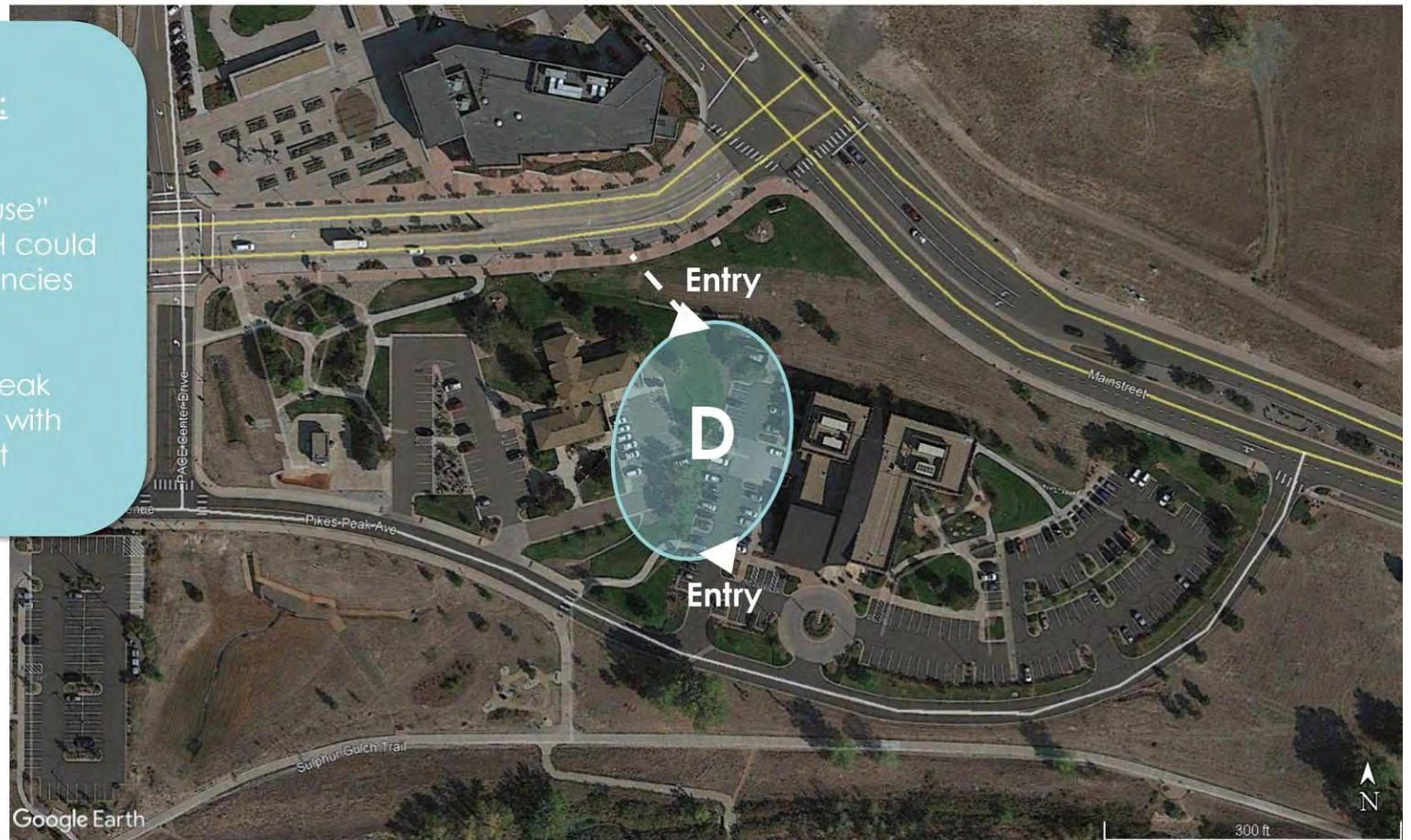
LOCATION D:

PROS:

- "Back of house" adjacency to TH could provide efficiencies

CONS:

- Potentially weak engagement with Mainstreet



Alternative 1: Site, Town Hall Expansion

LOCATION E:

PROS:

- Engages Mainstreet
- Potential shared parking with PACE Center expansion (= more flexibility for PACE expansion)
- Contributes to (potential/future) critical mass at Mainstreet/PACE Center Dr intersection

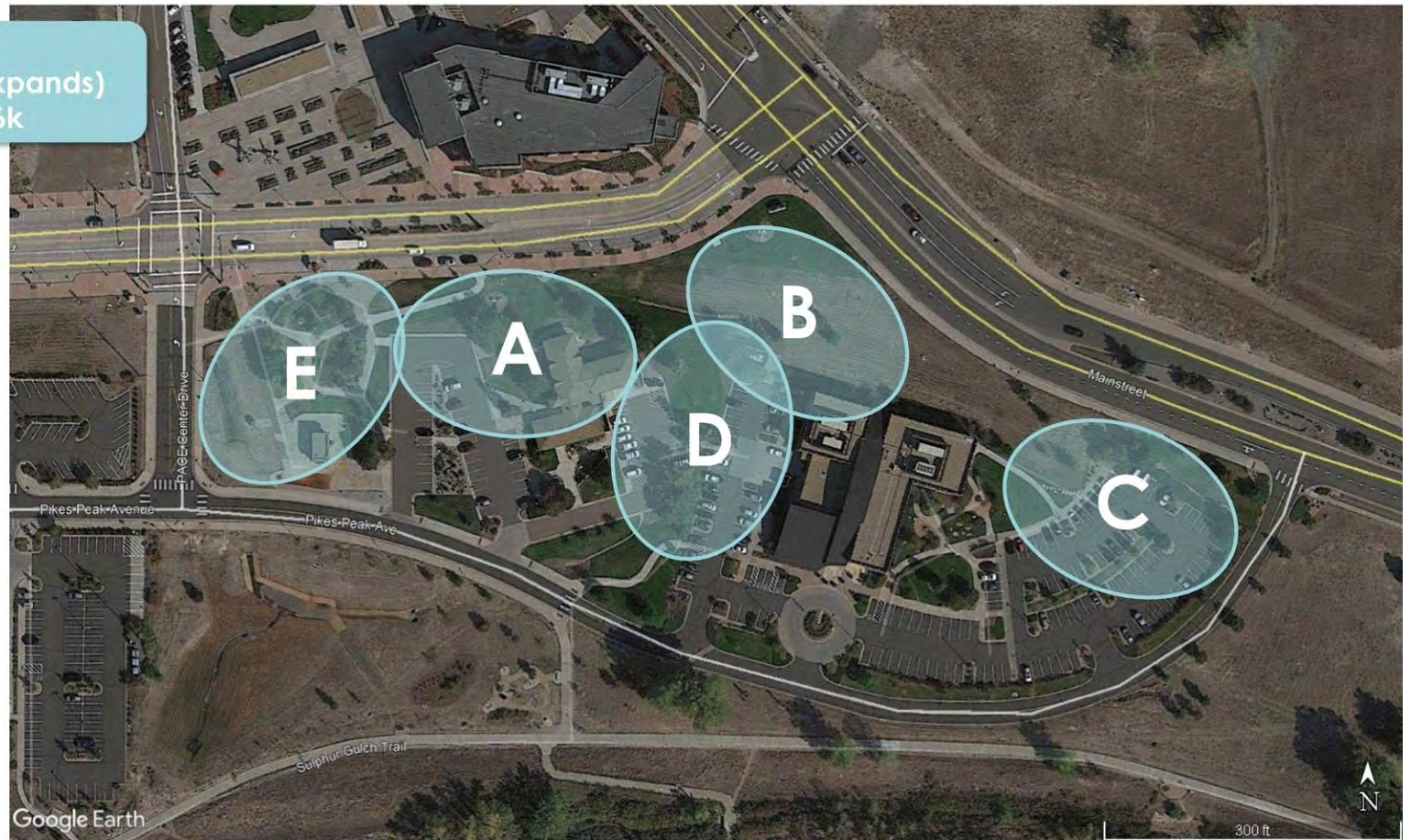
CONS:

- No physical connection to TH
- Displacement of utility building near Pikes Pk



Alternative 1: Site, Town Hall Expansion

Alt 1:
(OTH Vacates, TH Expands)
GSF: ~31k – 36k



Additional Pros/Cons?

some of the options have utility restraints - A, B, and E. both dry and wet utilities could be a problem. cost implications.

option c allows for option a to be utilized for private development.

if C were rotated it would allow for a courtyard in between the buildings

C activates pine curve. Old town hall can be sold and redeveloped with active uses and development along mainstreet.

want to create vitality downtown and engage main street. want to be where patrons are or in town hall for engagement to staff

option c affects the residents nearby, but was the original intent of the design and would allow for landscape and parking in between

new building could provide rooftop amenities

Community Development prefers Options A, B or D. These are consistent with the Council adopted Mainstreet Master Plan. It is important to anchor Mainstreet, front/orient Mainstreet and have proximity to Town Hall. Options E and C should be eliminated

community dev. A, B, D work best. would be far from town hall. C should be eliminated as it does not provide any presence along main street.

Additional Pros/Cons?

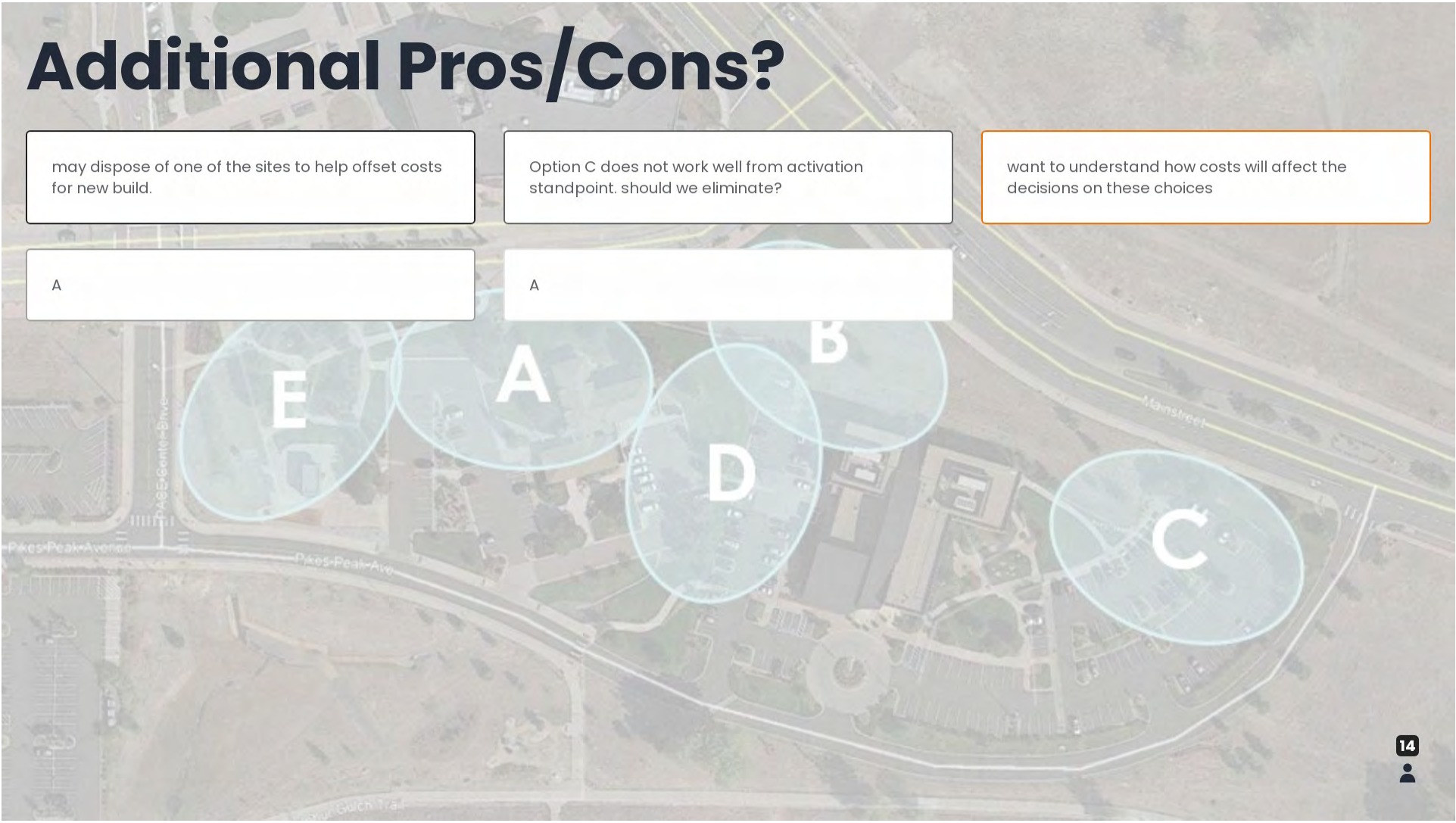
may dispose of one of the sites to help offset costs for new build.

Option C does not work well from activation standpoint. should we eliminate?

want to understand how costs will affect the decisions on these choices

A

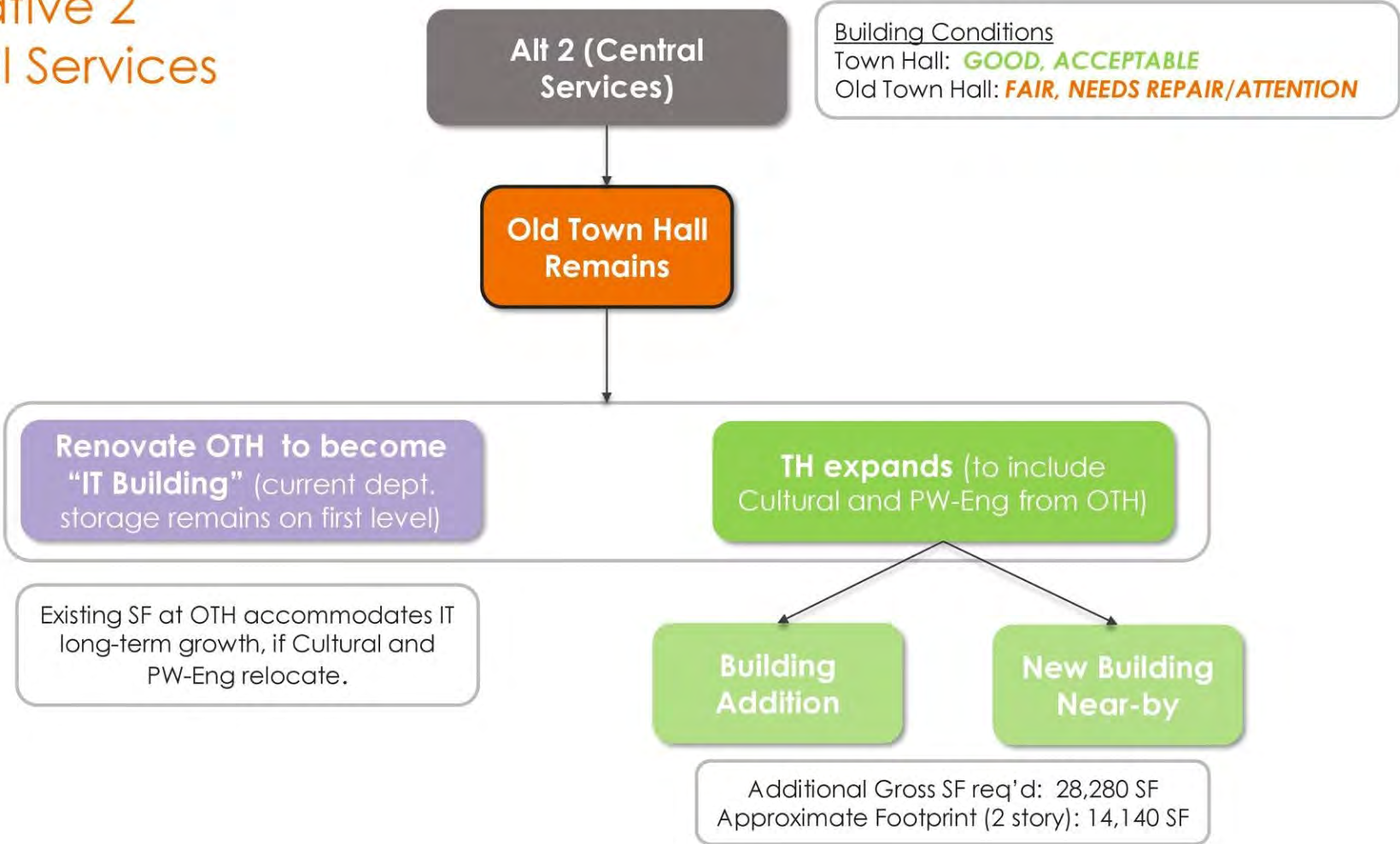
A



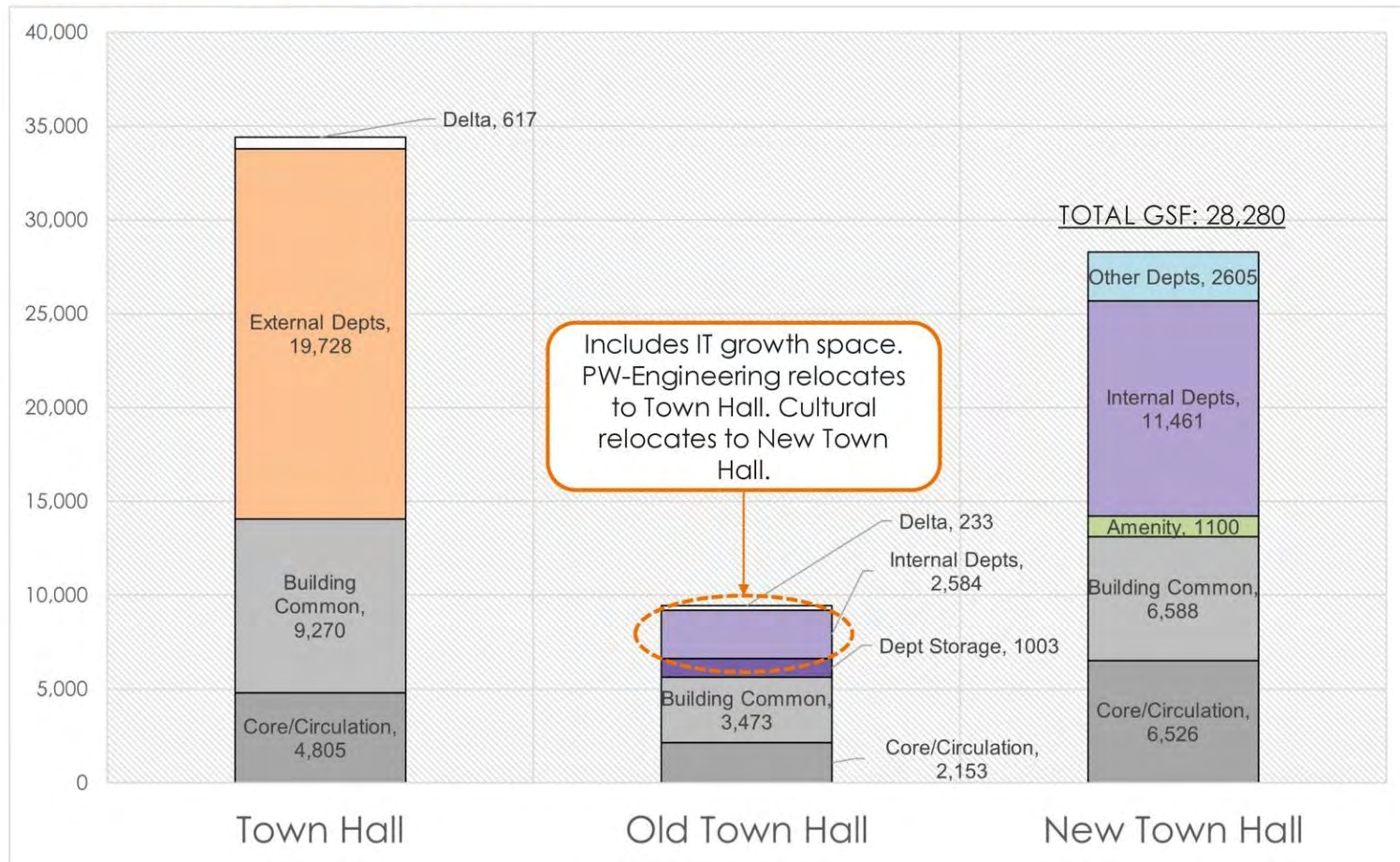
Select the site you believe is best.



Alternative 2 Central Services

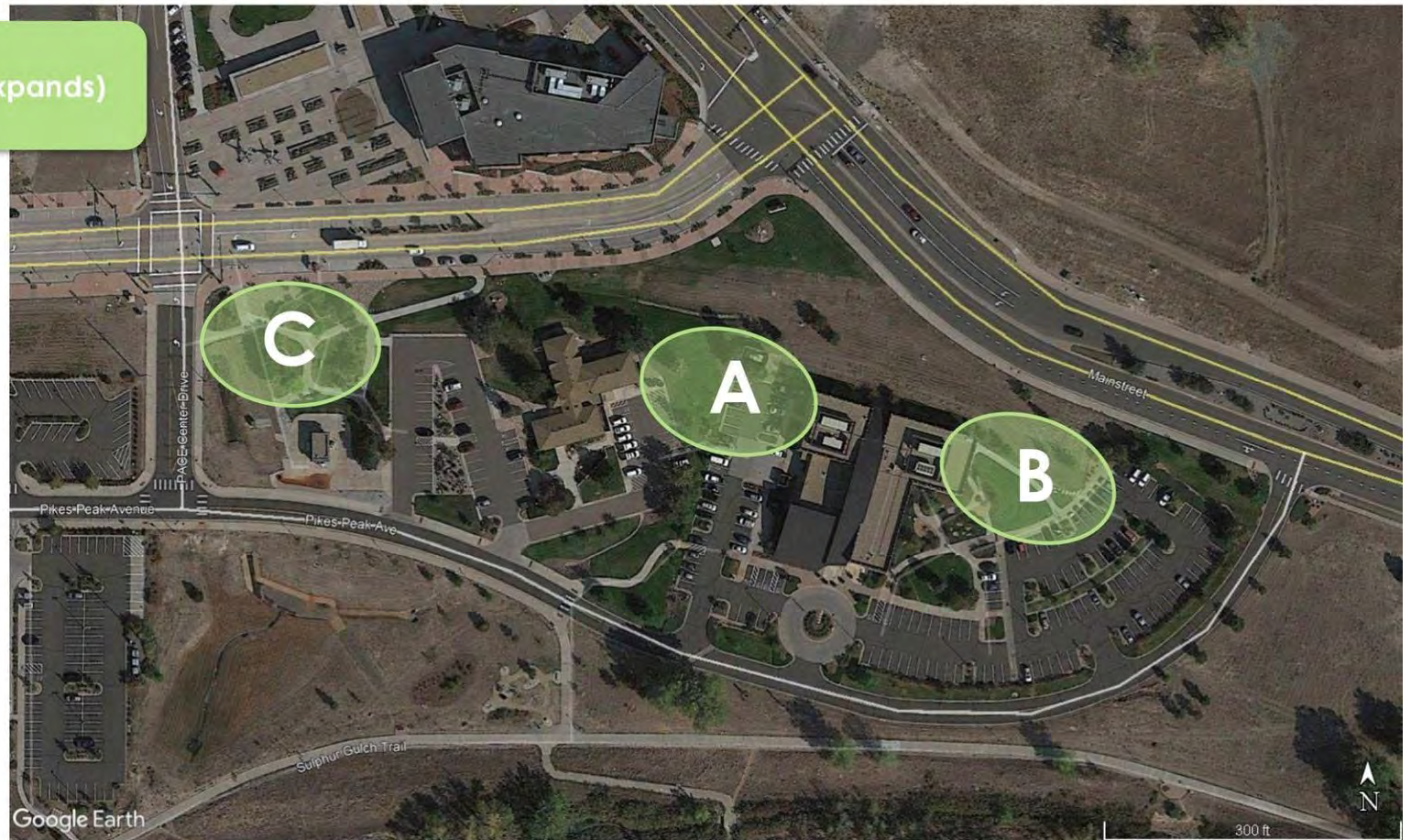


Alternative 2 Scenario



Alternative 2: Site, Town Hall Expansion

Alt 2:
(OTH Remains, TH Expands)
GSF: ~30k



Alternative 2: Site, Town Hall Expansion

LOCATION A:

PROS:

- Connection between TH & OTH

CONS:

- Life expectancy of OTH
- Potential grade issues
- Weak engagement of Mainstreet



Alternative 2: Site, Town Hall Expansion

LOCATION B:

PROS:

- Connection to existing TH
- Engagement of "other" Mainstreet
- Allows ToP to "buy time" to demo OTH

CONS:

- No connection to OTH
- Displacement of parking
 - Requires planning/design to consider phased approach to OTH demo



Alternative 2: Site, Town Hall Expansion

LOCATION C:

PROS:

- Engages Main Street
- Potential shared parking with PACE Center expansion (= more flexibility for PACE expansion)
- Contributes to (potential/future) critical mass at Mainstreet/PACE Center Dr intersection

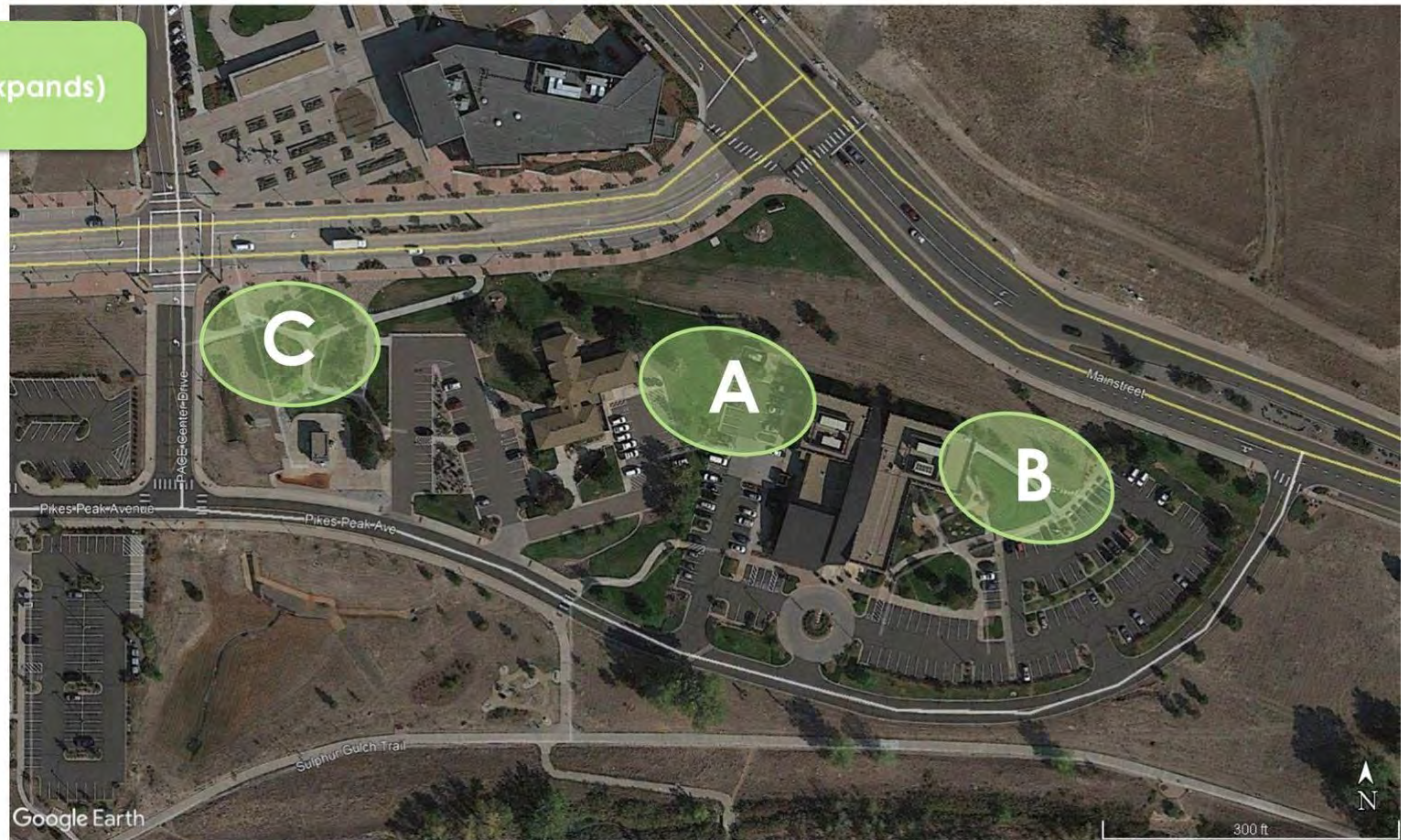
CONS:

- No physical connection to TH or OTH
- Less phasing potential



Alternative 2: Site, Town Hall Expansion

Alt 2:
(OTH Remains, TH Expands)
GSF: ~30k



Additional Pros/Cons?

10 year financial plan was presented. this would kick the can down the road and just maintain the bad situation that we are working in.

Comm. Dev. prefers Options A and B subject to budget, phasing and urban design considerations. Option C is constrained by infrastructure, remoteness and utilities.

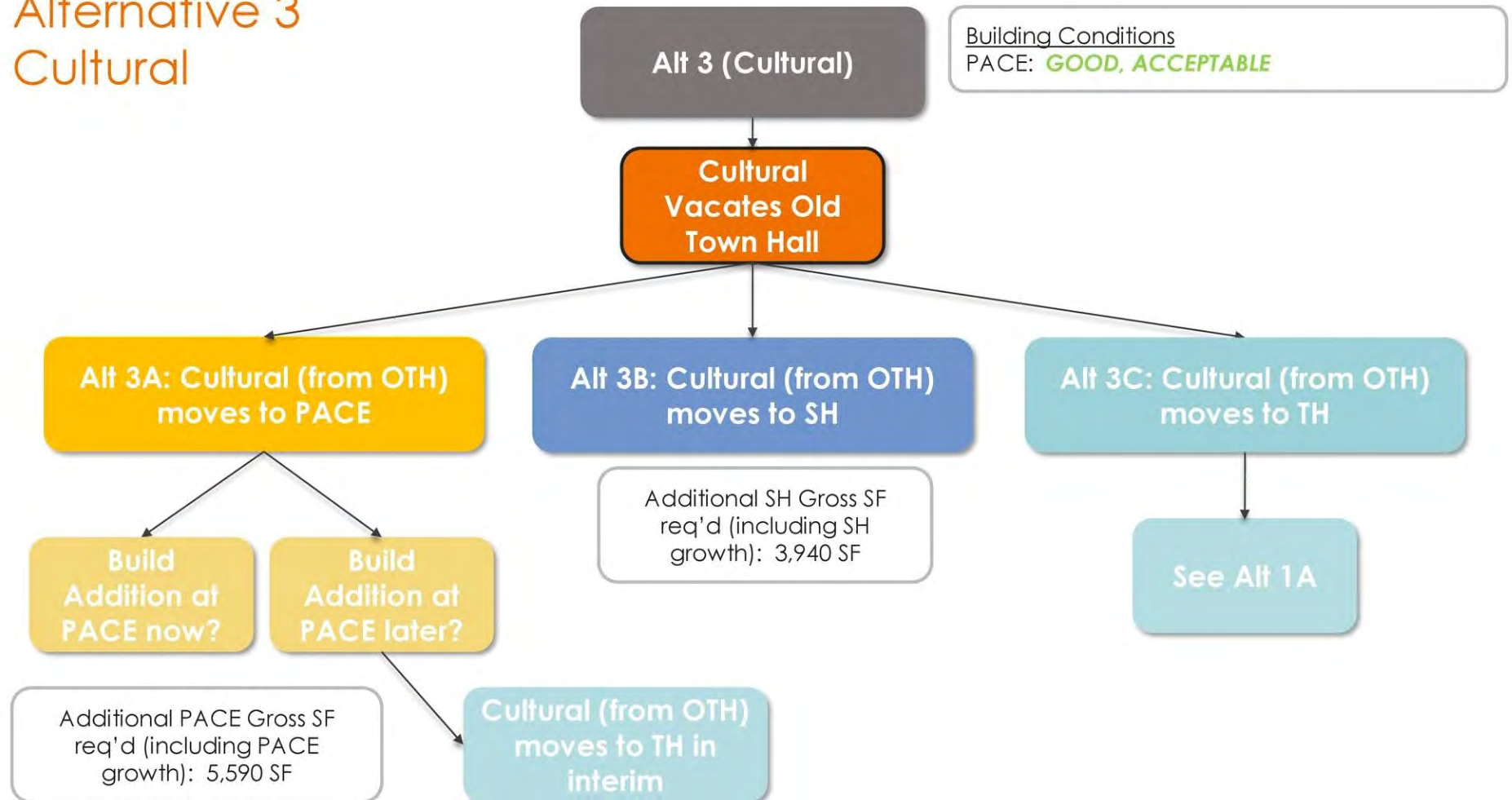
Prefer B.



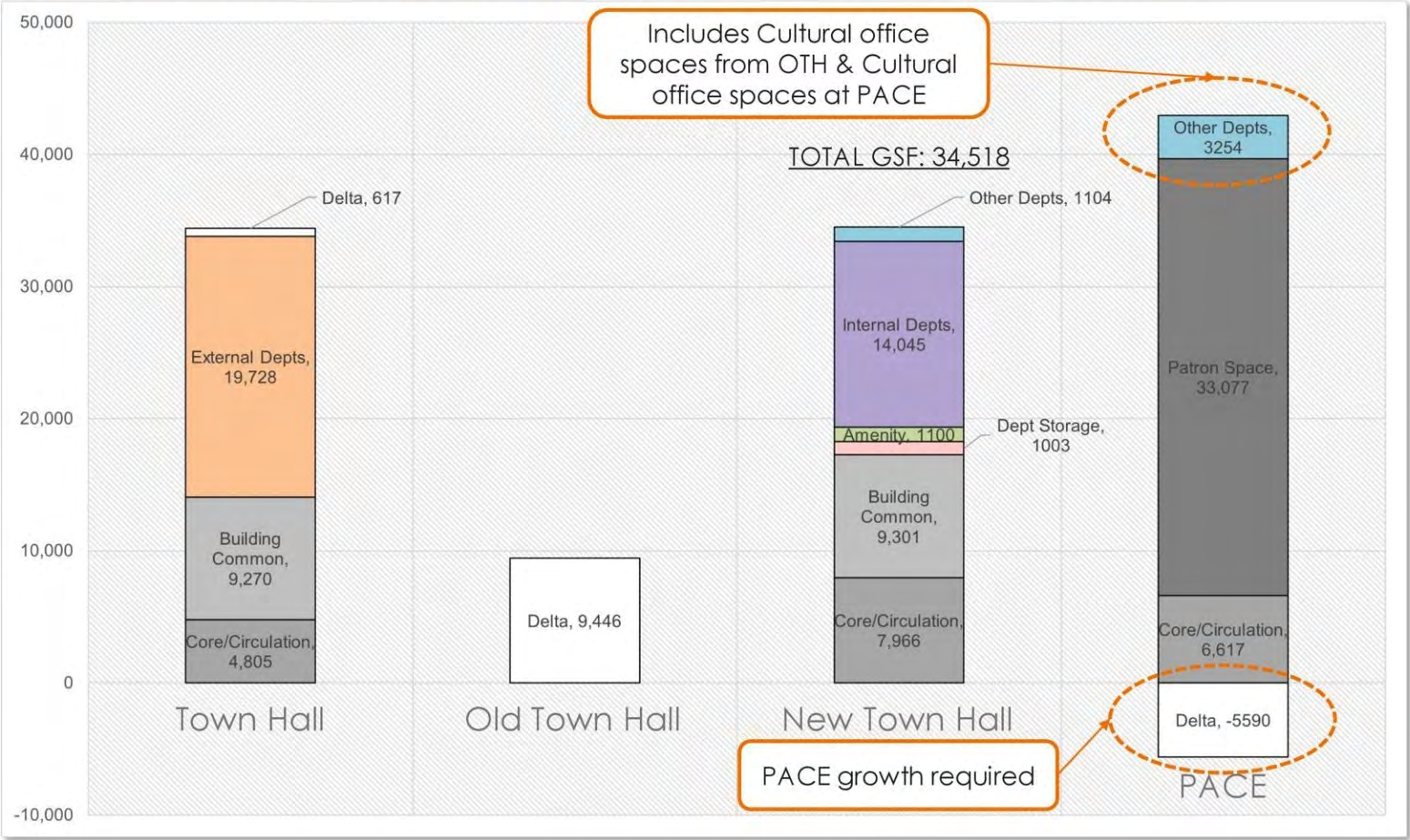
Select the site you believe is best.



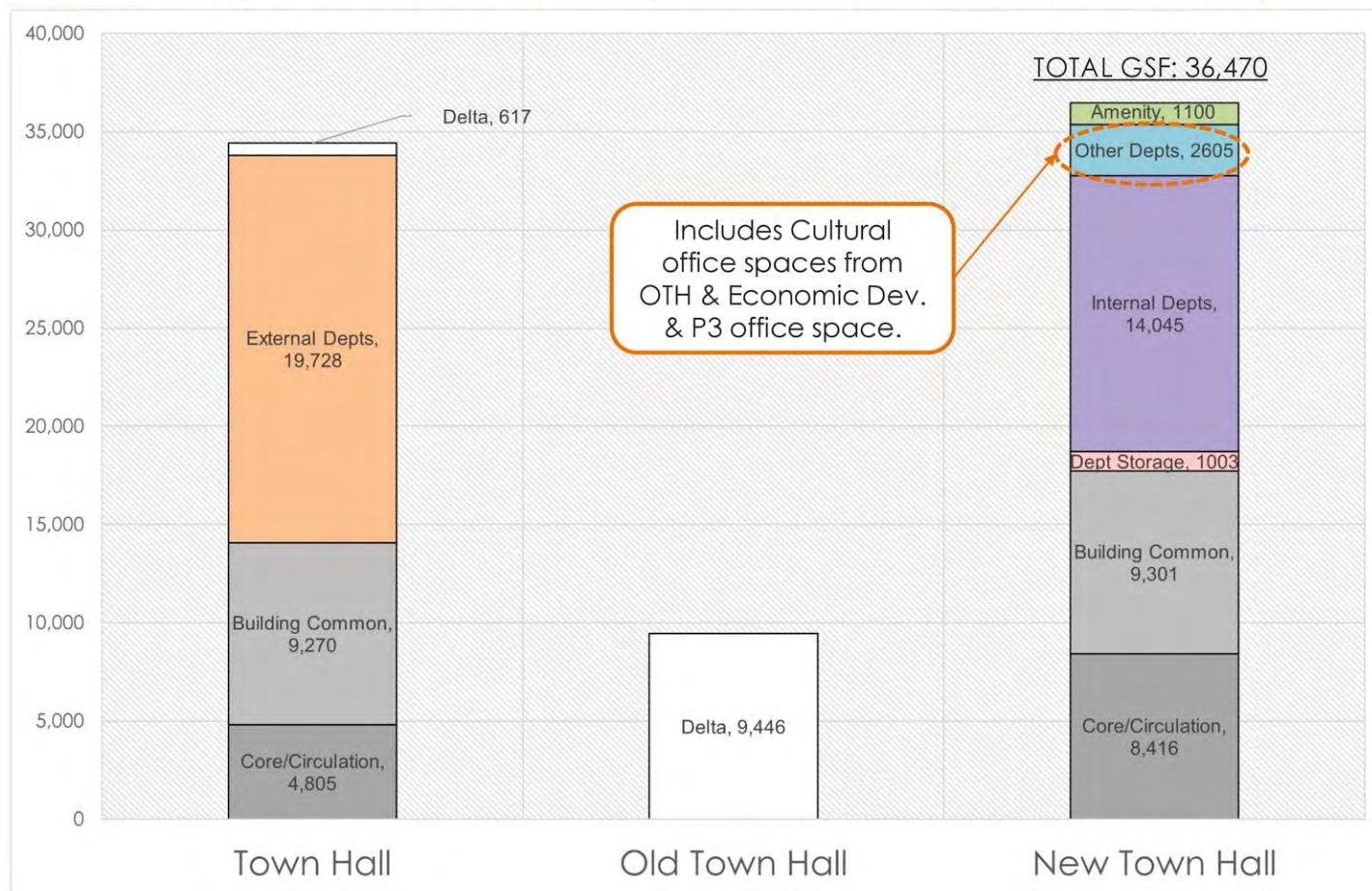
Alternative 3 Cultural



Alternative 1B/3A Scenario (Cultural at OTH relocates to PACE)



Alternative 1 A/3C Scenario (Cultural at OTH relocates to New TH)



Alternative 3: Site

Alt 3:
(PACE or SH Expansion)
GSF: ~6k



Alternative 3: Site

LOCATION A:

PROS:

- Construction simplicity

CONS:

- Intrudes on existing connection to Sulphur Gulch Trail
- Likely to be too small of space for cost of investment



Alternative 3: Site

LOCATION B:

PROS:

- New spaces are placed adjacent to similar existing functions

CONS:

- Sacrificing usable outdoor green space
- Likely to be too small of space for cost of investment



Alternative 3: Site

LOCATION C:

PROS:

- Engages Mainstreet
- Potential to share parking with new TH building
- Meets long-term Mainstreet goals
- Better "bang for the buck"

CONS:

- Puts off immediate space needs
- Narrow parcel depth at east side of site



Alternative 3: Site

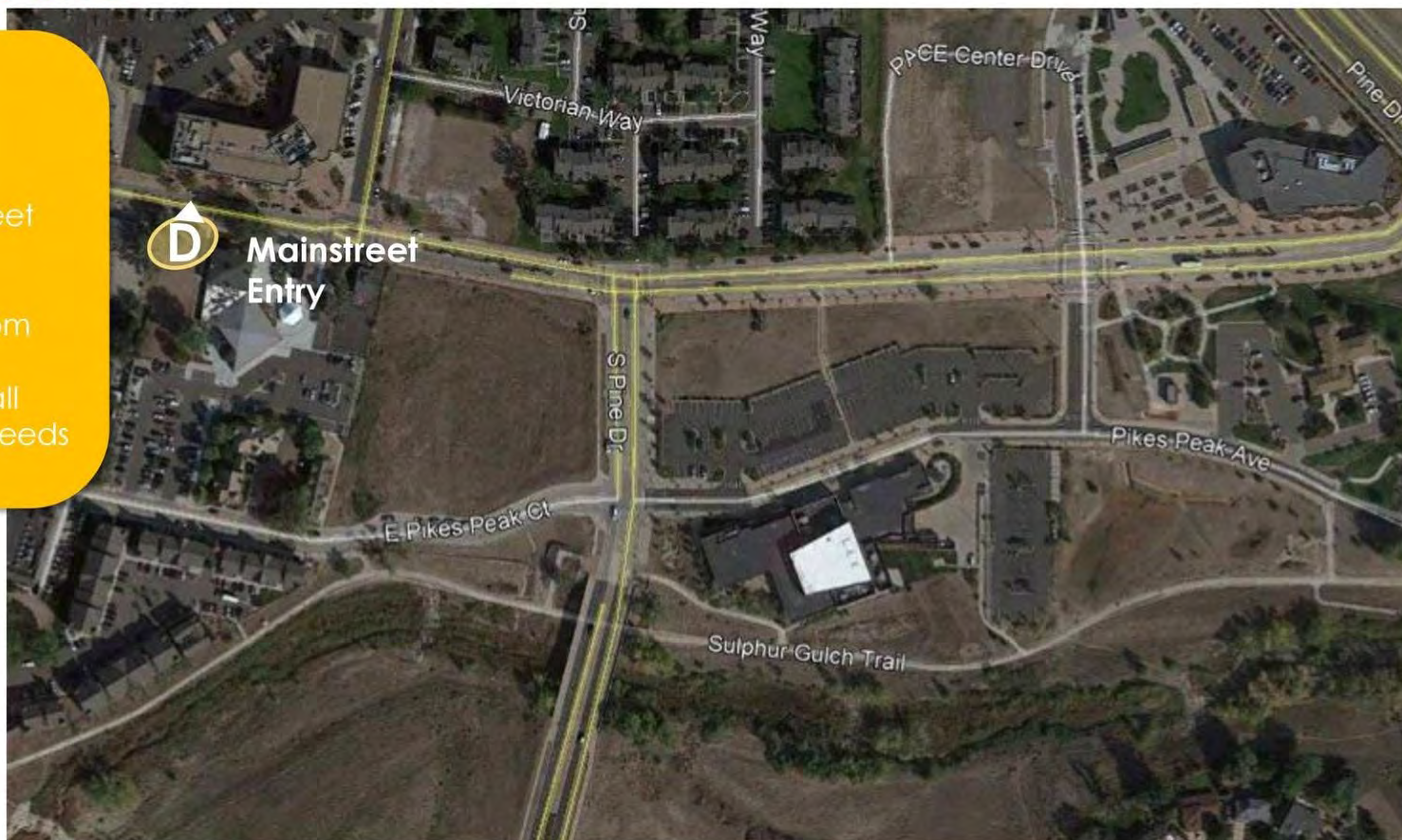
LOCATION D:

PROS:

- Engages Mainstreet

CONS:

- Disconnected from PACE
- May not satisfy all immediate space needs



Alternative 3: Site

LOCATION E:

PROS:

- Shares back-of-house with main PACE center
- Generous size and dimensions = flexibility

CONS:

- Parking displacement (shared parking with new TH?)



Alternative 3: Site

Alt 3:
(PACE or SH Expansion)
GSF: ~6k



Additional Pros/Cons?

a - is currently a detention area that would need to be relocated

option b gives us space to put people but not patrons

c is multi-functional maybe including retail

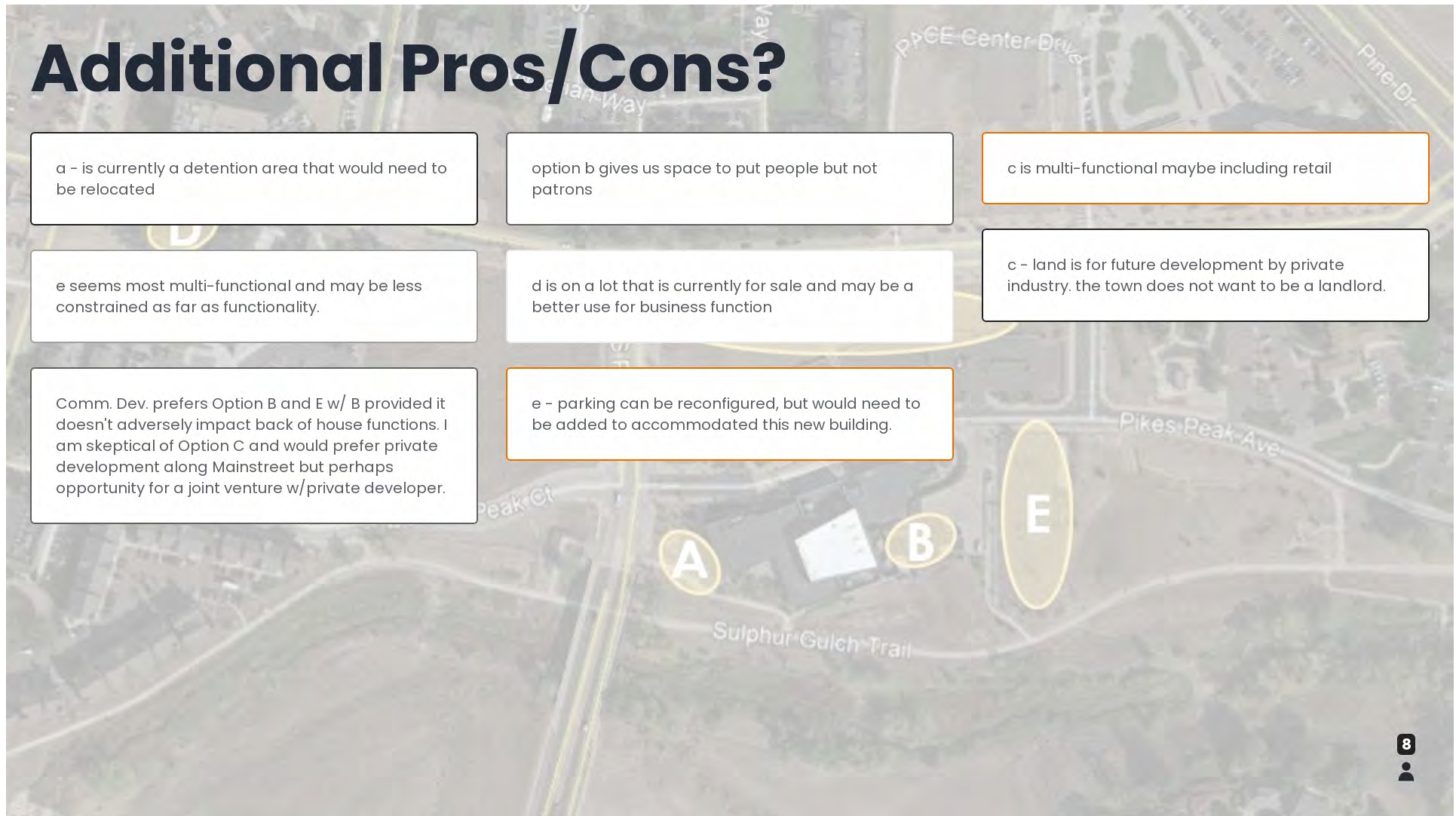
e seems most multi-functional and may be less constrained as far as functionality.

d is on a lot that is currently for sale and may be a better use for business function

c - land is for future development by private industry. the town does not want to be a landlord.

Comm. Dev. prefers Option B and E w/ B provided it doesn't adversely impact back of house functions. I am skeptical of Option C and would prefer private development along Mainstreet but perhaps opportunity for a joint venture w/private developer.

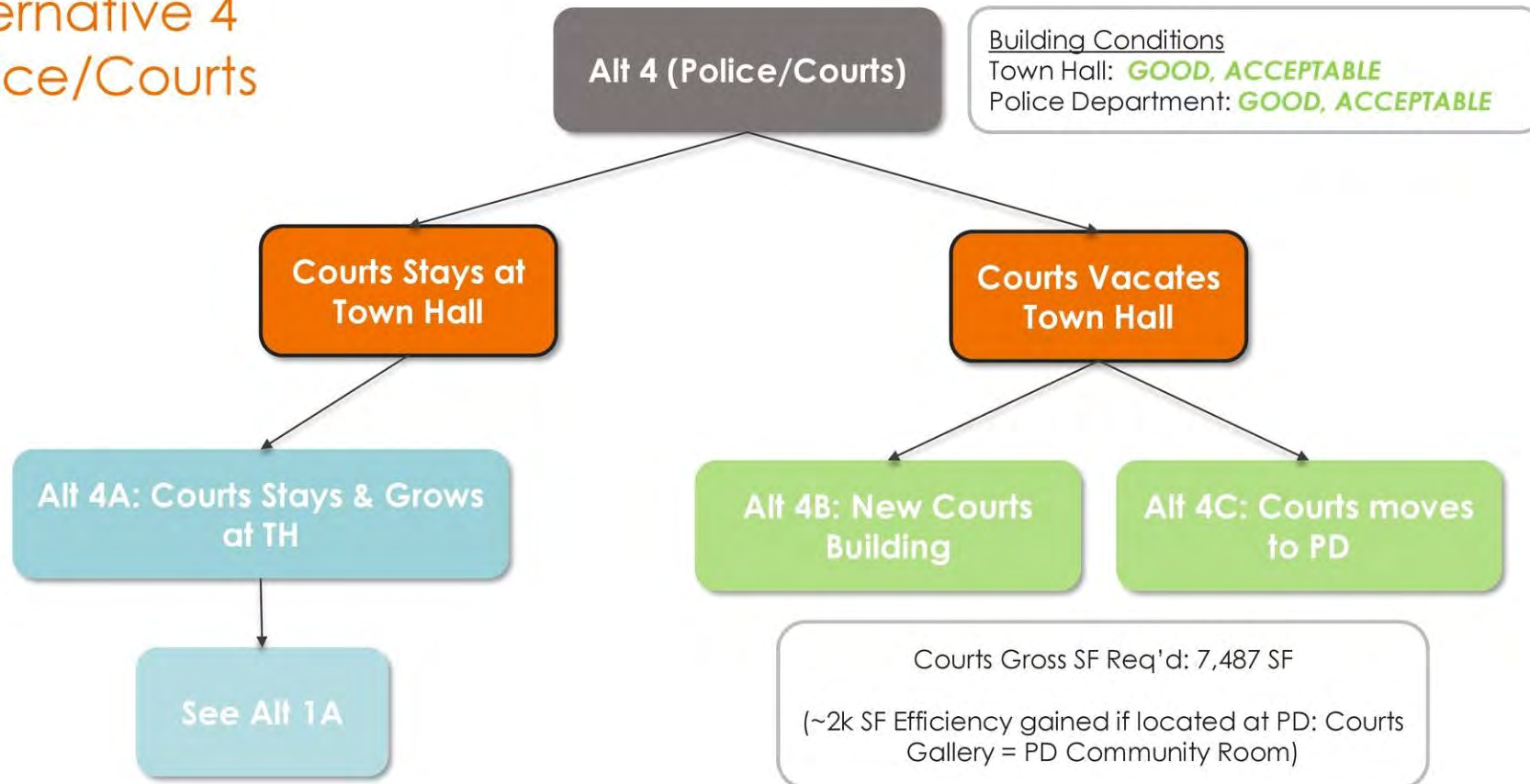
e - parking can be reconfigured, but would need to be added to accommodate this new building.



Select the site you believe is best.



Alternative 4 Police/Courts



Alternative 4A: Site, Town Hall

Alt 4A: (Courts Stays & Grows @ TH)

PROS:

- Share Courtroom Gallery Seating W/TH
- Public Parking Shared W/TH

CONS:

- Complicates Court Security
- Complicates TH Bldg. Access on Court Days
- Lost Efficiency Req. Duplication For PD Community Meeting Space



Alternative 4B: New Courts Building (Location TBD)

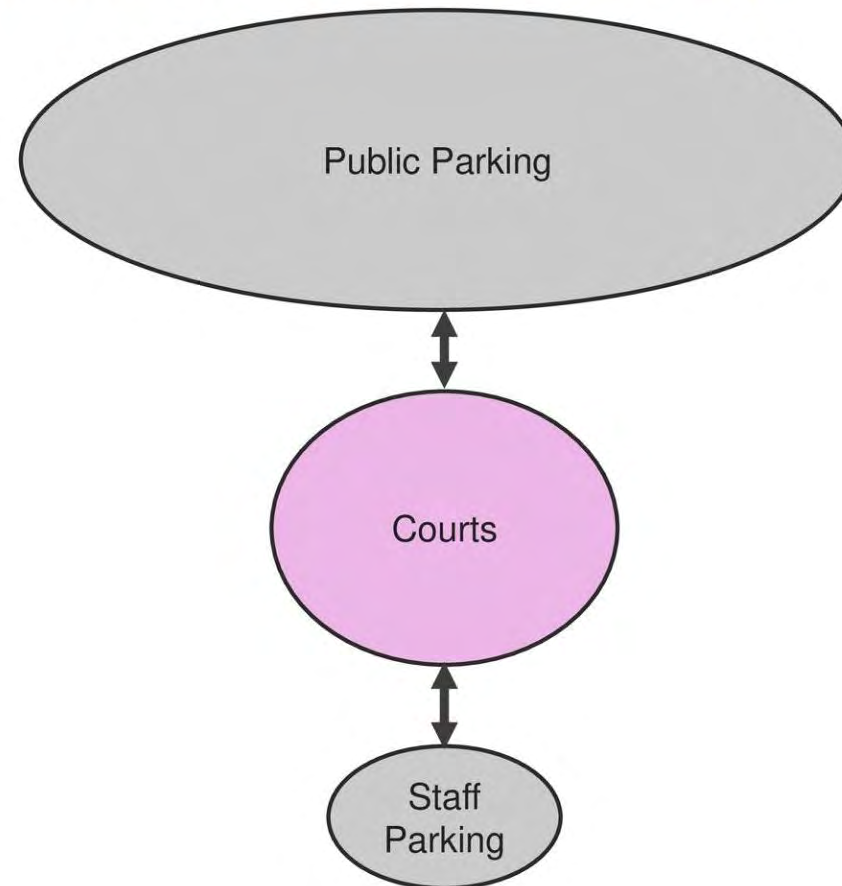
Alt 4B: (New Freestanding Courts)

PROS:

- Offers Autonomous Identity
- May Buy/Repurpose Bldg.

CONS:

- Complicates Security
 - No Shared SF (W/ PD or TH)
- Inefficient Public Parking



Alternative 4C: Site, Police Department

Alt 4C: (New Courts Building @ PD)

PROS:

- Saves ~2k SF Court Gallery = PD Com. Rm.
- PD Prox. Enhances Court Security
- Results in Efficient Public Parking

CONS:

- Needs Careful attention to Design (Separate Identity)



Additional Pros/Cons?

pro - relocation of courts to pd would provide efficient parking at PD and at Town Hall

PD - original plan was to have a justice center with co-located PD and courts. When will we be moving to full time court schedule? Parking will be a big issue on the site when this does happen.

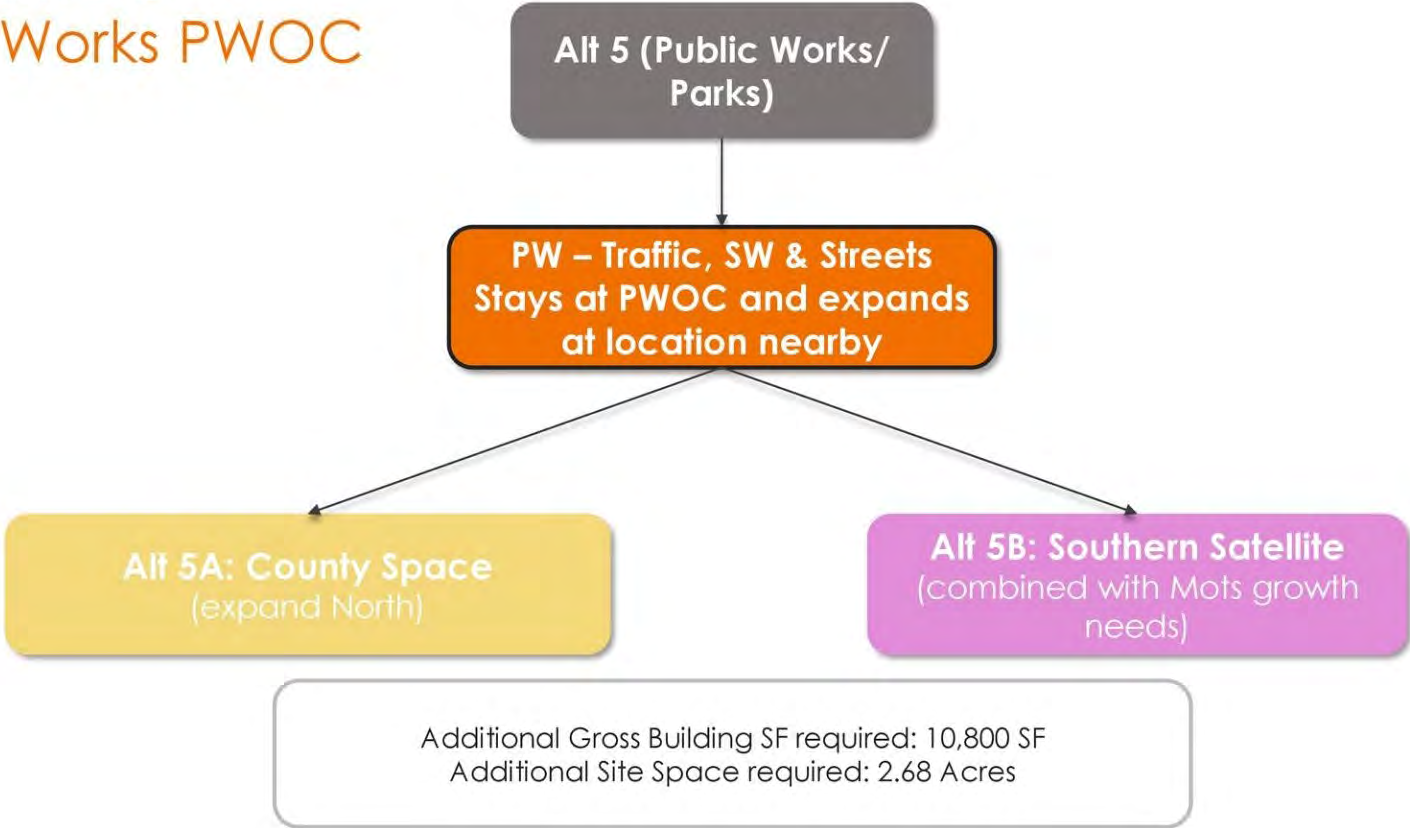
Schedule for full time court schedule is unknown but is in the distant future.

Comm. Dev. supports this concept to meet the space needs of our municipal court, co-locate w/the Police Dept. and to create the opportunity to reuse/repurpose their space in Town Hall for other needs. Support stand alone or attached to PD as needed.

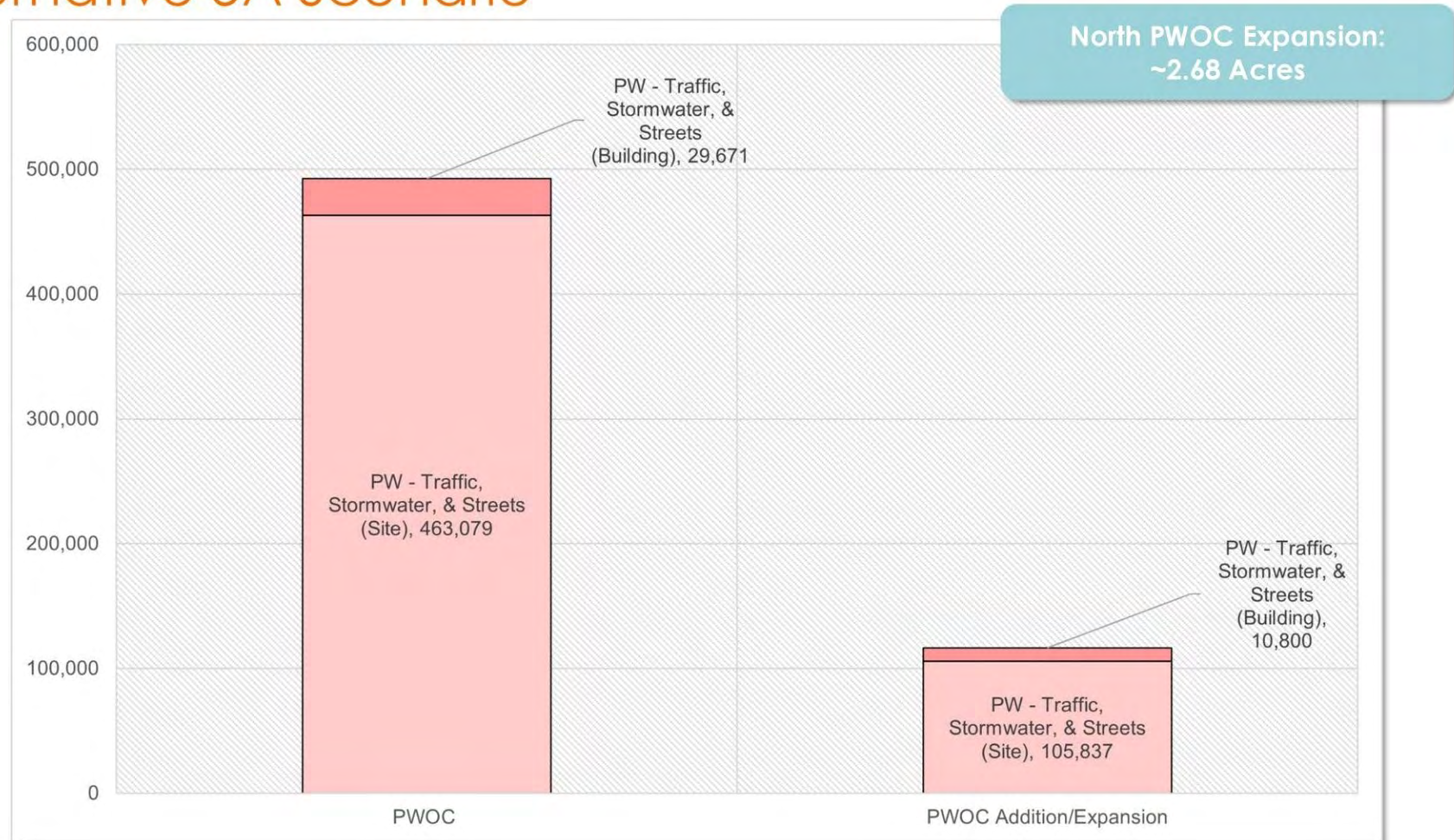
Community Room space will increase overall parking needs beyond court needs as well.

moving courts would be beneficial for town hall to allow for expansion of needs in that building.

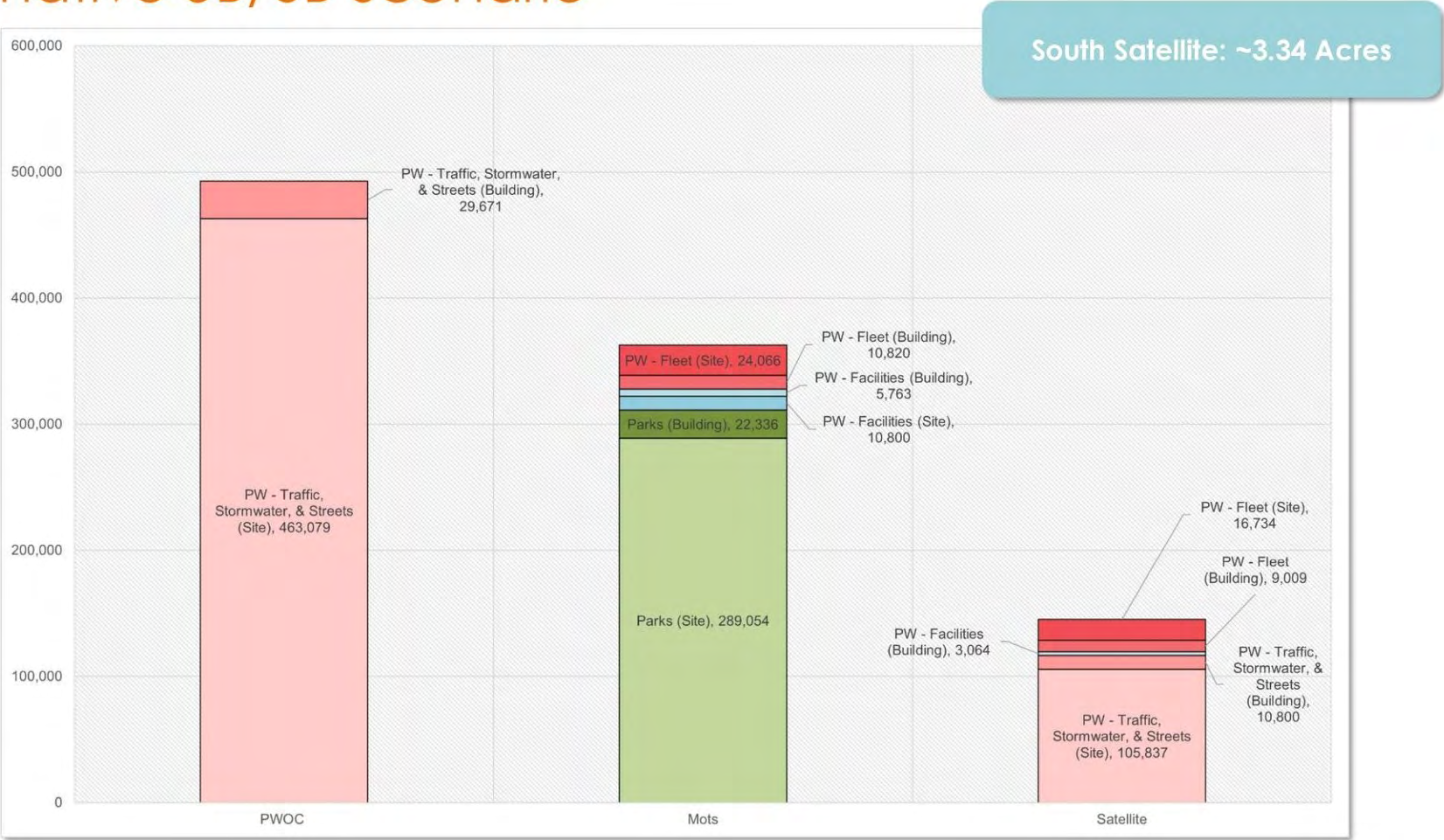
Alternative 5
Public Works PWOC



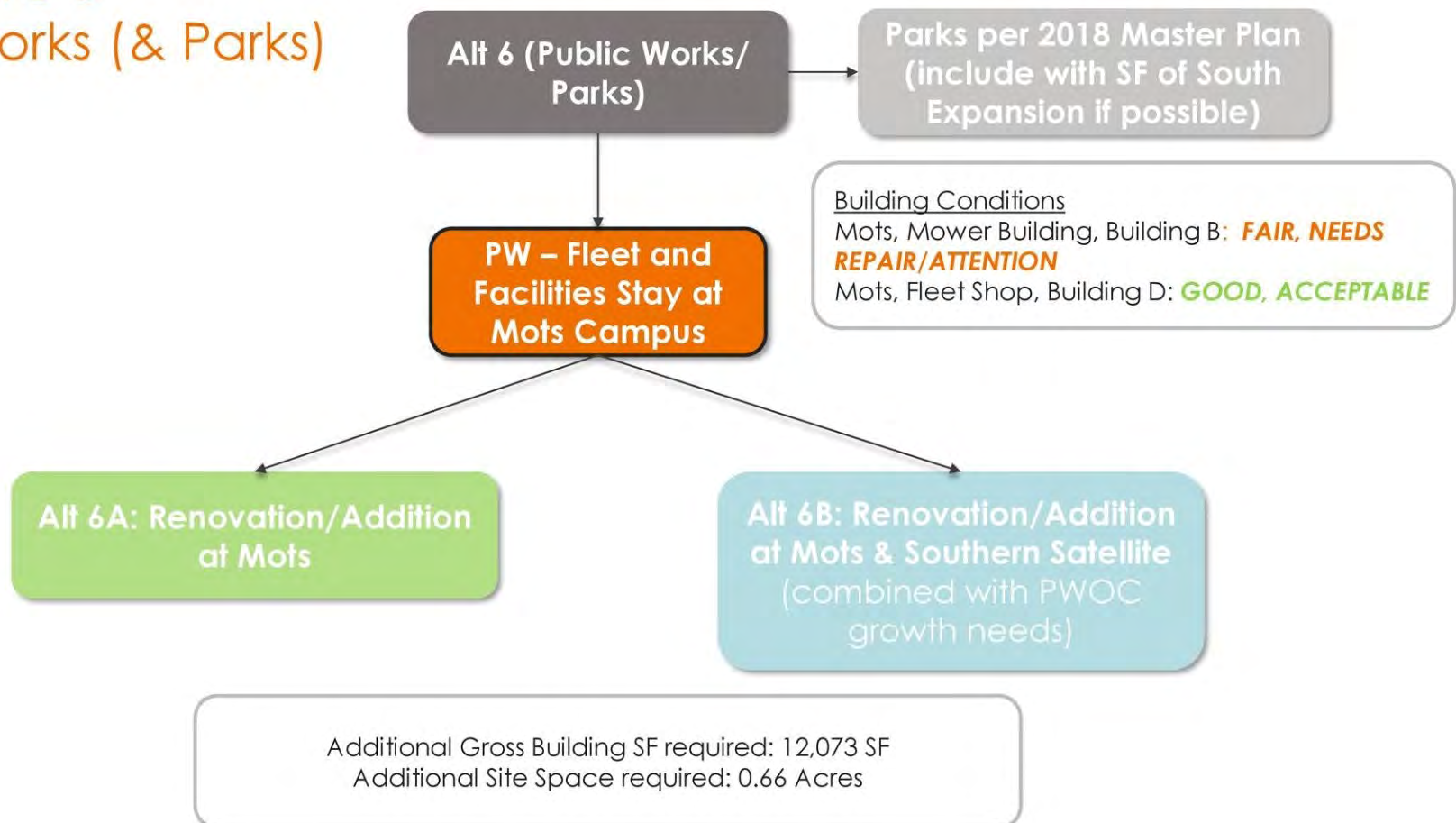
Alternative 5A Scenario



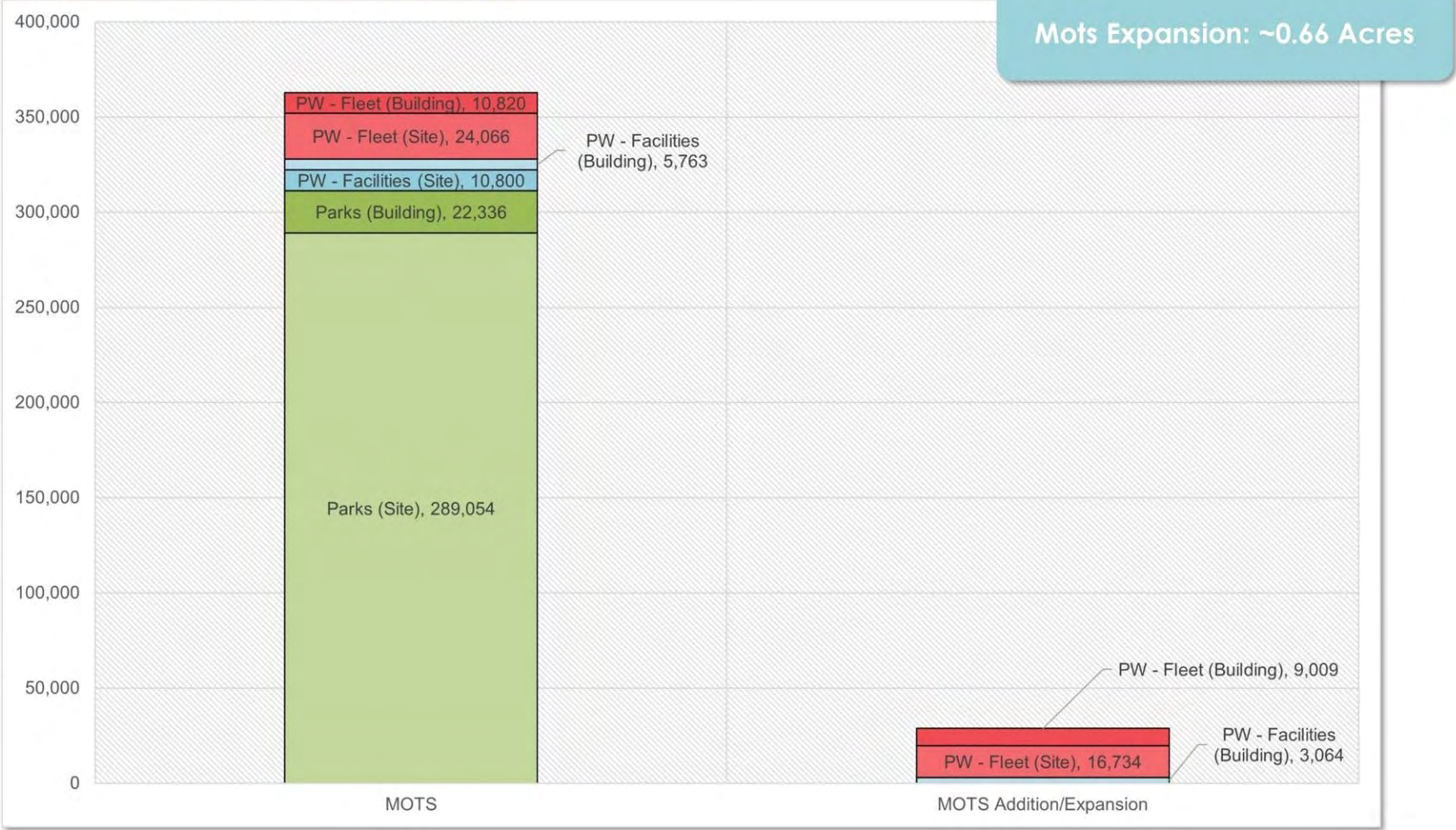
Alternative 5B/6B Scenario



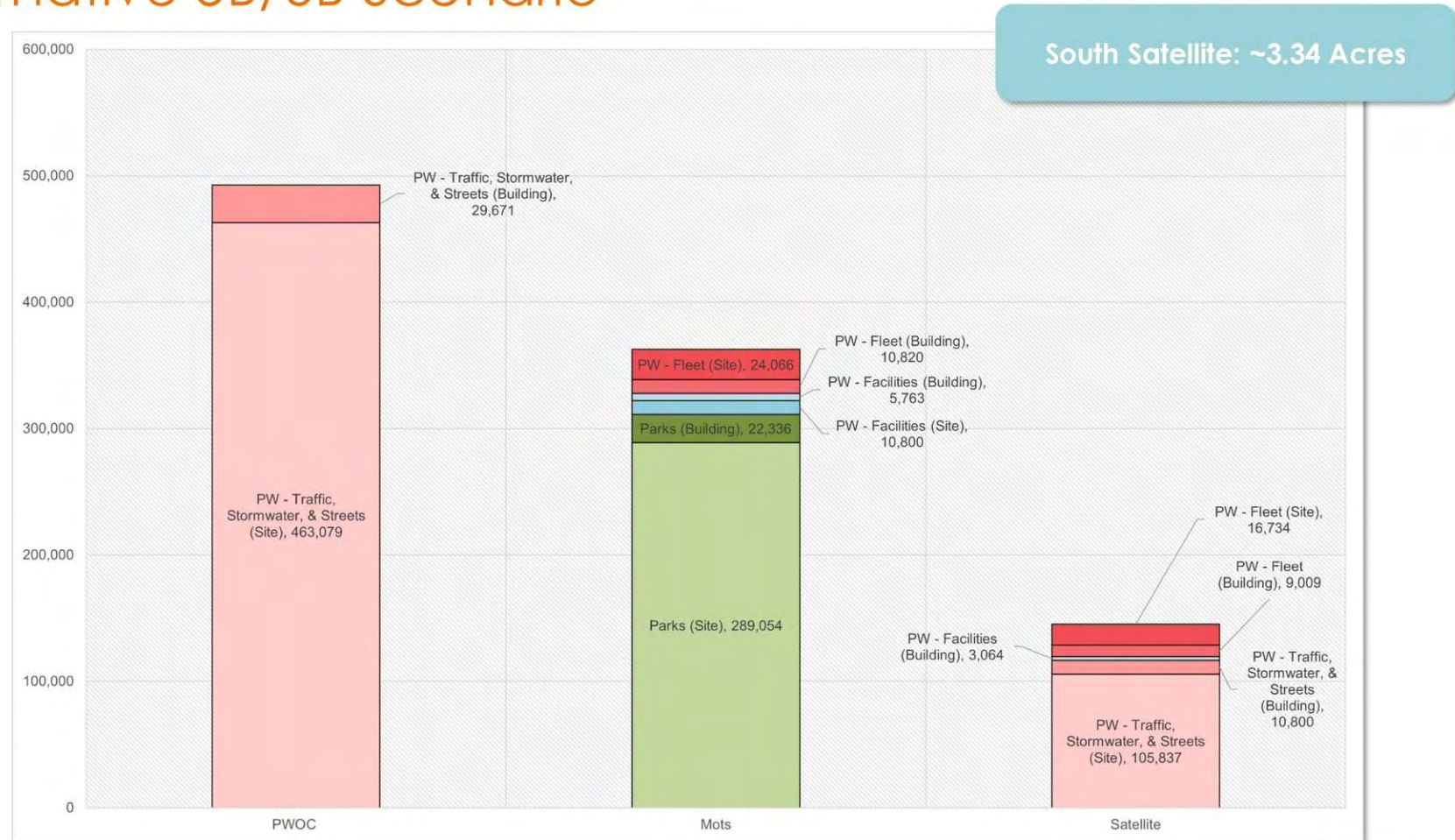
Alternative 6 Public Works (& Parks) at Mots



Alternative 6A Scenario



Alternative 5B/6B Scenario



Alternative 5/6: Site

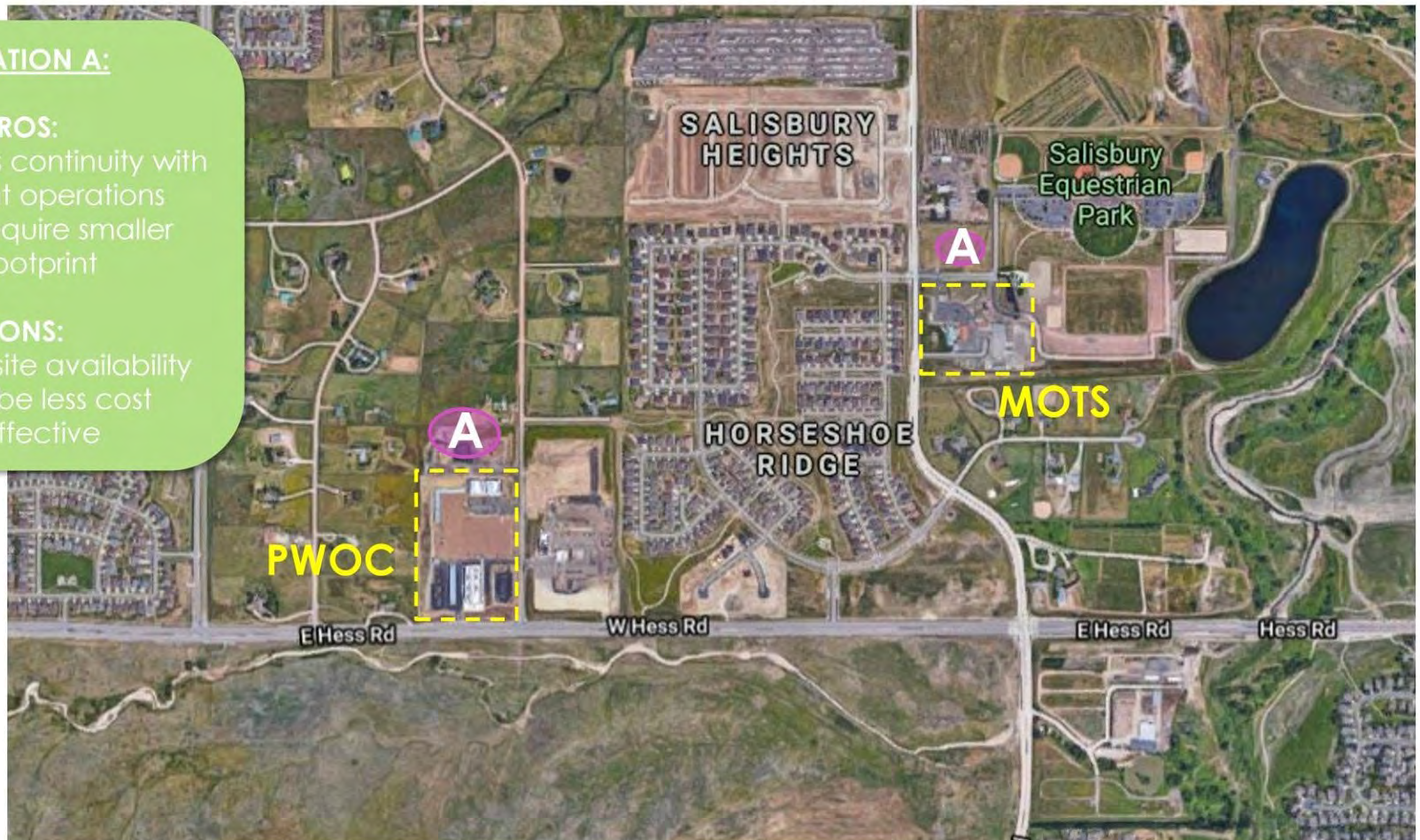
LOCATION A:

PROS:

- Maintains continuity with current operations
- May require smaller footprint

CONS:

- Limited site availability
- May be less cost effective



Alternative 5/6: Site

LOCATION B:

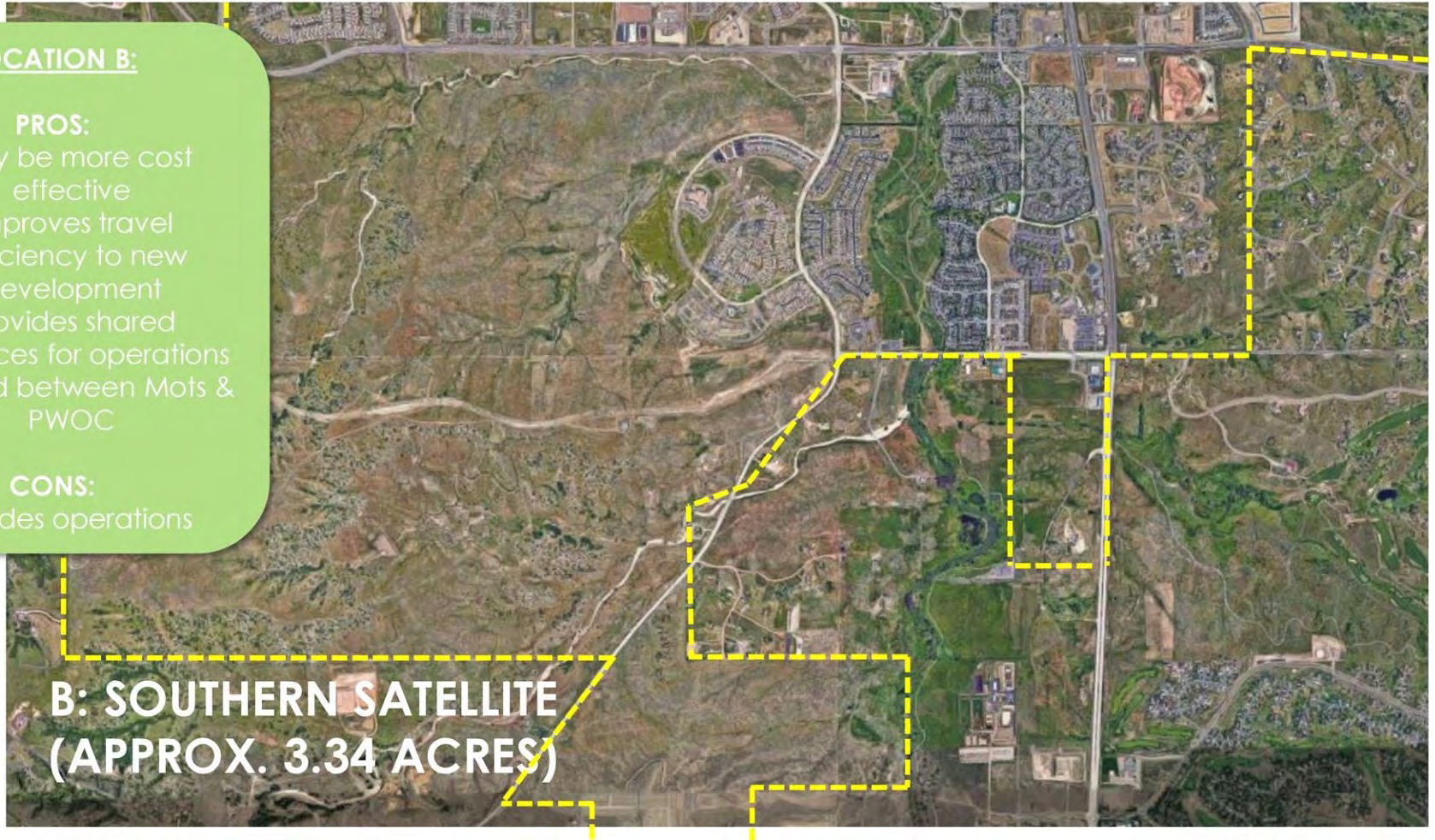
PROS:

- May be more cost effective
- Improves travel efficiency to new development
- Provides shared resources for operations divided between Mots & PWOC

CONS:

- Divides operations

**B: SOUTHERN SATELLITE
(APPROX. 3.34 ACRES)**



Additional Pros/Cons?

moving fleet and facilities at PWOC to Mots makes some sense and is centrally located. It would be nice to be down south but don't want to divide staff.

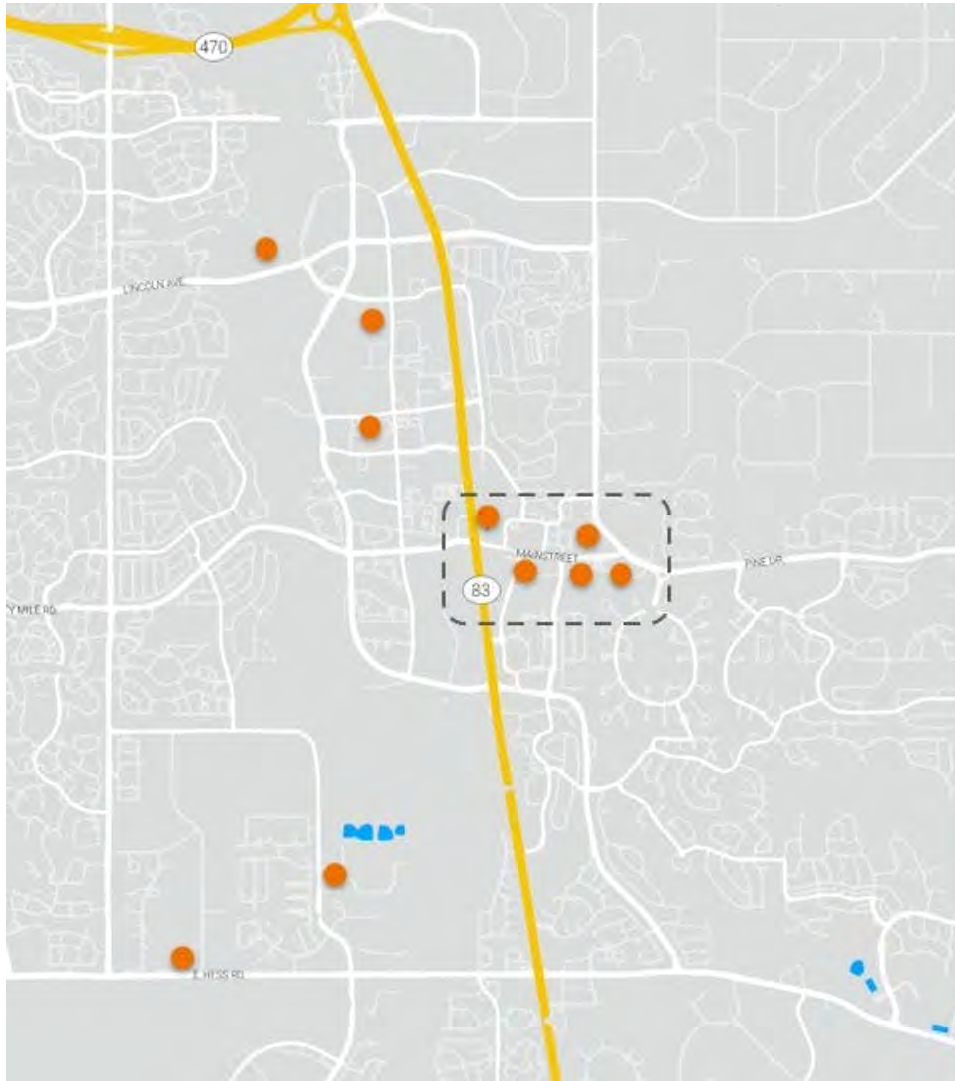
some limitations possible on the mots site where equestrian site was. need to research limitations.

limited yard space at PWOC if a new building was added to the site. may want to talk to the county about co-located lay-down space.

Believe expanding existing facilities better than new separate facilities in southern end of Town feasible. Need to be careful that any expansion or intensification of use at MOTS doesnt adversely impact Salisbury Park or adjacent residential areas.

storage for south side of town for parks would be beneficial.

jim doesn't like location for fleet in south option. want to keep group co-ocated



Other options?

1-Is there an opportunity do more partnering w/County at Hess/Todd?2- Consider whether future South Rec Center offers opportunity for co-location w/PD substation, Parks Maintenance facility, library branch, etc...

may consider combining a new southern rec center with parks satellite office/storage/equipment space. would need to locate parks locker room/break room/ needs in that same facility if staff is working from that location.

when would a PD sub-station be needed? 5-8 years down the road? with continued growth in the south. 6,500 homes of growth projected. co-located with another town function? fleet? emergency services?

consider partnerships with other agencies, especially in safety and justice. PD call center would want to remain at main PD location.

What former White House press secretary attended Ponderosa High School?

dana preino 

No idea 

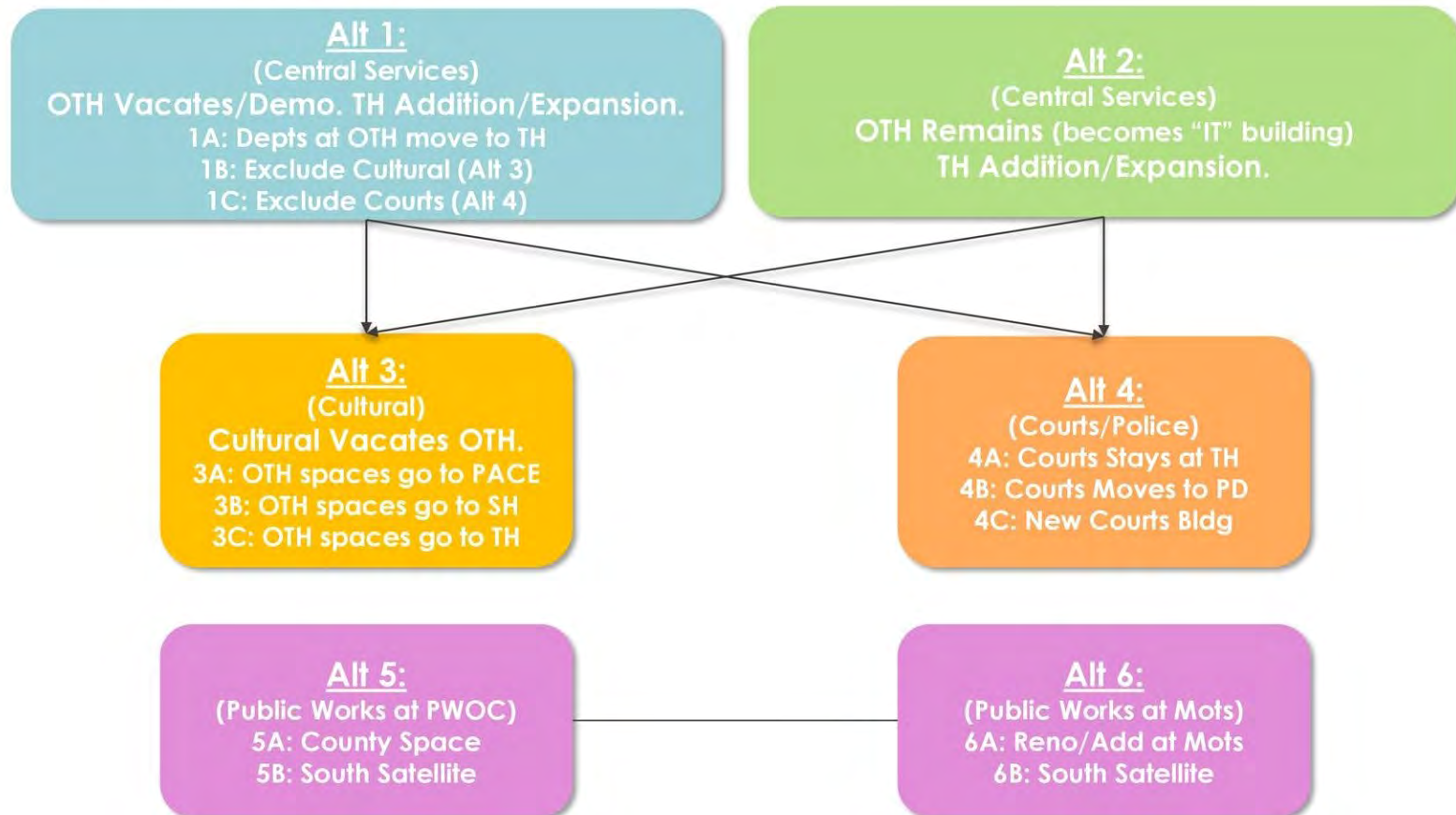
ldk 

Abby huttkesmith 

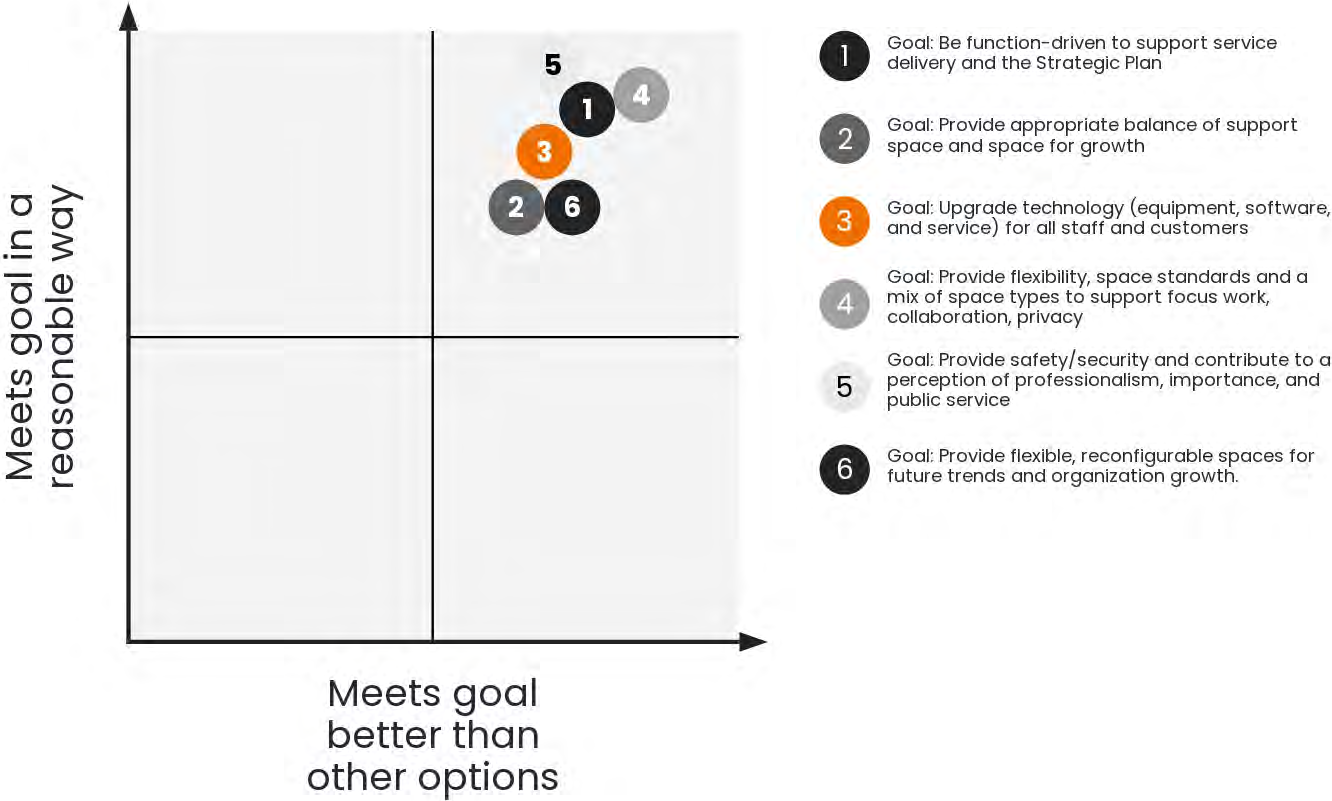
The correct answer is: Dana Perino



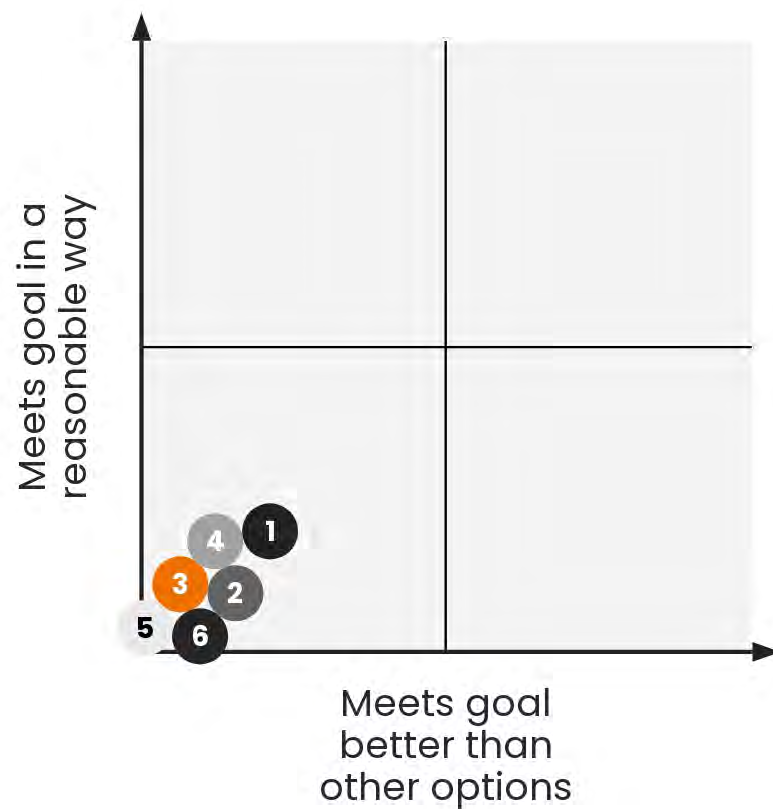
Alternatives Summary



Alt 1A: OTH demo, move to TH

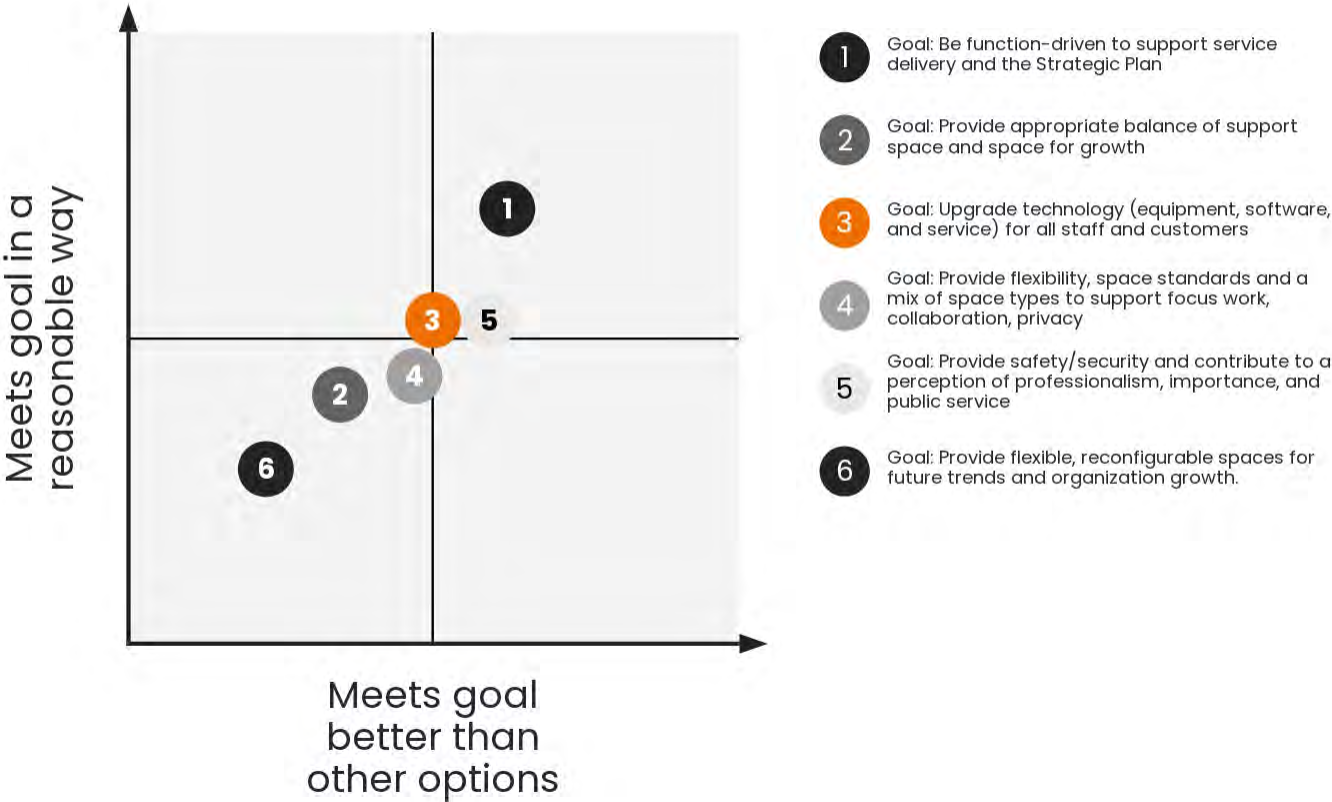


Alt 2: OTH Remains

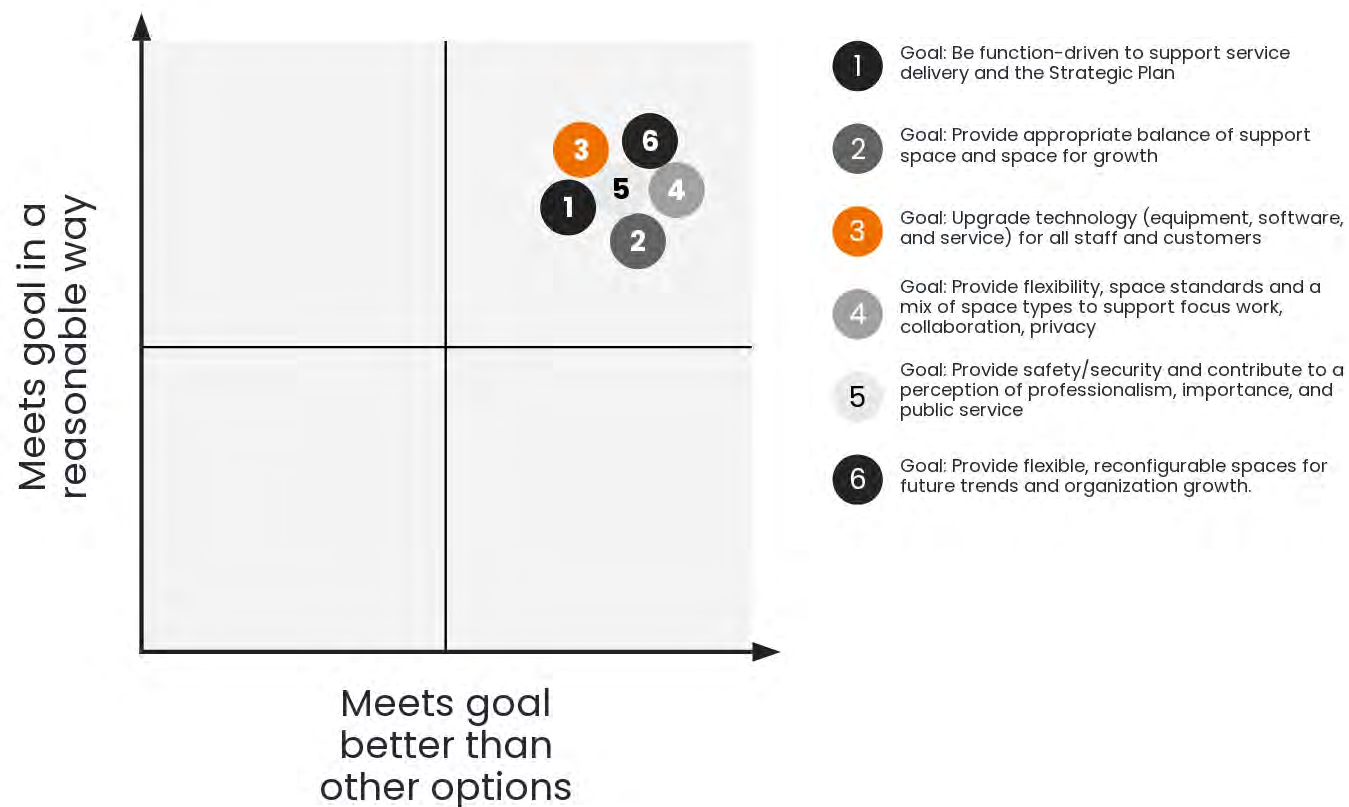


- 1 Goal: Be function-driven to support service delivery and the Strategic Plan
- 2 Goal: Provide appropriate balance of support space and space for growth
- 3 Goal: Upgrade technology (equipment, software, and service) for all staff and customers
- 4 Goal: Provide flexibility, space standards and a mix of space types to support focus work, collaboration, privacy
- 5 Goal: Provide safety/security and contribute to a perception of professionalism, importance, and public service
- 6 Goal: Provide flexible, reconfigurable spaces for future trends and organization growth.

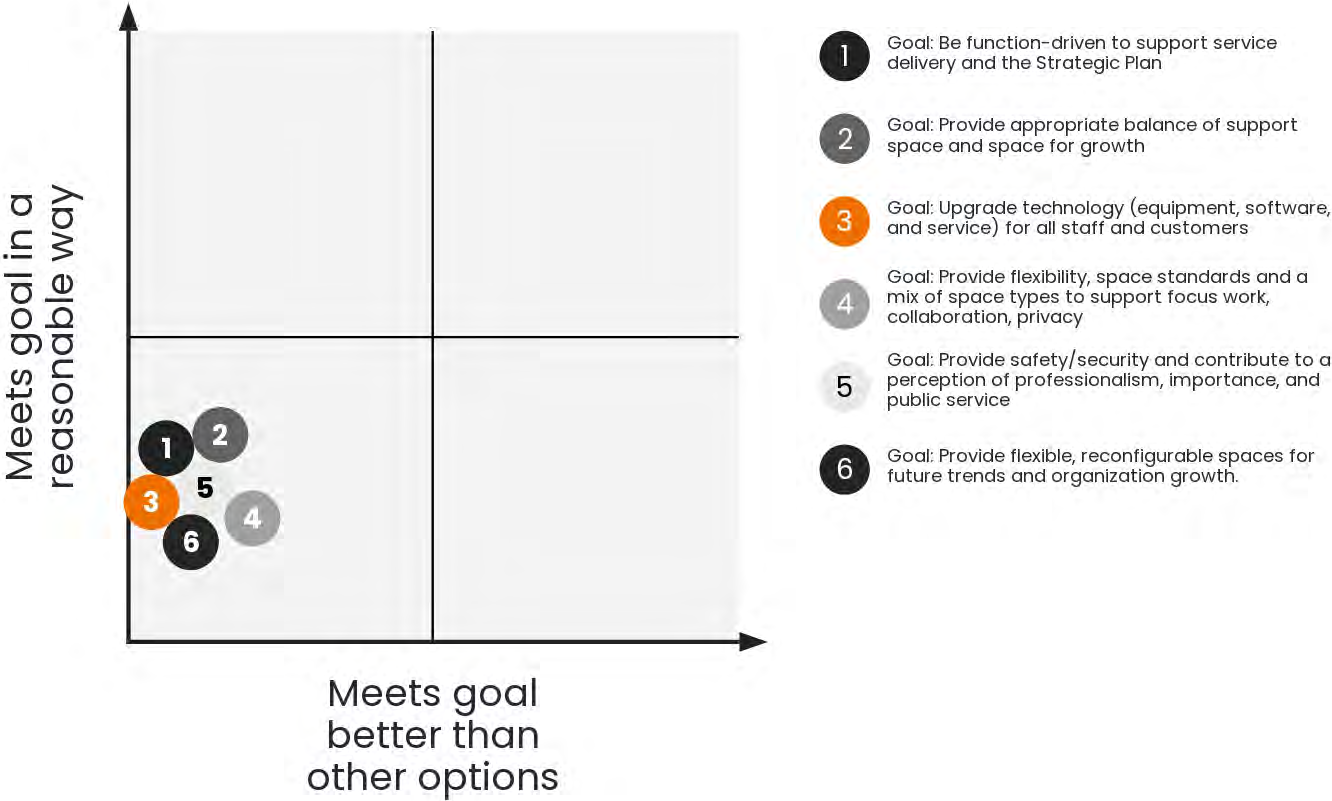
Alt 3A: Cultural at PACE



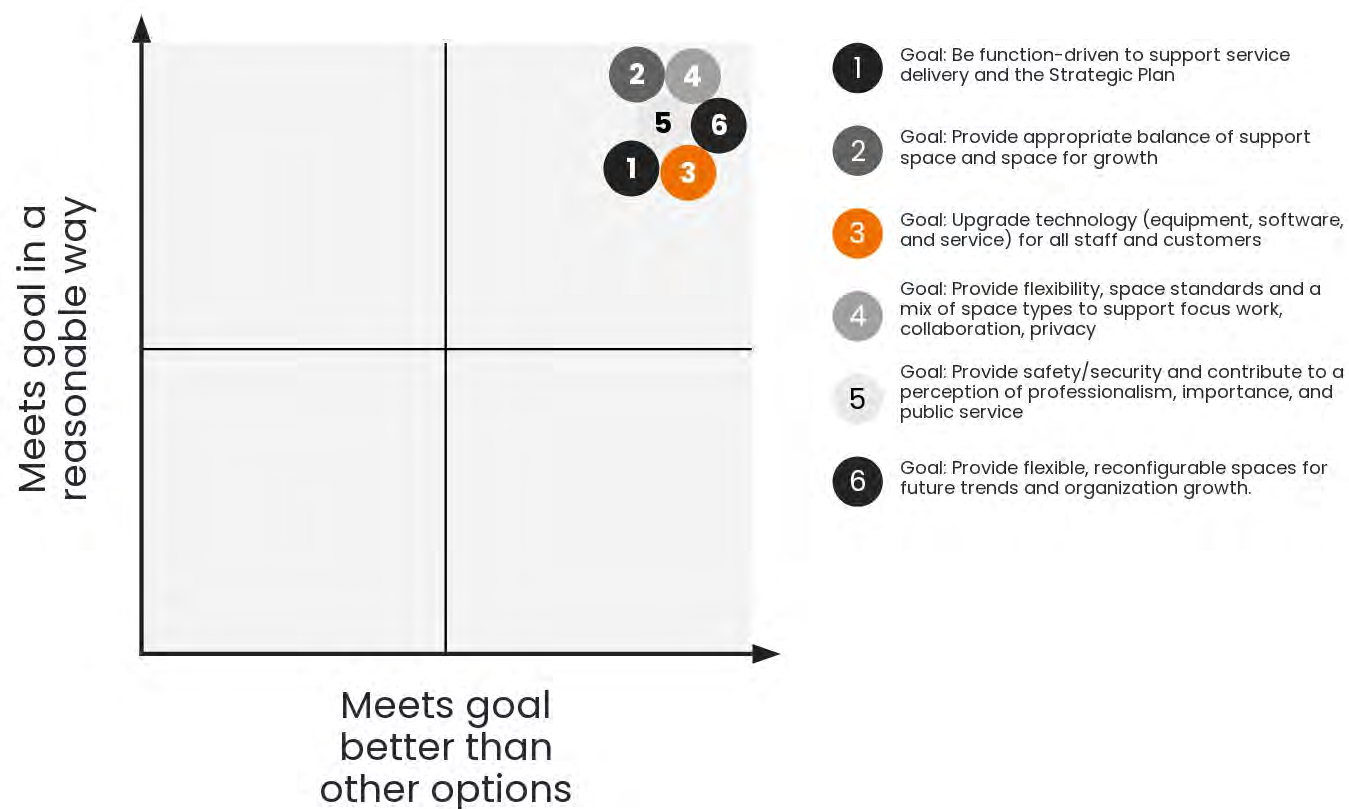
Alt 3A: Cultural PLUS at PACE



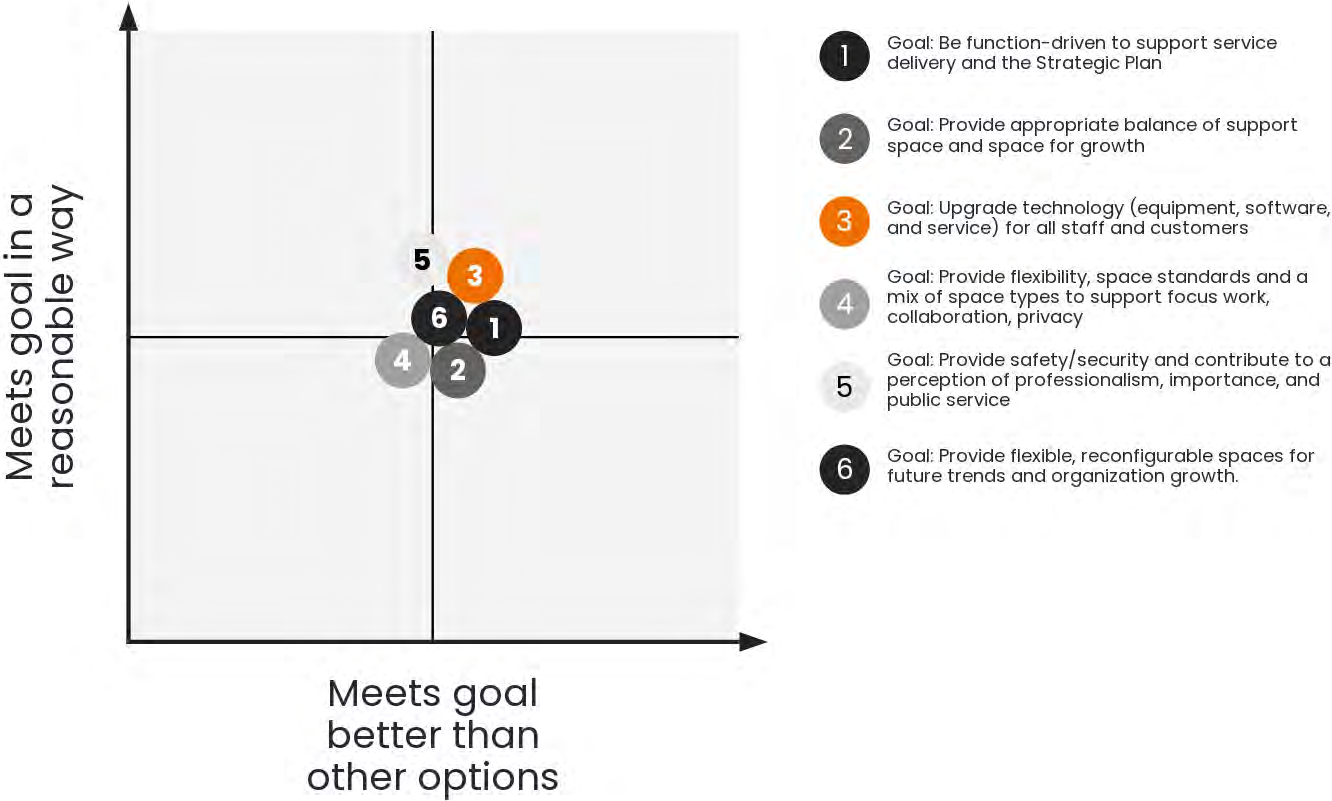
Alt 3B: Cultural at Schoolhouse



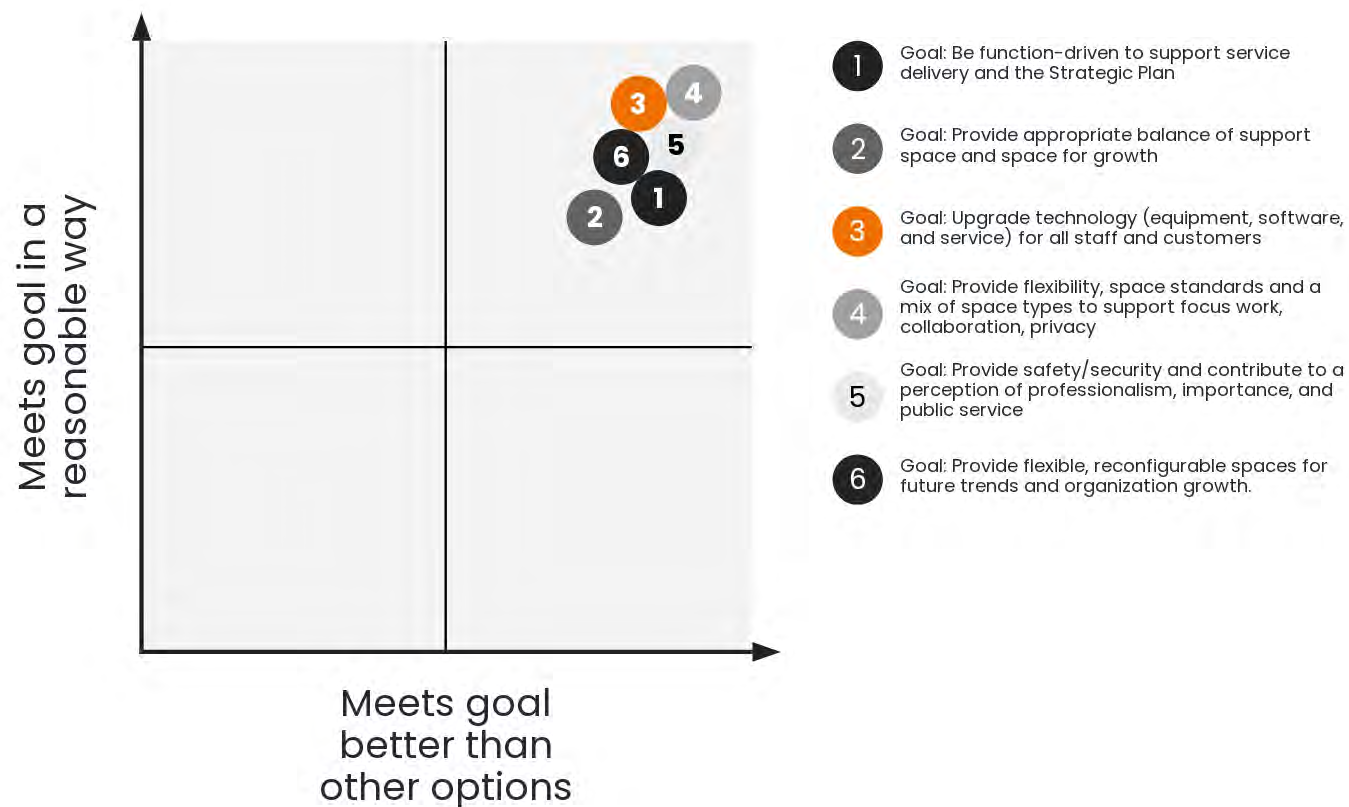
Alt 4: Courts move to PD, attached



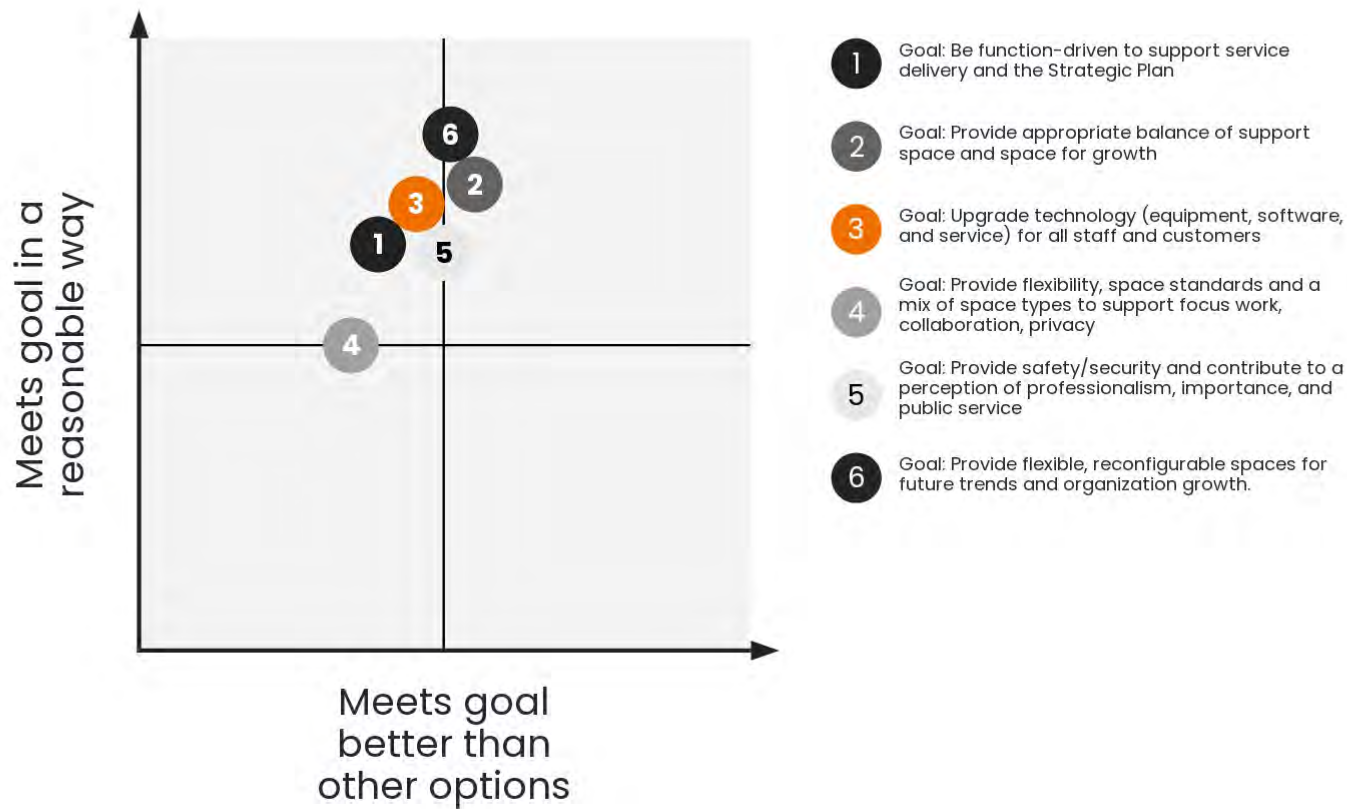
Alt 4: Courts move to PD, detached

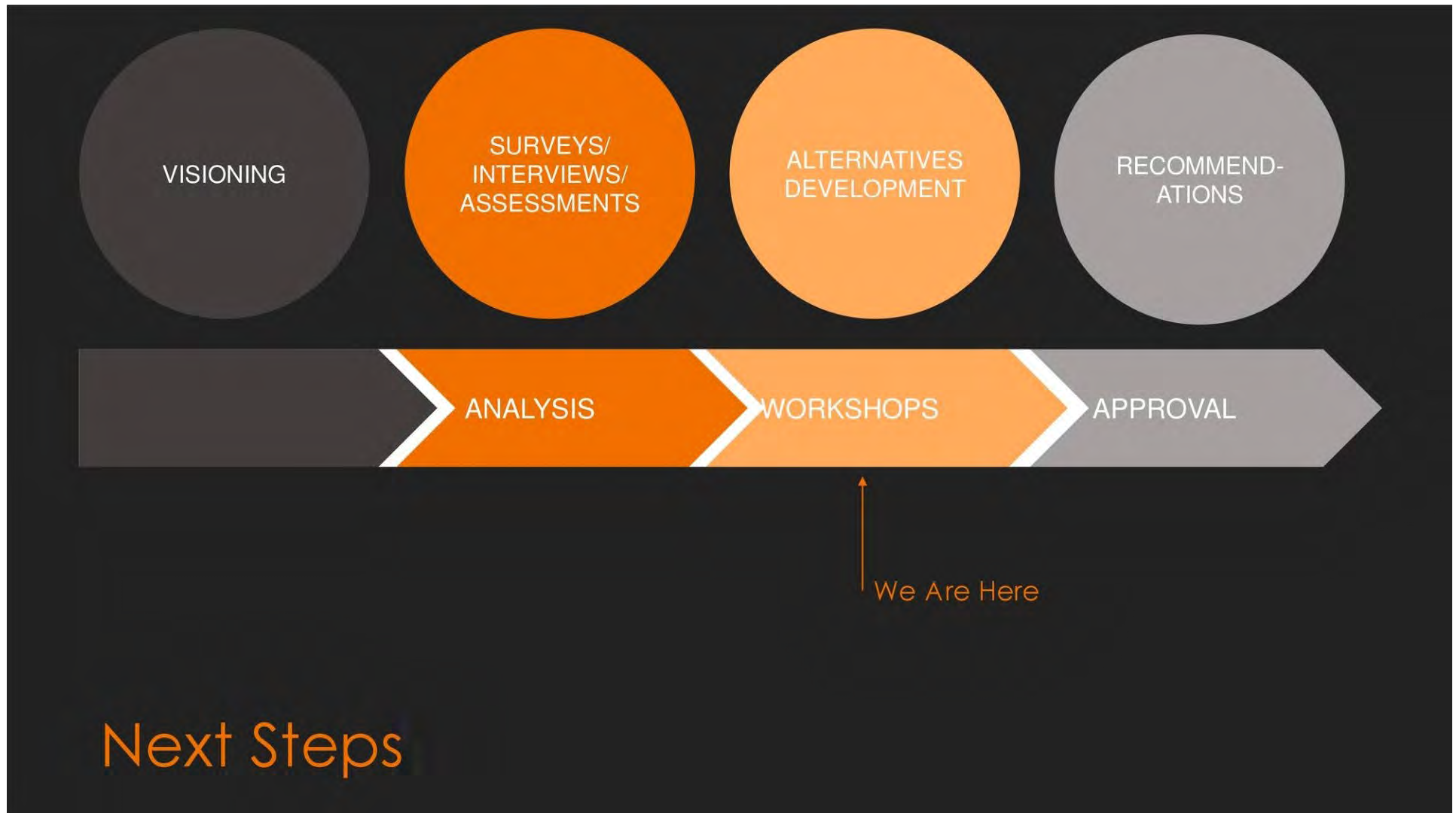


Alt 5&6A: Expand PW in place



Alt 5&6B: Satellite PW campus





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Alternatives Workshop #2

Alternatives Workshop #2

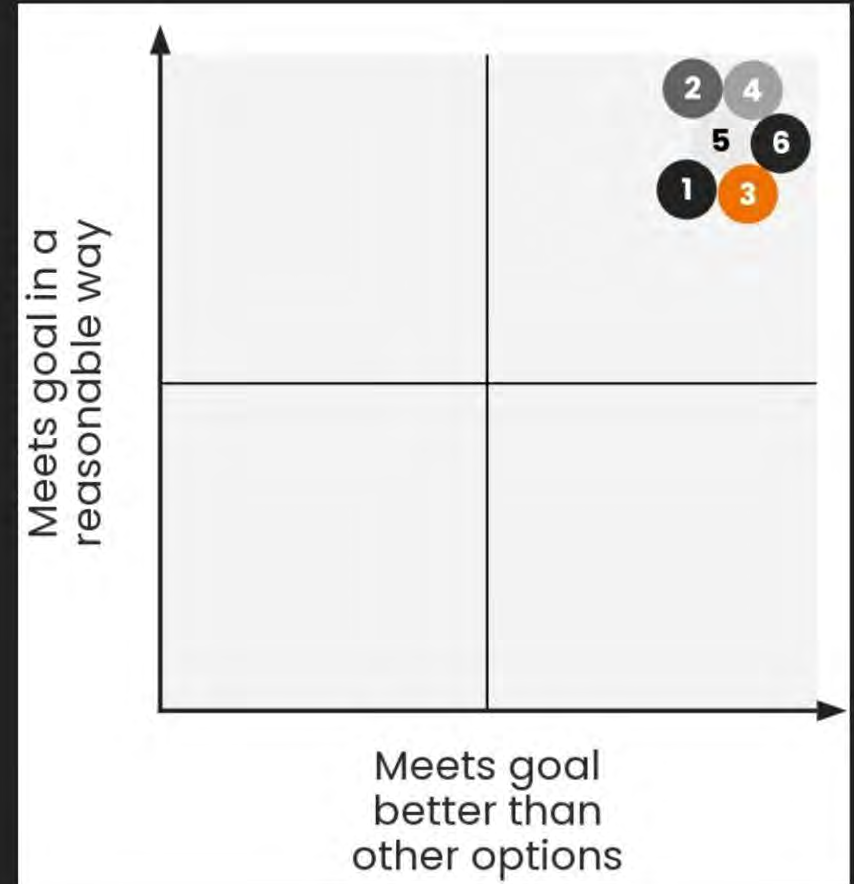


Agenda

- Review Workshop #1 Outcomes
- Refined Alternatives & Block Plans
 - Central Services (TH & OTH)
 - Cultural (Pace/Schoolhouse)
 - Police Department & Courts
 - Public Works
- Phasing
- Next Steps

Alternative Rankings

- ✓ Discontinue use of OTH
- ✓ Narrowed TH expansion options
- ✓ Narrowed options for PACE - 1 short-term and 1 long-term
- ✓ Relocate Courts to the Justice Center Complex, shared space for community/PD/Courts use
- ✓ Relocate Fleet & Facilities to PWOC and allow Parks to expand @ Mots



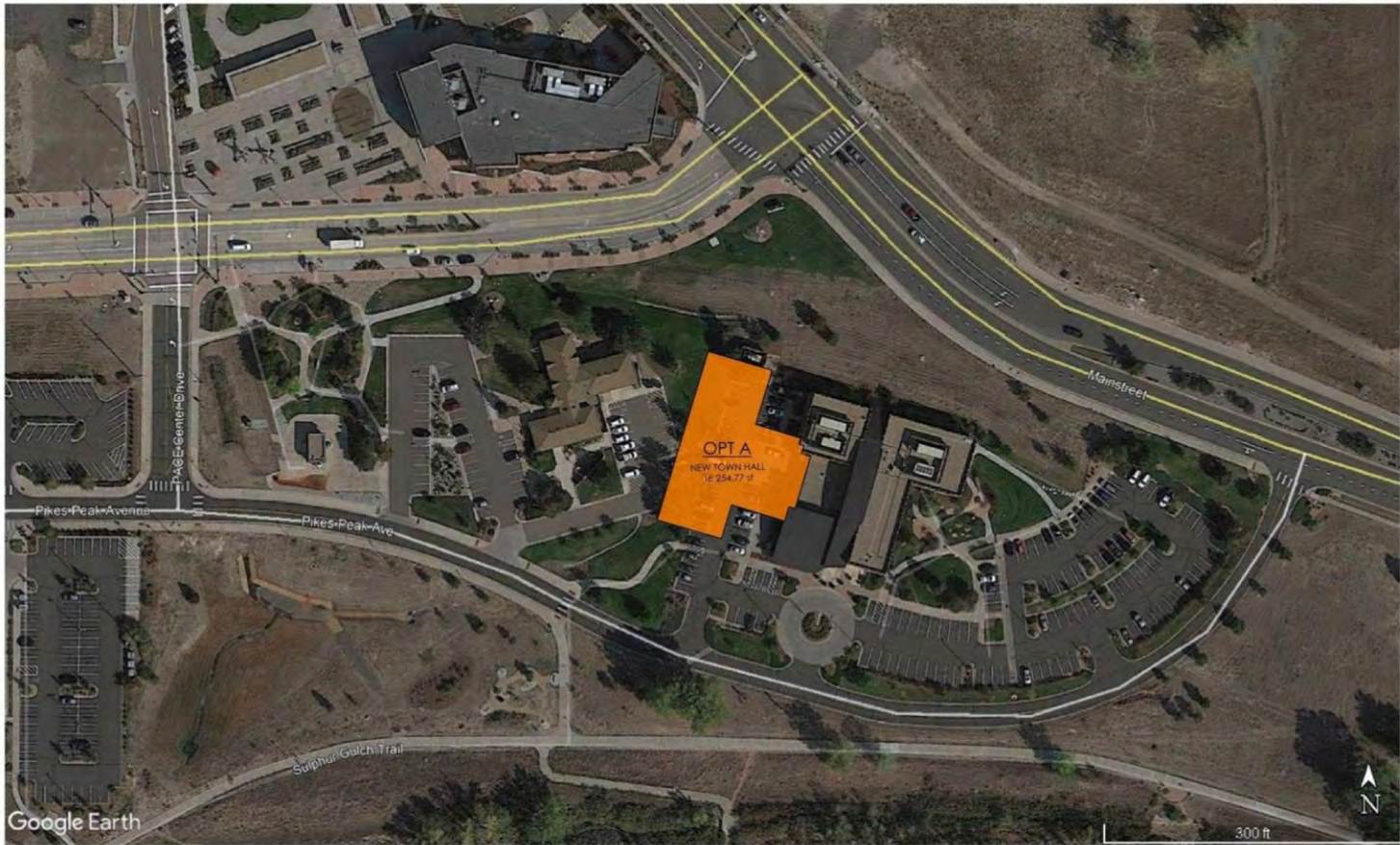
Preferences Exercise

- TH Options
- PACE Options
- PWOC Options
- PD/Courts

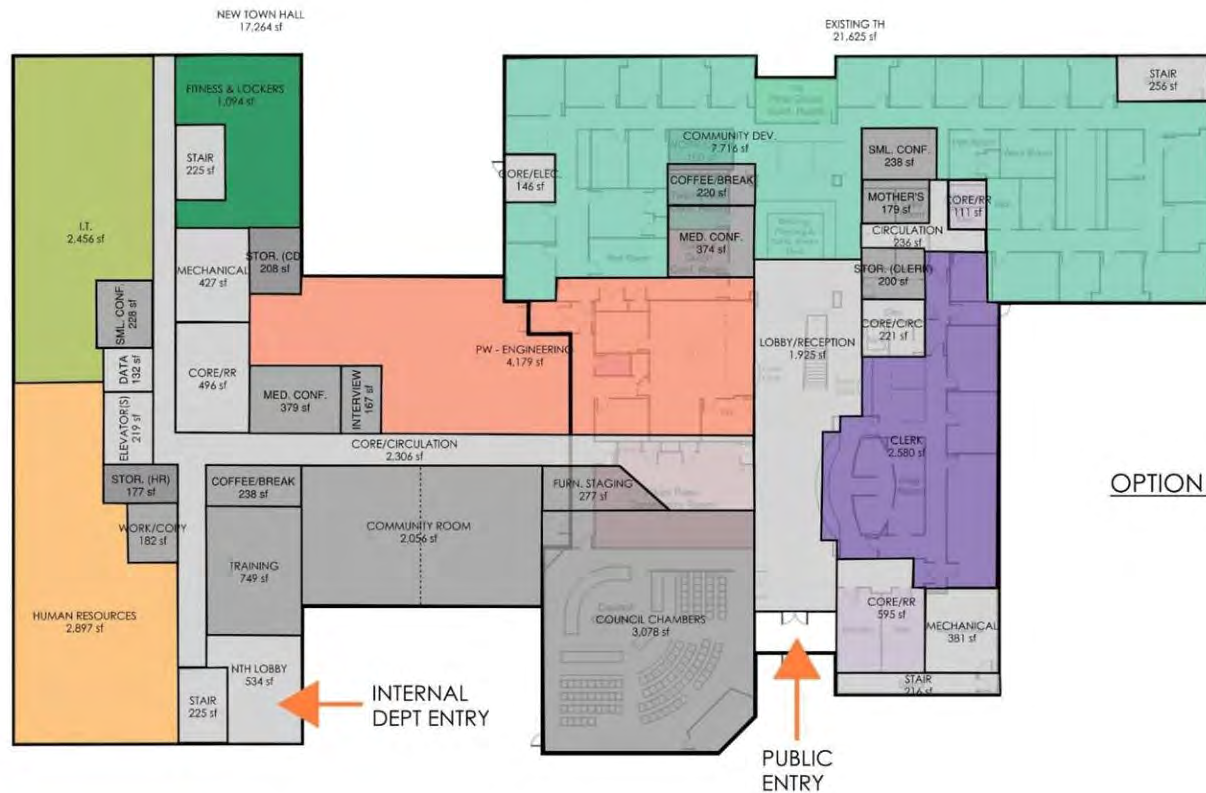
Town Hall Site Plan Overall



Town Hall Site Plan: Opt A



Town Hall Block Plan: Opt A, 1st Floor

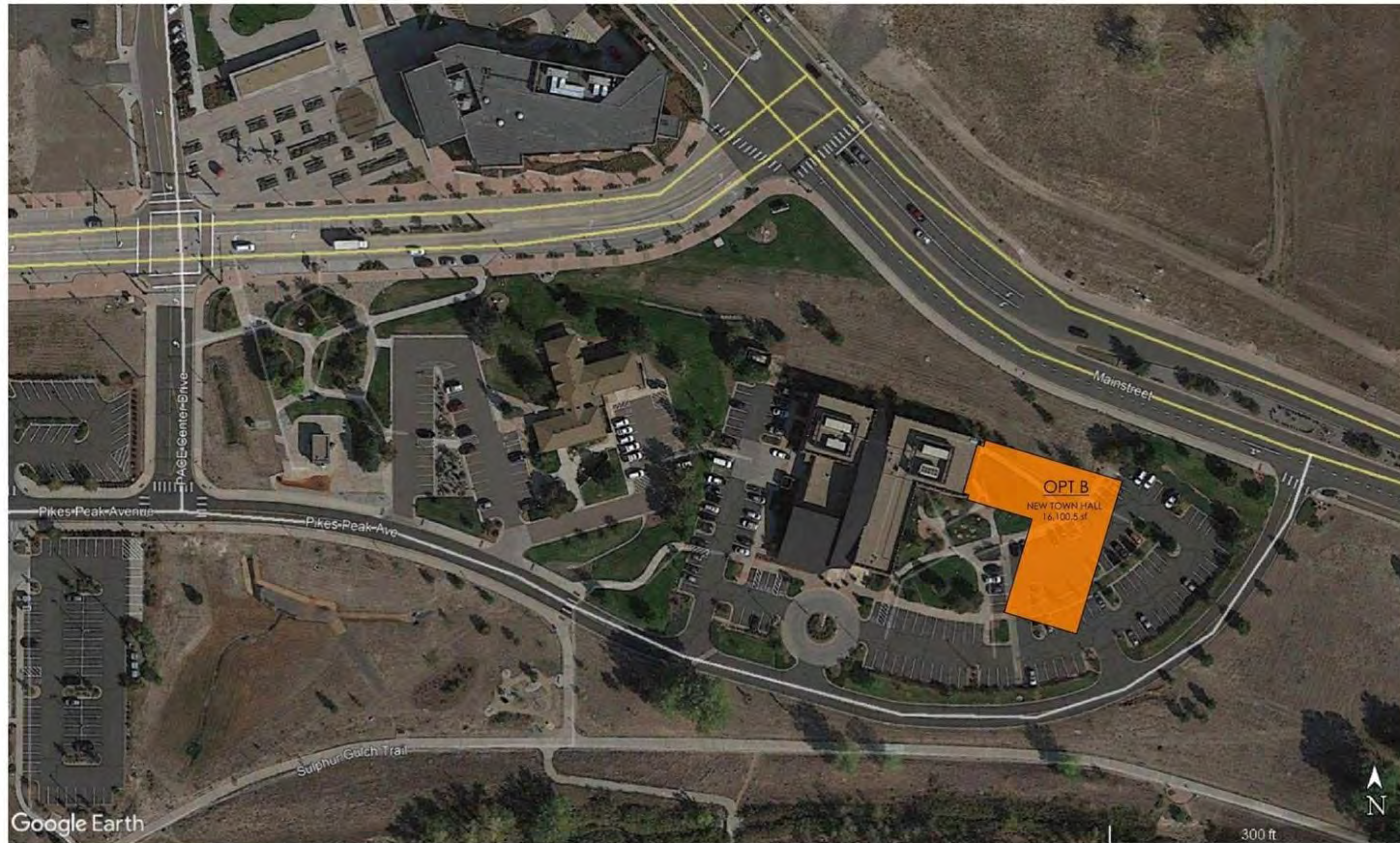


OPTION A, 1ST FLOOR

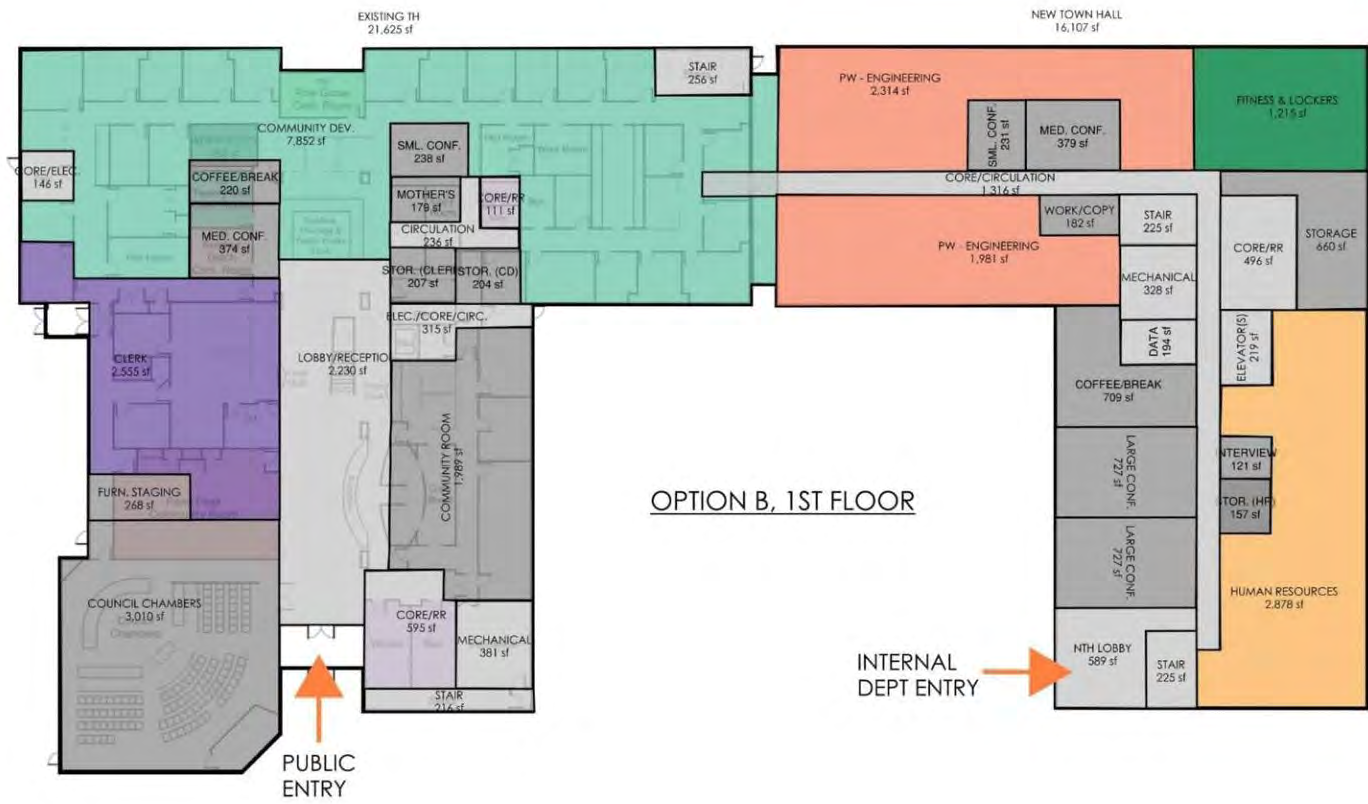
Town Hall Block Plan: Opt A, 2nd Floor



Town Hall Site Plan: Opt B



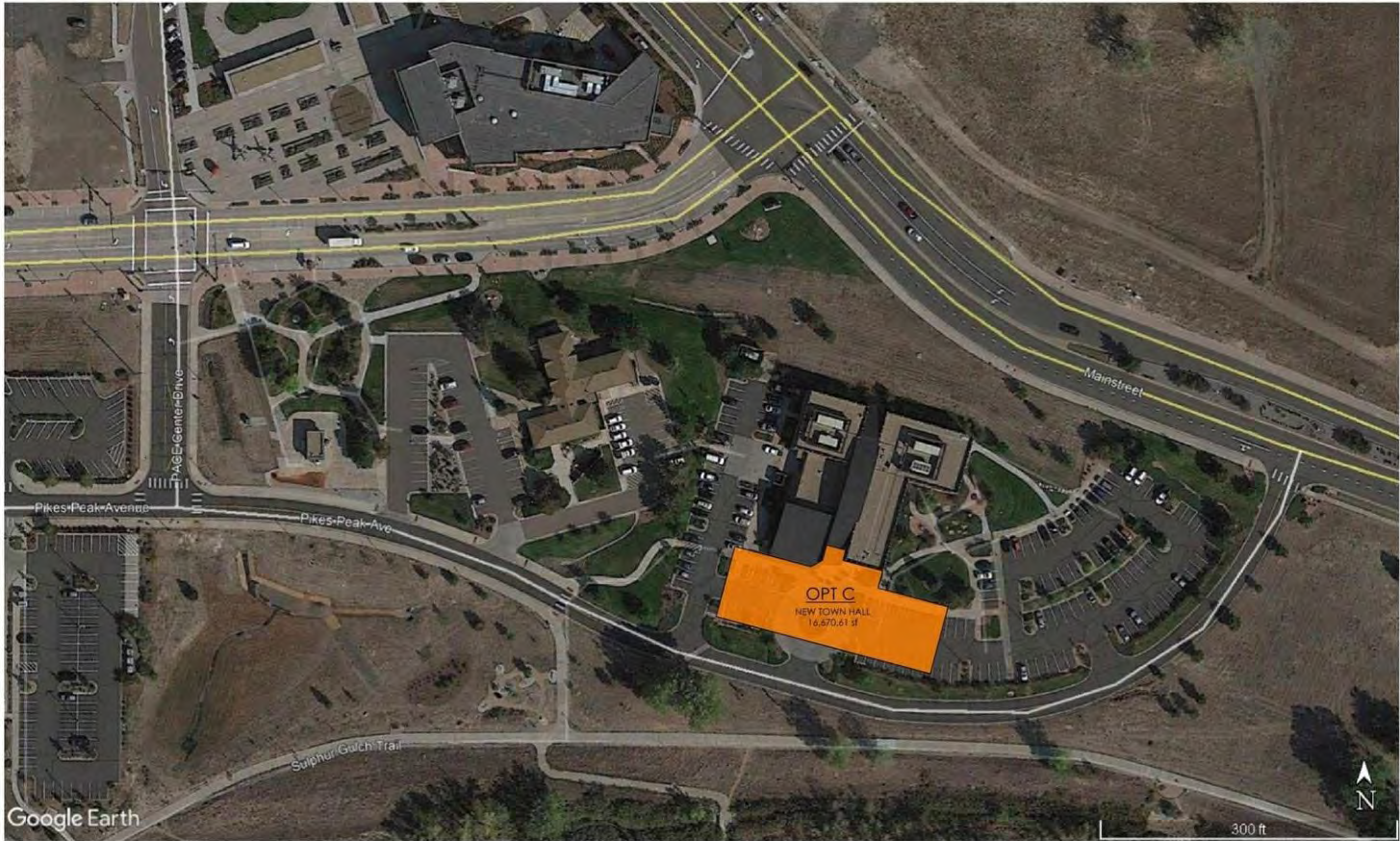
Town Hall Block Plan: Opt B, 1st Floor



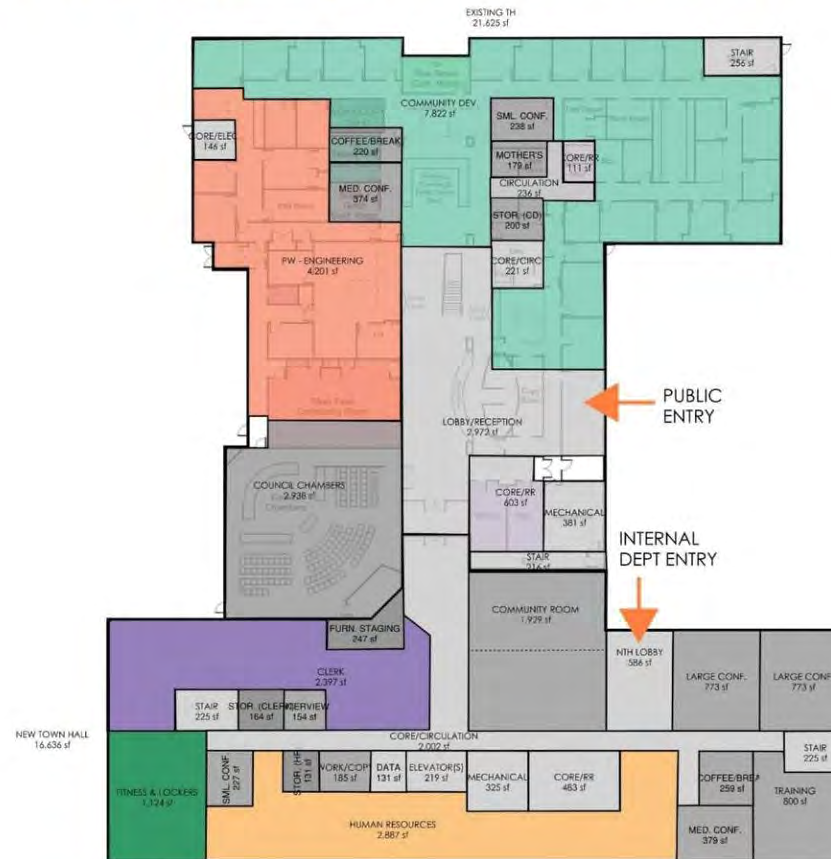
Town Hall Block Plan: Opt B, 2nd Floor



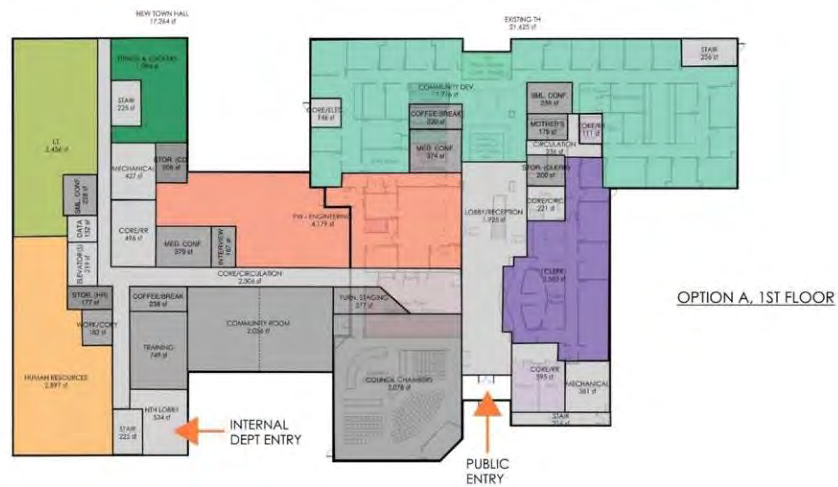
Town Hall Site Plan: Opt C



Town Hall Block Plan: Opt C, 1st Floor



Town Hall Block Plan: Opt A, VOTE





Town Hall Block Plan: Opt C, VOTE



OPTION C, 1ST FLOOR



OPTION C, 2ND FLOOR



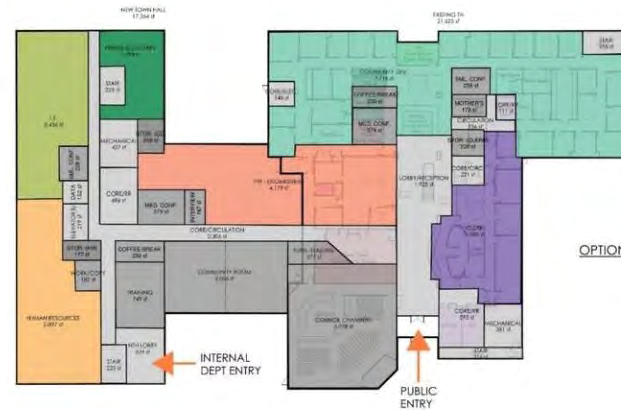
Town Hall Block Plan: Opt A Pros/Cons

PROS:

- Little disruption from relocations
- Maintains existing public entry
- Activates existing TH “back of house”

CONS

- Could impact future Mainstreet development
 - Phasing with OTH could potentially be more challenging



OPTION A, 1ST FLOOR



OPTION A, 2ND FLOOR



Option A PROS/CONS

Utility conflicts to the west, but has potential to be overcome if needed. Planned for expansion to the east.

Do not want parking pushing up onto mainstreet

Less disruptive to current building/space; opportunity for improved urban design presence on Mainstreet which is IMPORTANT for civic buildings; preserves current parking lot; and preserves SE side yard for improved outdoor amenities/space for staff.

Potential cost increase because of existing utilities



Town Hall Block Plan: Opt B Pros/Cons

PROS:

- Aligns with previous Town Hall expansion plans
- Courtyard Space

CONS:

- “Turns it’s back” on Mainstreet



Option B PROS/CONS

PRO: Utilities are less impacted

Q: Could this become 3-story?

CON: could further create an executive wing

Distance to be traveled through the building to reach other departments

Seems viable option esp. if need to value engineer for budget but impacts existing parking and SE side yard for staff outdoor space/amenities. Doesn't solve urban design problem of current Town Hall reverse fronting Mainstreet and turning back on it

Less impact on current town hall construction and operations

CON: Starts to get closer to residential properties



Town Hall Block Plan: Opt B, VOTE



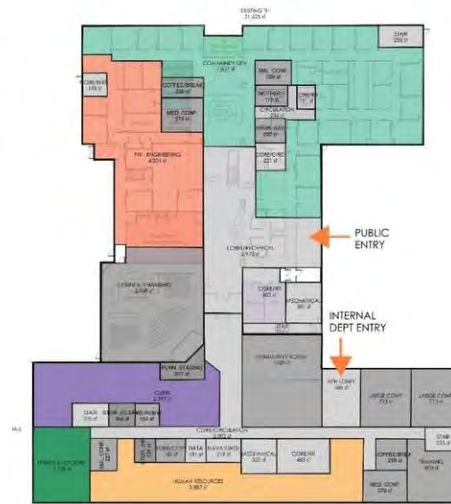
Town Hall Block Plan: Opt C Pros/Cons

PROS:

- Potential to re-address Town Hall Approach & Front Door
- Ability to isolate Community Room after hours
- Efficient travel distances

CONS:

- Indirect engagement with Mainstreet



OPTION C, 1ST FLOOR



OPTION C, 2ND FLOOR



Option C PROS/CONS

Potential for rebranding of town hall

PRO: efficient footprint

West side of first floor could catch snow during the winter

Expanding closer to existing residential properties – potentially more than OPT B



PACE Site Plan Overall



PACE Site Plan: OPT A



PACE Site Plan: OPT B



PACE Options PROS/CONS

OPT B could provide spaces that could provide additional revenue

Q: Can OPT B be connected to PACE?

2-story would help condense the footprint vs OPT B

OPT B could allow for growth

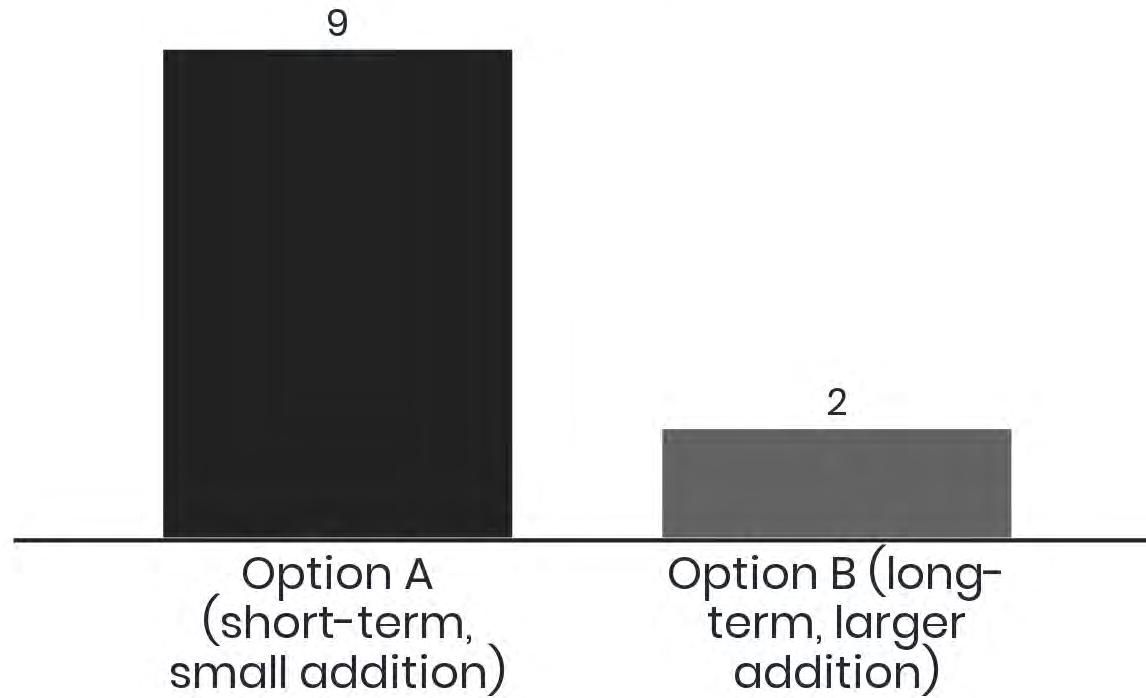
If program changes for OPT B, space isn't ideal to look onto trucks and loading docks

CON: displaced parking

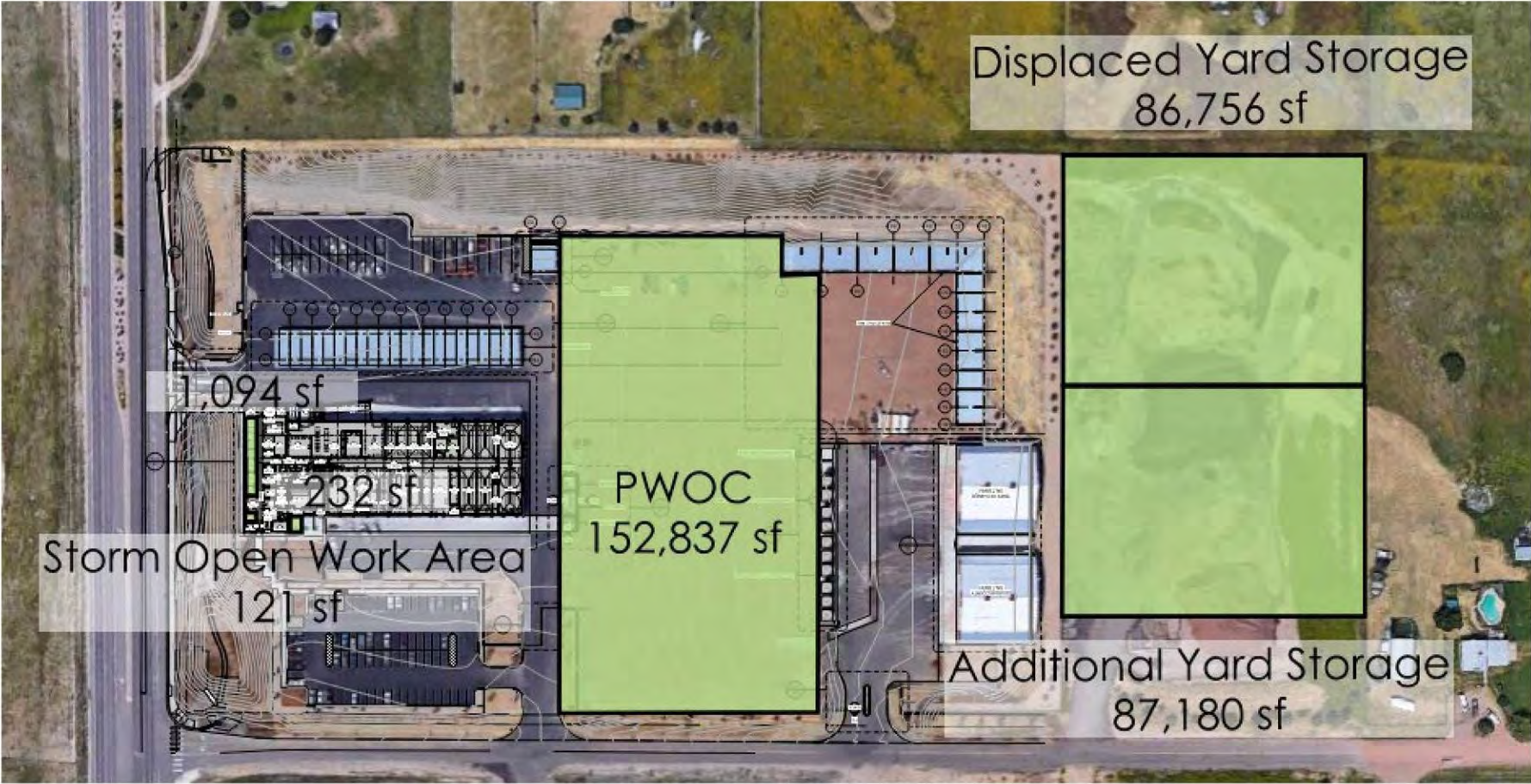
Q: Can PACE become 2-story? Or is it constrained by current construction?



PACE Options – Priority



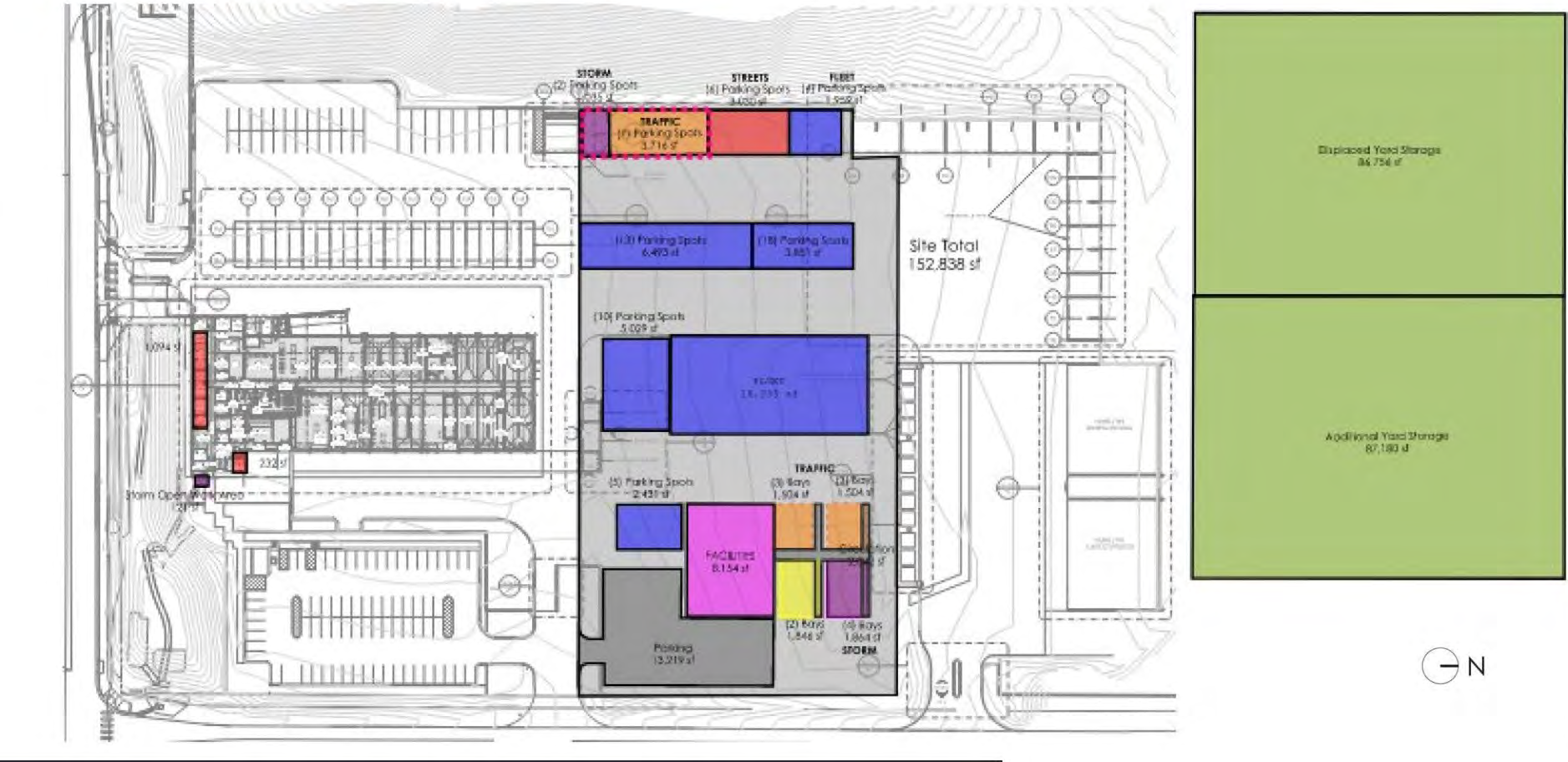
PWOC Site Plan



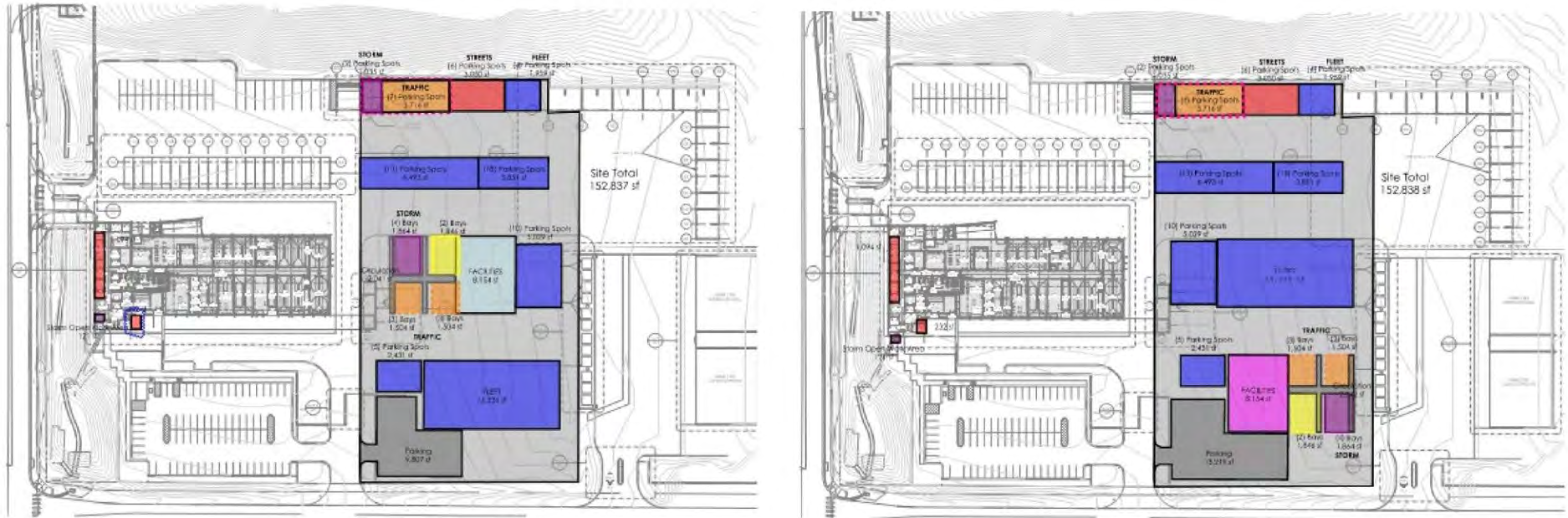
PWOC Block Plan: OPT A



PWOC Block Plan: OPT B



PWOC Block Plans: PROS/CONS



PWOC Options PROS/CONS

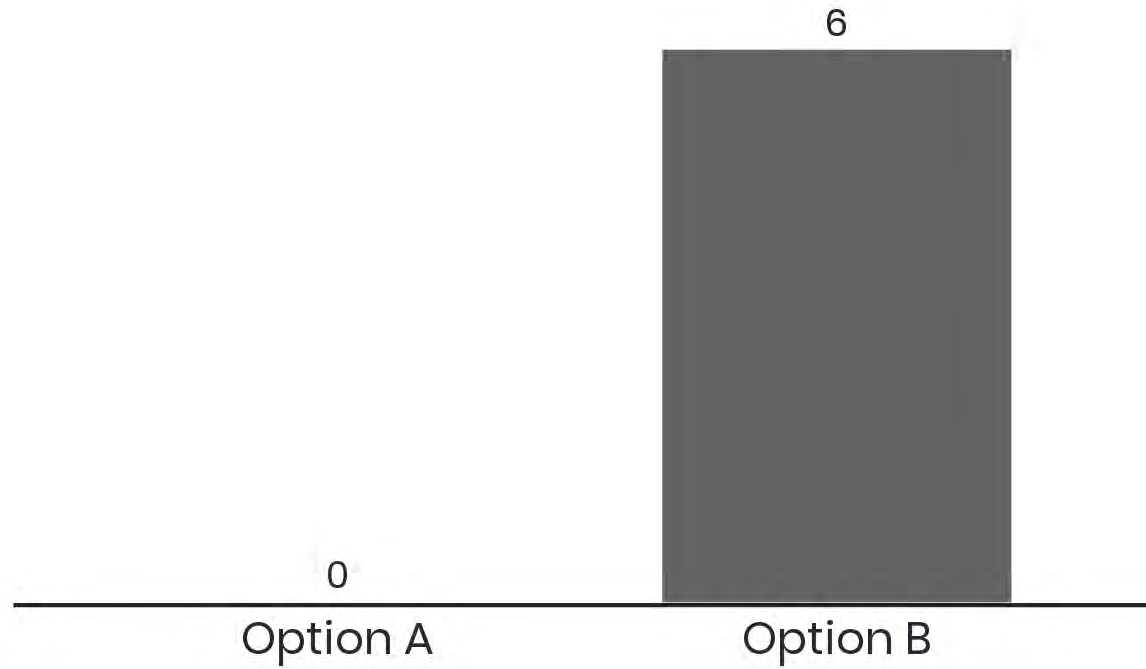
No need for additional building space for offices - reconfigure

Either layout has the potential to work program wise

CON: options hinge on county space



PWOC Preferences



Justice Center: PD & Courts



PD/Courts Discussion

Parking could be problematic if court days and PD events overlap. Alt: parking at Lowe's, but that isn't a sustainable option long-term

Potentially shift the gate for the secure parking to allow for more public parking

Goals & Objectives



Goals & Objectives



Service Delivery:

- **Form follows function** – be function-driven to support service delivery and the Strategic Plan



Operations Goals:

- Provide appropriate balance of **support space and space for growth**



Technology Goals:

- Upgrade technology (equipment, software, and service) **for all staff and customers**



Workplace & Culture Goals:

- Provide flexibility, space standards, and a **mix of space types** to support focus work, collaboration, privacy



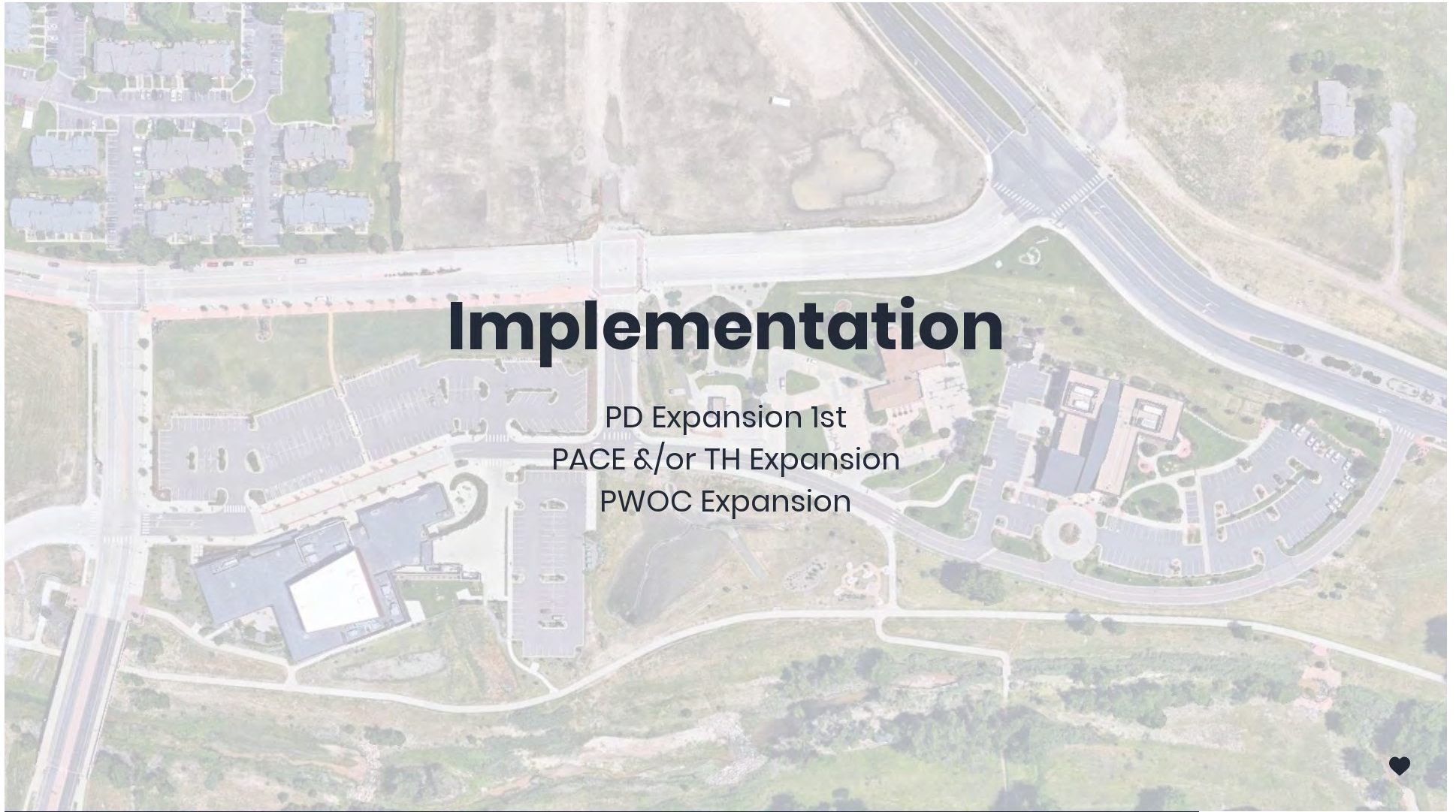
Town Image Goals:

- Provide **safety/security** and contribute to a perception of **professionalism**, importance, and public service

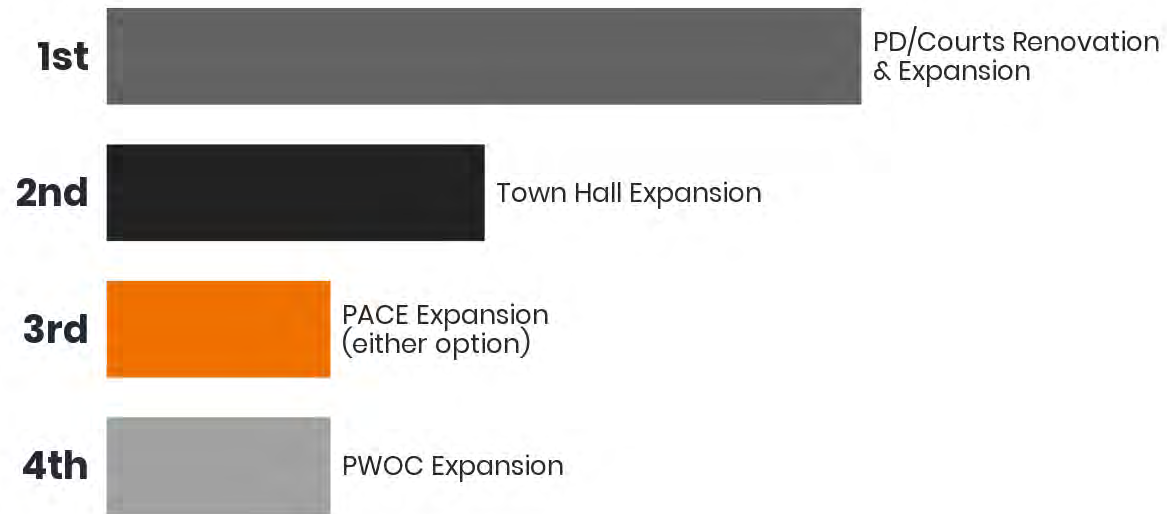


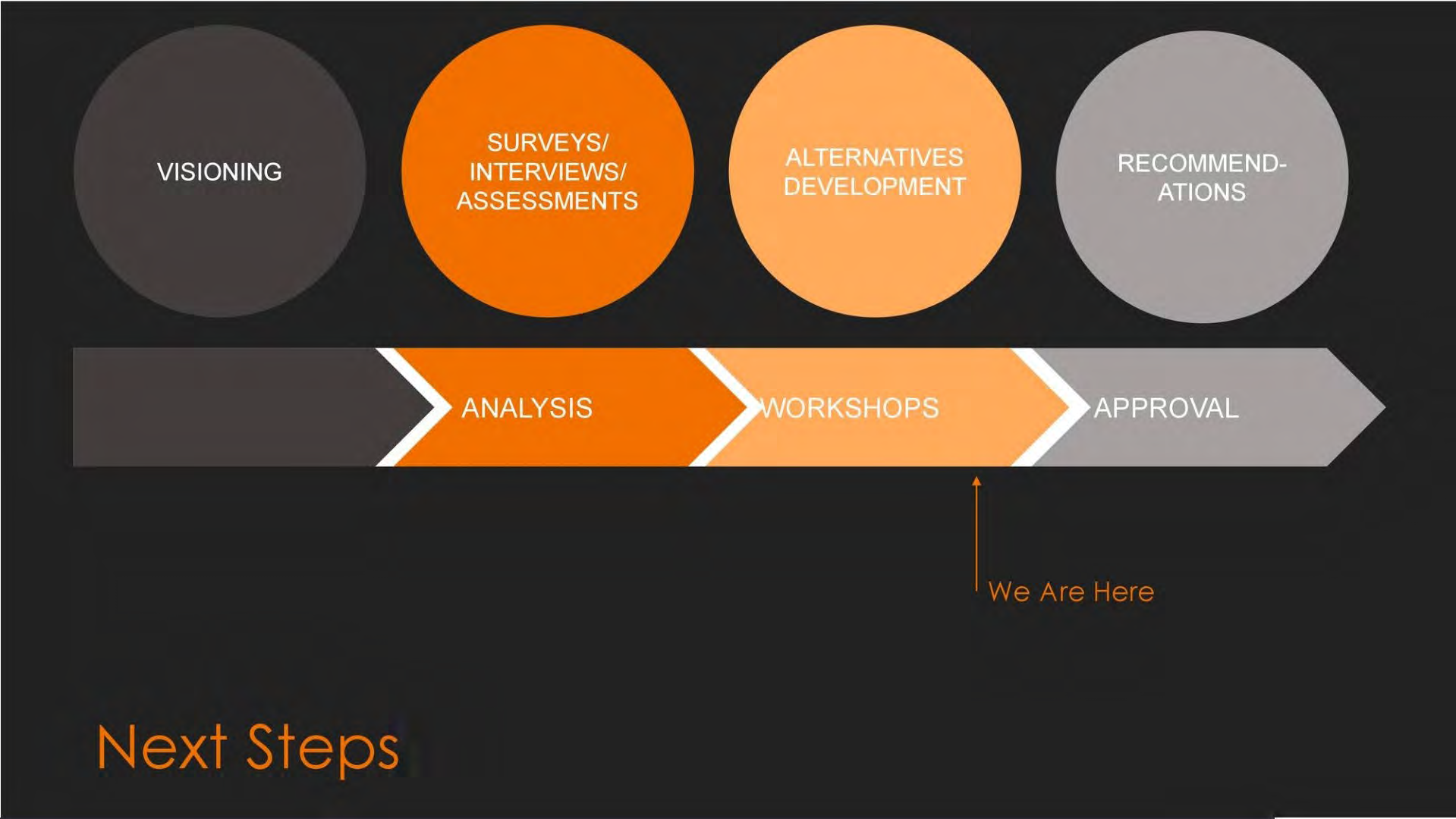
Resiliency & Wellness Goals:

- Provide **flexible, reconfigurable spaces** for future trends and organization growth.
-

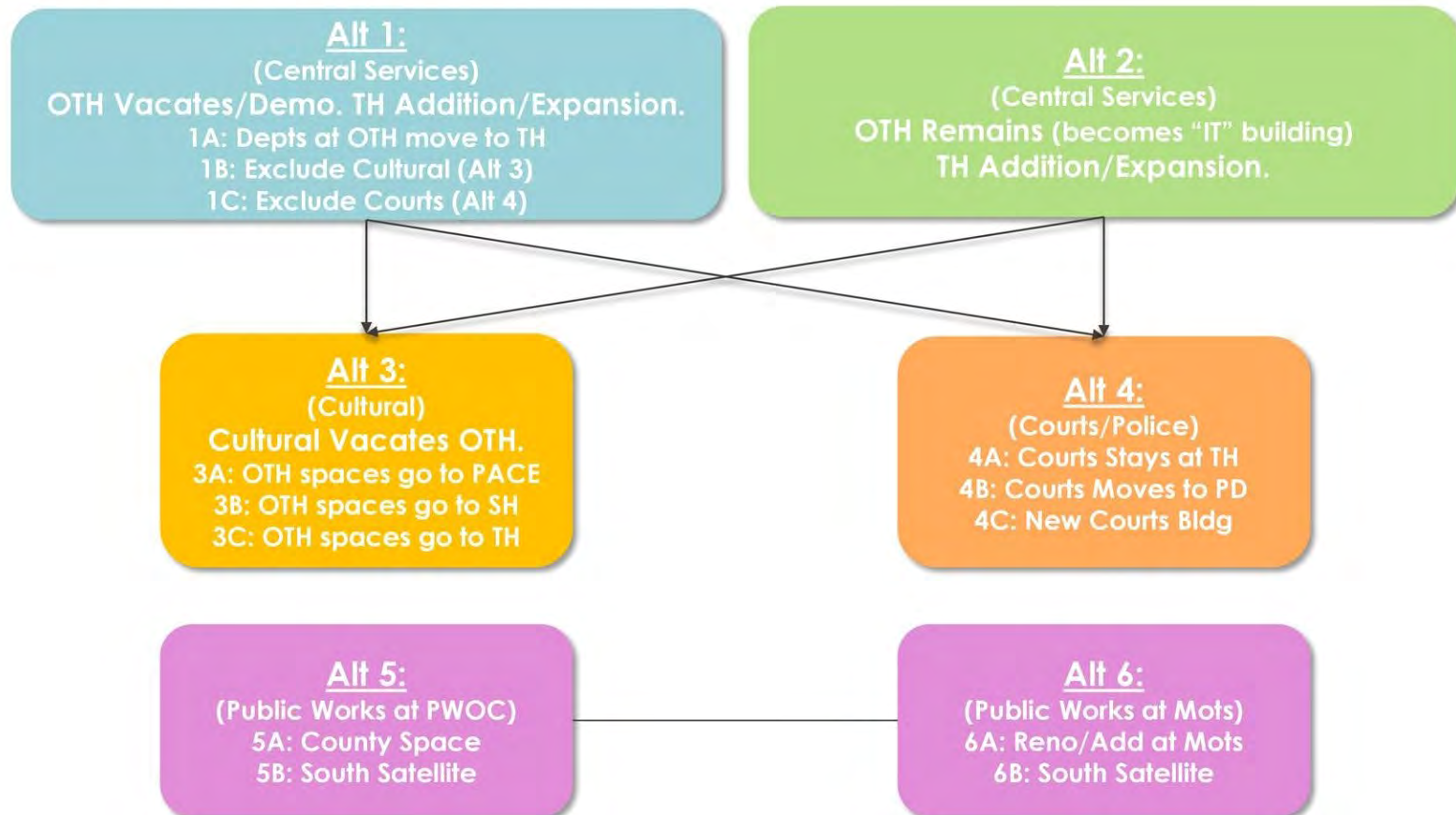


Rank the projects in order of PRIORITY





Alternatives Summary



Department Groupings



Block Plans – Town Hall

1st Floor2nd Floor

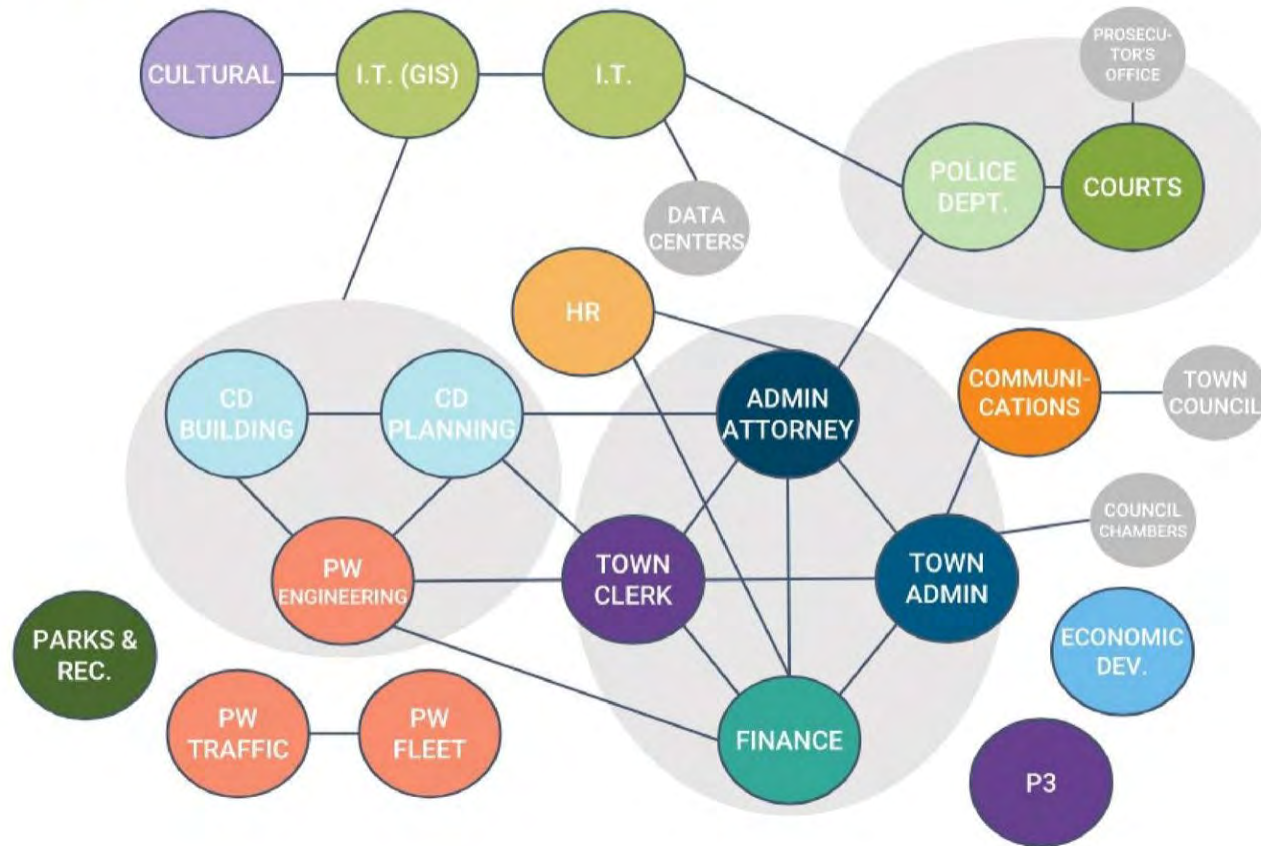
- Courts: 1,196 SF
- PW – Engineering: 2,641 SF
- Community Dev.: 5,672 SF
- Clerk: 2,106 SF
- P3: 298 SF
- Town Admin: 768 SF
- Admin – Attorney: 1,388 SF
- Communications: 837 SF
- HR: 1,442 SF
- Parks: 1,081 SF
- Finance: 3,258 SF
- Shared Common: 8,764 SF
- Building Common: 4,755 SF

Block Plans – Old Town Hall

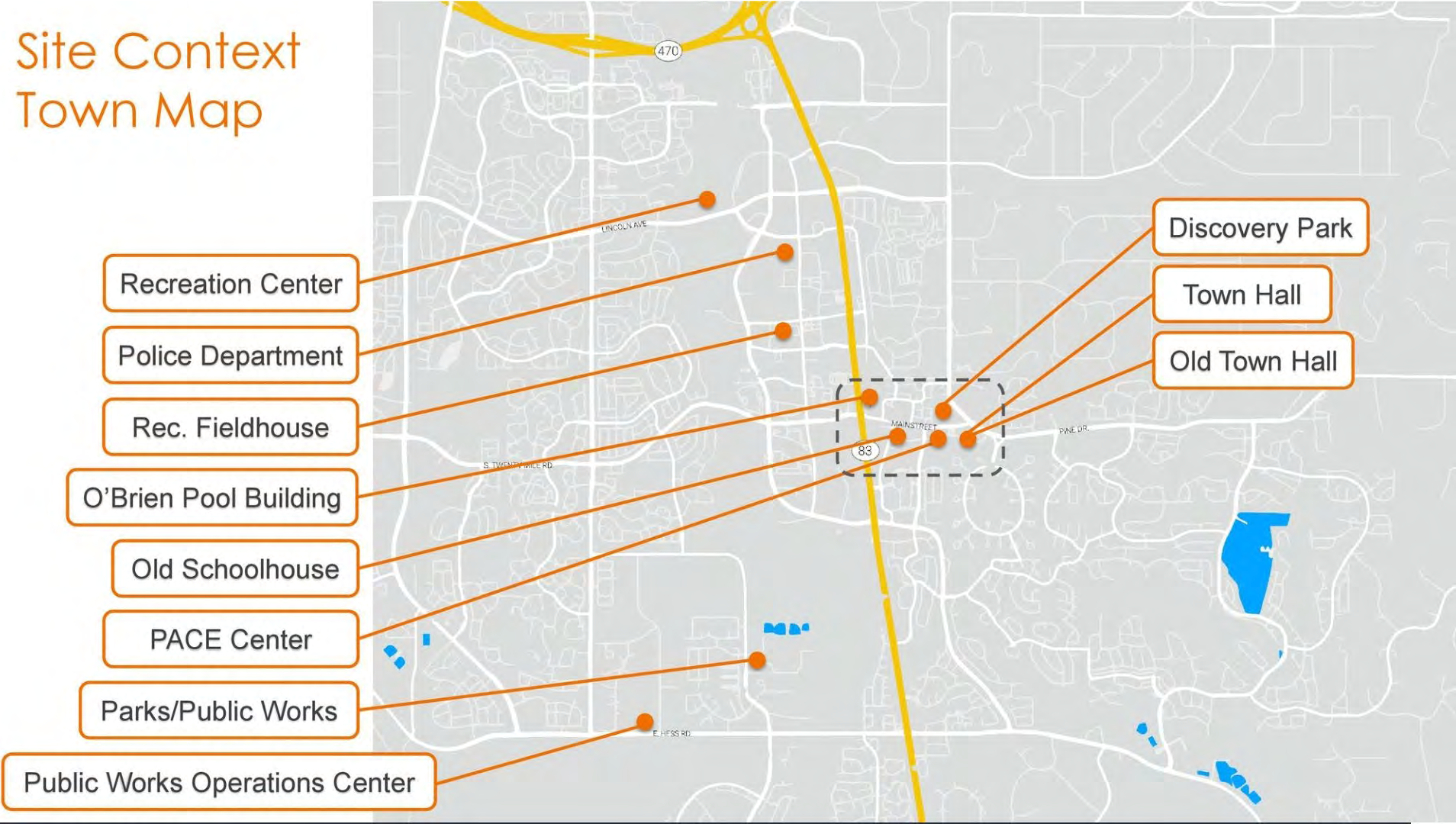
- PW – Engineering: 643 SF
- Cultural: 768 SF
- IT: 2,199 SF
- Courts (stor.): 115 SF
- Comm. Dev. (stor.): 298 SF
- Clerk (stor.): 215 SF
- Communications (stor.): 221 SF
- HR (stor.): 154 SF
- Shared Common: 2,680 SF
- Building Common: 2,153 SF



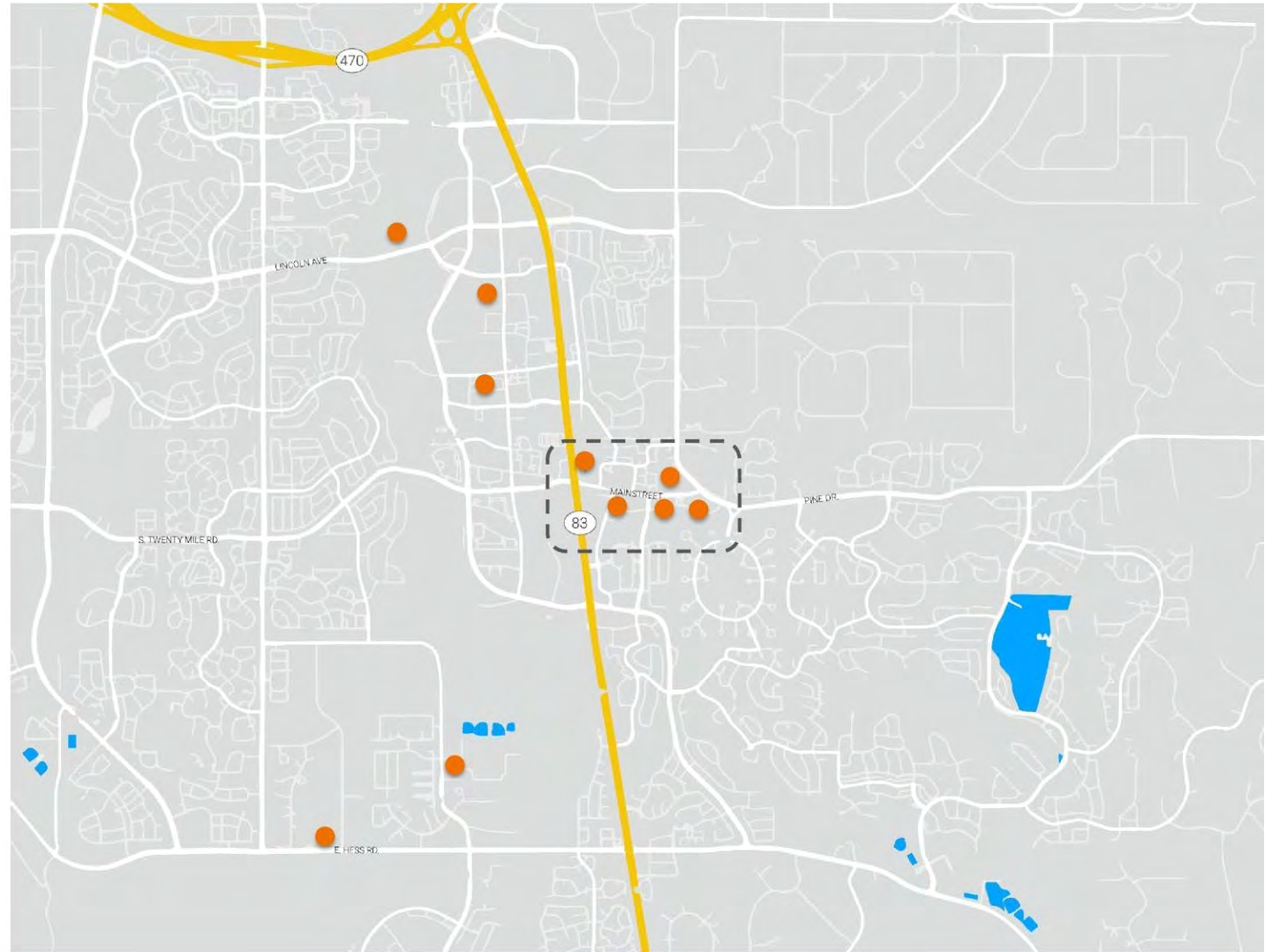
Master Adjacency Diagram



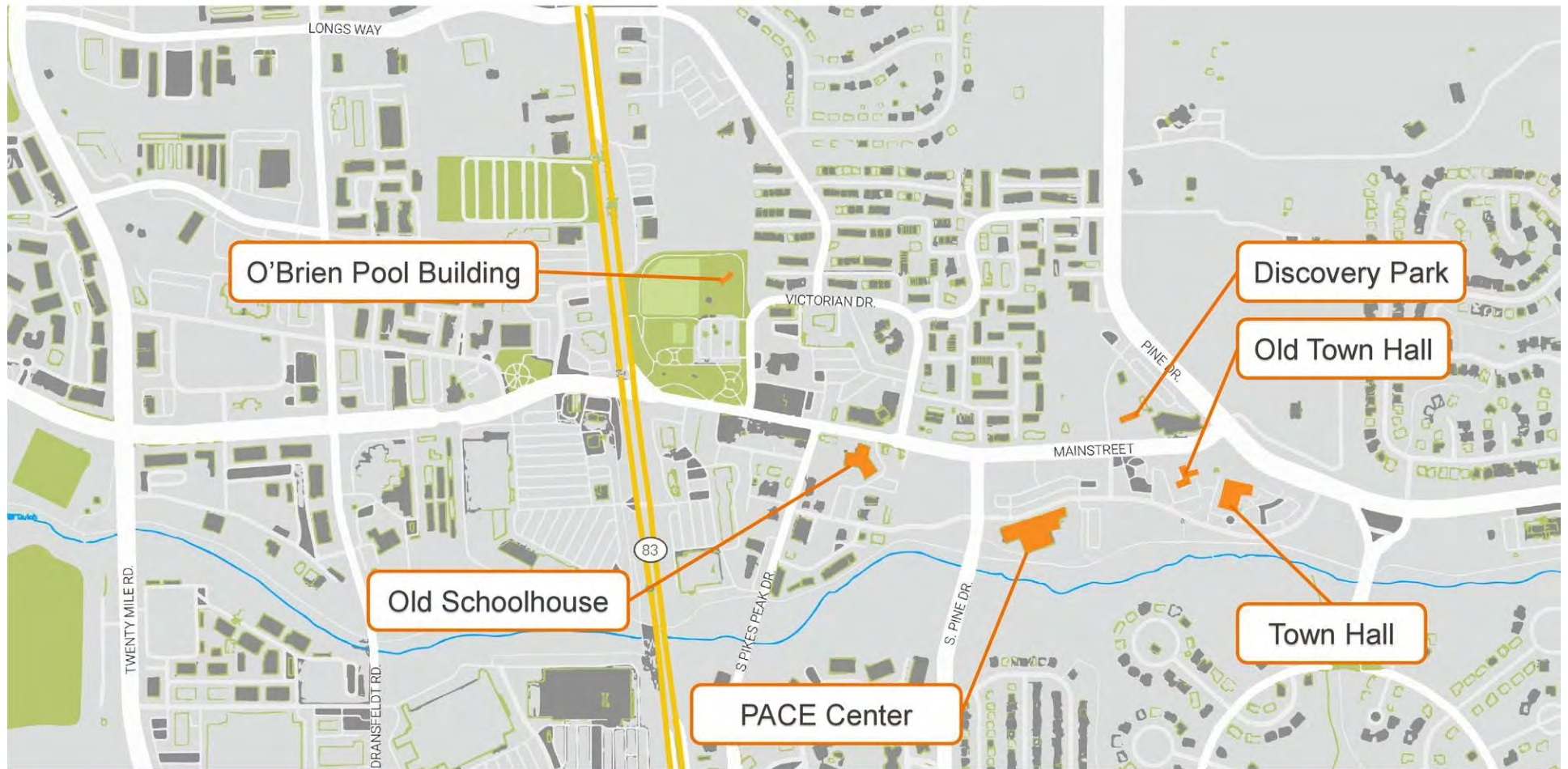
Site Context Town Map



Site Context Town Map



Site Context – Downtown Core



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Programming Datasheets

Programming Datasheets

Space Needs Program

Each user group's program sheet shows current and projected head count, current SF occupied, standards applied for space needs projections, and future space needs for five- and ten-year time frames. SF/seat has been calculated for current occupancies, and for five- and ten-year requirements which reflects the "rightsized" metric. This adjusted SF/seat was applied to the seat counts, using trend line numbers only, to compare with the SF projections developed using department provided seat count.

A circulation factor is applied to the assignable square footage total to account for internal circulation within office suites, between individual spaces. This factor reflects what is typical of a more open, workstation-based work environment should the city move in this direction.

Historic staff growth was used to create a status quo projection. This historic trend projected figure has been included in order to provide a comparison between space projections using the new space standards and staff projections and the growth that would be required without applying the standard.

Existing head count and current SF occupied

Staffing projections provided by user group

ADMIN - ATTORNEY																				
Staff	Existing		Projected						Notes											
	2021																			
	Existing Headcount		Current & Projected Staff- Department Projections		Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years													
	5.0		Projected Staff- Historic Trend		7.0	9.0	9.9													
Space	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF													
			Work Areas	size	qty	SF	qty	SF												
	Office Space		Private Office 1 (PO1) - 10x12'	120	7	840	7	840	Includes (1) Dept Manager											
			Private Office 2 (PO2) - 12x15'	180	0	0	0	0												
			Shared Office 1 (SO1) - 12x15'	180	0	0	0	0												
			Workstation 1 (WS1) - 7x8'	56	0	0	0	0												
			Workstation 2 (WS2) - 6x6'	36	0	0	0	0												
			Workstation 3 (WS3) - 6x4'	24	0	0	0	0												
	Dedicated Support Space		Collaborative Area (Existing)	295	1	295	1	295												
			File Room (at OTH)	200	1	200	1	200	Estimated SF based on diagrams from ToP											
					0	0	0	0												
					0	0	0	0												
					0	0	0	0												
	Existing NSF		1,388		Sub-Total ASF		1,335	1,335												
					Circulation factor 55%		734	734												
TOTAL NSF			1,388		TOTAL NSF - AGENCY PROJECTIONS		2,069	2,069	2,268											
SF/Seat			278		TOTAL NSF - DEPARTMENT TREND		1,453	1,521												
					SF/Seat		276	230												
SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):																				
	Existing Use	Location	Additional Need	Size	Qty	Notes														
	COPY/FAX/PRINT	Town Hall	RESTROOMS																	
	LARGE CONFERENCE	Town Hall	EV CHARGING/PARKING																	
	MED. CONF (Cherry Creek)	Town Hall																		
	SMALL CONFERENCE (Mt. Evans)	Town Hall																		
	BREAK AREA	Town Hall																		
Comments																				
Additional Needs: Updated 2nd floor landing area																				

Current and proposed SF per seat

Staffing projection comparison using historic trend

Projected SF requirement

Space projection comparison using historic trend

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USER GROUP PROJECTIONS

Department	Staff					Square Footage (NSF)				Gap Analysis		
	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	% growth	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years
Admin - Admin	3.0	4.0	5.0	5.5	83%	768	1745	1931	2117	977	1,163	1,349
Admin - Attorney	5.0	7.0	9.0	9.9	97%	1388	2069	2069	2268	681	681	880
Courts	3.0	3.0	7.0	7.7	156%	1311	1102	1449	1588	(209)	138	277
Facilities	9.0	10.0	13.0	14.2	58%	5763	7524	8120	8398	1,761	2,357	2,635
PW - Engineering	14.0	15.0	15.0	16.4	17%	3284	4221	4221	4625	937	937	1,341
PW - Fleet	4.0	6.0	6.0	6.6	64%	10820	16200	16200	17899	5,380	5,380	7,079
PW - Traffic, Stormwater & Streets	37.0	43.0	52.0	57.0	54%	29671	34559	37979	38490	4,888	8,308	8,819
CD - Planning & Building	24.0	32.0	32.0	35.1	46%	5970	8297	8297	9093	2,327	2,327	3,123
Communications	4.0	5.0	6.0	6.6	64%	1058	1097	1097	1203	39	39	145
Human Resources	7.0	9.0	10.0	11.0	57%	1596	2640	3105	3402	1,044	1,509	1,806
Cultural	16.0	18.0	19.0	20.8	30%	2245	4755	4755	5211	2,510	2,510	2,966
Parks & Rec (Town Hall Only)	5.0	6.0	6.0	6.6	32%	1081	1249	1249	1369	168	168	288
Econ Dev. & Acting Admin.	1.0	3.0	3.0	3.3	200%	214	645	645	707	431	431	493
Clerk	5.0	5.0	5.0	5.5	10%	2321	2630	2630	2883	309	309	562
Finance	16.0	16.0	21.0	23.0	44%	3258	3484	4315	4729	226	1,057	1,471
IT	11.0	12.0	15.0	16.4	49%	2466	2677	3328	3647	211	862	1,181
P3	2.0	3.0	3.0	3.3	64%	298	459	459	503	161	161	205
AVERAGE	166.0	197.0	227.0	248.8	50%	73512	95354	101850	108132	21,842	28,338	12,778

USER GROUP PROJECTIONS

Department	Staff					Square Footage (NSF)				Gap Analysis		
	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	% growth	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years
Admin - Admin	3.0	4.0	5.0	5.5	83%	768	1745	1931	2117	977	1,163	1,349
Admin - Attorney	5.0	7.0	9.0	9.9	97%	1388	2069	2069	2268	681	681	880
Courts	3.0	3.0	7.0	7.7	156%	1311	1102	1449	1588	(209)	138	277
Facilities	9.0	10.0	13.0	14.2	58%	5763	7524	8120	8398	1,761	2,357	2,635
PW - Engineering	14.0	15.0	15.0	16.4	17%	3284	4221	4221	4625	937	937	1,341
PW - Fleet	4.0	6.0	6.0	6.6	64%	10820	16200	16200	17899	5,380	5,380	7,079
PW - Traffic, Stormwater & Streets	37.0	43.0	52.0	57.0	54%	29671	34559	37979	38490	4,888	8,308	8,819
CD - Planning & Building	24.0	32.0	32.0	35.1	46%	5970	8297	8297	9093	2,327	2,327	3,123
Communications	4.0	5.0	6.0	6.6	64%	1058	1097	1097	1203	39	39	145
Human Resources	7.0	9.0	10.0	11.0	57%	1596	2640	3105	3402	1,044	1,509	1,806
Cultural	16.0	18.0	19.0	20.8	30%	2245	4755	4755	5211	2,510	2,510	2,966
Parks & Rec (Town Hall Only)	5.0	6.0	6.0	6.6	32%	1081	1249	1249	1369	168	168	288
Econ Dev. & Acting Admin.	1.0	3.0	3.0	3.3	200%	214	645	645	707	431	431	493
Clerk	5.0	5.0	5.0	5.5	10%	2321	2630	2630	2883	309	309	562
Finance	16.0	16.0	21.0	23.0	44%	3258	3484	4315	4729	226	1,057	1,471
IT	11.0	12.0	15.0	16.4	49%	2466	2677	3328	3647	211	862	1,181
P3	2.0	3.0	3.0	3.3	64%	298	459	459	503	161	161	205
AVERAGE	166.0	197.0	227.0	248.8	50%	73512	95354	101850	108132	21,842	28,338	12,778

BUILDING COMMON PROJECTIONS

LOCATION	Staff					Square Footage (NSF)				Gap Analysis		
	Near-term		Intermediate	Long-term		Near-term		Intermediate	Long-term	Near-term	Intermediate	Long-term
	2021	5 years	6-15 years	16-30 years	% growth	2021	5 years	6-15 years	16-30 years	5 years	6-15 years	16-30 years
Town Hall	n/a	n/a	n/a	n/a	n/a	8,764	13,820	14,315	14,315	5,056	5,551	5,551
	n/a	n/a	n/a	n/a	n/a	4,755	4,805	4,805	4,805	50	50	50
Old Town Hall	n/a	n/a	n/a	n/a	n/a	2,680	3,353	3,353	3,353	673	673	673
	n/a	n/a	n/a	n/a	n/a	2,153	2,153	2,153	2,153	0	0	0
TOTALS	n/a	n/a	n/a	n/a	n/a	18,352	24,131	24,626	24,626	5,779	6,274	6,274

PATRON SPACE PROJECTIONS

LOCATION	Staff					Square Footage (NSF)				Gap Analysis		
	Near-term		Intermediate	Long-term		Near-term		Intermediate	Long-term	Near-term	Intermediate	Long-term
	2021	5 years	6-15 years	16-30 years	% growth	2021	5 years	6-15 years	16-30 years	5 years	6-15 years	16-30 years
PACE Center	n/a	n/a	n/a	n/a	n/a	31,127	33,477	33,477	33,477	2,350	2,350	2,350
	n/a	n/a	n/a	n/a	n/a	6,617	6,617	6,617	6,617	0	0	0
Schoolhouse	n/a	n/a	n/a	n/a	n/a	13,471	13,671	13,671	13,671	200	200	200
	n/a	n/a	n/a	n/a	n/a	3,291	3,291	3,291	3,291	0	0	0
TOTALS	n/a	n/a	n/a	n/a	n/a	54,506	57,056	57,056	57,056	2,550	2,550	2,550

BUILDING GRAND TOTALS

GRAND TOTALS	166.0	197.0	227.0	248.8	50%	146,370	176,541	183,532	189,814	30,171	37,162	43,444
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Note: These numbers currently exclude PD and Parks (outside of Town Hall).

PROJECTIONS BY BUILDING

LOCATION	Staff					Square Footage (NSF)				Gap Analysis		
	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	% growth	2021	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years
Town Hall	86.00	105.00	119.00	130.41	38.4%	34,420	46,703	49,027	51,678	12,283	14,607	17,258
Old Town Hall	17.00	18.0	20.00	21.92	17.6%	9,446	10,513	10,885	11,754	1,067	1,439	2,308
PACE	5.00	6.0	7.00	6.58	40.0%	38,648	42,196	42,196	42,014	3,548	3,548	3,366
Schoolhouse	6.00	6.0	6.00	6.58	0.0%	17,335	18,382	18,382	18,608	1,047	1,047	1,273
Police Department (IT Only)	2.00	3.0	4.00	4.38	100.0%	267	465	744	973	198	477	706
Motsenbocker Campus	50.00	59.0	71.00	77.81	42.0%	46,254	58,283	62,299	64,787	12,029	16,045	18,533
TOTALS	166.0	197.0	227.0	247.7	37%	146,370	176,541	183,532	189,814	30,171	37,162	43,444

BUILDING GRAND TOTALS

GRAND TOTALS	166.0	197.0	227.0	247.7	37%	146,370	176,541	183,532	189,814	30,171	37,162	43,444
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Note: These numbers currently exclude PD and Parks (outside of Town Hall).

ADMIN - ATTORNEY

Existing			Projected				Notes			
Staff	2021				Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years			
	Existing Headcount	5.0			7.0	9.0				
			Current & Projected Staff- Department Projections		5.2	5.5	9.9			
		Projected Staff- Historic Trend								
Space	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF			
			Work Areas size		qty	SF	qty	SF		
	Office Space		Private Office 1 (PO1) - 10'x12'	120	7	840	7	840	Includes (1) Dept Manager	
			Private Office 2 (PO2) - 12'x15'	180		0		0		
			Shared Office 1 (SO1) - 12'x15'	180		0		0		
			Workstation 1 (WS1) - 7'x8'	56		0		0		
			Workstation 2 (WS2) - 6'x6'	36		0		0		
			Workstation 3 (WS3) - 6'x4'	24		0		0		
	Dedicated Support Space		Collaborative Area (Existing)	295	1	295	1	295		
			File Room (at OTH)	200	1	200	1	200	Estimated SF based on diagrams from ToP	
						0		0		
						0		0		
						0		0		
						0		0		
	Existing NSF		1,388	Sub-Total ASF		1,335		1,335		
				Circulation factor 55%		734		734		
TOTAL NSF		1,388	TOTAL NSF - AGENCY PROJECTIONS		2,069		2,069	2,268		
			TOTAL NSF - DEPARTMENT TREND		1,453		1,521			
SF/Seat		278	SF/Seat		296		230			

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

	Existing Use	Location	Additional Need	Size	Qty	Notes
	COPY/FAX/PRINT	Town Hall	RESTROOMS			
	LARGE CONFERENCE	Town Hall	EV CHARGING/PARKING			
	MED. CONF (Cherry Creek)	Town Hall				
	SMALL CONFERENCE (Mt. Evans)	Town Hall				
	BREAK AREA	Town Hall				

Comments

Additional Needs: Updated 2nd floor landing area

ADMIN - TOWN ADMIN

Existing		Projected				Notes	
Staff	2021			Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	
	Existing Headcount	3.0	Current & Projected Staff- Department Projections	4.0	5.0		Took one headcount out (Bo Martinez) for Econ Dev
			Projected Staff- Historic Trend	3.1	3.3	5.5	

Space	Existing NSF				Near-term NSF		Intermediate NSF		Long-term NSF		
		Work Areas	size	qty	SF	qty	SF				
	Office Space	Private Office 1 (PO1) - 10'x12'	120	2	240	3	360				
		Private Office 2 (PO2) - 12'x15'	180		0		0				
		Shared Office 1 (SO1) - 12'x15'	180		0		0				
		Workstation 1 (WS1) - 7'x8'	56	1	56	1	56			In interview, it was stated that Cheri could move to a workstation. Cheri should also have access to a panic button.	
		Workstation 2 (WS2) - 6'x6'	36		0		0				
		Workstation 3 (WS3) - 6'x4'	24		0		0				
		Private Office - Custom Size	290	1	290	1	290			Town Administrator, matching existing office size	
	Dedicated Support Space	Informal Huddle/Collaboration Space	180	1	180	1	180				
		Shared Workspace for Elected Officials	120	1	120	1	120				
		Dedicated Small Conference Room	240	1	240	1	240			Seats up to 8 occupants, dedicated to department.	
					0		0				
					0		0				
					0		0				
	Existing NSF	768	Sub-Total ASF		1,126	1,246					
			Circulation factor 55%		619	685					
TOTAL NSF		768	TOTAL NSF - AGENCY PROJECTIONS		1,745	1,931		2,117			
			TOTAL NSF - DEPARTMENT TREND		804	842					
SF/Seat		256	SF/Seat		436	386					

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

Existing Use	Location	Additional Need	Size	Qty	Notes
COPY/FAX/PRINT	Town Hall	LARGE MEETING ROOM	1000	1	Reference Pikes Peak for Size (Referred to as "medium" sized room in interview.)
MED CONF. (Cherry Creek)	Town Hall	X LARGE MEETING ROOM	2500	1	Reference Council Chambers for Size (Referred to as "large" sized room in interview.)
TRAINING ROOM (Longs Peak)	Town Hall				

Comments

Additional Potential Needs: Outdoor seating area with wifi access, Updated/more inviting main lobby, Upgraded furniture at 2nd floor landing space, Breakroom furniture upgrades

CLERK

Existing		Projected		Notes		
Staff	2021		Near-term 5 years	Intermediate 6- 15 years	Long-term 16-30 years	
	Existing Headcount	5.0	Current & Projected Staff- Department Projections	5.0	5.0	
			Projected Staff- Historic Trend	5.2	5.5	5.5

Space	Existing NSF		Projected		Notes		
			Near-term NSF	Intermediate NSF	Long-term NSF		
	Work Areas		size	qty	SF	qty	SF
	Office Space	Private Office 1 (PO1) - 10'x12'	120	1	120	1	120
		Private Office 2 (PO2) - 12'x15'	180	0	0	0	0
		Shared Office 1 (SO1) - 12'x15'	180		0		0
		Workstation 1 (WS1) - 7'x8'	56	4	224	4	224
		Workstation 2 (WS2) - 6'x6'	36		0		0
		Workstation 3 (WS3) - 6'x4'	24		0		0
	Dedicated Support Space						
		Copy Room (Existing)	207	1	207	1	207
		Scanner/Work Area (Existing)	68	1	68	1	68
		Records Storage/Work Area (Existing)	217	1	217	1	217
		Off Site Storage (Existing at OTH)	215	1	215	1	215
		Additional File Storage	180	1	180	1	180
		Customer Service/Reception Counter (Existing)	466	1	466	1	466
					0		0
	Existing NSF	2,321	Sub-Total ASF	1,697	1,697		
			Circulation factor 55%	933	933		
TOTAL NSF		2,321	TOTAL NSF - AGENCY PROJECTIONS		2,630	2,630	2,883
SF not including OTH storage		2,106	TOTAL NSF - DEPARTMENT TREND		2,205	2,308	
SF/Seat		421	SF/Seat		526	526	

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

Existing Use	Location	Additional Need	Size	Qty	Notes
RECEPTION/WAITING AREA	Town Hall	LARGE CONFERENCE ROOM	1000	1	Pikes Peak or larger with upgraded AV, potentially divisible
BREAK AREA	Town Hall	CAMERA/PRODUCTION STUDIO		1	
		FURNITURE STAGING SPACE FOR COUNCIL CHAMBERS & PIKES PEAK	180	1	

Comments

Additional needs: Acoustical enhancements in main lobby, updated and more comfortable lobby furniture, large divisible conference room

COMMUNICATIONS

Existing			Projected					Notes				
Staff	2021				Near-term 5 years		Intermediate 6-15 years		Long-term 16-30 years			
	Existing Headcount	4.0	Current & Projected Staff- Department Projections			5.0		6.0			Two headcount were taken out of existing, 5 and 10 year numbers (double counted in recreation)	
			Projected Staff- Historic Trend			4.2		4.4		6.6		
Space	Existing NSF					Near-term NSF		Intermediate NSF		Long-term NSF		
			Work Areas			size	qty	SF	qty	SF		
	Office Space		Private Office 1 (PO1) - 10'x12'		120	2	240	2	240			(1) Supervisor and (1) Dept Manager
			Private Office 2 (PO2) - 12'x15'		180		0		0			
			Shared Office 1 (SO1) - 12'x15'		180		0		0			
			Workstation 1 (WS1) - 7'x8'		56	2	112	2	112		Technical/Professional Staff	
			Workstation 2 (WS2) - 6'x6'		36		0		0			
			Workstation 3 (WS3) - 6'x4'		24		0		0			
	Dedicated Support Space		Off site storage (Existing at OTH)		221	1	221	1	221			
			On site storage (Existing at TH)		135	1	135	1	135			
							0		0			
							0		0			
							0		0			
							0		0			
	Existing NSF		1,058	Sub-Total ASF			708		708			
			Circulation factor 55%			389		389				
TOTAL NSF		1,058	TOTAL NSF - AGENCY PROJECTIONS			1,097		1,097		1,203		
SF not including OTH storage		837	TOTAL NSF - DEPARTMENT TREND			876		917				
SF/Seat		209	SF/Seat			219		183				

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

Existing Use	Location	Additional Need	Size	Qty	Notes
COPY/FAX/PRINT	Town Hall	REORGANIZE COPY SPACES FOR MORE EFFICIENT L	0	0	CABINETS UNORGANIZED/NOT USED
LARGE CONF. (Pikes Peak)	Town Hall	MOTHER'S ROOM	120	1	NEEDED THROUGHOUT TOWN OFFICE SPACES
MEDIUM CONF. (Cherry Creek)	Town Hall	CONFERENCE ROOM WITH GREEN SCREEN	380	1	FOR VIDEO PRODUCTION, CAN BE SHARED (MATCH CHERRY CREEK CONF RM SIZE)
SMALL CONF. (Mt. Evans)	Town Hall				
TRAINING ROOM (Longs Peak)	Town Hall				
OFFICE SUPPLY STORAGE	Town Hall				
BREAK AREA	Town Hall				

Comments

Additional restrooms may be required, see Building Common.

COMMUNITY DEVELOPMENT - PLANNING & BUILDING

Existing			Projected				Notes			
Staff	2021				Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years			
	Existing Headcount	24.0	Current & Projected Staff- Department Projections		32.0	32.0				
			Projected Staff- Historic Trend		25.1	26.3	35.1			
Space	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF			
			Work Areas	size	qty	SF	qty	SF		
	Office Space		Private Office 1 (PO1) - 10'x12'	120	15	1,800	15	1,800		(6) planning & (6) building Supervisor and Tech/Professional Staff, includes (2) planning & (1) building Department Managers
			Private Office 2 (PO2) - 12'x15'	180		0		0		
			Shared Office 1 (SO1) - 12'x15'	180	4	720	4	720		(2) planning & (6) building staff members in shared offices
			Workstation 1 (WS1) - 7'x8'	56	9	504	9	504		(5) planning, (4) building
			Workstation 2 (WS2) - 6'x6'	36		0		0		
			Workstation 3 (WS3) - 6'x4'	24		0		0		
	Dedicated Support Space		Mylar/Plot Room (Existing at TH)	168	1	168	1	168		Old Files need to be relocated to off site storage. Needs re-org.
			Open Meeting Area (Existing at TH)	243	1	243	1	243		Space used for meetings and file storage. Not efficient for either.
			Resource/Work Room (Existing at TH)	164	1	164	1	164		Needs updated equipment and to be organized.
			Material Board Storage	50	1	50	1	50		
			Off site storage (Existing at OTH)	298	1	298	1	298		
			Additional work space at copy area	50	1	50	1	50		
			Collaborative space for planners	200	1	200	1	200		To include large functional adjustable height work table
			Flex workstation	56	1	56	1	56		Building request
			Break area within Building/Planning Suite	400	1	400	1	400		
			Front counter/Reception/Waiting (Exist. at TH)	700	1	700	1	700		Based on existing size
		Existing NSF	5,970	Sub-Total ASF		5,353	5,353			
				Circulation factor	55%	2,944	2,944			
	TOTAL NSF		5,970	TOTAL NSF - AGENCY PROJECTIONS		8,297	8,297		9,093	
	SF not including OTH storage		5,672	TOTAL NSF - DEPARTMENT TREND		5,938	6,216			
	SF/Seat		236	SF/Seat		259	259			

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

Existing Use	Location	Additional Need	Size	Qty	Notes
COPY/FAX/PRINT	Town Hall	WELLNESS/STAFF LOUNGE ROOM	200	1	
LARGE CONFERENCE (Comm. Rm)	Town Hall	MEDIUM CONFERENCE ROOMS	375	1	
MEDIUM CONF. (Pine Grove)	Town Hall	SHARED TOWN HOTELING SPACES FOR GROWTH/C	120	2	
MEDIUM CONF. (Cherry Creek)	Town Hall	X LARGE MEETING ROOM	2500	1	Additional large meeting room for community meetings.
SMALL CONF. (Mt. Evans)	Town Hall	FITNESS AREA WITH ACCESS TO SHOWERS/LOCKERS			
TRAINING	Town Hall				

Comments

Additional Needs: Covered parking for Town vehicles, furniture upgrades, outdoor break area

CULTURAL

Existing		Projected				Notes			
Space - Old Town Hall	Existing NSF	Projected		Near-term		Intermediate		Long-term	
				NSF	NSF	NSF			
	Existing Headcount at OTH (Confirm)	5	Work Areas	size	qty	SF	qty	SF	
	Office Space		Private Office 1 (PO1) - 10'x12'	120	0	0	0	0	
			Shared Office 1 (SO1) - 12'x15'	180	3	540	3	540	Each shared office is shared by (2) people. TOTAL shared office needs (between PACE and SH): (8) Dept Managers, (4) Supervisors (only 3 in 5 yr), (3) Admin, (3) Tech/Professional (18 total/2 = 9 shared offices)
			Headcount @ OTH		6		6		
			Trend		5.2		5.5		6.6
	Dedicated Support Space (Office)		Hoteling Desk	56	1	56	1	56	For porters, concessions managers, etc. (One at each building)
			Distributed Storage	200	1	200	1	200	
	Existing NSF	768	Sub-Total ASF			796		796	
			Circulation factor	55%		438		438	
			Sub-Total NSF			1,234		1,234	1,646
		Trend			842		842		
TOTAL NSF		2,245	TOTAL NSF - AGENCY PROJECTIONS		4,755		4,755	5,211	
			TOTAL NSF - DEPARTMENT TREND		2,350		2,460		
SF/Seat	140	SF/Seat			264		250		

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

	Existing Use	Location	Additional Need	Size	Qty	Notes
			Updated Employee Break Area	0	0	
			Updated Facilities	0	0	

Comments

Need improved internet connectivity. This group also indicated a potential desire for a larger theater with up to 1000 seat capacity. This has not been included in their space needs at this time.

CULTURAL

Staff	Existing 2021		Projected				Near-term 5 years	Intermediate 6- 15 years	Long-term 16-30 years	Notes
	Existing Headcount	16.0	Current & Projected Staff- Department Projections		18.0	19.0				
			Projected Staff- Historic Trend		16.7	17.5	20.8			

Space - PACE Center	Existing NSF				Near-term NSF		Intermediate NSF		Long-term NSF		
	Existing Headcount at PACE (Confirm)	5	Work Areas size		qty	SF	qty	SF			
	Office Space		Private Office 1 (PO1) - 10'x12'	120	1	120	1	120		(1) Dept Manager. Confirm distribution of offices and shared offices between PACE, SH & OTH.	
			Private Office 2 (PO2) - 12'x15'	180	0	0	0	0			
			Shared Office 1 (SO1) - 12'x15'	180	3	540	3	540		Each shared office is shared by (2) people. TOTAL shared office needs (between PACE and SH): (8) Dept Managers, (4) Supervisors (only 3 in 5 yr), (3) Admin, (3) Tech/Professional (18 total/2 = 9 shared offices)	
			Workstation 1 (WS1) - 7'x8'	56		0		0			
			Workstation 2 (WS2) - 6'x6'	36		0		0			
			Workstation 3 (WS3) - 6'x4'	24		0		0			
			Headcount @ PACE		7		7				
			Trend		5.2		5.5		7.7		
	Dedicated Support Space (Office)		On site storage	0	0	0	0	0		Refer to Schoolhouse and Pace Patron tabs	
			Huddle room	120	1	120	1	120			
			Hoteling Desk	56	1	56	1	56		For porters, concessions managers, etc. (One at each building) Two included as a place holder	
			Distributed Storage	200	1	200	1	200			
			Work Room	120	1	120	1	120			
			Break Area	200	1	200	1	200			
	See PACE Center tab for Additional Facility Space Needs (not included in SF/seat)										
	Existing NSF		904	Sub-Total ASF		1,356		1,356			
				Circulation factor 55%		746		746			
				Sub-Total NSF		2,102		2,102		1,920	
				Trend		982		982			

Space - Schoolhouse	Existing NSF				Near-term NSF		Intermediate NSF		Long-term NSF		
	Existing Headcount at SH (Confirm)	6	Work Areas size		qty	SF	qty	SF			
	Office Space		Private Office 1 (PO1) - 10'x12'	120	0	0	0	0			
			Shared Office 1 (SO1) - 12'x15'	180	3	540	3	540		Each shared office is shared by (2) people. TOTAL shared office needs (between PACE and SH): (8) Dept Managers, (4) Supervisors (only 3 in 5 yr), (3) Admin, (3) Tech/Professional (18 total/2 = 9 shared offices)	
			Headcount @ SH		6		6				
			Trend		6.3		6.6		6.6		
	Dedicated Support Space (Office)		Hoteling Desk	56	1	56	1	56		For porters, concessions managers, etc. (One at each building) Two included as a place holder	
			Distributed Storage	200	1	200	1	200			
			Work/Break Area	120	1	120	1	120			
	See Schoolhouse tab for Additional Facility Space Needs (not included in SF/seat)										
	Existing NSF		573	Sub-Total ASF		916		916			
				Circulation factor 55%		504		504			
				Sub-Total NSF		1,420		1,420		1,646	
				Trend		842		842			

ECONOMIC DEVELOPMENT & ACTING ADMIN.

Existing			Projected					Notes		
Staff	2021				Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years			
	Existing Headcount	1.0	Current & Projected Staff- Department Projections		3.0	3.0		One headcount added from Town Admin		
			Projected Staff- Historic Trend		1.0	1.1	3.3			
Space	Existing NSF				Near-term NSF		Intermediate NSF	Long-term NSF		
			Work Areas size		qty	SF	qty	SF		
	Office Space		Private Office 1 (PO1) - 10'x12'	120	2	240	2	240		
			Private Office 2 (PO2) - 12'x15'	180	0	0	0	0		
			Shared Office 1 (SO1) - 12'x15'	180		0		0		
			Workstation 1 (WS1) - 7'x8'	56	1	56	1	56		
			Workstation 2 (WS2) - 6'x6'	36		0		0		
			Workstation 3 (WS3) - 6'x4'	24		0		0		
	Dedicated Support Space		Storage	120	1	120	1	120		for "give-aways"
			Dedicated Conference Room for Town Admin			0		0		Included in Town Admin SF
						0		0		
						0		0		
						0		0		
						0		0		
	Existing NSF		214	Sub-Total ASF		416		416		
			Circulation factor 55%		229		229			
TOTAL NSF		214	TOTAL NSF - AGENCY PROJECTIONS		645		645		707	
			TOTAL NSF - DEPARTMENT TREND		224		235			
SF/Seat		214	SF/Seat		215		215			

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

Existing Use	Location	Additional Need	Size	Qty	Notes
MEDIUM CONF. (Cherry Creek)	Town Hall	COLLABORATION SPACES			
LARGE CONF. (Pikes Peak)	Town Hall	BREAK ROOM UPGRADES			To optimize use, more "loungy" feel
		ADDITIONAL AND UPGRADED RESTROOMS			

Comments

Additional needs: Upgraded furniture in conference rooms, T.I. at TH, Upgraded furniture at 2nd floor landing space, updated lighting/layout at TH

FACILITIES										
Existing		Projected				Notes				
Staff	2021				Near-term	Intermediate	Long-term			
	Existing Headcount		Current & Projected Staff- Department Projections		5 years	6-15 years	16-30 years			
	9.0		Projected Staff- Historic Trend		10.0	13.0	14.2			
						9.4	9.9			
Space - Interior	Existing NSF				Near-term	Intermediate	Long-term			
			Work Areas	size	qty	SF	qty	SF		
	Office Space		Private Office 1 (PO1) - 10'x12'	120	2	240	2	240	Department Manager and Supervisor	
			Private Office 2 (PO2) - 12'x15'	180		0		0		
			Shared Office 1 (SO1) - 12'x15'	180		0		0		
			Workstation 1 (WS1) - 7'x8'	56	8	448	11	616		
			Workstation 2 (WS2) - 6'x6'	36		0		0		
			Workstation 3 (WS3) - 6'x4'	24		0		0		
	Office Space	273	Office / Lockers	0	0	0	0	0	Shown above and below	
		188	Office (Department Manager)	0	0	0	0	0	Current 1 (Add 0) - Shown Above	
		177	Office (Supervisor)	0	0	0	0	0	Current 1 (Add 0) - Shown Above	
		155	Office at Building A	0	0	0	0	0		
	Dedicated Support Space (Office)	706	Break Room / Conference / Open Office	0	0	0	0	0	Current 7 (Add 1 & 4) - Shown Above	
		0	Break Room	40	1	400	1	520		
		0	Conference Room	375	1	375	1	375		
		0	Copy / Print	120	1	120	1	120		
	Total Existing Office Space	1,499	Sub-Total ASF			1,583		1,871		
			Circulation factor 55%			871		1,029		
			Sub-Total NSF			2,454		2,900	3,178	
			Trend			1,666		2,165		
			SF/Seat			245		223		
	Dedicated Support Space - Facilities	28	Laundry / Storage	50	1	50	1	50		
		67	Drawing Storage / Lockers	100	1	100	1	100		
		72	Key Management Room	100	1	100	1	100		
		105	Restroom	200	1	200	1	200		
		107	Restroom	200	1	200	1	200		
		374	Circulation	0	0	0	0	0	Factor above	
		0	Mechanical Room	200	1	200	1	200		
		0	Electrical Room	120	1	120	1	120		
		0	Locker Room	50	1	500	1	650		
	Specialty Ops Space - Facilities	1,756	Drive Aisle	1800	1	1,800	1	1,800		
		1,172	Materials & Tools	1200	1	1,200	1	1,200		
		243	Custodial Supplies	250	1	250	1	250		
		340	Storage	350	1	350	1	350		
	Total Existing Support & Ops Space	4,264	Sub-Total ASF			5,070		5,220		
TOTAL NSF	INTERIOR SPACES	5,763	TOTAL NSF - AGENCY PROJECTIONS			7,524		8,120	8,398	
SF/Seat	Office Spaces ONLY	167	TOTAL NSF - DEPARTMENT TREND			6,718		7,164		
									EXCLUDES SITE	

FACILITIES

Existing			Projected			Notes		
	2021			Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years		
	1,800	Facilities Outdoor Uncovered Vehicle Storage	200	14 2,800	14 2,800		Current 9 (Add 5)	
TOTAL NSF	EXTERIOR SPACES	1,800	TOTAL NSF - AGENCY PROJECTIONS		2,800	2,800	2,800	EXCLUDES INTERIOR SPACES
			TOTAL NSF - DEPARTMENT TREND		1,800	1,800		

Comments

Additional Needs: Facilities space at Building B on the Mots campus does not contain potable water. This space needs upgrades and a "purpose built" work environment.

FINANCE

FINANCE												
Staff	Existing		Projected						Notes			
	2021											
	Existing Headcount	16.0	Current & Projected Staff- Department Projections			16.0	21.0					
			Projected Staff- Historic Trend			16.7	17.5		23.0			
Space	Existing NSF					5-year NSF		10-year NSF		10-year NSF		
			Work Areas			size	qty	SF	qty	SF		
	Office Space	Private Office 1 (PO1) - 10'x12'		120	11	1,320	15	1,800				
		Private Office 2 (PO2) - 12'x15'		180				0				
		Shared Office 1 (SO1) - 12'x15'		180	1	180	1	180			Shared by (2) people	
		Workstation 1 (WS1) - 7'x8'		56	3	168	4	224				
		Workstation 2 (WS2) - 6'x6'		36		0		0				
		Workstation 3 (WS3) - 6'x4'		24		0		0				
	Dedicated Support Space		File Room (Larger than existing)		400	1	400	1	400			Existing File Room is 341 SF.
			Dedicated meeting/consultation room		180	1	180	1	180			For Sales Tax Team
							0		0			
							0		0			
							0		0			
							0		0			
							0		0			
	Existing NSF		3,258	Sub-Total ASF			2,248	2,784				
				Circulation factor 55%			1,236	1,531				
TOTAL NSF		3,258	TOTAL NSF - AGENCY PROJECTIONS			3,484	4,315		4,729			
			TOTAL NSF - DEPARTMENT TREND			3,411	3,570					
SF/Seat		204	SF/Seat			218	205					
SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):												
	Existing Use	Location	Additional Need	Size	Qty	Notes						
	COPY/FAX/PRINT	Town Hall	X LARGE CONFERENCE ROOM	2500	1	Match Council Chambers Size						
	LARGE CONF. (Council Chambe	Town Hall	MEDIUM CONFERENCE	375	1							
	MEDIUM CONF.	Town Hall	SMALL CONFERENCE	240	1							
	SMALL CONF.	Town Hall										
	TRAINING ROOM (Longs Peak)	Town Hall										
	RECEPTION/WAITING AREA	Town Hall										
	BREAK AREA	Town Hall										
Comments												
Additional needs: Provide tech/AV at Twenty Mile and Sulphur Gulch Conf Rooms												

HUMAN RESOURCES

Existing		Projected				Notes	
Staff	2021			Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	
	Existing Headcount	7.0	Current & Projected Staff- Department Projections	9.0	10.0		
			Projected Staff- Historic Trend	7.3	7.7	11.0	

Space	Existing NSF		Near-term NSF		Intermediate NSF		Long-term NSF	
		Work Areas	size	qty	SF	qty	SF	
	Office Space	Private Office 1 (PO1) - 10'x12'	120	4	480	4	480	(2) Supervisors, (1) tech/professional staff, (1) Dept Manager
		Private Office 2 (PO2) - 12'x15'	180		0		0	
		Shared Office 1 (SO1) - 12'x15'	180	2	360	3	540	(2) tech/prof staff in each office (4 in 5 yr, 5 in 10 yr)
		Workstation 1 (WS1) - 7'x8'	56	1	56	1	56	Admin
		Workstation 2 (WS2) - 6'x6'	36		0		0	
		Workstation 3 (WS3) - 6'x4'	24		0		0	
	Dedicated Support Space	Copy/Fax/Print (Existing)	253	1	253	1	253	Need firesafe space for personnel storage
	Reception/Customer Service Area	180	1	180	1	180		
	Hoteling Office	120	1	120	2	240	(1) Dedicated workspace for background investigators, (1) additional private office for hoteling/growth (10 yr)	
	Copy/Print Counter (Existing)	100	1	100	1	100		
	Off site Storage (Existing at OTH)	154	1	154	1	154	Need spaces that is Secure, Environmentally Controlled	
				0		0		
Existing NSF	1,596	Sub-Total ASF		1,703	2,003			
		Circulation factor 55%		937	1,102			
TOTAL NSF		1,596	TOTAL NSF - AGENCY PROJECTIONS		2,640	3,105		3,402
SF not including OTH storage		1,442	TOTAL NSF - DEPARTMENT TREND		1,510	1,580		
SF/Seat		206			293	310		

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):

	Existing Use	Location	Additional Need	Size	Qty	Notes
	TRAINING ROOM (Longs Peak)	Town Hall	LARGER MORE FLEXIBLE TRAINING ROM		1	
	MEDIUM CONF. (Cherokee Trail)	Town Hall	SEATING AREA FOR ON SITE APPLICANTS			Could use existing "landing space" on 2nd Floor if reconfigured
			ACCESS TO SHARED WORKSTATION AT ALL OTHER FACILITIES	56		Qty. depends on number of other facilities
			INTERVIEW/SMALL CONFERENCE ROOM	120	1	
			SMALL CONFERENCE ROOM	240	1	

Comments

I.T.

Staff	Existing		Projected				Notes	
	2021							
	Existing Headcount	11.0	Current & Projected Staff- Department Projections					
			Projected Staff- Historic Trend					
			11.5	12.1	16.4			
Space - Old Town Hall	Existing NSF							
	Existing Headcount at OTH	9	Work Areas					
	Office Space		size	qty	SF	qty	SF	
			120	6	720	8	960	Old Town Hall needs (One Private Office taken out of count - added a PO2 office instead - specifically for Steve Zajac, who needs work area within his office)
			180	1	180	1	180	OTH need, Office with space for Work Area (Steve Zajac - existing office is 160 SF)
			180	1	180	1	180	Shared by (2) people, Old Town Hall needs
			56		0		0	
			36		0		0	
			24		0		0	
				9		11		
				9.4		9.9		
				1	220	1	220	Labeled "IT Storage" on plans, Layout needs to be updated. Add shelving.
			127	1	127	1	127	Needs to be able to be secured
					0		0	Included in OTH building common.
					0		0	
	Existing NSF	2,199	Sub-Total ASF				1,427	1,667
			Circulation factor 55%				785	917
			Total NSF				2,212	2,584
			Trend				2,018	2,466
Space - Police Dept	Existing NSF							
	Existing Headcount at PD	2	Work Areas					
	Office Space		size	qty	SF	qty	SF	
			180	1	180	2	360	Shared by (2) people, Police Dept needs
			120	1	120	1	120	Police Dept needs
				3		4		
				2.1		2.2		4.4
				2.1		2.2		4.4
	Existing NSF	267	Sub-Total ASF				300	480
			Circulation factor 55%				165	264
			Total NSF				465	744
			Trend				673	1,121
TOTAL NSF			TOTAL NSF - AGENCY PROJECTIONS				2,677	3,328
			TOTAL NSF - DEPARTMENT TREND				2,582	2,702
SF/Seat							223	222

I.T.

Existing			Projected			Notes
SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):						
	Existing Use	Location	Additional Need	Size	Qty	Notes
	COPY/FAX/PRINT	Old Town Hall	DATA ROOMS	120	3	Data room SF included in grossing factor. Security cameras & card reader access needed in ALL data rooms.
	MEDIUM CONFERENCE	Old Town Hall	MEDIUM CONFERENCE ROOM	375	1	SEATS UP TO 12 PEOPLE
	BREAK AREA	Old Town Hall	SERVER/SWITCH STORAGE			Server/switch storage included in grossing factor.
	DATA ROOM	Old Town Hall	LARGER BREAK AREA AT OTH	400	1	Better located to avoid smells and distractions.
	COPY/FAX/PRINT	Police Dept	UPGRADES AT SHARED COPY ROOM AT OTH	200	1	Better located, Current space is in main circulation path
	LARGE CONFERENCE	Police Dept	"FUTURE PROOFING"			Increase capacity as needed for predicted growth. (Data rooms/servers...etc)
	MEDIUM CONFERENCE	Police Dept	PIKES PEAK CONFERENCE ROOM			Update layout for virtual meetings and flexibility.
	SMALL CONFERENCE	Police Dept	RESTROOM UPGRADES/RELOCATION AT OTH			
	RECEPTION/WAITING AREA	Police Dept				
	BREAK AREA	Police Dept				
	LOADING DOCK	Police Dept				
	Comments					
Additional Needs: If staying at OTH, add dividing wall between Travis & Todd's offices (they each need their own private office). It would like to have their own dedicated secured suite that can be open during the day to customers (the Town) but securely locked in off hours. Provide new AV system at Council Chambers. Provide updated AV/tele-conferencing equipment in all conference/meeting rooms. HVAC assessment at OTH. Better Acoustical Separation at OTH. Back stairs at OTH are a safety hazard.						

P3

P3												
Staff	Existing		Projected						Notes			
	2021						Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years			
	Existing Headcount	2.0	Current & Projected Staff- Department Projections				3.0	3.0				
			Projected Staff- Historic Trend				2.1	2.2	3.3			
Space	Existing NSF						5-year NSF		10-year NSF		10-year NSF	
			Work Areas		size	qty	SF	qty	SF			
	Office Space		Private Office 1 (PO1) - 10'x12'		120	2	240	2	240			
			Private Office 2 (PO2) - 12'x15'		180		0		0			
			Shared Office 1 (SO1) - 12'x15'		180		0		0			
			Workstation 1 (WS1) - 7'x8'		56	1	56	1	56			
			Workstation 2 (WS2) - 6'x6'		36		0		0			
			Workstation 3 (WS3) - 6'x4'		24		0		0			
	Dedicated Support Space				0	0	0	0	0			
							0		0			
							0		0			
							0		0			
							0		0			
	Existing NSF		298	Sub-Total ASF		296		296				
				Circulation factor 55%		163		163				
TOTAL NSF		298	TOTAL NSF - AGENCY PROJECTIONS		459		459		503			
			TOTAL NSF - DEPARTMENT TREND		312		327					
SF/Seat		149	SF/Seat		153		153					
SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):												
	Existing Use		Location	Additional Need		Size	Qty	Notes				
	COPY/FAX/PRINT		Town Hall	SMALL CONFERENCE ROOM		240	1	2nd Floor of Town Hall				
	MEDIUM CONFERENCE		Town Hall									
	SMALL CONFERENCE		Town Hall									
	OPEN COLLAB AREA		Town Hall									
	RECEPTION/WAITING AREA		Town Hall									
	BREAK AREA		Town Hall									
Comments												
Additional Needs: Need upgraded internet speed in Town Hall												

PARKS & RECREATION

Staff	Existing		Projected		Notes		
	2021				Near-term	Intermediate 6-	Long-term
					5 years	15 years	16-30 years
	Existing Headcount	36.0	Current & Projected Staff- Department Projections		39.0	40.0	
	not inclu. seasonal	24.0	Projected Staff- Historic Trend		37.7	39.5	43.8
					Includes 12 seasonal employees across all categories (exist., 5 and 10 yr)		
Space - Town Hall	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF
	Existing Headcount @ TH	5	Work Areas		qty SF	qty SF	
	Office Space		Private Office 1 (PO1) - 10'x12'	120	5 600	5 600	
			Private Office 2 (PO2) - 12'x15'	180	0 0	0 0	
			Shared Office 1 (SO1) - 12'x15'	180	0 0	0 0	
			Workstation 1 (WS1) - 7'x8'	56	1 56	1 56	
			Workstation 2 (WS2) - 6'x6'	36	0 0	0 0	
			Workstation 3 (WS3) - 6'x4'	24	0 0	0 0	
			Headcount @ Town Hall		6	6	0
			Trend		5.2	5.5	6.6
	Dedicated Support Space		Office Supply Storage	150	1 150	1 150	
					0 0	0 0	
					0 0	0 0	
	Existing NSF	1,081	Sub-Total ASF		806	806	
			Circulation factor 55%		443	443	
			Total NSF		1,249	1,249	1,369
			Trend		1,297	1,297	
Space - Molsenbocker	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF
	Existing Headcount @ Mols	31	Work Areas		qty SF	qty SF	
	Office Space		Private Office 1 (PO1) - 10'x12'	120	2 240	2 240	
			Private Office 2 (PO2) - 12'x15'	180	0 0	0 0	
			Shared Office 1 (SO1) - 12'x15'	180	0 0	0 0	
			Workstation 1 (WS1) - 7'x8'	56	19 1,064	20 1,120	
			Workstation 2 (WS2) - 6'x6'	36	0 0	0 0	
			Workstation 3 (WS3) - 6'x4'	24	12 288	12 288	
			Headcount @ Mols		33	34	
			Trend		32.5	34.0	37.3
	Dedicated Support Space		Storage (Existing at Mols)	200	1 200	1 200	
			Break Room	200	1 200	1 200	
			Larger Locker room	350	1 350	1 350	
			Women's Locker room	120	1 120	1 120	
			Conference	466	1 466	1 466	
					0 0	0 0	
	REFER TO PREVIOUS MASTER PLAN FOR FACILITY AND OPERATIONS SPACE NEEDS						
	Existing NSF	3,394	Sub-Total ASF		2,928	2,984	
			Circulation factor 55%		1,610	1,641	
			Total NSF		4,538	4,625	
			Trend		3,613	3,722	

PARKS & RECREATION

Fieldhouse, Rec Center	Existing		Projected			Notes		
	Existing NSF		Near-term NSF	Intermediate NSF	Long-term NSF			
	REFER TO PREVIOUS MASTER PLAN FOR FACILITY AND OPERATIONS SPACE NEEDS							
	Existing NSF	4,929						
TOTAL NSF		9,404	TOTAL NSF - AGENCY PROJECTIONS		1,249	1,249	1,369	TOTALS FOR TH ONLY, EXCLUDES MOTS
SF/Seat (TH ONLY, not including seasonal)		216	TOTAL NSF - DEPARTMENT TREND		1,297	1,297		TOTALS FOR TH ONLY, EXCLUDES MOTS
SF/Seat (Mots ONLY, includes seasonal)		109	SF/Seat		208	208		TOTALS FOR TH ONLY, EXCLUDES MOTS

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):						
	Existing Use	Location	Additional Need	Size	Qty	Notes
	COPY/FAX/PRINT	Town Hall	LARGE CONFERENCE ROOM (TH)	1	750	25+ capacity
	SMALL CONFERENCE	Town Hall	SMALL CONFERENCE/HUDDLE SPACES (TH)			
			UPGRADED/MORE INVITING RECEPTION AREA (TH & MOTS)			
			TRAINING ROOM ACCESS (MOTS)			FOR TECH TRAININGS
Comments						
Additional Needs: Updated equipment at Copy spaces (TH & Mots), updated AV and tech for all conference rooms. Additional site security cameras at Mots. May need to consider additional parking at Mots as well.						

PUBLIC WORKS - ENGINEERING

Existing			Projected				Notes		
Staff	2021				Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years		
	Existing Headcount	14.0	Current & Projected Staff- Department Projections		15.0	15.0			
			Projected Staff- Historic Trend		14.7	15.3	16.4		
Space - Town Hall	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF		
	Existing Headcount at TH	11	Work Areas size		qty	SF	qty	SF	
	Office Space		Private Office 1 (PO1) - 10'x12'	120	11	1,320	11	1,320	
			Private Office 2 (PO2) - 12'x15'	180		0		0	
			Shared Office 1 (SO1) - 12'x15'	180		0		0	
			Workstation 1 (WS1) - 7'x8'	56	1	56	1	56	
			Workstation 2 (WS2) - 6'x6'	36		0		0	
			Workstation 3 (WS3) - 6'x4'	24		0		0	
			Headcount @ TH	12	12				
			Trend	11.5	12.1	13.2			
	Dedicated Support Space		Plot Room (Existing at TH)	187	1	187	1	187	
			Additional File Storage	150	1	150	1	150	
			Dedicated Break/Coffee space for Eng & CIP	40	1	480	1	480	
			Additional Storage Space (TH location preferred)	120	1	120	1	120	
			Storage for CIP Equipment	50	1	50	1	50	
					0	0			
	Existing NSF	2,641	Sub-Total ASF	2,363	2,363				
			Circulation factor 55%	1,300	1,300				
			Total NSF	3,663	3,663		3,700		
			Trend	2,815	2,815				
Space - Old Town Hall	Existing NSF				Near-term NSF	Intermediate NSF	Long-term NSF		
	Existing Headcount at TH	3	Work Areas size		qty	SF	qty	SF	
	Office Space		Private Office 1 (PO1) - 10'x12'	120	3	360	3	360	
			Headcount @ OTH	3	3				
			Trend	3.1	3.3	3.3			
	Dedicated Support Space			0	0				
	Existing NSF	643	Sub-Total ASF	360	360				
			Circulation factor 55%	198	198				
			Total NSF	558	558		925		
			Trend	704	704				
TOTAL NSF		3,284	TOTAL NSF - AGENCY PROJECTIONS		4,221	4,221	4,625		
SF/Seat		235	TOTAL NSF - DEPARTMENT TREND		3,438	3,599			
			SF/Seat		281	281			

PUBLIC WORKS - ENGINEERING

SHARED SPACE NEEDS (SEE BUILDING COMMON FOR SHARED SUPPORT SPACES):						
	Existing Use	Location	Additional Need	Size	Qty	Notes
	WORK ROOM SHARED W/ PLN	Town Hall	LARGE MEETING ROOM	750	1	Needs access to additional larger meeting room for meetings with outside consultants.
	LARGE CONFERENCE	Town Hall	SMALL MEETING ROOMS	240	1	Needs better access to conference rooms that can seat 8+ people (this size is frequently reserved).
	MEDIUM CONFERENCE (3)	Town Hall	SHOWER FACILITIES AND LOCKER ROOMS			
	SMALL CONFERENCE (3)	Town Hall				
	TRAINING ROOM	Town Hall				
	BREAK AREA	Town Hall				
	RECEPTION/WAITING AREA	Town Hall				
Comments						

PUBLIC WORKS - FLEET

Staff	Existing 2021		Projected				Notes	
	Existing Headcount		Current & Projected Staff- Department Projections		Near-term 5 years	Intermediate 6-15 years	Long-term 16-30 years	
	4.0		Projected Staff- Historic Trend		4.2	4.4	6.6	

Space - Interior	Existing NSF		Work Areas		size		Near-term NSF		Intermediate NSF		Long-term NSF	
					qty	SF	qty	SF	qty	SF		
	Office Space - Fleet		Private Office 1 (PO1) - 10'x12'	120	1	120	1	120				Supervisor, Current 1 (Add 0)
			Private Office 2 (PO2) - 12'x15'	180	0	0	0	0				
			Shared Office 1 (SO1) - 12'x15'	180	0	0	0	0				
			Workstation 1 (WS1) - 7'x8'	56	5	280	5	280				Includes (1) Admin (not currently staffed) and (4) tech/prof. staff (currently only 3)
			Workstation 2 (WS2) - 6'x6'	36	0	0	0	0				
			Workstation 3 (WS3) - 6'x4'	24	0	0	0	0				
	Dedicated Support Space (Office)	410	Open Office / Kitchenette / Copy	0	0	0	0	0				Future numbers included above and below
		0	Break Room	40	1	240	1	240				(40 SF/person)
		0	Conference Room	240	1	240	1	240				
		0	Copy / Print	120	1	120	1	120				
	Total Existing Office Space	410										
			Sub-Total ASF			1,000		1,000				
			Circulation factor 55%			550		550				
			Sub-Total NSF			1,550		1,550			1,699	
			Trend			615		615				
			SF/Seat			258		258				
	Dedicated Support Space - Fleet		FLEET									
		39	Water Entry / Storage	80	1	80	1	80				
		58	Single Restroom	200	1	200	1	200				
		80	Single Restroom	200	1	200	1	200				
		0	Mechanical Room	200	1	200	1	200				
		0	Electrical Room	120	1	120	1	120				
		0	Locker Room	50	1	300	1	300				
	Specialty Ops Space - Fleet		FLEET									
		4,000	Repair Bays (4) (25'x40')	1,000	6	6,000	6	6,000				Would like 12,000 (Confirm if total or additional)
		500	Alignment Bay (1) (20'x25')	1000	1	1,000	1	1,000				
		60	Fluid Storage	150	1	150	1	150				
		490	Tire Storage	500	1	500	1	500				
		410	Parts Storage	500	1	500	1	500				
		3,953	Shop / Equipment Storage	4000	1	4,000	1	4,000				
		820	Parts Mezzanine	800	1	800	1	800				
		0	Welding Bay	500	1	500	1	500				
		0	Compressor Room	100	1	100	1	100				
	Total Existing Support & Ops Space	10,410										
			Sub-Total ASF			14,650		14,650				
TOTAL NSF	INTERIOR SPACES	10,820	TOTAL NSF - AGENCY PROJECTIONS			16,200		16,200			17,899	EXCLUDES SITE
SF/Seat	Office Spaces ONLY	103	TOTAL NSF - DEPARTMENT TREND			11,025		11,025				

PUBLIC WORKS - FLEET											
Existing		Projected						Notes			
	2021			Near-term 5 years		Intermediate 6-15 years		Long-term 16-30 years			
Space - Exterior	Exterior Ops Space	Fleet Outdoor Uncovered Vehicle Storage	480	40	19,200	40	19,200			Would like 40 spaces (12'x40')	
					0						
					0						
TOTAL NSF	EXTERIOR SPACES	0	TOTAL NSF - AGENCY PROJECTIONS		19,200	19,200		19,200		EXCLUDES INTERIOR SPACES	
			TOTAL NSF - DEPARTMENT TREND		0	0					

PUBLIC WORKS - TRAFFIC

Staff	Existing 2021		Projected			Notes
	Existing Headcount	37.0	Current & Projected Staff- Department Projections	Near-term 5 years	Intermediate 6-15 years	
			Projected Staff- Historic Trend	38.7	40.5	

Space - Interior, Office	Existing NSF		Projected		Notes	
	Work Areas		Near-term NSF		Intermediate NSF	
	size		qty	SF	qty	SF
Office Space	Private Office 1 (PO1) - 10'x12'	120	3	360	3	360
	Private Office 2 (PO2) - 12'x15'	180	0	0	0	0
	Shared Office 1 (SO1) - 12'x15'	180	1	180	1	180
	Workstation 1 (WS1) - 7'x8'	56	6	336	9	504
	Workstation 2 (WS2) - 6'x6'	36	12	432	15	540
	Workstation 3 (WS3) - 6'x4'	24	21	504	24	576
Office Space	95 Admin Assistant	0	1	0	1	0
	116 Facilities Office	116	1	116	1	116
	237 Shared Terminals	237	1	237	1	237
	116 Storm Supervisor	0	1	0	1	0
	176 Storm Crew Leader	176	0	0	0	0
	134 Storm Open Work Area	0	6	0	7	0
	Storm Seasonal	0	2	0	2	0
	300 Streets Crew Leader (Department Manager?)	0	1	0	1	0
	297 Streets Supervisor	0	2	0	3	0
	118 Streets Super (Tech / Prof. Staff Shared Office)	0	2	0	3	0
	168 Streets Open Work Area	0	17	0	20	0
	Streets Seasonal	0	2	0	2	0
	118 Traffic Engineer (Department Manager)	0	1	0	1	0
	210 Traffic Engineer Aide	0	1	0	2	0
	165 Traffic Operations Center	165	0	0	0	0
	268 Traffic Open Work Area	0	6	0	8	0
	Traffic Supervisor	0	1	0	1	0
Dedicated Support Space (Office)	180 Conference	180	1	180	1	180
	190 Copy	190	1	190	1	190
	560 Lunch / Break	560	1	560	1	560
Total Existing Office Space		3,448	Sub-Total ASF		3,095	3,443
			Circulation factor 55%		1,702	1,894
			Sub-Total NSF		4,797	5,337
			Trend		4,007	4,846
			SF/Seat		112	103

PUBLIC WORKS - TRAFFIC

Existing 2021		Projected		Near-term 5 years		Intermediate 6-15 years		Long-term 16-30 years		Notes
Space - Interior, Support & Specialty Ops	Support Space (Other)	58	Family Toilet	58	1	58	1	58		
	139	Data	139	1	139	1	139			
	254	Emergency Supply Storage	254	1	254	1	254			
	106	Janitor	106	1	106	1	106			
	88	Laundry	88	1	88	1	88			
	320	Bunk	320	1	320	1	320			
	985	Mens RR & Locker	985	1	985	1	985			
	418	Womens RR & Locker	418	1	418	1	418			
	48	Chair Storage	48	1	48	1	48			
	106	Water Entry	106	1	106	1	106			
	60	Shop Restroom	60	1	60	1	60			
	290	Shop Electrical Room	290	1	290	1	290			
	Specialty Ops Space	590	Traffic Signal Shop	590	1	590	1	590		
	1,614	Traffic Warehouse	1,614	1	1,614	1	1,614			
	482	Traffic Tool Storage	482	1	482	1	482			
	980	Traffic Sign Shop	980	1	980	1	980			
	1,875	Traffic Lift Truck Bays (4) (12'x40')	480	4	1,920	10	4,800			Current 4 (Add 6)
	173	Storage	173	1	173	1	173			
	435	Lube & Compressor	435	1	435	1	435			
	1,480	Equipment Service Bay (2) (18'x40')	720	2	1,440	2	1,440			Current 2 (Add 0)
	1,799	Equipment Service Bay (2) (18'x50')	900	4	3,600	4	3,600			Current 2 (Add 2)
	196	Equipment Tool Storage	196	1	196	1	196			
	2,448	Wash Bay	2,448	1	2,448	1	2,448			
	96	Wash Equipment	96	1	96	1	96			
	100	Pesticide Locker	100	1	100	1	100			
	380	Storm Tool Storage	380	1	380	1	380			
	931	Storm Small Equipment Storage	250	6	1,500	6	1,500			Current 4 (Add 2)
	1,236	Vac & Patch Truch Bays (2)(12'x50')	600	4	2,400	4	2,400			Current 2 (Add 2)
	990	Public Works Welding Fab Shop	990	1	990	1	990			
	1,200	Sweeper Bays (4) (12'x25')	300	4	1,200	4	1,200			Current 4 (Add 0)
	546	Equipment Storage	546	1	546	1	546			
	1,560	Streets Material & Tool Storage	1,560	1	1,560	1	1,560			
	4,240	Hallway / Corridor / Circulation	4,240	1	4,240	1	4,240			
	Total Existing Support & Ops Space	26,223	Sub-Total ASF	29,762	32,642					
TOTAL NSF	INTERIOR SPACES	29,671	TOTAL NSF - AGENCY PROJECTIONS	34,559	37,979	38,490	EXCLUDES SITE			
SF/Seat	Office Spaces ONLY	93	TOTAL NSF - DEPARTMENT TREND	30,230	31,069					

PUBLIC WORKS - TRAFFIC

Existing			Projected						Notes			
	2021					Near-term 5 years		Intermediate 6-15 years		Long-term 16-30 years		
Space - Exterior	Exterior Ops Space	10,557	Covered Parking	0	0	0	0	0			Shown Below	
		1,282	Decant Facility	1282	1	1,282	1	1,282				
		11,485	Bulk Storage Bins	11485	1	11,485	1	11,485				
		27,610	Salt & De-icer	27610	1	27,610	1	27,610				
		138,446	Yard Storage	138446	1	138,446	1	138,446				
		256	Dumpster Storage	256	1	256	1	256				
		391	Generator	391	1	391	1	391				
		244	Transformer	244	1	244	1	244				
			Traffic Outdoor Cover Vehicle Storage (12'x40')	480	9	4,320	9	4,320			Current 5 (Add 4)	
			Traffic Outdoor Uncovered Vehicle Storage (12'x40')	480	4	1,920	4	1,920			Current 1 (Add 3)	
			Storm Outdoor Uncover Vehicle Storage (12'x40')	480	2	960	4	1,920			Current 2 (Add 0 & 2)	
			Streets Outdoor Covered Equip Storage (12'x40')	480	3	1,440	4	1,920			Current 3 (Add 0 & 1)	
			Streets Outdoor Covered Vehicle Storage (12'x40')	480	18	8,640	18	8,640			Current 13 (Add 5 & 0)	
			Streets Outdoor Storage Area	43560	2	87,120	2	87,120			Current 0 (Add 2 Acres)	
		272,808	Site (minus above SF)	272808	1	272,808	1	272,808				
		</										

BUILDING COMMON - OLD TOWN HALL

Space - Common Meeting, Storage, Waiting	Existing						Projected						Noted By	Notes	
	Right-sized	2021			Near-term 5 years			Intermediate 6-15 years			Long-term 16-30 years				
	size	qty	SF	conf. seats	qty	SF	conf. seats	qty	SF	conf. seats	qty	SF	conf. seats		
Shared Common Storage - Lower Level		1	2,098		1	2,098		1	2,098		1	2,098		Matching existing space for future needs. Will space needs decrease with digitization?	
Meeting room - Small	240	0	0	0	1	240	8	1	240	8	1	240	8	PW Eng	
Meeting room - Medium	375	1	247	10	1	375	15	1	375	15	1	375	15		
Work Room/Copy Area	240	1	270		1	240		1	240		1	240		IT	Upgrade/re-design Copy area to not be a hallway
Larger Break Area	400	1	65		1	400		1	400		1	400		IT	Better locate to avoid smells and distractions
TOTAL			2,680	10		3,353	23		3,353	23		3,353	23		
TOTAL NSF - DEPARTMENT TREND		-	2,680		-	2,680		-	2,680		-	2,680			
CONF SEATS TO HEADCOUNT RATIO (TH & OTH TOTAL)		1.29			1.52			1.48			1.35				

Space - Core & Circulation	2021	Near-term 5 years	Inter. 6-15 years	Long-term 16-30 years		
		NSF	NSF	NSF		
Restrooms - Lower Level	237	237	237	237		
Mechanical/Electrical - Lower Level	194	194	194	194		
Circulation - Lower Level	1,139	1,139	1,139	1,139		
Restrooms - Upper Level	177	177	177	177		
Tele - Upper Level	47	47	47	47		
Circulation - Upper Level	359	359	359	359		
DATA/Server Rooms						TO BE INCLUDED IN GROSSING FACTOR
TOTAL		2,153	2,153	2,153	2,153	
TOTAL NSF - DEPARTMENT TREND		-	2,153	2,153	2,153	

Comments

BUILDING COMMON - TOWN HALL

Space - Common Meeting, Storage, Waiting	Existing				Projected				Noted By				Notes		
	Right-sized	2021			Near-term 5 years			Intermediate 6-15 years			Long-term 16-30 years				
	size	qty	SF	conf. seats	qty	SF	conf. seats	qty	SF	conf. seats	qty	SF	conf. seats		
Lobby/Reception - 1st Floor	2,000	1	2,067		1	2,000		1	2,000		1	2,000			Upgrade acoustics, upgrade furniture
Council Chambers	2,500	1	2,552		2	5,000		2	5,000		2	5,000		Town Admin/Comm. Dev./Finance	Existing Council Chambers (2,552 SF) and (1) Additional "Community Room" for future
Meeting Room - Training Room	750	1	452	23	1	750	38	1	750	38	1	750	38	HR	Longs Peak (452 SF) Larger, more flexible training room, also accommodates need for additional "Pikes Peak" sized room
Meeting room - X Large	1000	1	996	50	1	1,000	50	1	1,000	50	1	1,000	50	Town Admin/PW Eng/ Clerk	Pikes Peak (996 SF), Could be divisible, needs updated AV for hybrid meetings
Meeting room - Large	750	0	0	0	0	0	0	0	0	0	0	0	0		See X-Large Meeting and Training Room, these rooms could both be divisible to provide "Large Meeting" room size if required.
Meeting room - Medium	375	2	643	26	2	750	30	3	1,125	45	3	1,125	45	Comm.Dev./Comm./ Clerk/Finance	Cherokee Trail (260 SF), Cherry Creek (383 SF), One of these rooms needs to have a Green Screen for Communications/video production use
Meeting room - Small	240	4	736	25	4	960	32	4	960	32	4	960	32	PW Eng/HR/Finance/ P3/Parks	Sulphur Gulch (161 SF), Twenty Mile (187 SF), Pine Grove (211 SF), Mt. Evans (177 SF), AV AT ALL ROOMS
Meeting Room - Interview Room	120	0	0	0	1	120	4	1	120	4	1	120	4	HR	
Meeting room - Huddle	120	0	0	0	1	120	4	2	240	8	2	240	8	Comm. Dev.	Shared Town "Hoteling" spaces/offices for growth, (2) rooms at 120 SF each
Open Collaboration Spaces	200	0	0	0	1	200	7	1	200	7	1	200	7	Econ. Dev.	
Work Room, Copy/Print	160	1	318		2	320		2	320		2	320			First Floor work room (163 SF), 2nd floor copy/print (155 SF) Re-organize cabinets/layout to optimize storage
Landing Space (2nd Floor)	600	1	631		1	600		1	600		1	600			Upgrade furniture, re-design to make more functional for waiting visitors and HR applicants
Kitchen/Breakroom	600	1	369		1	600		1	600		1	600		Econ. Dev.	Upgrade 2nd floor breakroom for better use, more "loungey" feel.
Furniture Staging Space (Council Chambers)	180	0	0		1	180		1	180		1	180		Clerk	
Wellness/Mother's Room	120	0	0		1	120		1	120		1	120		Communications/ Comm. Dev.	Required
Shower Facilities & Locker rooms	300	0	0		2	600		2	600		2	600		PW Eng/Comm. Dev.	Optional, TBD by TOP
Fitness Area	500	0	0		1	500		1	500		1	500		Comm. Dev.	Optional, TBD by TOP
TOTAL			8,764	123		13,820	164		14,315	183		14,315	183		
TOTAL NSF - DEPARTMENT TREND		-				8,764			8,764			8,764			
CONF SEATS TO HEADCOUNT RATIO (TH & OTH TOTAL)				1.29			1.52			1.48			1.35		

BUILDING COMMON - TOWN HALL

Space - Core & Circulation	Existing	Projected			Noted By	Notes
	2021	Near-term 5 years	Inter. 6-15 years	Long-term 16-30 years		
		NSF	NSF	NSF		
Restrooms - 1st Floor	457	457	457	457		ADDITIONAL RESTROOMS WILL BE NEEDED IF SF IS INCREASED
Restrooms - 1st Floor	102	102	102	102		ADDITIONAL RESTROOMS WILL BE NEEDED IF SF IS INCREASED
Mechanical Room - 1st Floor	380	380	380	380		
Core & Circulation - 1st Floor	2,011	2,011	2,011	2,011		
Restrooms - 2nd Floor	159	209	209	209		ADDITIONAL SF ADDED FOR CODE REQUIRED FIXTURE, ADDITIONAL FIXTURES WILL BE NEEDED IF SF IS INCREASED
Restrooms - 2nd Floor	142	142	142	142		ADDITIONAL RESTROOMS WILL BE NEEDED IF SF IS INCREASED
IT/Server Room - 2nd Floor	211	211	211	211		
Core & Circulation - 2nd Floor	1,293	1,293	1,293	1,293		
DATA/Server Rooms						TO BE INCLUDED IN GROSSING FACTOR
TOTAL	4,755	4,805	4,805	4,805		
TOTAL NSF - DEPARTMENT TREND	-	4,755	4,755	4,755		

Comments

HR would like to have a workstation at all other buildings available for their use.
Update AV at ALL conference and meeting rooms.

PATRON SPACE - PACE CENTER (See Cultural sheet for office and staff spaces not included here)

Space - Common Meeting, Storage, Waiting	Existing	Projected			Notes
	2021	Near-term 5 year	Intermediate 6-15 years	Long-term 16-30 years	
		NSF	NSF	NSF	
Art Gallery - Main Floor	954	954	954	954	
Storage for Gallery Supplies		200	200	200	
Artwork Staging Area		300	300	300	
Kitchen	652	652	652	652	
Flex Area	3,178	3,178	3,178	3,178	
Storage - 1st Floor & 2nd Floor Total	633	633	633	633	
Chair Storage		300	300	300	
Set Storage		1,000	1,000	1,000	
Additional Distributed Storage		150	150	150	
Lockers	69	69	69	69	
Main Lobby	5,947	5,947	5,947	5,947	
Box Office	205	205	205	205	
Dance	1,840	1,840	1,840	1,840	
Conference Room	293	293	293	293	
Multipurpose 1	888	888	888	888	
Multipurpose 2	900	900	900	900	
Visual Arts 1	921	921	921	921	
Visual Arts 2	944	944	944	944	
Break Area (BOH staff, previously storage)					Included in department space
Program Office	134	134	134	134	
Media	701	701	701	701	
Loading	701	701	701	701	
Tech Coord	122	122	122	122	
Dressing Rooms	560	560	560	560	
Bridal Suites		400	400	400	(2) at 200SF each

PATRON SPACE - PACE CENTER (See Cultural sheet for office and staff spaces not included here)

Space - Common Meeting, Storage, Waiting	Existing	Projected			Notes
	2021	Near-term 5 year	Intermediate 6-15 years	Long-term 16-30 years	
		NSF	NSF	NSF	
Light Lock - BOH	107	107	107	107	
Green Room	360	360	360	360	
Auditorium - Lower House	2,503	2,503	2,503	2,503	Includes auditorium circulation
Auditorium - Upper House	1,458	1,458	1,458	1,458	Includes auditorium circulation
Auditorium - Stage & Thrust	3,531	3,531	3,531	3,531	Includes auditorium circulation
Coat Room	162	162	162	162	
Bar	231	231	231	231	
Light Locks - Lower Auditorium	324	324	324	324	
North Balcony	531	531	531	531	
South Balcony	528	528	528	528	
Light Lock - Upper Auditorium	131	131	131	131	
Storage/AV	106	106	106	106	
Light Lock - Catwalk	332	332	332	332	
Catwalk #1 and #2	682	682	682	682	
Catwalk #3	305	305	305	305	
Control Booth	194	194	194	194	
ADDITIONAL 250 - 500 Auditorium Seats					This is not included, but was mentioned in interviews.
TOTAL	31,127	33,477	33,477	33,477	
TOTAL NSF - DEPARTMENT TREND		31,127	31,127	31,127	

PATRON SPACE - PACE CENTER (See Cultural sheet for office and staff spaces not included here)

Space - Core & Circulation	Existing	Projected			Notes
	2021	Near-term 5 year	Intermediate 6-15 years	Long-term 16-30 years	
		NSF	NSF	NSF	
Restrooms - Total	2,057	2,057	2,057	2,057	
Circulation	3,669	3,669	3,669	3,669	
Mech/Elec/Jan/LL	891	891	891	891	
TOTAL	6,617	6,617	6,617	6,617	
TOTAL NSF - DEPARTMENT TREND		6,617	6,617	6,617	

Comments

PATRON SPACE - SCHOOLHOUSE (See Cultural sheet for office and staff spaces not included here)

Space - Common Meeting, Storage, Waiting	Existing	Projected			Notes
	2021	Near-term 5 year	Intermediate 6-15 years	Long-term 16-30 years	
		NSF	NSF	NSF	
Rehearsal - Basement	3,179	3,179	3,179	3,179	
Storage - Basement	423	423	423	423	
Event Space - Level 1	1,062	1,062	1,062	1,062	
Artist Studio - Level 1	645	645	645	645	
Bridal Suite - Level 1	319	319	319	319	
Museum - Level 1	679	679	679	679	
Lobby - Level 1	1,289	1,289	1,289	1,289	
Theatre - Level 1	2,083	2,083	2,083	2,083	
Stage - Level 1	933	933	933	933	
Gallery/Green - Level 1	427	427	427	427	
Dressing - Level 1	303	303	303	303	
Dressing - Level 1	271	271	271	271	
Concessions	151	151	151	151	
Dispersed Storage		200	200	200	
Event Space - Level 2	1,062	1,062	1,062	1,062	
Event Space - Level 2	645	645	645	645	
TOTAL	13,471	13,671	13,671	13,671	
TOTAL NSF - DEPARTMENT TREND	-	13,471	13,471	13,471	

PATRON SPACE - SCHOOLHOUSE (See Cultural sheet for office and staff spaces not included here)

Space - Core & Circulation	Existing	Projected			Notes
	2019	Near-term 5 year	Intermediate 6-15 years	Long-term 16-30 years	
		NSF	NSF	NSF	
Mechanical - Basement	572	572	572	572	
Mechanical - Level 1	185	185	185	185	
Restrooms - Level 1	468	468	468	468	
Circulation - Level 1	1,402	1,402	1,402	1,402	
Circulation - Level 2	664	664	664	664	
TOTAL	3,291	3,291	3,291	3,291	
TOTAL NSF - DEPARTMENT TREND	-	3,291	3,291	3,291	

Comments

BUILDING NAME:	PARKS & FORESTRY - OFFICES
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Building Information:

Address: 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Office

Construction Date:

1997

Historic Significance:

Yes		No	X
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Total Gross SF:

4,213

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1

Assessment Date:

6/7/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall condition of the building is good. ADA accessibility is fair while exterior and interior architectural conditions are good. Mechanical, plumbing and electrical conditions are good as well.

Architecture: The overall exterior is in good condition. Limited stucco and fascia locations are in fair condition needing maintenance or repair. The interior of the building is also in good condition with limited attention needed to maintain VCT tile. The accessible stalls in all restrooms are also not compliant with current ADA requirements.

Electrical: The building is served by a single 120/208V 3-Phase IREA utility transformer with a 400A Main Distribution Disconnect. The entire building is backed up by a stand-by diesel generator, ground mounted on the east side of the building in a NEMA 3R enclosure. The interior lighting consists of retrofit and manufactured LED fixtures. Egress lighting is provided by batteries located in the exit signage.

Mechanical and Plumbing: Mechanical - This building is served by (5) direct expansion, gas-fired roof top units. Plumbing - The sewer system has loose joints on the PVC piping underground located under the emergency power generator. Repairs require removal of the generator and demolition of the concrete pad. There is no fire protection. Rain gutters should be installed on the front of the sloped roof to avoid snow slides and runoff. There are no smoke detectors. A 3" vent through roof has a rubber joint which should be replaced with rigid.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom		X			2	Centerline of toilet distance to adjacent partition wall.	Distance exceeds 16" - 18" to centerline.	Remediation typically requires moving toilet and associated plumbing.	All accessible stalls	Near Future or at Remodel
EXTERIOR BUILDING ELEMENTS												
D1.1	Walls	Brick			X		3	Brick veneer	None Observed	NA	NA	NA
D1.2	Walls	Stucco			X		3	Stucco veneer (Also see note on D7.1)	Stucco has limited holes near the roof line from wood peckers.	Continue to repair holes as incurred. Maintain bird deterrents.	2 Observed holes	Ongoing
D1.3	Walls	Stucco		X			2	Stucco veneer finished exterior window sill.	Several of the stucco finished window sills on the east side of the building are cracking and may start to allow moisture to penetrate the wall assembly.	Other sills have been repaired with elastomeric sealant material. Continue to repair sill with similar method.	2 Observed sills.	Immediately
D2.1	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames. Solid and glazed.	None Observed	NA	NA	NA
D3.1	Windows	Vinyl			X		3	Vinyl window frames with double pane glazing.	One dormer window appears to have a leak.	Town of Parker Facilities is currently addressing the issue.	1 Observed window	Ongoing
D4.1	Paint/Finishes	Fascia / Trim					2	Painted wood fascia trim at windows and roof edge.	The painted finish on wood fascia trim at windows and roof edge has deteriorated leaving wood exposed to the elements.	Prepare and repaint affected areas. Replace wood fascia and trim that is decayed as needed.	Various locations	Immediately
D5.1	Material Joints / Penetrations	Sealant		X			3	Material and penetration joint sealants	None Observed	NA	NA	NA
D6.1	Roof	Metal Panel			X		3	Prefinished standing seam metal panels.	None Observed	NA	NA	NA
D6.2	Roof	Membrane			X		3	Flat roof - Mechanically fastened white TPO membrane roofing.	None Observed	NA	NA	NA
D7.1	Insects / Rodents	Birds		X			2	Wood Peckers	Creating holes in stucco wall system.	Maintain bird deterrents.	Various locations	Immediately

D8.1	Ceiling	Gypsum Board			X		3	Gypsum board canopy/porch soffit/ceiling.	One location of soffit/ceiling has large bubble on surface. Appears to be potential water damage.	Investigate nature of bubbled surface and repair as needed.	1 Observed location	Immediately
D9.1	Floor	Concrete			X		3	Intersection of the building concrete floor and exterior sidewalk.	The intersection of the building concrete floor and exterior sidewalk along the west façade near the main building entry has settled/heaved creating a lip in the concrete.	Investigate nature of movement to determine if movement is a sign of further issues.	1 Observed location	Immediately

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Vinyl Composite Tile (VCT)			X		3	Vinyl Composite Tile (VCT)	Limited areas of VCT tiles have separated leaving gaps between tiles.	Repair or fill gaps in tiles to limit moisture infiltration below tiles.	3 to 4 Observed locations.	Immediately
E1.2	Floor	Carpet Tile				X	4	Carpet Tile	None Observed	NA	NA	NA
E1.3	Floor	Concrete			X		3	Sealed concrete floor in mechanical electrical room.	None Observed	NA	NA	NA
E2.1	Walls	Gypsum Board			X		3	Finished unpainted and finished painted gypsum board.	None Observed	NA	NA	NA
E2.2	Walls	Tile			X		3	Small format ceramic tiles on restroom walls.	None Observed	NA	NA	NA
E3.1	Ceiling	Gypsum Board			X		3	Finished unpainted and finished painted gypsum board.	None Observed	NA	NA	NA
E3.2	Ceiling	Acoustic Ceiling Tile (ACT)			X		3	Acoustic Ceiling Tile (ACT)	None Observed	NA	NA	NA
E4.1	Openings (Doors & Windows)	Wood			X		3	Solid core wood doors, solid and glazed.	None Observed	NA	NA	NA
E5.1	Furniture	Office			X		3	Desks, chairs and book shelves	None Observed, somewhat outdated	NA	NA	NA
E5.2	Furniture	Conference			X		3	Tables and chairs	None Observed	NA	NA	NA
E6.1	Casework	Wood / Melamine			X		3	Upper and lower casework and countertops	None Observed, somewhat outdated	NA	NA	NA
E9.1	Daylighting	Dormer Windows			X		3	Vinyl window frames with double pane glazing.	One dormer window appears to have a leak.	Town of Parker Facilities is currently addressing the issue.	1 Observed window	Ongoing

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	City water.	None Observed	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	Serves (5) RTU's. None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		X				1	No rain gutters on sloped roof. Snow slides off at front of building and rain cascades.	Lack of rain gutters.	Install rain gutters with downspouts.	Front porch area.	1 Year
F5.1	Plumbing Fixtures				X		3	Toilet flush tank. Urinals flush valve. Lavatories wrist blade handles.	None Observed	NA	NA	NA
F6.1	Water Use				X		3	Domestic Water	Inefficient water use for toilets current is 1.6 GPM and current code requires 1.2 GMP.	Replace flush tank water closet with flush valve to conserve water.	All toilet fixtures.	1 Year
F7.1	Waste & Vent Piping		X				1	Gravity	PVC sanitary sewer line below grade is ruptured at joint.	Replace sanitary sewer line. To repair the emergency power generator needs to be removed and the concrete pad it sits on needs to be demolished to repair pipe. Replace fitting on vent through roof with rigid connection.	Approximately 30 to 40 feet.	Included in Capital Investment Plan 2022
F8.1	Fire Protection System		X				1	Currently None	Currently None	Installation of fire protection system with smoke detectors. Not code requirement, but recommended for safety.	All Spaces	1 Year

F9.1	Heating				X		3	(5) Gas-fired rooftop units.	None Observed	NA	NA	11 years
F10.1	Cooling				X		3	(5) Direct expansion (DX) rooftop units.	None Observed	NA	NA	11 years
F11.1	Outside Air Ventilation				X		3	Outside air on (5) rooftop units.	None Observed	NA	NA	11 years
F12.1	Exhaust				X		3	(1) Rooftop exhaust fan.	None Observed	NA	NA	13 years
F13.1	Smoke Control				N/A			NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
G1.1	Lighting Controls			X			2	Interior lighting controlled via toggle switches	Occupancy/Vacancy sensors required per International Energy Conservation Code.	Replace existing toggle switches with dual technology Occupancy/Vacancy sensors	All locations	1 year
G2.1	Interior Lighting			X			2	Combination of LED linear strips and fluorescent fixtures retrofitted with various color temperature LED lamps	Color temperature is not consistent and there is a mixture of manufactured and retrofit fixtures.	For visual comfort and aesthetics, replace retrofit fixtures with LED manufactured fixtures with consistent color temperature	Various locations	1 - 3 years, not critical
G3.1	Exterior Lighting					X	4	New LED pole mounted fixtures being installed in parking lot at time of assessment	None Observed	NA	NA	NA
G4.1	Egress Lighting				X		3	Combination Exit/Dual Lamp battery back-up fixtures at exits	Verify batteries have sufficient capacity for 90 minutes of back-up upon loss of power	Verify batteries have sufficient capacity for 90 minutes of back-up upon loss of power	Various locations (5-10)	1 year
G5.1	Emergency Power System		N/A					400A diesel generator is classified as stand-by per the National Electric Code. Entire building is backed up.	None Observed	NA	NA	NA
G6.1	Fire Alarm System		N/A					No fire alarm system in building and not required by code.	NA	NA	NA	NA
G7.1	Equipment Connections				X		3	Mechanical Equipment Connections	Flex connections to equipment from disconnects beginning to show evidence of UV damage	Replace existing flex connections to Roof top connections	Various roof top equipment locations	5 years
G8.1	Panels					X	4	NA	None Observed	NA	NA	NA
G9.1	Switchgear					X	4	NA	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X		3	NA	Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - OFFICES



Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
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A1.1 Accessible Stall - Distance



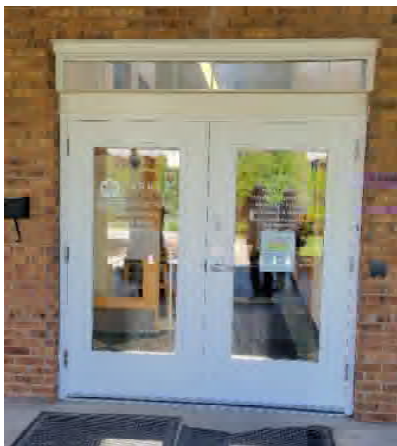
B1.1 Brick Veneer



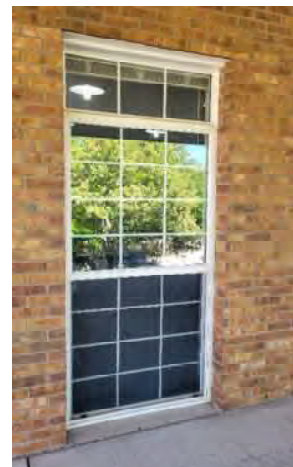
B3.1 Stucco Veneer - Wood Pecker Holes



B4.1 Stucco Sill - Cracking



B5.1 Hollow Metal Doors



D1.1 Vinyl Windows



D2.1 Painted Wood Fascia & Trim



D6.1 Roof - Standing Seam Metal



D3.1 Roof - TPO Membrane



D4.1 Gypsum Board Soffit/Ceiling - Bubble



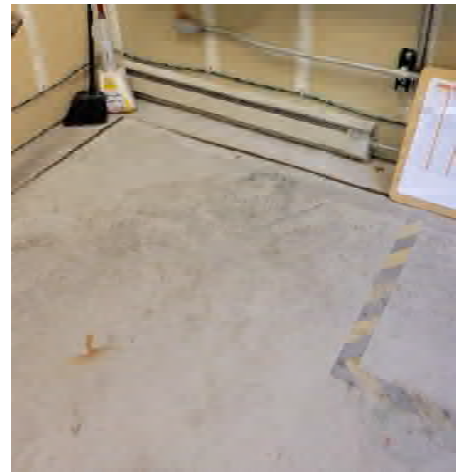
D5.1 Concrete Floor - Heave / Settle



D6.1 VCT Tile - Gaps



E1.1 Carpet Tile



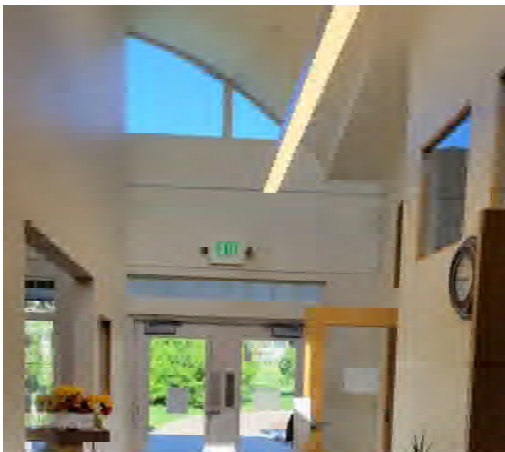
E1.2 Seal Concrete Floor



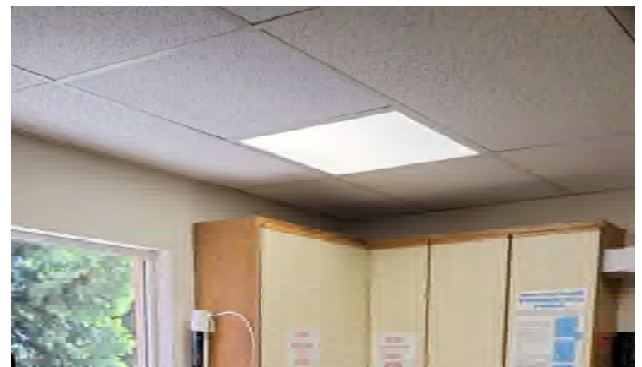
E1.3 Gypsum Board Walls



E2.2 Tile Walls - Restrooms



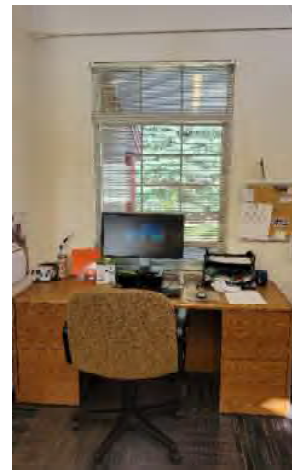
E3.1 Gypsum Board Ceiling



E3.2 ACT Ceiling



E2.1 Interior Doors



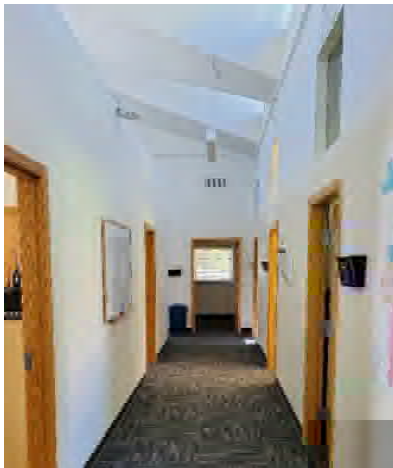
E2.2 Furniture - Office



#REF! Furniture - Conference



E3.1 Casework



E3.2 Daylighting

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- Notes:
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 - 2. Photos utilized to graphically reflect current conditions.
 - 3. Inspect documented conditions in all similar areas to verify if similar instances exist.
 - 4. Additional items requiring attention that are not documented potentially exist.



F1.1 Water Entry



F2.1 Natural Gas Piping Serving RTU

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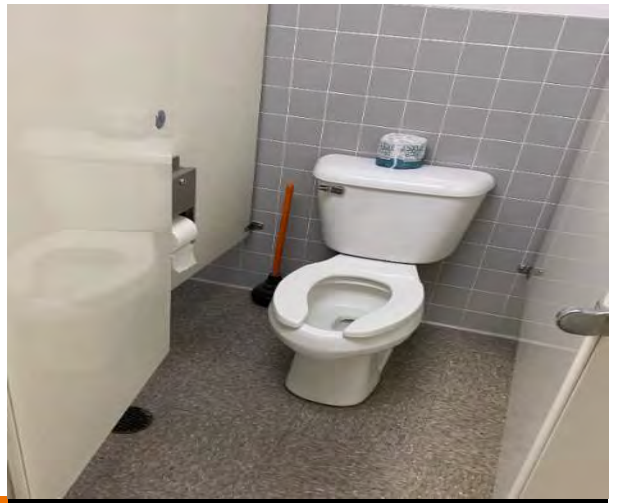
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F4.1 Pitched Roof Area With No Gutters

F3.1 Description

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F6.1 Flush Tank Type Water Closet

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F7.1 Emergency Generator Conflict With Sewer



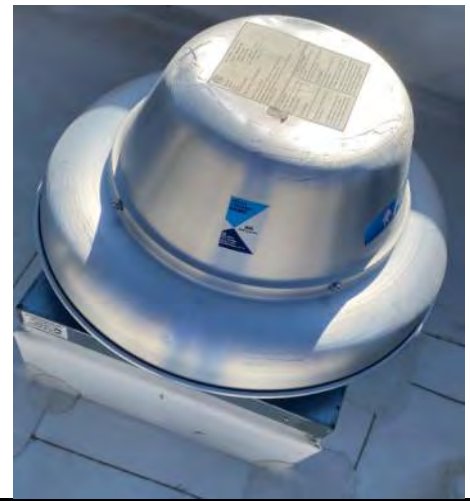
F9.1 Typical gas-fired rooftop unit.



F10.1 Typical direct expansion (dx) rooftop unit.



F11.1 Typical outside air intake on rooftop units.



F12.1 Typical roof mounted exhaust fans.

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G2.1 Typical Linear Office Lighting



G2.1 Retrofit Fluorescent to LED fixtures



G4.1 Typical Battery Back-up Egress Lighting



G5.1 Diesel Stand-by Generator



G5.1 400A Automatic Transfer Switch



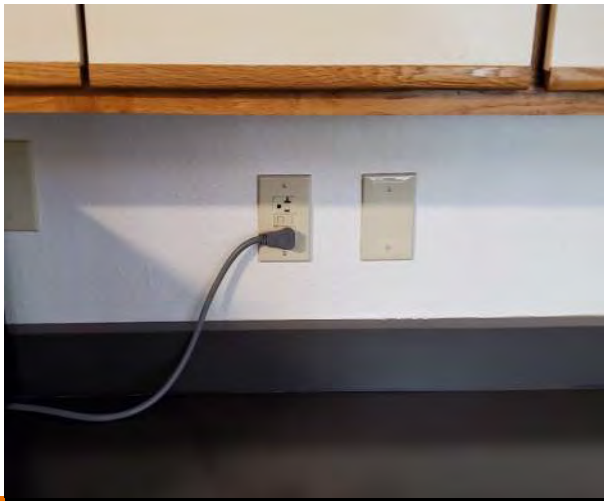
G7.1 Typical Disconnect Connection to Roof Top Unit



G8.1 Typical 208V 3 Phase Distribution Panel



G9.1 Main Service Disconnect



G10.1 Typical GFCI Receptacle

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BUILDING NAME:	PARKS & FORESTRY - FACILITY MAINTENANCE
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Building Information:**Address:** 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Office / Shops / Material Storage

Construction Date:

1970

Historic Significance:

Yes		No	X
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Total Gross SF:

5,800

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1

Assessment Date:

6/7/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall building condition is fair. ADA accessibility is poor. The exterior of the building is in fair condition while the interior is in relatively good condition. Mechanical and plumbing are in fair conditions and electrical is in good condition.

Architecture: Overall the building is not ADA accessible. A large remodel of many spaces would be required to make it so. The overall exterior of the building is in fair condition but is coming to the end of its useful life with the amount of maintenance and replacement needed. The overall interior of the building is in good condition with recent renovations and maintenance.

Electrical: **Electrical:** The building is served by a single 120/208V 1-Phase IREA utility pole transformer with a 200A Main Distribution breaker located in panel. The interior lighting consists of fluorescent and LED fixtures. Egress lighting is provided by batteries located in the exit signage.

Mechanical and Plumbing: The mechanical system consists of gas-fired unit heaters in the garage area and a split system gas-fired furnace and direct expansion air conditioning system. Plumbing - sewer system has loose joints on PVC underground piping. This piping is tied into the same sewer piping as the Bldg. A. Emergency eye wash is connected to well water. No temperature mixing valve on eye wash. Chloride tablets are put in the well water once a year. Building only has partial rain gutters. Water heater is past recommended service life.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				2					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom	X				1	Centerline of toilet distance to adjacent partition wall.	Distance exceeds 16" 18" to centerline.	Remediation typically requires moving toilet and associated plumbing	All accessible stalls	Near Future or at Remodel
A1.2	Accessibility (ADA)	Access / Restroom	X				1	Access into the building.	There is only one exit available for ADA accessibility and the door clearances do not appear to be to code.	Provide proper door clearances at main entry/exit. Provide ramp at northeast exit.	2 locations	Near Future or at Remodel

EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
D1.1	Walls	Concrete		X			2	Painted cast-in-place concrete walls.	Paint is deteriorating on exterior walls.	Prepare and repaint walls.	All	1 Year
D1.2	Walls	Masonry		X			2	Painted CMU masonry walls.	Paint and face of CMU block is deteriorating on exterior walls.	Prepare and repaint walls.	All	1 Year
D1.3	Walls	Vinyl		X			2	Vinyl siding on entry vestibule walls.	Several panels and trim are cracked or damaged.	Repair damaged areas to limit moisture infiltration.	2 observed locations.	Immediately
D2.1	Doors	Hollow Metal			X		3	Painted hollow metal man doors.	None Observed	NA	NA	NA
D2.2	Doors	Overhead			X		3	Painted insulated steel sectional overhead door.	Doors are aging and paint is beginning to deteriorate.	Prepare and repaint door.	2 observed doors.	1 year
D3.1	Windows	Vinyl			X		3	Vinyl window frames with double pane glazing.	None Observed	NA	NA	NA
D3.2	Windows	Aluminum		X			2	Aluminum single glazed windows	Windows are aging and do not meet thermal energy code.	Replace windows	Various	1 year
D4.1	Paint/Finishes	Fascia, Window & Door Frames					2	Painted wood fascia and door trim.	The painted finish on wood fascia trim at windows, doors and roof edge has deteriorated leaving wood exposed to the elements.	Prepare and repaint affected areas. Replace wood fascia and trim that is decayed as needed.	Various	Immediately
D5.1	Material Joints / Penetrations	Masonry	X				1	Masonry brick grout joints.	The masonry grout joints in the brick below the windows is failing.	Prepare and replace masonry.	Various	Immediately

D6.1	Roof	Membrane			X		3	Sloped roof - Mechanically fastened tan EPDM membrane roofing.	None Observed	NA	NA	NA
D6.2	Roof	Gutter & Downspouts					2	Prefinished metal gutter and down spouts.	Town of Parker staff have noted that the roof drainage system is damaged in some locations and does not function properly.	Identify damaged locations and replace.	Various	Immediately
				X								

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Vinyl Composite Tile (VCT)				X	4	Vinyl Composite Tile (VCT)	None Observed	NA	NA	NA
E1.2	Floor	Carpet Tile				X	4	Carpet Tile	None Observed	NA	NA	NA
E1.3	Floor	Concrete		X			2	Sealed concrete slab.	Concrete floor surface in shop area is beginning to spall.	Maintain floor to prolong life of floor. Clean concrete and apply sealer to prevent water and chemical infiltration.	All	Ongoing
E1.4	Floor	Epoxy		X			2	Epoxy coated concrete slab.	None Observed	NA	NA	NA
E2.1	Walls	Gypsum Board			X		3	Finished and painted gypsum board walls	None Observed	NA	NA	NA
E2.2	Walls	Fiberglass Reinforced Panels (FRP)				X	4	Fiberglass Reinforced Panels (FRP)	None Observed	NA	NA	NA
E2.3	Walls	Wire Partitions			X		3	Welded wire partitions at storage areas.	None Observed	NA	NA	NA
E3.1	Ceiling	Gypsum Board			X		3	Finished and painted gypsum board ceilings	None Observed	NA	NA	NA
E3.2	Ceiling	Acoustic Ceiling Tile (ACT)		X			2	Acoustic Ceiling Tile (ACT)	The ACT tiles throughout the building are aging and in need of replacement.	Replace damaged and old tiles.	Various	1 - 3 years
E4.1	Openings (Doors & Windows)	Hollow Metal			X		3	Painted hollow metal doors and frames	None Observed	NA	NA	NA
E4.2	Openings (Doors & Windows)	Wood			X		3	Solid core wood doors, solid and glazed.	None Observed	NA	NA	NA
E5.1	Furniture	Office			X		3	Desks, chairs and book shelves	None Observed	NA	NA	NA
E5.2	Furniture	Conference			X		3	Tables and chairs	None Observed	NA	NA	NA
E6.1	Casework	Melamine & Formica			X		3	Upper and lower casework and countertops	None Observed, becoming outdated	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
F1.1	Domestic Water Systems		X				1	Well water. Combustion flue for gas water heater and lowered door for combustion air in good condition.	No tempered water for eye wash. Eye wash on well water.	Replace well water system with domestic cold water connection to city water.	1	2006 CIP cost determination related to the future use of facility.
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems			X			2	Partial rain gutters	Partial rain gutters	Install complete rain gutter system.	Various locations	1 Year
F5.1	Plumbing Fixtures				X		3	Flush tank water closets. Wrist blade handles on lavatories.	None Observed	NA	NA	NA
F6.1	Water Use		X				1	Well water.	Non-potable	Install domestic city water.	Entire system	1 Year
F7.1	Waste & Vent Piping			X			2	City Service	No City Service	NA	NA	NA
F8.1	Fire Protection System		N/A					Currently none	Currently none	Install smoke detectors.	All locations	1 Year
F9.1	Heating					X	4	(2) Reznor unit heaters. (1) Horizon waste oil heater for storage area Gas-fired furnace for offices.	None Observed	None	NA	8 years
F10.1	Cooling					X	4	Trane - direct expansion, split system air conditioner.	None Observed	None	NA	10 years

F11.1	Outside Air Ventilation		X				1	Not found.	Outside Air Ventilation not found.	Provide coded required ventilation and provide economizer for over 5-tons of cooling.	2 Furnaces	1 Year
F12.1	Exhaust			X			2	Ceiling Exhaust Fan	Verify adequate exhaust for shower and mop sink.	Balance to code required exhaust for toilets, shower, and mop sink (if applicable).	2 Locations	1 Year
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
G1.1	Lighting Controls			X			2	Combination of manual toggle switches and wall mounted occupancy sensors.	Does not meet current energy code.	Replace all toggle switches with occupancy sensors.	5 to 6 locations	1 yr.
G2.1	Interior Lighting				X		3	Fluorescent and LED fixtures	Fluorescents use more energy than LED.	Fixtures are in good condition but recommend that remaining fluorescent fixtures be replaced with LED	20 to 25 fixtures	1 - 2 years
G3.1	Exterior Lighting			X			2	Wall mount LED fixtures over doors	NA	NA	NA	NA
G4.1	Egress Lighting			X			2	Combination Exit/Dual Lamp battery back-up fixtures at exits	Not covering the entire egress pathway.	Add dual lamp battery back-up fixtures in storage area and offices along egress path	4 locations	1 yr.
G5.1	Emergency Power System		N/A					NA	NA	NA	NA	NA
G6.1	Fire Alarm System		N/A					NA	NA	NA	NA	NA
G7.1	Equipment Connections				X		3	NA	None Observed	NA	NA	NA
G8.1	Panels				X		3	(1) 200A General Electric Load Center and (1) 50A Square D Load Center	None Observed	NA	NA	NA
G9.1	Switchgear		N/A					Overhead electrical service directly from IREA Pole mounted transformer to meter	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X		3	NA	Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - FACILITY MAINTENANCE



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A1.1 Accessibility - Restrooms



D1.1 Concrete Walls



D1.2 Masonry Walls



D1.3 Vinyl Walls



D2.1 Hollow Metal Doors



D2.2 Overhead Doors



D3.1 Vinyl Windows



D3.2 Aluminum Windows



D4.1 Fascia, Window & Door Frames



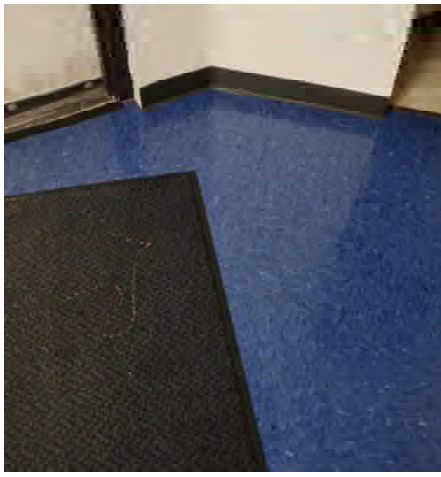
D5.1 Masonry Joints



D6.1 Membrane Roof



D6.2 Gutter & Downspouts



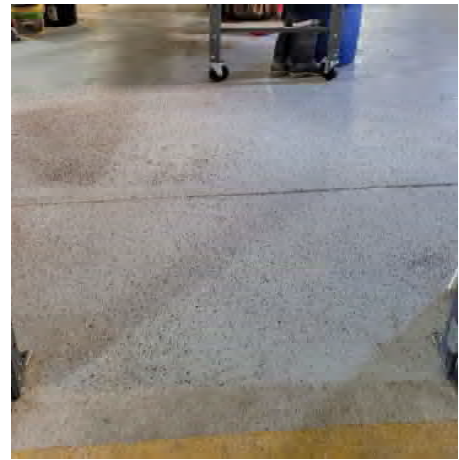
E1.1 Vinyl Composite Tile (VCT)



E1.2 Carpet Tile



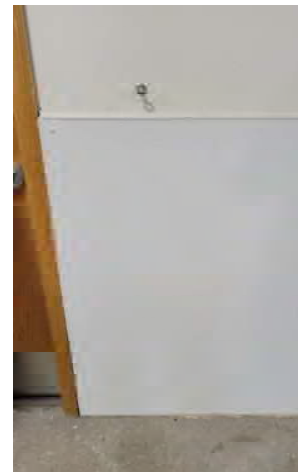
E1.3 Concrete Floor



E1.4 Epoxy Floor



E2.1 Gypsum Board Walls



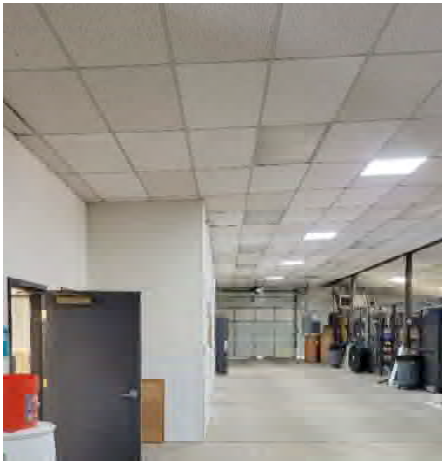
E2.2 Fiberglass Reinforced Panels (FRP)



E2.3 Wire Mesh Partitions



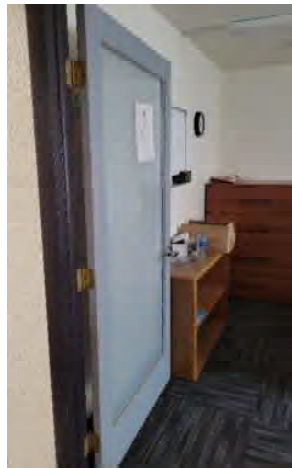
E3.1 Gypsum Board Ceiling



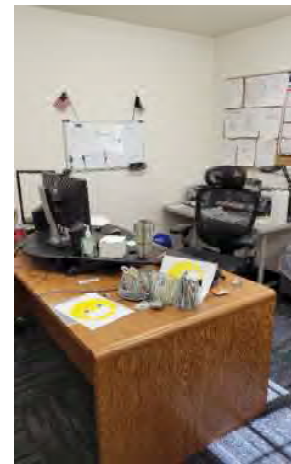
E3.2 Acoustic Ceiling Tile (ACT)



E4.1 Hollow Metal Doors



E4.2 Wood Doors



E5.1 Furniture - Office

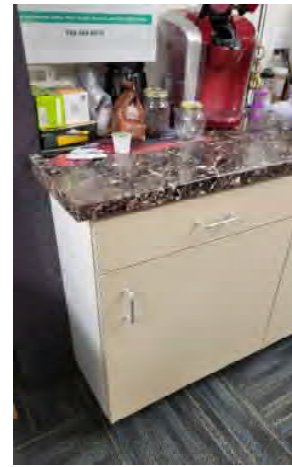


E5.2 Furniture - Conference

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E6.1 Casework

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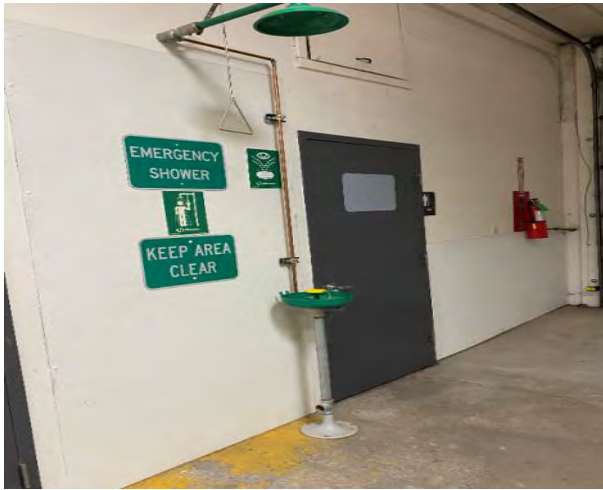


EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - FACILITY MAINTENANCE

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F1.1 Eye Wash On Well Water

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F4.1 Partial Rain Gutters. Not installed All Around

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F6.1 No Tempered Water On Eye Wash

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F9.1 Reznor gas-fired unit heater.



F10.1 Trane split system air conditioner.



F11.1 Gas-fired furnace. Outside air not provided to office spaces.



F12.1 Typical ceiling exhaust fan.

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G1.1 Combination Toggle and Occupancy Sensor



G2.1 LED 2'x4' Fixtures in Storage Area



G2.1 LED 1'x4' Linear Strip



G3.1 Overhead Wall Mounted Exterior Lighting Fixture



G4.1 Description

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G8.1 200A Main Distribution Panel



G9.1 Overhead Service Entrance and Meter

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BUILDING NAME:	PARKS & FORESTRY - DRY STORAGE BUILDING C
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Building Information:**Address:** 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Construction Date:

Historic Significance:

Total Gross SF:

Total Rentable SF:

Total Net SF:

of Floors

Assessment Date:**Report Date:****Equipment / Material Storage**

1993

Yes

No

X

2,488

N/A

N/A

1

6/7/2021

6/21/2021

**ASSESSMENT SUMMARY:****Overall Summary:** The overall condition of the building is poor to fair. The exterior of the building is fair while the interior is in good condition. There are no mechanical and plumbing systems and the electrical system is in fair condition.**Architecture:** The overall exterior of the building is in poor to fair condition. The interior is in fair to good conditions. The exterior cladding requires replacement and the entire building would likely need to be rebuilt to accommodate exit access and storage needs of the Parks department.**Electrical:** The building source of distribution was unable to be determined at the time of this assessment. (Building is fed via an underground conduit without a meter and potentially fed from building B) (1) 150A Main Distribution breaker located in panel. The interior lighting consists of fluorescent and LED fixtures.**Mechanical and Plumbing:** N/A

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION	CONDITION	2
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Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
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EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
D1.1	Walls	Wood Panel	X				1	Grooved sheet wood paneling.	The paint on the paneling is faded and deteriorating and the base and edges for the paneling has severe moisture damage.	Replace exterior wood paneling.	All	Immediately
D2.1	Doors	Overhead			X		3	Steel overhead sectional doors.	None Observed	NA	NA	NA
D2.2	Doors	Emergency Exiting	X				1	Emergency exiting man doors.	There are currently no emergency exiting doors from any of the storage bays. Overhead doors are only access points.	Provide emergency exiting man doors (code requirement).	5 Bays	Immediately
D4.1	Paint/Finishes	Fascia & Trim	X				1	Painted wood fascia and trim.	The paint on the wood fascia and trim is deteriorating.	Replace wood fascia and trim and repaint.	All	Immediately
D6.1	Roof	Metal		X			2	Exposed fastener standing seam metal panel.	Roof has small holes in various locations from apparent missed fastener placement.	Patch holes.	Various	Immediately

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Concrete			X		3	Concrete slab on grade.	None Observed	NA	NA	NA
E2.1	Walls	Wood Panel			X		3	Plywood & OSB sheathing panels	None Observed	NA	NA	NA
E3.1	Ceiling	Exposed		X			2	Exposed wood structure and underside of standing seam metal roof panel	Roof has small holes in various locations from apparent missed fastener placement.	Patch holes.	Various	Immediately

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	##					
F1.1	Domestic Water Systems		N/A					NA	NA	NA	NA	NA
F2.1	Natural Gas Systems		N/A					NA	NA	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		N/A					NA	NA	NA	NA	NA
F5.1	Plumbing Fixtures		N/A					NA	NA	NA	NA	NA
F6.1	Water Use		N/A					NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping		N/A					NA	NA	NA	NA	NA
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating		N/A					NA	NA	NA	NA	NA
F10.1	Cooling		N/A					NA	NA	NA	NA	NA
F11.1	Outside Air Ventilation		N/A					NA	NA	NA	NA	NA
F12.1	Exhaust		N/A					NA	NA	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

ELECTRICAL	Poor (1)	Fair (2)	Good (3)	Excellent (4)	2
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G1.1	Lighting Controls		X				1	Toggle Switches	Does not meet current code.	Replace sensors with ceiling mounted vacancy sensors	All	1 year
G2.1	Interior Lighting			X			2	T8 Fluorescent 1'x4' and LED surface mount fixtures.	Fluorescent fixtures are inefficient compared to LED	Replace existing T8 fluorescent fixtures with LED linear strips	All	1 to 2 years
G3.1	Exterior Lighting		X				1	"Goose neck" fixtures with Retrofit LED Lamps	Fluorescent fixtures are inefficient compared to LED	Replace existing fixtures with forward throw LED wall packs	All	1 year
G4.1	Egress Lighting		X				1	No Egress fixtures - Unoccupied building	NA	NA	NA	NA
G5.1	Emergency Power System		N/A					NA	NA	NA	NA	NA
G6.1	Fire Alarm System		N/A					NA	NA	NA	NA	NA
G7.1	Equipment Connections		N/A					NA	NA	NA	NA	NA
G8.1	Panels				X		3	Weather proof 150A main circuit breaker panelboard	None Observed	NA	NA	NA
G9.1	Switchgear		N/A					NA	NA	NA	NA	NA
G10.1	Receptacles and Switches				X		3	Minimal receptacles in facility	Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - DRY STORAGE BUILDING C



Notes:

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D1.1 Wood Panel Walls



D2.1 Overhead Doors



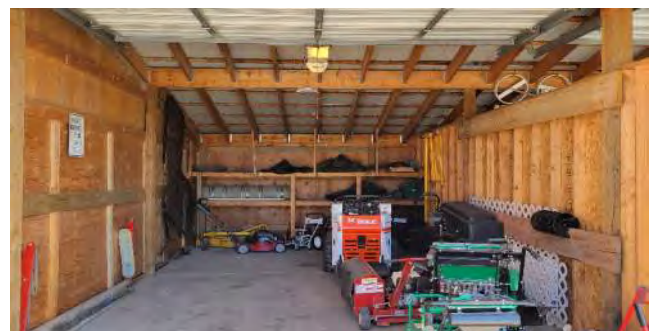
D4.1 Fascia & Trim



D6.1 Standing Seam Metal Roof



E1.1 Concrete Floor



E2.1 Plywood & OSB Walls



E3.1 Exposed Ceiling

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EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - DRY STORAGE BUILDING C



Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



G2.1 Typical 1'x4' Fluorescent Strip Fixture



G2.1 Typical Surface Mount LED fixture



G3.1 "Goose Neck" Fixtute wit LED Retrofit Lamp



G8.1 150A Panel In Nema 3R Enclosure

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BUILDING NAME:	PARKS & FORESTRY - PARKS SHOP BUILDING D
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Building Information:**Address:** 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Crew Room / Shop

Construction Date:

1997

Historic Significance:

Yes		No	X
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Total Gross SF:

8,000

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1 + Mezzanine

Assessment Date:

6/7/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:****Overall Summary:** The overall conditions of the building is good. ADA accessibility is good as are the interior and exterior of the building. The mechanical and plumbing are in fair condition and the electrical system is in good condition.**Architecture:** The overall condition of the interior and exterior of the building is good with minimal maintenance required. The building is beginning to age and could be updated to meet current energy codes.**Electrical:** The building is served by a single 120/208V 3-Phase IREA utility transformer with a 800A Main Distribution Switchboard. The entire building is backed up by a stand-by diesel generator, ground mounted on the west side of the building in a NEMA 3R enclosure. The interior lighting consists of high bay manufactured LED fixtures. Egress lighting is provided by batteries located in dual-lamp emergency fixtures.**Mechanical and Plumbing:** The mechanical system for this building includes a garage exhaust ventilation system and gas-fired unit heaters for heating the garage area. The locker and break area are served by high wall mini split direct expansion heat pumps for heating and cooling. A single baseboard serves the back entry hallway. A single inline exhaust fan exhausts 2 bathrooms. Plumbing - Heat provided by propane. Should buy equipment for natural gas. Fire protection in common with Fleet Bldg. E. Annunciation panel is located in Fleet Bldg. E. Sand/oil interceptor connected to trench drains in middle of building. emergency eye wash is connected to city water. non-potable water garden hose attached to back of building.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom			X		3	Access and restrooms appear to be ADA compliant.	None Observed	NA	NA	NA
EXTERIOR BUILDING ELEMENTS												
D1.1	Walls	Metal Panel			X		3	Prefinished pre-engineered metal building metal panel	Minor denting and wear from years of operation.	NA	NA	NA
D2.1	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames	None Observed	NA	NA	NA
D2.2	Doors	Overhead					2	Prefinished steel sectional overhead doors	Dents and impact damage to jambs. Bottom of jambs rusting.	Prepare and patch jambs. Repaint.	All	Immediately
D3.1	Windows	Vinyl		X	X		3	Vinyl double paned windows.	None Observed	NA	NA	NA
D4.1	Paint/Finishes	Prefinished			X		3	Prefinished metal trim.	None Observed	NA	NA	NA
D5.1	Material Joints / Penetrations	Conduit			X		3	Electrical conduit into building.	None Observed	NA	NA	NA
D6.1	Roof	Metal Panel			X		3	Prefinished pre-engineered metal building metal roof panel	Not Observed. Town of Parker staff indicated that roof was in good condition with no ongoing issues.	NA	NA	NA
INTERIOR BUILDING CONDITION												
E1.1	Floor	Concrete		X			2	Concrete slab on grade.	Several sections of the concrete pad are cracked.	Maintain cracks to avoid further damage to slab	Various locations	Ongoing
E1.2	Floor	Vinyl Composite Tile (VCT)			X		3	Vinyl Composite Tile (VCT)	The VCT in the restrooms has some wear patterns from use, but is in good condition.	Clean and maintain high use areas on a regular basis to protect VCT.	Restrooms	Ongoing
E2.1	Walls	Masonry			X		3	CMU Masonry block walls.	None Observed	NA	NA	NA
E2.2	Walls	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins and insulation.	None Observed	NA	NA	NA
E2.3	Walls	Plywood			X		3	Painted plywood sheathing up to approximately 8'.	None Observed	NA	NA	NA
E2.4	Walls	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA

E3.1	Ceiling	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins and insulation.	None Observed	NA	NA	NA	NA
E3.2	Ceiling	Gypsum Board		X			2	Painted and finished gypsum board.	One area in the locker room is bubbled and appears to have been caused by moisture infiltration.	Investigate cause of damage and prepare and repair.	1 observed location	Immediately	
E4.1	Openings (Doors & Windows)	Hollow Metal Doors			X		3	Painted hollow metal doors and frames.	None Observed	NA	NA	NA	NA
E5.1	Furniture	Locker Room			X		3	Metal lockers and wood benches.	None Observed	NA	NA	NA	NA
E5.2	Furniture	Break Room			X		3	Chairs and Tables	None Observed	NA	NA	NA	NA
E6.1	Casework	Melamine & Formica			X		3	Upper and lower case work with countertops.	None Observed	NA	NA	NA	NA
E7.1	Stairs & Railings	Metal			X		3	Premanufactured metal stairs, railings and mezzanine.	None Observed	NA	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
F1.1	Domestic Water Systems				X		3	Tank type water closet. Wrist blade handles on sinks.	NA	NA	NA	NA
F2.1	Natural Gas Systems		N/A					NA	NA	NA	NA	NA
F3.1	Propane Systems		X				1	heating system is on propane.	Propane is expensive and inconvenient	Replace propane heating units with natural gas.	Entire system	1 -2 years
F4.1	Storm Drain Systems			X			2	Rain gutters with down spouts.	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures			X			2	Tank type water closets.	Toilet water usage is inefficient	Replace water closets with flush valve type to conserve water.	All Locations	3 Years
F6.1	Water Use			X			2	Domestic Water	Toilet water usage is inefficient	Replace water closets with flush valve type to conserve water.	All Locations	3 Years
F7.1	Waste & Vent Piping			X			2	City System	None Observed	NA	NA	NA
F8.1	Fire Protection System			X			2	Wet pipe.	None Observed	NA	NA	NA
F9.1	Heating				X		3	(2) Reznor gas-fired unit heaters. (2) split system indoor heat pumps and (1) outdoor heat pump. (1) electric baseboard heater.	None Observed	NA	NA	NA
F10.1	Cooling				X		3	(2) split system indoor heat pumps and (1) outdoor heat pump.	None Observed	NA	NA	NA
F11.1	Outside Air Ventilation		X				1	Not noted.	Outside air for locker rooms and break area not provided.	Provide code required ventilation air.	2 locations, breakroom and locker room	1 Year
F12.1	Exhaust				X		3	(1) inline fan for (2) bathrooms and (1) sidewall propeller fan with intake louvers for garage ventilation	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
G1.1	Lighting Controls				X		3	NA	None Observed	NA	NA	NA
G2.1	Interior Lighting					X	4	High bay LED 2'x4' fixtures	None Observed	NA	NA	NA
G3.1	Exterior Lighting				X		3	LED Wallpacks	None Observed	NA	NA	NA
G4.1	Egress Lighting			X			2	Dual-Lamp fixture with 90 minute battery back up located in interior.	Coverage for main shop floor does not appear to meet minimum code required levels.	Provide additional Dual-Lamp fixtures with 90 minute battery back up at each overhead door location.		1 year
G5.1	Emergency Power System					X	4	225kW diesel generator is classified as stand-by per the National Electric Code. Entire building is backed up.	None Observed	NA	NA	NA

G6.1	Fire Alarm System				X			3	Building has fire protection system only. Consists of flow and tamper switches.	Building not fully covered with fire alarm system.	Provide ADA notification devices (Horn/Strobes) throughout the facility.	All locations	2 - 5 Years
G7.1	Equipment Connections				X			3	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels						X	4	GE various amperage 120/208V 3ph, panels	None Observed	NA	NA	NA
G9.1	Switchgear						X	4	Cutler Hammer 800A 120/208V, 3ph Distribution Board in NEMA 3R enclosure.	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X			3	NA	Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - PARKS SHOP BUILDING D



Notes:

1. Not all items listed in assessment report are documented in photos.
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4. Additional items requiring attention that are not documented potentially exist



A1.1 ADA Accessibility



D1.1 Metal Panel Walls



D2.1 Hollow Metal Doors



D2.2 Overhead Doors



D3.1 Vinyl Windows



D4.1 Paint / Finishes



D5.1 Material Joints / Penetrations



E1.1 Concrete Floors



E1.2 Vinyl Composite Tile (VCT)



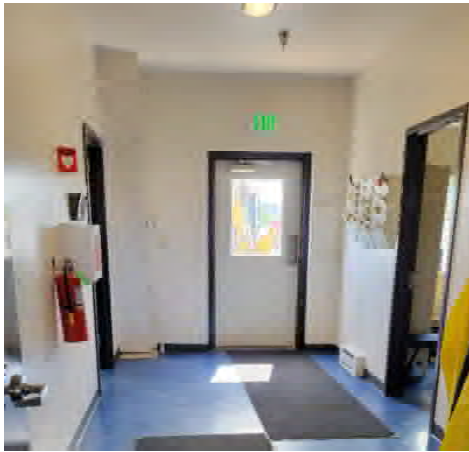
E2.1 CMU Masonry Walls



E2.2 Exposed Structure Walls



E2.3 Plywood Walls



E2.4 Gypsum Board Walls



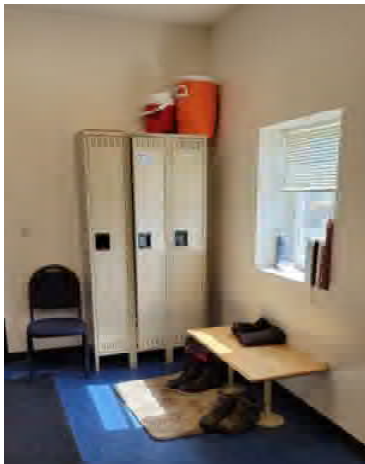
E3.1 Exposed Structure Ceiling



E3.2 Gypsum Board Ceiling



E4.1 Hollow Metal Doors



E5.1 Furniture - Locker Room



E5.2 Furniture - Break Room



E6.1 Casework

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E7.1 Stairs, Railings & Mezzanine

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- Notes:
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 - 3. Inspect documented conditions in all similar areas to verify if similar instances exist.
 - 4. Additional items requiring attention that are not documented potentially exist.

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F1.1 Description

F2.1 Description

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F3.1 Description

F4.1 Description

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F5.1 Description

F6.1 Tank Type Water Closet



F7.1 Trench Drain To Sand/Oil Interceptor

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F8.1 Description



F9.1 Typical gas-fired unit heater.



F10.1 Typical mini split.



F11.1 Outside air not provided to locker room or break room.



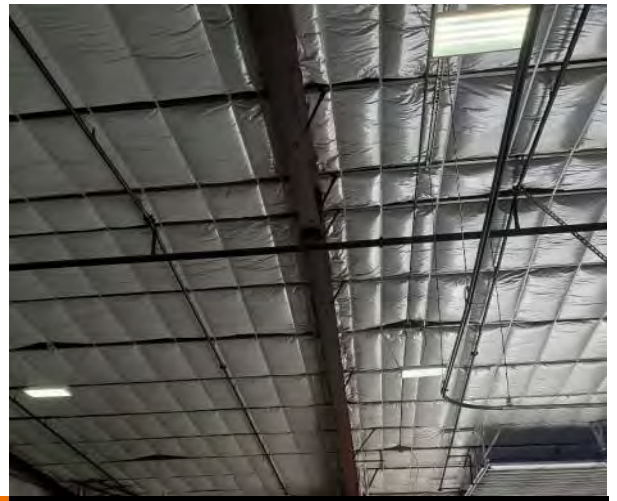
F12.1 Inline exhaust fan.

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F13.1 Description



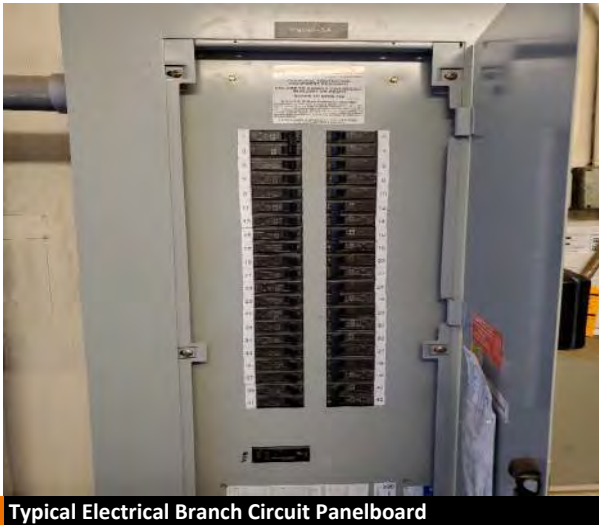
G3.1 Typical LED Exterior Lighting



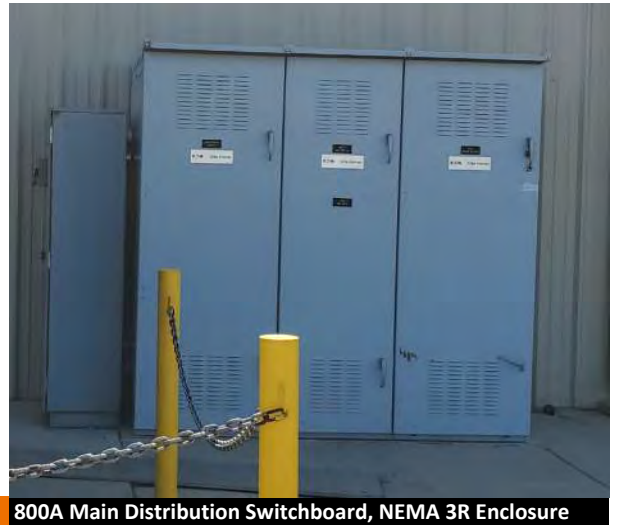
G2.2 Typical Highbay LED Lighting



G5.1 225kW Diesel Generator and Automatic Transfer Switch



G8.1 Typical Electrical Branch Circuit Panelboard



G9.1 800A Main Distribution Switchboard, NEMA 3R Enclosure

BUILDING NAME:	PARKS & FORESTRY - FLEET SHOP
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Building Information:

Address: 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Maintenance Shop / Office

Construction Date:

2005

Historic Significance:

Yes		No	X
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Total Gross SF:

9,600

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

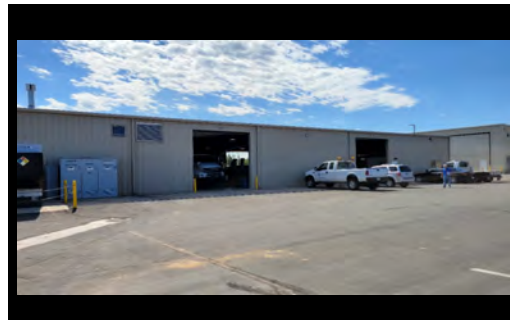
1 + Mezzanine

Assessment Date:

6/7/2021

Report Date:

6/21/2021



ASSESSMENT SUMMARY:

Overall Summary: The overall condition of the building is good. ADA accessibility is fair while the exterior and interior of the building are in good condition. Mechanical and plumbing are fair and the electrical is good to excellent.

Architecture: Overall the exterior and interior of the building are in good condition. One restroom appears to be ADA compliant from a space perspective while the other does not. The tile and carpet flooring could use some update and maintenance.

Electrical: The building is served by a single 120/208V 3-Phase IREA utility transformer with a 800A Main Distribution Switchboard. The entire building is backed up by a stand-by diesel generator, ground mounted on the west side of the building in a NEMA 3R enclosure. The interior lighting consists of high bay manufactured LED fixtures. Egress lighting is provided by batteries located in dual-lamp emergency fixtures.

Mechanical and Plumbing: This mechanical system consists of (3) gas-fired unit heaters for garage heating, (1) portable evaporative cooler for cooling the garage, (1) mini-split high wall unit for office cooling, (2) ceiling mount bathroom exhaust fans, and (1) sidewall propeller fan with intake louvers for garage ventilation. Plumbing - Heat provided by propane. Should replace equipment for natural gas. Emergency eye wash and shower on city water with temperature mixing valve. No air conditioning. Trench drain in middle of shop connected to sand/oil interceptor. Fire protection system in common with Bldg. D Parks Shop. Rain gutters and downspouts in place

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom		X			2	Access and Restroom dimensions	The north restroom does not appear to meet ADA dimension requirement. Both restrooms need accessories to be located in current ADA required locations.	Update accessory locations. Designate restrooms as All-Gender and designate ADA compliant restroom as accessible.	Various	Near Future or at Remodel
EXTERIOR BUILDING ELEMENTS												
D1.1	Walls	Metal Panel			X		3	Prefinished pre-engineered metal building metal panel	Minor denting and wear from years of operation.	NA	NA	NA
D2.1	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames	None Observed	NA	NA	NA
D2.2	Doors	Overhead			X		3	Prefinished steel sectional overhead doors	None Observed	NA	NA	NA
D3.1	Windows	Vinyl			X		3	Vinyl double paned windows.	None Observed	NA	NA	NA
D4.1	Paint/Finishes	Prefinished			X		3	Prefinished metal trim.	None Observed	NA	NA	NA
D5.1	Material Joints / Penetrations	Conduit			X		3	Electrical conduit into building.	None Observed	NA	NA	NA
D6.1	Roof	Metal Panel			X		3	Prefinished pre-engineered metal building metal roof panel	Not Observed. Town of Parker staff indicated that roof was in good condition with no ongoing issues.	NA	NA	NA
INTERIOR BUILDING CONDITION												
E1.1	Floor	Concrete			X		3	Concrete slab on grade.	None Observed	NA	NA	NA
E1.2	Floor	Vinyl Composite Tile (VCT)		X			2	Vinyl Composite Tile (VCT)	Gaps between the tiles are becoming evident.	Fill and seal gaps between tiles to limit moisture infiltration.	Various	Immediately
E1.3	Floor	Carpet Tile		X			2	Carpet Tile	Due to nature of work in the building the carpet tile is wearing and dirty.	Clean and maintain carpet tiles on a regular basis to prolong life. If noise level is acceptable, carpet can be removed and expose concrete slab as finished floor.	All	Ongoing

E2.1	Walls	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins and insulation.	None Observed	NA	NA	NA	NA
E2.2	Walls	Plywood			X		3	Painted plywood sheathing up to approximately 8'.	None Observed	NA	NA	NA	NA
E2.3	Walls	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA	NA
E3.1	Ceiling	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins and insulation.	None Observed	NA	NA	NA	NA
E3.2	Ceiling	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA	NA
E4.1	Openings (Doors & Windows)	Hollow Metal			X		3	Painted hollow metal doors and frames.	None Observed	NA	NA	NA	NA
E5.1	Furniture	Office		X			2	Desks, Chairs and bookshelves.	None Observed. The office furniture is outdated and could be updated.	NA	NA	NA	NA
E7.1	Stairs & Railings	Metal			X		3	Premanufactured metal stairs, railings and mezzanine.	None Observed	NA	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
F1.1	Domestic Water Systems				X		3	NA	None Observed	NA	NA	NA
F2.1	Natural Gas Systems		N/A					NA	NA	NA	NA	NA
F3.1	Propane Systems		X					Heating system on propane	No natural gas.	Replace heating system with natural gas.	Entire building	1 - 2 years
F4.1	Storm Drain Systems				X		1	Rain gutters with down spouts.	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures			X			3	Tank type water closets with wrist blade handles on lavatory,	None Observed	NA	NA	NA
F6.1	Water Use			X			2	Domestic	None Observed	NA	NA	NA
F7.1	Waste & Vent Piping			X			2	City System	None Observed	NA	NA	NA
F8.1	Fire Protection System			X			2	Wet pipe.	No smoke detectors.	Add smoke detectors.	All locations	1 Year
F9.1	Heating				X			(2) Reznor gas- fired unit heaters and (1) Supreme Heat waste oil heater in garage, (1) high wall mini split system heat pump in office.	None Observed	NA	NA	NA
F10.1	Cooling				X		3	(1) Portacool Portable evaporative cooler in garage, (1) high wall mini split system heat pump in office.	None Observed	NA	NA	NA
F11.1	Outside Air Ventilation				X		3	Intake louvers in garage.	None Observed	NA	NA	NA
F12.1	Exhaust				X			(2) Ceiling fans. (1) Sidewall propeller garage exhaust fan and intake louvers.	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A				3	NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)				Fair (2)	Good (3)	Excellent (4)	4					
G1.1	Lighting Controls					X				3	NA	None Observed	NA	NA	NA
G2.1	Interior Lighting								X		High bay LED 2'x4' fixtures	None Observed	NA	NA	NA
										4					
G3.1	Exterior Lighting					X				3	LED wallpacks	None Observed	NA	NA	NA
G4.1	Egress Lighting								X		Dual-Lamp fixture with 90 minute battery back up located in interior.	None Observed	NA	NA	NA
										4					
G5.1	Emergency Power System								X		225kW diesel generator is classified as stand-by per the National Electric Code. Entire building is backed up.	None Observed	NA	NA	NA
										4					

G6.1	Fire Alarm System				X			3	Building has fire protection system only. Consists of flow and tamper switches.	Building not fully covered by fire alarm system	Provide ADA notification devices (Horn/Strobes) throughout the facility.	Entire building	2 - 5 Years
G7.1	Equipment Connections				X			3	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels						X	4	GE various amperage 120/208V 3ph, panels	None Observed	NA	NA	NA
G9.1	Switchgear						X	4	Cutler Hammer 800A 120/208V, 3ph Distribution Board in NEMA 3R enclosure.	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X			3	NA	Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - FLEET SHOP



Notes:

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A1.1 Accessibility



D1.1 Metal Panel Walls



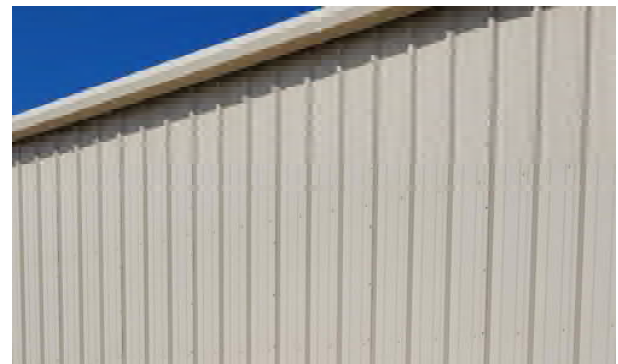
D2.1 Hollow Metal Doors



D2.2 Overhead Doors



D3.1 Vinyl Windows



D4.1 Paint / Finishes



NOT OBSERVED

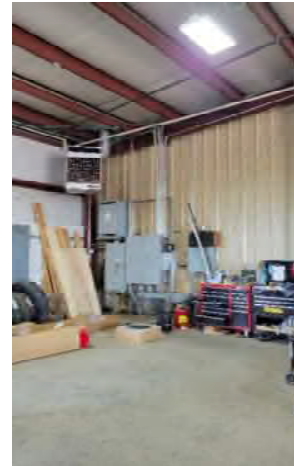
D5.1 Material Joints / Penetrations

D6.1 Metal Panel Roof



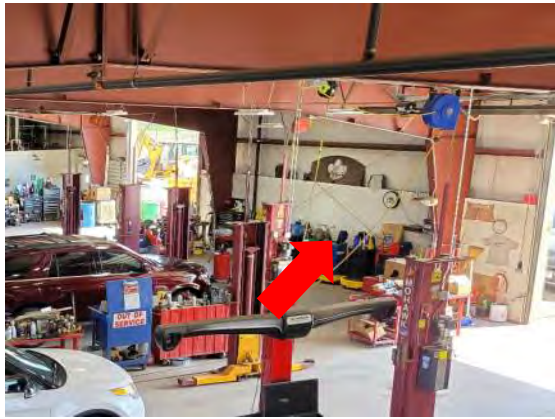
E1.1 Concrete Floor

E1.2 Vinyl Composite Tile (VCT)



E1.3 Carpet Tile

E2.1 Exposed Structure Walls



E2.2 Plywood Walls



E2.3 Gypsum Board Walls



E3.1 Exposed Structure Ceiling

NO PICTURE AVAILABLE

E3.2 Gypsum Board Ceiling



E4.1 Hollow Metal Doors and Windows



E5.1 Furniture - Office



E7.1 Stairs, Railings & Mezzanine

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EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - FLEET SHOP



Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.

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F1.1 Description

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F2.1 Description



F4.1 Rain Gutters With Downspouts

F3.1 Description



F5.1 Plumbing Fixtures

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F6.1 Description

INTENTIONALLY BLANK



F8.1 Fire Protection Sprinkler System



F9.1 Description



F10.1 Description



F11.1 Description



F12.1 Description

INTENTIONALLY BLANK

INTENTIONALLY BLANK

F13.1 Description



G2.1 Typical Highbay LED Lighting

G1.1 Description



G3.1 Typical LED Lighting Buildings D and E



G4.1 Dual Lamp Battery Backed up Fixture



G5.1 225kW Diesel Generator and Automatic Transfer Switch



G8.1 Description



G9.1 800A Main Distribution Switchboard, NEMA 3R Enclosure



G10.1 Typical Surface Mount 20A Standard and GFCI Receptacles

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E3.3 Description

INTENTIONALLY BLANK

E4.1 Description

INTENTIONALLY BLANK

E4.2 Description

BUILDING NAME:	PARKS & FORESTRY - DRY STORAGE BUILDING F
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Building Information:
Address: 12012 Motsenbocker Rd. - Parker, CO

Current Use/Occupants:

Construction Date:

Historic Significance:

Total Gross SF:

Total Rentable SF:

Total Net SF:

of Floors

Assessment Date:**Report Date:****Material & Equipment Storage****2009**

Yes

2,872

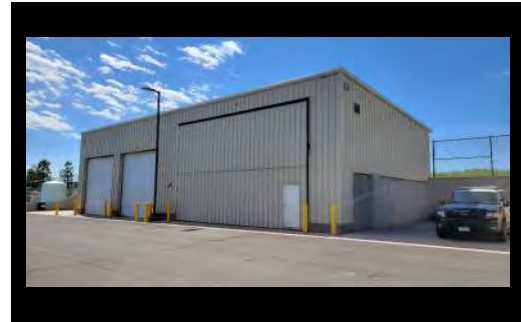
N/A

N/A

1 + Mezzanine

6/7/2021

6/21/2021

**ASSESSMENT SUMMARY:**
Overall Summary: The overall condition of the building is fair to good. The exterior and interior of the building are in good condition. The drainage system around the building is poor and the electrical system is in fair condition.

Architecture: The overall condition of the interior and exterior of the building is good. There are a few locations of minor corrosion from the previously stored salt.

Electrical: The building is served by a single 120/208V 1-Phase IREA utility transformer with a 60A Main Distribution breaker located in panel. The interior lighting consists of ceiling mounted metal halide fixtures.

Mechanical and Plumbing: Plumbing - No rain gutters. Water runs off roof on back of building. Seeping into building causing corrosion. Concrete slab on back of building has heaved. What appears to be thin wall vertical storm risers in slab appears to have been damaged.

Poor (1) = Needs Replacement; **Fair (2)** = Needs Repair/Attention; **Good (3)** = is acceptable; **Excellent (4)** = New/No issues

OVERALL CONDITION			CONDITION				2						
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline	
EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
D1.1	Walls	Metal Panel			X		3	Prefinished pre-engineered metal building metal panel	A few minor dents and impact damage to edge of panels.	NA	NA	NA	
D2.1	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames	None Observed	NA	NA	NA	
D2.2	Doors	Overhead			X		3	Prefinished steel coiling overhead doors	None Observed	NA	NA	NA	
D2.3	Doors	Vertical Lift			X		3	Prefinished steel vertical lift bi-fold door	None Observed	NA	NA	NA	
D4.1	Paint/Finishes	Prefinished			X		3	Prefinished metal trim.	None Observed	NA	NA	NA	
D5.1	Material Joints / Penetrations	Conduit			X		3	Electrical conduit into building.	Corrosion from previously used salt material.	Monitor and maintain conduit	1 observed location	Ongoing	
D6.1	Roof	Metal Panel			X		3	Prefinished pre-engineered metal building metal roof panel	Not Observed. Town of Parker staff indicated that roof was in good condition with no ongoing issues.	NA	NA	NA	
INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
E1.1	Floor	Concrete			X		3	Concrete slab on grade.	None Observed	NA	NA	NA	
E2.1	Walls	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins.	Minor corrosion and rusting of metal angles at top of concrete wall.	Replace angles as needed.	Various	As needed	
E2.2	Walls	Concrete			X		3	Cast-in-place foundation retaining walls.	Some minor cracking and damage apparently due to previous use as salt storage.	NA	NA	NA	
E3.1	Ceiling	Exposed Structure			X		3	Prefinished pre-engineered metal building purlins.	None Observed	NA	NA	NA	
E7.1	Stairs & Railings	Metal			X		3	Premanufactured metal stairs, railings and mezzanine.	None Observed	NA	NA	NA	
E9.1	Daylighting	Skylights			X		3	Premanufactured integrated skylights.	None Observed	NA	NA	NA	
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	1						
F1.1	Domestic Water Systems		N/A					NA	NA	NA	NA	NA	

F2.1	Natural Gas Systems		N/A					NA	NA	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		X					None	No rain gutters	Install rain gutters and down spouts. Inspect repair storm drainage system.	All locations	Installation in progress.
F5.1	Plumbing Fixtures		N/A					NA	NA	NA	NA	NA
F6.1	Water Use		N/A					NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping		N/A					NA	NA	NA	NA	NA
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating		N/A					NA	NA	NA	NA	NA
F10.1	Cooling		N/A					NA	NA	NA	NA	NA
F11.1	Outside Air Ventilation		N/A					NA	NA	NA	NA	NA
F12.1	Exhaust		N/A					NA	NA	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2						
G1.1	Lighting Controls		X					1	Toggle Switch	Does not meet current energy code	Install ceiling mounted vacancy sensors	All locations	1 year
G2.1	Interior Lighting			X				2	High bay Metal Halide Fixtures	Fixture are not energy efficient	Replace with LED High bay fixtures	All locations	1 to 2 years
G3.1	Exterior Lighting					X		4	New Pole Mounted LED Fixtures	None Observed	NA	NA	NA
G4.1	Egress Lighting				X			3	Battery Backed-up Fixture at Man Door.	Does not meet current egress path code requirements	Provide additional battery backed-up dual lamp emergency fixture in interior	3 locations	1 to 2 years
G5.1	Emergency Power System		N/A						NA	NA	NA	NA	NA
G6.1	Fire Alarm System		N/A						NA	NA	NA	NA	NA
G7.1	Equipment Connections			X				2	Mechanical equipment connections	Life expectancy is being exceeded, deterioration was observed.	Replace all connections	All locations	1 Year
G8.1	Panels				X			3	60A 120/208V, 3PH Panelboard in NEMA 3R Enclosure	Panel is showing signs of surface rust.	Interior should be inspected and connections tightened per manufacturer's guidelines	1 location	1 year
G9.1	Switchgear		N/A						NA	NA	NA	NA	NA
G10.1	Receptacles and Switches			X				2	NA	None Observed	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKS & FORESTRY - DRY STORAGE BUILDING F



Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



D1.1 Metal Panel Walls



D2.1 Hollow Metal Doors



D2.2 Overhead Coiling Doors



D2.3 Vertical lift bi-fold door



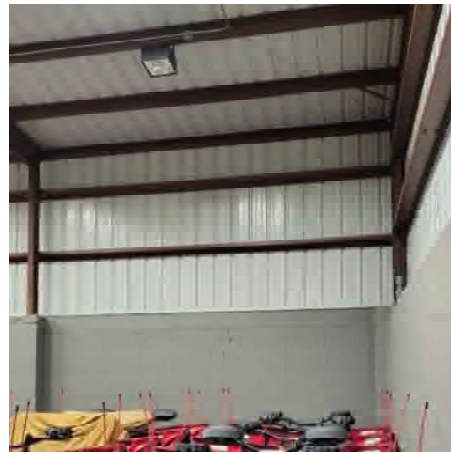
D4.1 Prefinished Metal Trim



D5.1 Material Joints / Penetrations



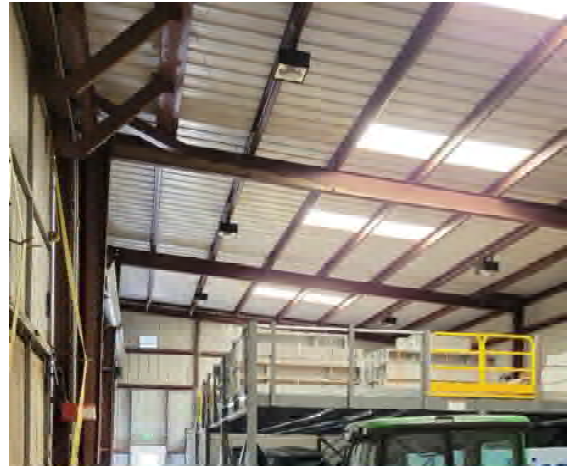
E1.1 Concrete Floor



E2.1 Exposed Structure Walls



E2.2 Concrete Walls



E3.1 Exposed Structure Ceiling



E7.1 Metal Stairs & Mezzanine



E9.1 Skylights

- Notes:
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 - 2. Photos utilized to graphically reflect current conditions.
 - 3. Inspect documented conditions in all similar areas to verify if similar instances exist.
 - 4. Additional items requiring attention that are not documented potentially exist.



E4.1 Existing Potential Storm To Be Verified for Rain Gutters

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E4.2 Description

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E5.1 Description

E5.2 Description

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E5.3 Description

E6.1 Description

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INTENTIONALLY BLANK

E7.1 Description



G1.1 Toggle Switch for Lighting Control



G2.1 Interior Highbay Fixtures



G2.2 Exterior Pole Mounted LED Fixtures



G4.1 Exterior Egress Fixture



G8.1 120/208V Panelboard With 60A Main Breaker

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BUILDING NAME:	OLD TOWN HALL
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Building Information:**Address:** 20118 E. Mainstreet - Parker, CO

Current Use/Occupants:

Office / Storage

Construction Date:

1987

Historic Significance:

Yes		No	X
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Total Gross SF:

3,534

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

2

Assessment Date:

6/8/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall condition of the building and site are fair. The ADA building accessibility is poor and the ADA site accessibility is fair. Structurally the building is in good condition while the exterior is fair and the interior is good. Mechanical and plumbing are fair and the electrical systems are in good condition. A cost benefit analysis of this building is recommended to determine the value of building upgrades versus building replacement.

Site: 1. all HC spaces need upgrades to meet ADA 2. ramp to front door needs reconfigured to meet ADA due to slope, landings, handrails. 3. No SW connections to entrance from Pikes Peak or Mainstreet (assumes vehicular arrival)

Structural: The building is in good overall condition with no structural concerns.

Architecture: The overall ADA accessibility for the building is poor with limited access between floors and improper clearances in restrooms. The overall exterior of the building is in fair condition. The exterior materials are aging and damaged from rodents and age. The overall interior condition is good, but has many outdated materials and finishes.

Electrical: Electrical: The building is served by a single 120/208V 3-Phase IREA utility transformer with a (4) Main Distribution Disconnects. The interior lighting consists of fluorescent, incandescent and manufactured LED fixtures. Egress lighting is provided by batteries located in the exit signage. Building also contains an addressable fire alarm system with minimal annunciation.

Mechanical and Plumbing: This building is served by (7) gas-fired furnaces and direct expansion split systems. It also has a snowmelt system in the entry area. Plumbing - Boiler for ice melt system overheats. No fire protection. Smoke detection only. Rain gutters leak at seams and corners allowing freezing spots on walkway.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION	CONDITION	2
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Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom	X				1	Floor to floor access, basic clearances and restroom dimensions.	No elevator for floor to floor access. Restroom clearances in most restrooms are not adequate. ADA toilet to wall clearance is not within 16" - 18".	Determine areas of needed ADA access and update.	Various	Near Future or at Remodel
A1.2	Accessibility (ADA)	ADA SITE Items						See Below	See Below	See Below	See Below	See Below

SITE			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
B1.1	Site Access		X				1	No ped access from Pikes Peak or Mainstreet (site implicitly assumes vehicular arrival). MAINSTREET: ped could come from Mainstreet via park and across parking lot, but ramp is not designed as accessible route (no trunk domes/color different) and ped would then walk through parking lot; this route is also indirect; grade between existing building entrance and straight alignment to Mainstreet could work for new sidewalk. PIKES PEAK: sidewalk exists along N side of Pikes Peak; would need to provide sidewalk into site and to front door--grade difference would require crosswalk at driveway to planting island, and new sidewalk through existing plantings		Pedestrian connection to Mainstreet sidewalk could be made with minimal landscape impact. Pedestrian connection to Pikes Peak would have significant landscape impact	2	Near Future or at Remodel
B2.1	Curb & Gutter				X		3	NA	Flush curb from entrance walk to parking lot adjacent to ADA spaces	Suggest building full curb at radius to left of HC spaces, to differentiate walking/driving spaces (not required, but preferred)	1	Near Future or at Remodel, for ADA space changes
B3.1	Sidewalks				X		3	NA	E-W pedestrian connection across parking lot is assumed to be non-ADA; a crosswalk through the parking lot is not required but would be recommended for enhanced safety	Provide crosswalk through the parking lot for enhanced safety.	1	Discretionary

B4.1	Stairs / Ramps / Railings		X				1	Ramp to front door of building does not meet ADA standards; rise approx. 7.6% requires intermediate landings; handrail should extend to wall at door; requires handrail on both sides and likely in center; requires landing in front of door; rail should extend 12" past bottom of ramping and return to post; no ADA button to open door; elsewhere on site, unclear if stairs to lower level and stairs to new Town Hall are ADA route - if so, railings likely do not meet ADA - need to extend 12" past top and bottom stair, need continuous railing along landing			Provide ADA compliant ramp to front door with railings.	1	Near Future or at Remodel; more assessment and possible mitigation options needed
B5.1	Landscape materials					X	4	no vegetation interference with circulation routes	None Observed	NA	NA	NA	
B6.1	Storm Water			X			3	no issues noted	None Observed	NA	NA	NA	
	Parking		X				1	WEST: 37 spaces on west, incl 2 HC (both van - 115" spaces, 52" aisle). EAST: 15 spaces east incl 1 HC (van)	WEST PARKING: ADA spaces require curb ramp (w trunk. domes) at end of aisle and wheel stops; spaces too narrow to be van (132" + 60" aisle OR 96" = 96" aisle; 2 spaces are required and 1 of the two spaces *must* be van). EAST PARKING: need further confirmation on accessible route from HC space to door (is existing ramp at rear of aisle acceptable since don't have to walk behind parking space, or does the ramp need to be at the 'head' of the access aisle); aisle striping should extend to existing ramp AND ramp needs truncated domes OR need ramp at head of ramp at sidewalk; space needs to be widened to 132" (aisle is 84"; required to be 60)			2	Near Future or at Remodel
B7.1	Bicycle Parking			X			2	1 novelty-shape bike rack (2 bikes) north of front entrance; approx. 35-40' to entrance	bike rack not visible from inside building, mostly due to vegetation	Visibility of bike rack from inside building is not required, but is recommended for security.	1	Near Future or at Remodel	

STRUCTURAL		Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
C1.1	Foundations				X	4	cast in place concrete	None Observed	NA	NA	NA	NA
C2.1	Primary Structure			X		3	wood framed construction	None Observed	NA	NA	NA	NA
C3.1	Secondary Structure			X		3	NA	None Observed	NA	NA	NA	NA

EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)		2					
D1.1	Walls	Wood Panel & Shake		X				2	Board and batten wood panels with wood shake accents.	Much of the board and batten panels are aging and the painted finish is deteriorating. Many of the wood shakes are in the same condition as well as having damage from woodpeckers.	Exterior envelope likely does not meet current energy code. Replace exterior cladding and updated insulation. Repairing and repainting damaged locations is a temporary solution.	All	1 - 3 years.
D2.1	Doors	Aluminum			X			3	Aluminum storefront entry doors.	Panic exiting hardware is not present.	Update exiting door hardware.	2 pairs of doors	Immediately
D2.2	Doors	Hollow Metal			X			3	Painted hollow metal doors and frames.	None Observed	NA	NA	NA
D3.1	Windows	Wood Framed			X			3	Prefinished wood framed double glazed operable windows.	Observed windows are aging and somewhat difficult to open.	NA	NA	NA
D4.1	Paint/Finishes	Fascia & Trim	X					1	Painted wood fascia and trim.	Paint on wood fascia and trim is deteriorating.	Prepare and repaint fascia and trim. Replace wood where damaged.	Various	Immediately
D5.1	Material Joints / Penetrations	Sealant	X					1	Material joint sealant.	Joint sealants around the building are aging or have failed.	Prepare and replace joint sealant.	Various	Immediately

D6.1	Roof	Asphalt Shingle			X		3	Hip and gabled roofs with asphalt shingles.	Not Observed. Town of Parker staff indicated that roof was in good condition with no ongoing issues.	NA	NA	NA
D6.2	Roof	Asphalt Built-up	X				1	Flat roof with Built-up asphalt and gravel.	The roof is aging and failing.	Replace roofing.	All	Immediately
D7.1	Deck	Wood - West	X				1	Painted wood deck, stairs and railing.	Paint, wood and structure of deck are deteriorated.	Preplace deck in entirety.	West deck.	Immediately
D7.2	Deck	Wood - East			X		3	Wood deck, stairs and railing.	Floor decking has recently been replaced. Railing and stairs are in good condition.	Maintain finish on wood to prolong life.	East deck	Ongoing

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Vinyl Sheet			X		3	Vinyl sheet flooring at main entry floor.	None Observed	NA	NA	NA
E1.2	Floor	Tile - Entry			X		3	Small format ceramic floor tile.	Majority of grout joints are discolored and there are a few chips in the tile in limited locations.	Clean ground joints.	All	Immediately
E1.3	Floor	Carpet Tile			X		3	Carpet tile.	None Observed	NA	NA	NA
E1.4	Floor	Tile - Restrooms		X			2	Medium format ceramic floor tile.	None Observed. Tile is aesthetically out of date.	NA	NA	NA
E1.5	Floor	Vinyl Composite Tile (VCT)			X		3	Vinyl Composite Tile (VCT)	Joints are beginning to widen.	Protect joints to limit moisture infiltration.	All	Immediately
E1.6	Floor	Sheet Linoleum - Restrooms			X		3	Sheet Linoleum	None Observed. Linoleum is aesthetically out of date.	NA	NA	NA
E2.1	Walls	Gypsum Board			X		3	Painted and finished gypsum board.	A few minor dents and dings from use.	Patch and paint.	Various	As needed.
E2.2	Walls	Fiberglass Reinforced Plastic (RFP) Panel			X		3	Fiberglass Reinforced Plastic (RFP) Panel	None Observed	NA	NA	NA
E2.3	Walls	Tile - Restrooms			X		3	Small format ceramic wall tile.	None Observed	NA	NA	NA
E3.1	Ceiling	Gypsum Board		X			2	Textured gypsum board ceiling.	Textured and heavily textured "popcorn" ceiling is not common in commercial applications.	Update ceiling finish for commercial application.	All	1 - 3 years.
E3.2	Ceiling	Acoustic Ceiling Tile (ACT)		X			2	Acoustic Ceiling Tile (ACT)	A majority of the ACT tiles are aging and many have water damage.	Remove and replace aged and damaged tiles.	Various	Immediately
E4.1	Openings (Doors & Windows)	Wood Doors			X		3	Interior wood doors.	None Observed. Door finish is aesthetically out of date.	NA	NA	NA
E4.2	Openings (Doors & Windows)	Hollow Metal			X		3	Painted hollow metal window frames.	None Observed	NA	NA	NA
E5.1	Furniture	Office			X		3	Desks, chairs and bookshelves.	None Observed	NA	NA	NA
E5.2	Furniture	Conference			X		3	Tables and chairs.	None Observed	NA	NA	NA
E6.1	Casework	Plastic Laminate		X			2	Plastic Laminate upper and lower cased with and countertops.	The plastic laminate in limited locations is aging and damaged.	Repair or replace damaged locations.	Various	1 - 3 years.
E6.2	Casework	Wood			X		3	Wood upper and lower casework.	None Observed	NA	NA	NA
E7.1	Stairs & Railings	Rubber		X			2	Rubber treads and risers.	Rubber is aging and beginning to crack and deteriorate.	Replace rubber tread and riser covering.	All	1 - 3 years.
E8.1	Daylighting	Skylights			X		3	Domed skylights	None Observed	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
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F1.1	Domestic Water Systems				X			3	City Water	Damaged and leaking piping loop.	Replace snow melt piping loop.	Front entry	1 Year
F2.1	Natural Gas Systems				X			3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems			N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems			X				1	Rain gutters and downspouts	Leaking joints	Fix leaks in rain gutters at joints and corners.	All locations	1 Year
F5.1	Plumbing Fixtures					X		3	Tank type water closets. Wrist blade handles on lavatories.	Inefficient fixtures	Replace tank type water closets with flush valves to conserve water.	All locations	1 - 3 Years
F6.1	Water Use				X			2	City system	Inefficient fixtures	Improve water conservation with flush valve fixtures.	All locations	1 - 3 Years
F7.1	Waste & Vent Piping					X		3	NA	None Observed	NA	NA	NA
F8.1	Fire Protection System			X				1	Currently None	Currently no system	Install a fire protection system.	All locations	1 Year
F9.1	Heating			X				1	Gas-fired furnaces.	Beyond ASHRAE recommended life expectancy.	Replace	All locations	0-1 years
F10.1	Cooling			X				1	Split system direct expansion (dx) connected to gas-fired furnace.	Beyond ASHRAE recommended life expectancy.	Replace	All locations	0-1 years
F11.1	Outside Air Ventilation			X				1	Ducted to return air duct.	Ventilation air not observed	Provide code required outside air ventilation to new replacement units.	All locations	0-1 years
F12.1	Exhaust			X				1	Roof mounted exhaust	Beyond ASHRAE recommended life expectancy.	Replace	All locations	0-1 years
F13.1	Smoke Control			N/A				1	NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3	
G1.1	Lighting Controls			X			2	Combination of toggle switches and occupancy sensors
G2.1	Interior Lighting			X			2	Fluorescent, LED and Incandescent fixture of various types
G3.1	Exterior Lighting					X	4	LED Wall Packs and LED Pole Mount Fixtures
G4.1	Egress Lighting			X			2	Combination Exit/Dual Lamp battery back-up fixtures at exits
G5.1	Emergency Power System		N/A					NA
G6.1	Fire Alarm System			X			2	Conventional Addressable Control Panel Located at Building Main Entrance, Horn/Strobes and Stand alone horns.
G7.1	Equipment Connections				X		3	NA
G8.1	Panels				X		3	120/208V, 3 Phase GE and ITE Panelboards
G9.1	Switchgear		N/A					NA
G10.1	Receptacles and Switches				X		3	NA

Does not meet current energy code	Replace existing toggle switches with dual technology Occupancy/Vacancy sensors	Various locations	1 year
Fluorescent fixture are not energy efficient	Replace Fluorescent and Incandescent fixtures with new LED manufactured fixtures	Various locations	1 year
None Observed	NA	NA	NA
Limited number of fixture do not meet code required minimum illumination	Provide Additional Battery Backed-up Exit Signage and Stand Alone Dual Lamp Emergency Fixtures	Various locations	1 year
NA	NA	NA	NA
Coverage does not meet Code Required Minimums	Provide Additional Horn/Strobe Devices to meet minimum spacing requirements	Various locations	1 year
None Observed	NA	NA	NA
None Observed	NA	NA	NA
NA	NA	NA	NA
Devices show expected wear with age.	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

OLD TOWN HALL

Notes:

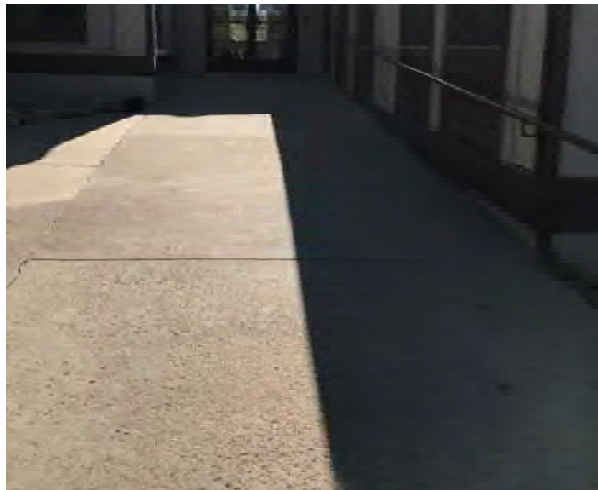
1. Not all items listed in assessment report are documented in photos.
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4. Additional items requiring attention that are not documented potentially exist



B2.1 Full curb recommended to emphasize ped vs vehicular areas (this is not an acceptable ADA ramp)



B3.1 Crosswalk across drive aisle recommended



B4.1 Ramp grade exceeds acceptable, requires landings



B4.1 Handrail should have full returns



B7.1 West ADA spaces do not meet dimensional standards; require wheel stops and ramp with truncated domes in access aisle



B7.1 East ADA space requires extension of striping to ramp, and truncated domes on ramp

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

OLD TOWN HALL

Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



A1.1 ADA Accessibility



D1.1 Wood Panel & Shake



D2.1 Aluminum Storefront Doors



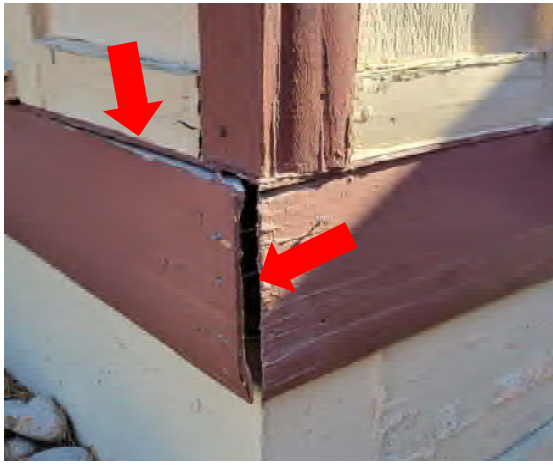
D2.2 Hollow Metal Doors



D3.1 Wood Framed Windows



D4.1 Fascia & Trim



D5.1 Joint Sealant



D6.1 Asphalt Shingle Roof



D6.2 Built-up Asphalt Roof



D7.1 Deck - West



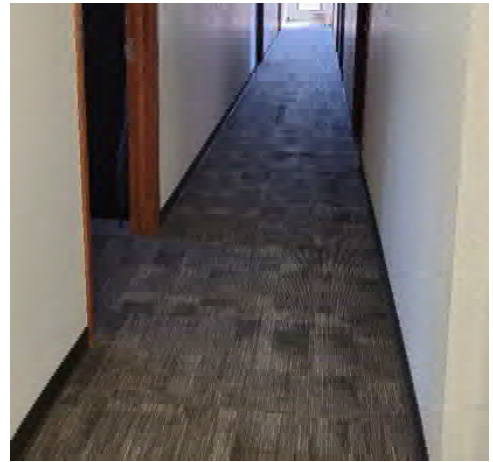
D7.2 Deck - East



E1.1 Vinyl Sheet Flooring



E1.2 Floor Tile - Entry



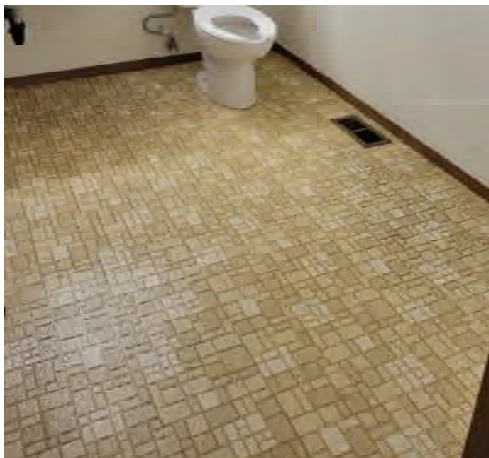
E1.3 Carpet Tile



E1.4 Floor Tile - Restrooms



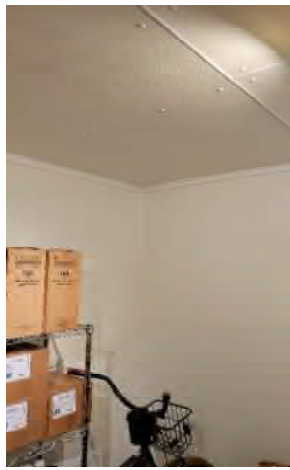
E1.5 Vinyl Composite Tile (VCT)



E1.6 Sheet Linoleum - Restrooms



E2.1 Gypsum Board Walls



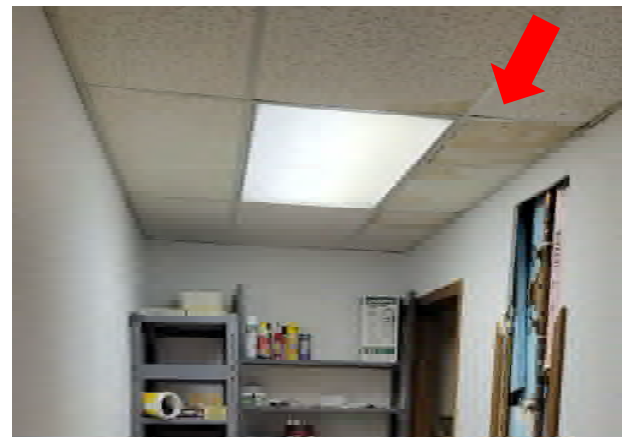
E2.2 Fiberglass Reinforced Plastic (RFP) Panel



E2.3 Tile Walls - Restrooms



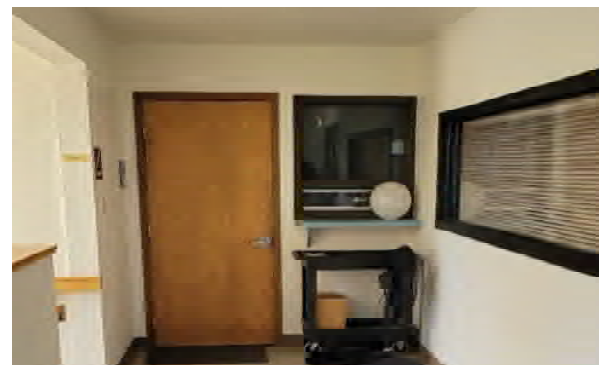
E3.1 Gypsum Board Ceilings



E3.2 Acoustic Ceiling Tile (ACT)



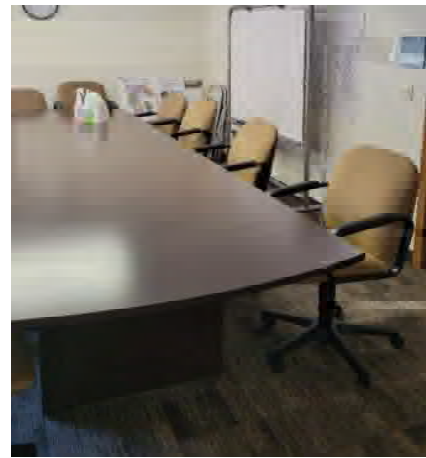
E4.1 Interior Wood Doors



E4.2 Hollow Metal Window Frames



E5.1 Furniture - Office



E5.2 Furniture - Conference



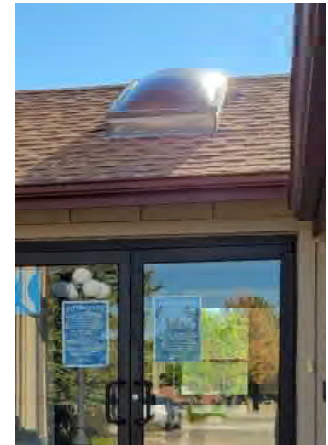
E6.1 Casework - Plastic Laminate



E6.2 Casework - Wood



E7.1 Stairs & Railings



E8.1 Skylights

Notes:

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3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.



F1.1 Snow Melt Boiler

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F2.1 Description

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F3.1 Description



F4.1 Rain Gutters and Downspouts Leak



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F5.1 Plumbing Fixtures

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F6.1 Description

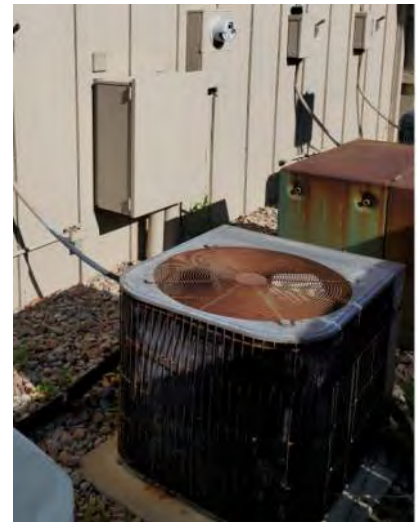
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F7.1 Description



F9.1 Gas-fired furnaces.

F8.1 Description



F10.1 Air-cooled condensing units.



F11.1 Outside air ducted to return air of furnace.



F12.1 Roof mounted exhaust fan.



G1.1 Typical Wall Mount Occupancy Sensor



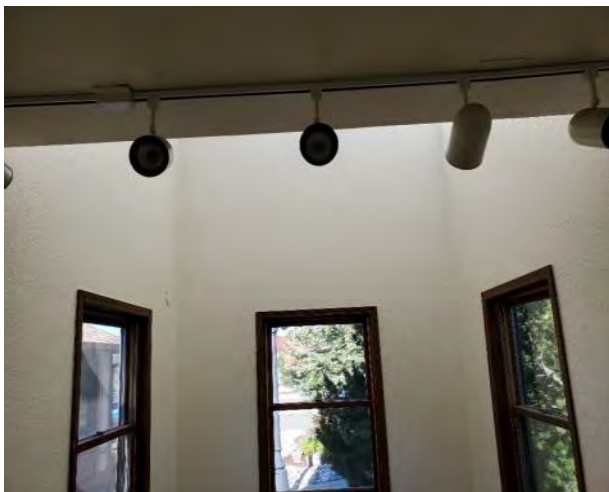
G1.1 Typical Wall Mount Toggle Switches



G2.1 Typical Linear Fluorescent Strip Fixture



G2.1 Incandescent Fixture in Hallway



G3.1 Incandescent Track Fixtures



G3.1 Exterior LED Wallpack



G3.1 LED Pole Mount Fixture



G4.1 Typical Exit/Dual Lamp Egress Fixture



G6.1 Addressable Fire Alarm Control Panel



G6.1 Typical Annunciation Device - Horn



G6.1 Typical Annunciation Device - Horn/Strobe



G8.1 Typical GE Panelboard



G8.1 Typical ITE Panelboard

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BUILDING NAME:	TOWN HALL
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Building Information:**Address:** 20120 E. Mainstreet - Parker, CO

Current Use/Occupants:

Office / Public Service

Construction Date:

2002

Historic Significance:

Yes	No	X
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Total Gross SF:

34,456

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

2

Assessment Date:

6/8/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall condition of the building is good. ADA building and site access are good. The exterior and interior of the building are also in good condition. The mechanical and plumbing systems are in good condition and the electrical is in excellent condition. IT / Security is also in good condition.

Site: 1. All HC spaces need wheel stops 2. No SW connection to entrance from Mainstreet, connection from Pikes Peak is circuitous 3. Need to confirm compliance of existing curb ramp/grooving

Architecture: The overall ADA accessibility, interior and exterior condition of the building is good. Many of the finishes are becoming dated but are in good condition.

Electrical: The building is served by a single 277/480V 3-Phase IREA utility transformer with a 1200A Main Distribution Board. The entire building is backed up by a stand-by diesel generator, ground mounted on the west side of the building in a NEMA 3R enclosure. The interior lighting consists of fluorescent and LED fixtures. Egress lighting is provided by batteries located in downlights and individual remote fixtures. Egress lighting is also 100% backed up by generator.

Mechanical and Plumbing: The building is served by a central boiler plant and chiller plant. RTU-1 is a constant volume heating water, chilled water rooftop unit serving the lobby only. RTU-2 is a variable air volume, gas-fired heating, chilled water rooftop unit serving VAVs with hydronic reheat on the west side of the building. RTU-3 does the same as RTU-2 on the east side of the building. Ventilation is provided by the rooftop units and exhaust air is provided by roof mounted exhaust fans.

Technology / Security: Town Hall Building includes a small foot-print of back-up server farm, standard networking (including wireless) architecture, as well as the Court/Town Hall space which has an in-depth AV component. The Court/Town Hall space requires additional in-depth AV study to determine exact end-of-life on software and hardware. Cevian's understanding is there is also a challenge with "who" maintains the code for this space for programming the AV head-end. Renewing this space is a significant cost and should be budgeted over several Fiscal Years to accommodate the continued required use cases of the space for community activities. The large community room / court room at ToP has several audiovisual components. It's a result of several years of in-place upgrades. Often, the AV code is maintained by the integrator vs the ToP. In considering a full refresh/renovation of this space in the future we recommend all new AV equipment which the code is managed solely by ToP and available to multiple AV integrators for future support. If a full refresh/renovation is accomplished over multiple FYs, ToP should budget for this upgrade to a common platform over time.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3						
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline	
ACCESSIBILITY													
A1.1	Accessibility (ADA)	Access / Restroom			X		3	Access, clearances and restrooms.	None Observed	NA	NA	NA	
A1.2	Accessibility (ADA)	ADA SITE Items						See Below	See Below	See Below	See Below	See Below	
SITE													
			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
B1.1	Site Access			X			2	No ped access from Pikes Peak or Mainstreet (site implicitly assumes vehicular arrival). MAINSTREET: ped access would be difficult due to grade difference and would require extended ramp PIKES PEAK: can access from area between old and new town hall, but circuitous; no sidewalk exists along N side of Pikes Peak in front of Town Hall; would need to provide sidewalk along roadway and into site and to front door; access from regional trail across the street is also desirable; existing circular drop-off does not lend itself to new pedestrian sidewalk	Recommend sidewalk enters at first parking space to connect with aisle of two ADA van spaces; this access pattern would require new (uncontrolled?) mid-block crosswalk on Pikes Peak	2	2 years		
B2.1	Curb & Gutter				X		3	NA	None Observed	NA	NA	NA	
B3.1	Sidewalks				X		3	good condition	If pedestrian connection across parking lot is intended to be ADA, a crosswalk through the parking lot is required; verify if this route is intended to be accessible	NA	1	1 year	
B4.1	Stairs / Ramps / Railings			X			2	Curb Ramps	curb ramps throughout site are orange/red concrete with horizontal grooving	Confirm if grooving meets current Town building code for ADA routes or if truncated domes are required	12	TBD, based on current Town code	

B5.1	Landscape materials					X	4	no vegetation interference with circulation routes	None Observed	NA	NA	NA
B6.1	Storm Water				X		3	no issues noted	None Observed	NA	NA	NA
B7.1	Parking					X	3	137 spaces incl 6 HC; 4 regular spaces W of entrance (96" space w 62" aisle), 2 van spaces (118" space, 93" aisle, 100" spaces) E of entrance	regular HC spaces (west of entrance) sufficiently sized, require wheel stops since ADA route is in front of them; aisle between van spaces (east of entrance) needs to be slightly larger (assume 96" spaces and 96" aisle)---very close, need to confirm; also require wheel stops	Install wheel stops. Provide 24" between edge of curb and wheel stop.	6	1 year

EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
D1.1	Walls	Brick			X		3	Stone veneer.	None Observed	NA	NA	NA
D1.2	Walls	Stone			X		3	Lime stone veneer.	None Observed	NA	NA	NA
D2.1	Doors	Aluminum Storefront			X		3	Aluminum storefront entry.	None Observed. Town of Parker has noted that the system is drafty.	NA	NA	NA
D2.2	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames.	A few of the hollow metal doors are fading from prolonged exposure from the sun.	Prepare and repaint doors.	Various	1 year.
D3.1	Windows	Aluminum Storefront			X		3	Aluminum storefront system with double glazed windows.	None Observed. Town of Parker has noted that the system is drafty.	NA	NA	NA
D3.2	Windows	Translucent Panel			X		3	Insulated translucent fiberglass panel in aluminum framing system.	None Observed	NA	NA	NA
D4.1	Paint/Finishes	Glulam's			X		3	Stained and sealed glue laminated columns and beams.	None Observed	NA	NA	NA
D5.1	Material Joints / Penetrations	Mortar		X			2	Brick and stone mortar joints.	Mortar in various locations has been displaced.	Prepare and replace mortar.	Various	Immediately
D5.2	Material Joints / Penetrations	Joint Sealant		X			2	Elastomeric joint sealant.	Joint sealant in various locations has been displaced or is deteriorating.	Prepare and replace joint sealant.	Various	Immediately
D6.1	Roof	Membrane			X		3	Ballasted black EPDM membrane.	None Observed	NA	NA	Included in Capital Improvement Plan
D6.2	Roof	Metal Panel			X		3	Copper standing seam metal panel.	None Observed	NA	NA	Included in Capital Improvement Plan
D6.3	Roof	Wood Soffit			X		3	Cedar Wood soffit planks.	None Observed	NA	NA	NA
D6.4	Roof	Equipment Screen			X		3	Vertical copper metal panels.	The bottom of a few metal panels have become detached.	Re-fasten metal panel.	Various	Included in Capital Improvement Plan
D7.1	Insects / Rodents	Pigeons		X			2	Pigeons	Pigeons roost under the eaves at the entry and on the north center of the building.	Identify new pigeon deterrent and implement.	2 Observed locations.	Immediately

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Stone			X		3	Large format limestone tiles.	None Observed	NA	NA	NA
E1.2	Floor	Carpet			X		3	Broadloom carpet.	None Observed	NA	NA	NA
E1.3	Floor	Carpet Tile			X		3	Carpet tiles.	The carpet tiles are buckling in a few locations were heavy furniture was moved.	Replace carpet tile.	Various	As needed.
E1.4	Floor	Tile			X		3	Small format ceramic tiles.	None Observed	NA	NA	NA
E1.5	Floor	Vinyl Composite Tile (VCT)			X		3	Vinyl Composite Tile (VCT)	None Observed	NA	NA	NA
E2.1	Walls	Wood Veneer		X			2	Wood veneer wall panels.	Town of Parker has noted they have had problems with the wood veneer separating from the structural panel.	Panels were recently repaired. Continue to repair as needed until panels are replaced.	Various	Ongoing
E2.2	Walls	Gypsum Board			X		3	Painted and finished gypsum board.	Gypsum board walls have typical scuffs and dings from high volume of use.	Prepare and refinish damaged areas.	Various	Ongoing

E2.3	Walls	Stone			X		3	Large format limestone tiles.	None Observed	NA	NA	NA
E2.4	Walls	Brick			X		3	Stone veneer.	None Observed	NA	NA	NA
E3.1	Ceiling	Wood			X		3	Cedar Wood ceiling planks.	None Observed	NA	NA	NA
E3.2	Ceiling	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA
E3.3	Ceiling	Acoustic Ceiling Tile (ACT)			X		3	Acoustic Ceiling Tile (ACT)	None Observed	NA	NA	NA
E3.4	Ceiling	Exposed Structure			X		3	Painted structure.	None Observed	NA	NA	NA
E3.5	Ceiling	Access Panels		X			2	Painted metal access panels.	Paint is peeling in various location on several ceiling access panels.	Touch up paint.	Various	Immediately
E4.1	Openings (Doors & Windows)	Wood Doors			X		3	Solid and glazed solid core wood doors.	None Observed	NA	NA	NA
E4.2	Openings (Doors & Windows)	Aluminum Storefront			X		3	Aluminum storefront window system.	None Observed	NA	NA	NA
E4.3	Openings (Doors & Windows)	Security			X		3	Reinforced security window system.	None Observed	NA	NA	NA
E4.4	Openings (Doors & Windows)	Hollow Metal			X		3	Hollow metal window system.	None Observed	NA	NA	NA
E5.1	Furniture	Office			X		3	Desks, chairs & bookshelves.	None Observed	NA	NA	NA
E5.2	Furniture	Conference			X		3	Tables & chairs.	None Observed	NA	NA	NA
E5.3	Furniture	Court			X		3	Auditorium and office chairs.	None Observed	NA	NA	NA
E5.5	Furniture	Breakroom			X		3	Tables & chairs.	None Observed	NA	NA	NA
E5.6	Furniture	Breakroom		X			2	Folding tables	The main breakroom is located away from many department and they often create their own.	Plan to install permanent break casework.	Various	1 - 3 years.
E6.1	Casework	Plastic Laminate			X		3	Plastic laminate upper and lower casework.	None Observed	NA	NA	NA
E6.2	Casework	Solid Surface			X		3	Solid surface countertops.	None Observed	NA	NA	NA
E6.3	Casework	Concrete / Stone			X		3	Concrete / Stone countertops.	None Observed	NA	NA	NA
E7.1	Stairs & Railings	Stone			X		3	Limestone stair treads.	None Observed	NA	NA	NA
E7.2	Stairs & Railings	Steel & Wood			X		3	Steel and veneer wood panel stair railings.	None Observed	NA	NA	NA
E8.1	Elevator Finishes	Steel & Wood			X		3	Stainless steel & wood panel.	None Observed	NA	NA	NA
E9.1	Daylighting	Clerestory			X		3	Aluminum storefront clerestory windows.	None Observed	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	2" Backflow preventer	None Observed	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems				X		3	Flat roof primary drain to storm. Secondary drain to daylight with lamb's tongue.	Drains are clogged	Clean drains.	All locations	1 Year
F5.1	Plumbing Fixtures				X		3	Water closets, urinals, and lavatories electronic .	None Observed	NA	NA	NA
F6.1	Water Use				X		3	City system	1 snow melt zone is not working and not sealed combustion	Replace snow melt boiler with sealed combustion to avoid snow blowing	Front entry and boiler room.	1 Year
F7.1	Waste & Vent Piping				X		3	NA	None Observed	NA	NA	NA
F8.1	Fire Protection System				X		3	Dry sprinklers in IT and outdoor canopy. Wet system indoors.	None Observed	NA	NA	NA
F9.1	Heating	Boiler plant, heating water			X		3	Central Boiler heating plant serves RTU-1 and VAVs. RTU-2 and RTU-3 are gas-fired heating. Heating water unit heaters through ancillary spaces such as vestibules and support spaces.	None Observed	NA	Entire heating water system	Boiler - 6 years, VAVs - 3 years. Included in 2022 Capital Improvement Plan.

F10.1	Cooling	Chiller plant, chilled water			X		3	Chilled water from chiller plant serves RTU-1, RTU-2, and RTU-3.	None Observed	NA	RTU-2 and RTU-3.	Inframe rebuild on RTU#1 Complete, RTU#2 & 3 scheduled in Capital Improvement Plan.
F11.1	Outside Air Ventilation	Rooftop unit ventilation			X		3	Outside air is provided through (3) RTUs.	None Observed	NA	3 Locations	6 years
F12.1	Exhaust	Roof mounted exhaust fans			X		3	All restroom and general exhaust is ducted together and joined at roof mounted exhaust fans.	None Observed	NA	All locations	1 year
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

ELECTRICAL												
			Poor (1)	Fair (2)	Good (3)	Excellent (4)						
G1.1	Lighting Controls				X		4	Occupancy Sensors and Toggle Switches	None Observed	NA	NA	NA
G2.1	Interior Lighting					X	3	Combination LED and Fluorescent Fixtures	None Observed	NA	NA	NA
G3.1	Exterior Lighting					X	4	LED Pole and Building Mounted Fixtures	None Observed	NA	NA	NA
G4.1	Egress Lighting					X	4	Battery Backed-Up Downlights and Exit Signs	None Observed	NA	NA	NA
G5.1	Emergency Power System					X	4	500kW diesel generator is classified as stand-by per the National Electric Code.	None Observed	NA	NA	NA
G6.1	Fire Alarm System					X	4	Conventional Addressable Control Panel Located at Building Boiler Room, Horn/Strobes and Stand alone horns	None Observed	NA	NA	NA
G7.1	Equipment Connections				X		3	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels					X	4	277/480V and 120/208V 3 Phase Square D Panelboards	None Observed	NA	NA	NA
G9.1	Switchgear					X	4	1200A 480V Square D Switchboard	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X		3	NA	Devices show expected wear with age.	NA	NA	NA

TECHNOLOGY / SECURITY												
			Poor (1)	Fair (2)	Good (3)	Excellent (4)						
T1.1	Internet Utilities	ToP Fiber, CL MoE, Comcast EPL			X		3	Town of Parker Private Fiber (Traffic Fiber) and recurring purchased circuit from CenturyLink, recurring purchased circuit from Comcast.	None	Increase speed to support equal bandwidth of Town Fiber	1	2-3yrs
T1.2	Demarc / MDF Room	Incoming Services / Distribution			X		3	Incoming services and fiber distribution located on second floor. Exact incoming location unknown.	Very little separation of utilities, backbone, horizontal cabling, and servers	migrate server farm, potentially relocate backbone cabling to make better use of space.	1	1-3yrs
T1.3	Backup Server Farm	Server Room			X		3	Backup servers for PD Data Center	Easily accessed, multiple system requiring varying environmental components. Risk of having Servers and Public Utility Provider access in one location.	Consider alternative location to migrate out of TH to support and load-balance PD Data Center	1	1-3yrs
T1.4	Backbone Cabling	Fiber		X			2	This fiber backbone connects IDFs.	Older Technology. Speeds limited	Upgrade to OM3/OM4 Fiber	1	1-2yrs

T1.5	Network Switches	IP Connectivity			X		3	These switches connect end devices (phones/pc's) to internet connectivity.	Slower 1Gb speeds	Consider swapping edge switches to 10Gb speeds. (this coincides w/ Fiber Upgrade)	Multiple	1-5yrs
T1.6	IDF Room(s)	Horizontal Cabling	X				1	IDF is in a small closet. Very limited accessibility for maintaining cabling, switches, Move/Add/Changes	Work space, cooling, appropriate lighting	If renovations occur in portions of building, consider allocating proper space (per IT standards) to support IT environment.	Multiple	Future Projects
T1.7	Horizontal Cabling	CAT6 (Data/Voice) Cabling			X		3	CAT6 is the type of cable used to connect phones, pc's, printers, WAPs, cameras, etc. in an organization.	CAT6 is currently capable of both 1gbps (at 295') and 10gbps (up to 125')	Consider introducing CAT6A for WAPs and Cameras to assist in bandwidth throughput as Wireless and Video are the fastest growing "Tech" items in a building.	Multiple	1-5yrs, Future Projects
T1.8	802.11XX (WIRELESS)	Wi-Fi (WAP)			X		3	ToP has established a standard of deploying Cambium Xirrus access infrastructure in all buildings.	Technology needs refreshed to support newer protocols such as Wi-Fi 6 (802.11ax).	ToP to create a matrix of all deployed Access Points and determine if they're eligible for upgrade or nearing end of life. All access points from 2021 - 2025 should support Wi-Fi 6+	Multiple	1yr (for Study) 2-5yr replacement
	Overhead Paging	Public Address Speakers			X		3	Overhead Paging system with integration into PBX (Phone System)	Analog (Non-IP System).	Maintain system until head-end equipment no longer supports requirements. Not immediate to replace or upgrade.	1 system, multiple speakers	1-3yrs
T1.9	Security	Access Control (Card Readers)		X			2	This is the enterprise system (excluding the PD) for ToP.	Older Analog System. New Stanley PAC Controllers are IP and allow new feature sets.	Consider new enterprise access control migration plan to new IP Stanley PAC or "Other" Manufacturer	Enterprise	1-5yrs
T1.10	Security	Video Management System			X		3	This is the enterprise system for CCTV Cameras.	ONSSI is now part of Qognify; platform should remain intact and new feature sets should continue to be improved.	Maintain latest software upgrades and replace old NVR technology with direct storage write over network. Continue using AXIS Cameras - these are industry leading.	Enterprise	1-3yrs
T1.11	Security	Duress		X			2	System is a custom dial-out to Security Central (Monitoring Company) who will then dispatch Parker PD	Custom, non-standard system	Upgrade to module of Access Control	Multiple	1-5yrs
T1.12	Security	Intrusion Detection	NA					System Not Currently Installed	Risk of Break-in without notification	Install basic door/window contacts, motion detection and glass break for buildings.	Multiple	1-5yrs
T1.13	Public Safety DAS	ERRS (Life Safety)	X				1	This is for First Responders to have communication inside a facility during an event.	System does not currently exist in building. Time of construction, IFC did not require.	Some AHJs will require all buildings to be retro-fitted. Discuss with AHJ.	1	Ongoing
T1.14	Audiovisual	Judicial / Town Council AV			X		3	Judicial and Town Council AV components for presentation, recording, saving data	System has been in place for an extended period of time. Does not allow new feature/functionality (IP controls) but does work.	Would require an in-depth study of software and hardware to determine exact components to be upgrade. Integrator to assist in evaluation.	Multiple	1yr (for Study)
T1.15	Network Access Control (NAC)	Network	NA					This system allows IT to restrict hardware from ToP resources vs. Guest Wi-Fi.	This does not exist today.	Research, review with Network integrator for recommendations		1yr (for Study)
T1.16	Security	Reception	NA					Security duress devices not installed.	Reception counter is not physically enclosed and protected from potential security threats. No security duress devices are installed.	Enclose reception counter with ballistic materials and retrofit with duress device.	1 Location, entry reception desk.	1 year

TOWN HALL

Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



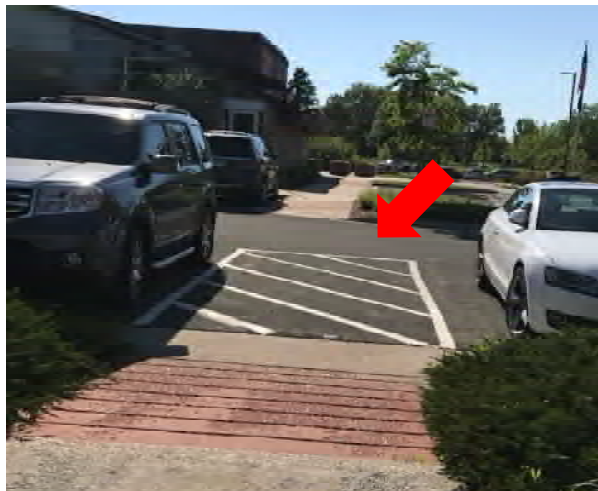
B1.1

Ped/bike connection to Mainstreet would promote multi-modal access; ramp needed due to grade



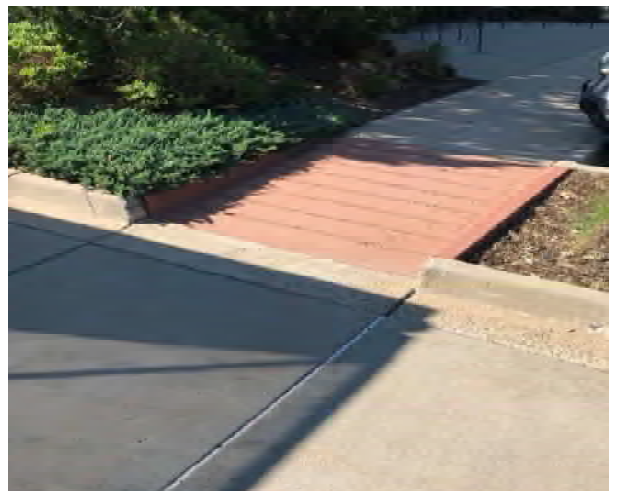
B1.1

Direct access from Pikes Peak / regional bike path would promote multi-modal access; ramp would be needed from bike path; mid-block crossing could connect with existing ADA access aisle



B3.1

Install crosswalk across drive aisle if this route intended to be accessible.



B4.1

Verify if ramp grooving meets current Town code or if truncated domes are needed



B7.1 Wheelstops needed to protect accessible route (east spaces)



BIKE Bike racks are far from main entrance and not visible from inside building

B7.1 Wheelstops needed to protect accessible route (west spaces)

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

TOWN HALL



Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.



A1.1 ADA Accessibility



D1.1 Brick Walls



D1.2 Stone Walls



D2.1 Aluminum Storefront Doors



D2.2 Hollow Metal Doors



D3.2 Translucent Panel



D5.1 Mortar

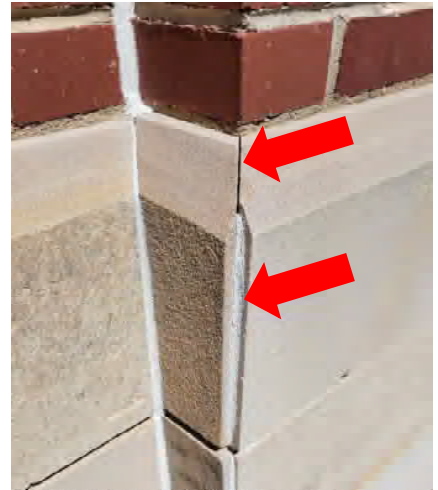


D6.1 Membrane Roof

D3.1 Aluminum Storefront Windows



D4.1 Glulams



D5.2 Joint Sealant



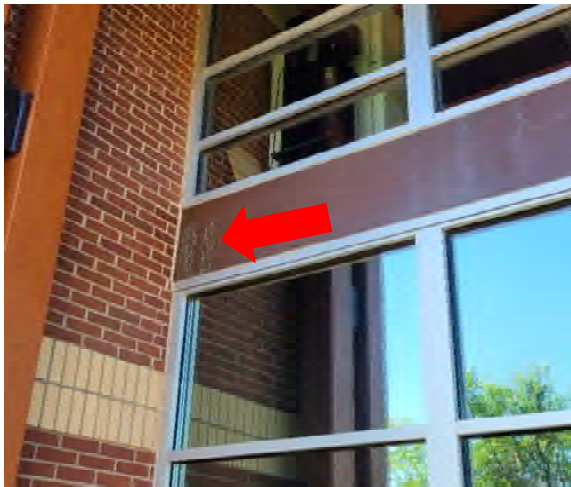
D6.2 Metal Panel Roof



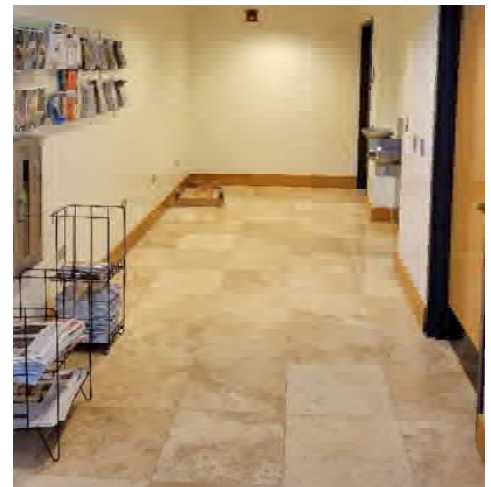
D6.3 Wood Soffits



D6.4 Equipment Screen



D7.1 Pigeons



E1.1 Stone Floor



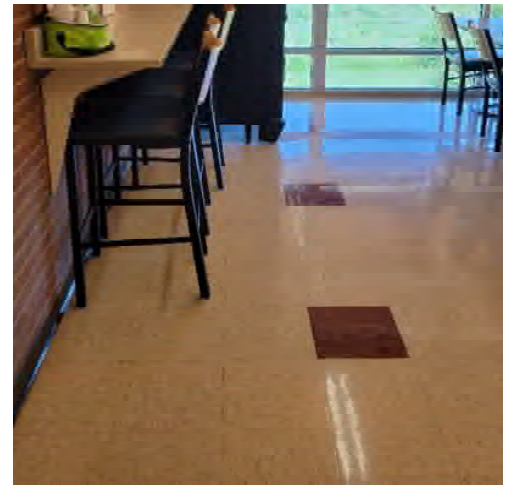
E1.2 Carpet



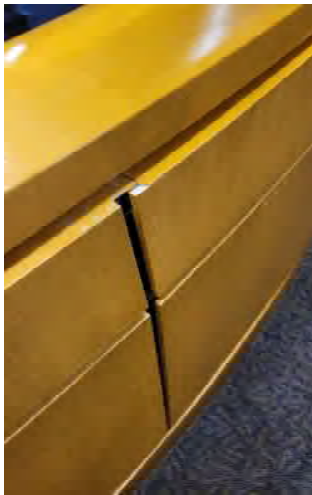
E1.3 Carpet Tile



E1.4 Tile Floor



E1.5 Vinyl Composite Tile (VCT)



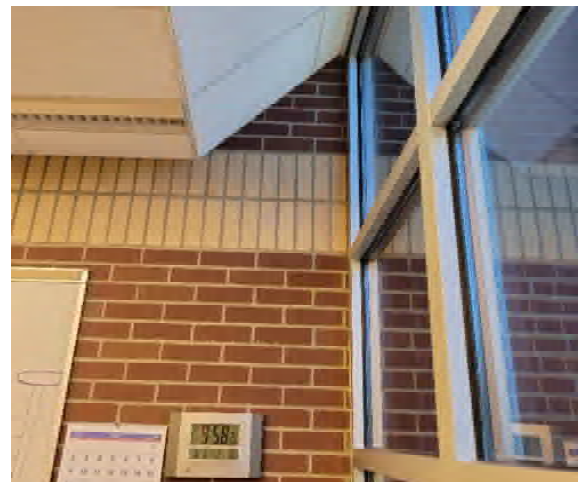
E2.1 Wood Veneer Walls



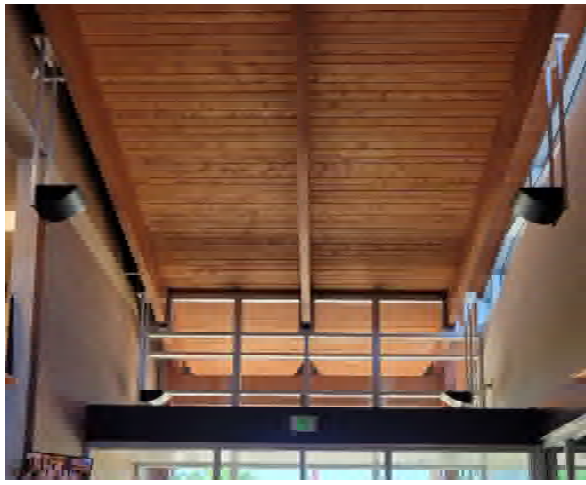
E2.2 Gypsum Board Walls



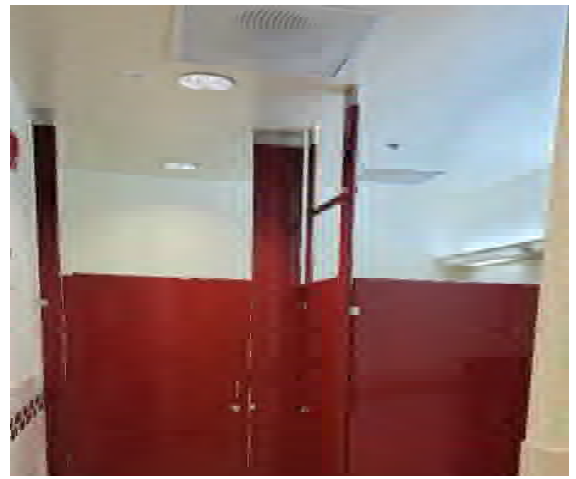
E2.3 Stone Walls



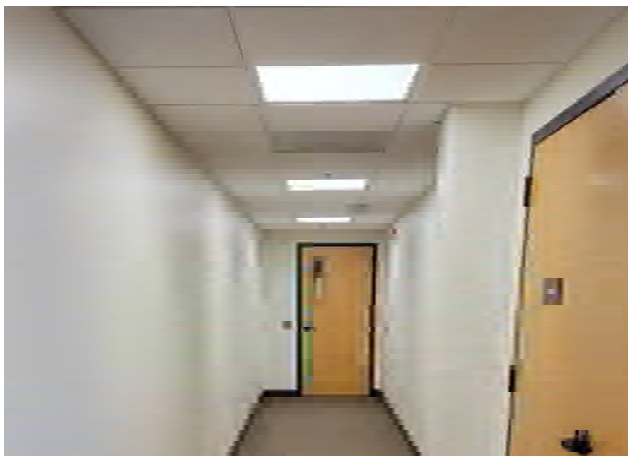
E2.4 Brick Walls



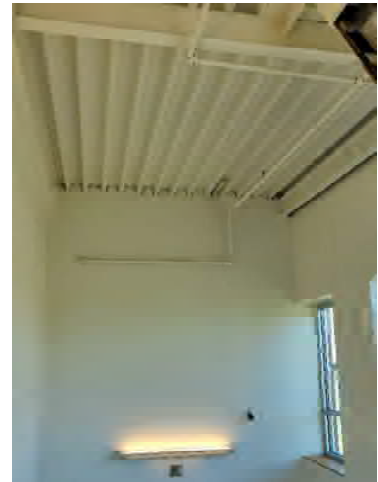
E3.1 Wood Ceiling



E3.2 Gypsum Board Ceiling



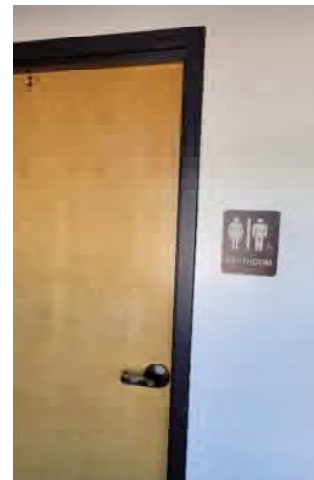
E3.3 Acoustic Ceiling Tile (ACT)



E3.4 Exposed Structure Ceiling



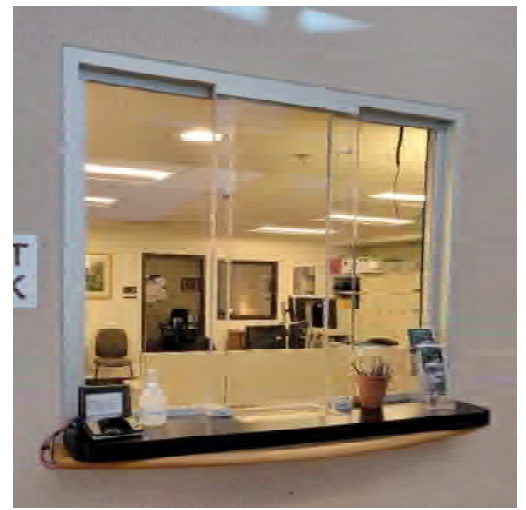
E3.5 Access Panels



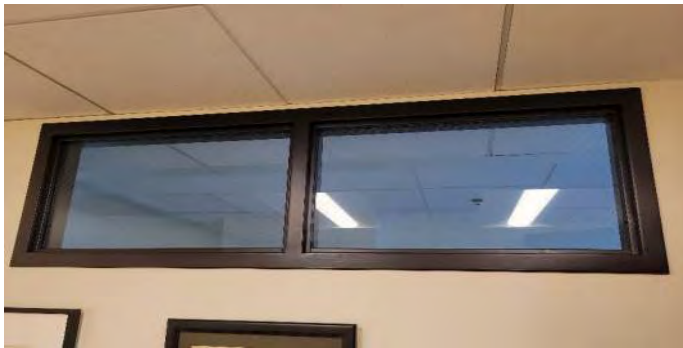
E4.1 Wood Doors



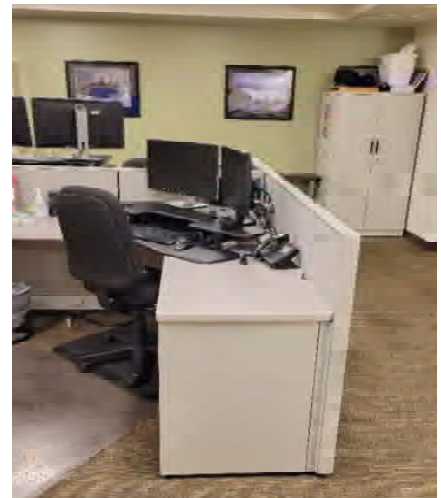
E4.2 Aluminum Storefront Doors



E4.3 Security Windows



E4.4 Hollow Metal Window Frames



E5.1 Furniture - Office



E5.2 Furniture - Conference



E5.3 Furniture - Court



E5.5 Furniture - Breakroom



E5.6 Furniture - Breakroom



E6.1 Casework - Plastic Laminate



E6.2 Casework - Solid Surface



E6.3 Casework - Concrete / Stone



E7.1 Stairs & Railings - Stone



E7.2 Stairs & Railings - Steel & Wood

NO PHOTO

E8.1 Elevator Finishes - Steel & Wood



E9.1 Daylighting - Clerestory

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Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.



F1.1 Domestic Water Entry Backflow Prevention

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F2.1 Description

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INTENTIONALLY BLANK

F3.1 Description



F4.1 Description



F5.1 Electronic Controls on Plumbing Fixtures

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F7.1 Description



F9.1 Boiler for heating water.

F6.1 Snow Melt. Bldg. Entry Zone Piping Loop Needs Replaced



F8.1 Fire Protection



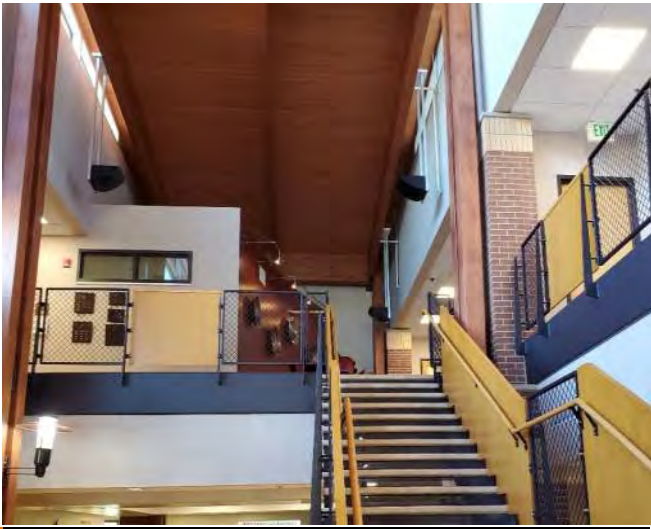
F10.1 Daikin chiller.



F11.1 Rooftop unit outside air intake.



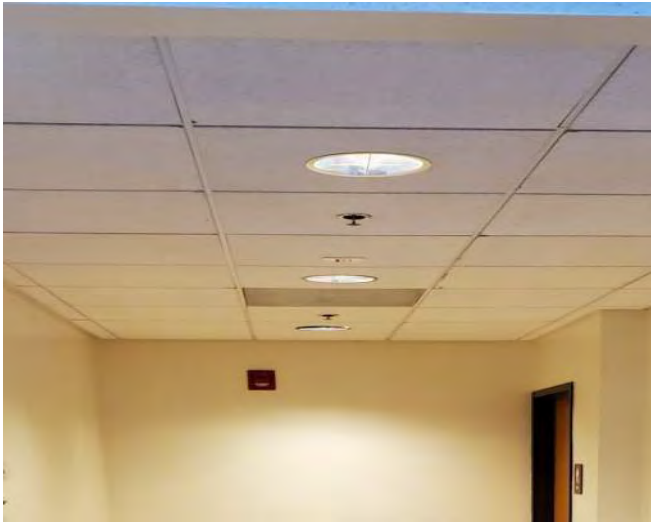
F12.1 Roof mounted exhaust fan.



G2.1 Main Entrance Lighting



G2.1 Typical LED Panel Office Lighting



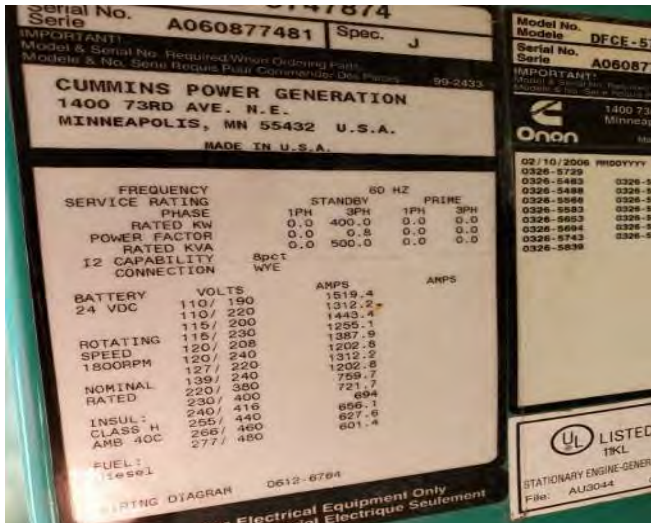
G2.1 Interior Corridor Downlights



G4.1 Typical Battery Backed Up Downlight with Test Switch



G4.1 Main Entrance LED Egress Fixture



G5.1 500kW Diesel Generator in NEMA 3R Enclosure



G6.1 Addressable Fire Alarm Control Panel



G6.1 Typical Annunciation Device - Horn/Strobe and Pull Station



G8.1 Typical Square D Panelboard



G9.1 1200A 277/480V Main Switchgear

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BUILDING NAME:	PARKER PACE CENTER
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Building Information:

Address: 20000 Pike's Peak Ave. - Parker, CO

Current Use/Occupants:

Performing Arts Center

Construction Date:

2011

Historic Significance:

Yes	No	X
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Total Gross SF:

50,561

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

4

Assessment Date:

6/8/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall building is in good condition. ADA building and site accessibility are good. The exterior and interior of the building are in good condition as are the mechanical and plumbing systems. The electrical system is in excellent conditions and the IT / security system is in good condition.

Site: 1. No ADA issues noted 2. Good connection from Mainstreet and Pikes Peak 3. Street trees need replaced Note: Capital Plan to address main drive with designated crossing and raised planters (B4.1 & B5.1)

Architecture: The overall condition of the building is good. Both interior and exterior are well maintained. There are a few exterior hollow metal doors that need to be repainted and a couple of areas of concrete around the building edge that need to be patched.

Electrical: The building is served by a single 277/480V 3-Phase IREA utility transformer with a 1200A Main Distribution Board. The life-safety and owner stand-by items for the building are backed up by a stand-by diesel generator, ground mounted on the southside of the building in a NEMA 3R enclosure. The interior lighting consists of fluorescent and LED fixtures. Egress lighting is backed up by the diesel generator.

Mechanical and Plumbing: The mechanical system in this building consists of (7) gas fired-heating and direct expansion (DX) cooling rooftop units. Ventilation is provided through rooftop units. Exhaust is provided through rooftop unit exhaust fans and combined with ducted exhaust systems. There is also a kitchen with Type I hoods, grease exhaust fan and make up air unit. Plumbing - Wet pipe sprinkler system under outdoor canopy and I.T. room. Wet fire protection system indoors. Primary roof drains to storm. Secondary roof drains to lambs tongue. Kitchen sanitary or grease interceptor. Backflow preventers on concessions coffee water line.

Technology / Security: PACE Building includes an in-depth mixture of Technology including basic infrastructure cabling to high-end AV systems. Current infrastructure continues to support use cases, however, potential new feature/functionality is available with newer systems (or upgraded systems) that lower total cost of ownership, enhance functionality, and offer investment protection "before" the technology is End of Life. Town of Parker IT Department and Facilities Department will assist in establishing a priority list of items to be maintained for upcoming fiscal year budgeting exercises.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION	CONDITION	3
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Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
ACCESSIBILITY												
A1.1	Accessibility (ADA)	Access / Restroom			X		3	Access, clearances and restrooms.	None Observed	NA	NA	NA
A1.2	Accessibility (ADA)	ADA SITE Items						See Below	See Below	See Below	See Below	See Below

SITE												
			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
B1.1	Site Access				X		3	Site has ADA-route from regional bike trail at rear; also has crusher fine path from Mainstreet	Existing trail from Mainstreet to parking is likely ADA accessible	Confirm compaction of trail from Mainstreet to parking meets ADA requirements.	1	1 year
B2.1	Curb & Gutter				X		3	no issues noted	None Observed	NA	NA	NA
B3.1	Sidewalks				X		3	275' feet in front of building designed as curbless woonerf; staff note functions as such-people don't use marked crosswalks; truncated domes entire length; 15 mph ped sign at both ends of woonerf area	missing approx. 12' section of truncated domes	Replace 12' section of truncated domes.	1	6 months, included in Capital Improvement Plan
B4.1	Stairs / Ramps / Railings				X		3	aside from curb ramps, no ramps, stairs or railings noted	None Observed	At parking lot entrances, would be preferable for truncated domes to be parallel to crosswalks instead of diagonal (where crosswalks are E-W only); not required but provides better pedestrian pathway cues	4	discretionary

B5.1	Landscape materials		X				1	8 dead trees (painted), 6 empty tree grates; damage to concrete around some grates; no vegetation obstructions to circulation	None Observed	Not an accessibility issue, but recommend replacing dead/missing trees to maintain image and protect public investment in PACE; repair concrete framing around grates (not a hazard, but an eyesore)	15	1 year (preferable to replace this planting season). Included in Capital Improvement Plan
B6.1	Storm Water				X		3	no issues noted	None Observed	NA	NA	NA
B7.1	Parking					X	4	247 spaces, incl 7 HC (2 van) in main lot (108" space, 65" aisle) and 1 HC (1 van: 120" space, 108" aisle) in side lot; all parking (HC and regular) in S (front) row of main lot have wheel stops	All HC space dimensions acceptable; wheel stops in place to protect accessible route	NA	NA	NA

EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
D1.1	Walls	Perforated Metal Panel			X		3	Perforated Corten steel plate.	None Observed	NA	NA	NA
D1.2	Walls	Corten Metal Panel			X		3	Corten rainscreen metal panel.	None Observed	NA	NA	NA
D1.3	Walls	Prefinished Metal Panel			X		3	Prefinished Metal Panel.	None Observed	NA	NA	NA
D1.4	Walls	Brick			X		3	Masonry brick.	None Observed	NA	NA	NA
D1.5	Walls	CMU Masonry			X		3	CMU masonry block.	There is slight effervescence on the loading dock CMU block.	Identify source of moisture and mitigate.	Various	Immediately
D2.1	Doors	Aluminum Storefront			X		3	Aluminum storefront entry system.	None Observed	NA	NA	NA
D2.2	Doors	Hollow Metal			X		3	Painted hollow metal doors and frames.	The paint on various doors is faded.	Prepare and repaint.	Various	Immediately
D2.3	Doors	Overhead			X		3	Steel sectional overhead doors.	None Observed	NA	NA	NA
D3.1	Windows	Aluminum Storefront / Curtainwall			X		3	Aluminum Storefront / Curtainwall with double pane glazing units.	None Observed	NA	NA	NA
D4.1	Sidewalk	Concrete			X		3	Concrete slab on grade.	A few areas near the corners of the buildings and the thresholds of the doors the concrete broken out.	Prepare and replace concrete.	2 observed locations	Immediately
D6.1	Roof	Membrane			X		3	Flat roof, fully adhered black EPDM membrane.	None Observed	NA	NA	Included in Capital Improvement Plan
D6.2	Roof	Skylight			X		3	Aluminum framed double paned skylight system.	None Observed	NA	NA	NA
D7.1	Canopy / Soffit	Gypsum Board			X		3	Exterior gypsum board soffit overhang.	None Observed	NA	NA	NA

INTERIOR BUILDING CONDITION			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
E1.1	Floor	Concrete			X		3	Slab on grade and on deck concrete.	None Observed	NA	NA	NA
E1.2	Floor	Carpet Tile			X		3	Carpet Tile.	None Observed	NA	NA	NA
E1.3	Floor	Ceramic Tile			X		3	Large format ceramic floor tile.	None Observed	NA	NA	NA
E1.4	Floor	Wood			X		3	Finished and sealed hardwood plank flooring.	None Observed	NA	NA	NA
E2.1	Walls	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA
E2.2	Walls	Tile			X		3	Large format ceramic wall tile.	None Observed	NA	NA	NA
E2.3	Walls	Corten Metal Panel			X		3	Sealed Corten metal panel.	None Observed	NA	NA	NA
E2.4	Walls	Wood Panel			X		3	Wood veneer wall panel.	None Observed	NA	NA	NA
E2.5	Walls	Movable Partitions			X		3	Prefinished movable partitions.	None Observed	NA	NA	NA
E3.1	Ceiling	Exposed Structure			X		3	Painted structure.	None Observed	NA	NA	NA
E3.2	Ceiling	Acoustical Ceiling Tile (ACT)			X		3	Acoustical Ceiling Tile (ACT)	None Observed	NA	NA	NA
E3.3	Ceiling	Gypsum Board			X		3	Painted and finished gypsum board.	None Observed	NA	NA	NA
E4.1	Openings (Doors & Windows)	Wood Doors			X		3	Solid core wood, solid and glazed.	None Observed	NA	NA	NA
E4.2	Openings (Doors & Windows)	Hollow Metal Doors			X		3	Painted hollow metal doors and frames.	None Observed	NA	NA	NA

E4.3	Openings (Doors & Windows)	Structural Glazing			X		3	Butt jointed sealed structural glazing.	None Observed	NA	NA	NA	NA
E5.1	Furniture	Office			X		3	Desks, chairs and book shelves.	None Observed	NA	NA	NA	NA
E5.2	Furniture	Dressing Room			X		3	Vanities and chairs.	None Observed	NA	NA	NA	NA
E5.3	Furniture	Performance			X		3	Self-folding fixed seating.	None Observed	NA	NA	NA	NA
E5.4	Furniture	Lounge			X		3	Sofas, chairs and tables.	None Observed	NA	NA	NA	NA
E5.5	Furniture	Conference			X		3	Tables and chairs.	None Observed	NA	NA	NA	NA
E5.6	Furniture / Equipment	Kitchen			X		3	Industrial kitchen equipment.	None Observed	NA	NA	NA	NA
E6.1	Casework	Solid Surface			X		3	Solid surface countertop.	None Observed	NA	NA	NA	NA
E6.2	Casework	Plastic Laminate			X		3	Plastic laminate upper and lower casework.	None Observed	NA	NA	NA	NA
E7.1	Stairs & Railings	Concrete Metal Pan			X		3	Concrete metal pan.	None Observed	NA	NA	NA	NA
E7.2	Stairs & Railings	Steel Tube			X		3	Painted steel tube .	None Observed	NA	NA	NA	NA
E8.1	Elevator Finishes	Steel & Wood			X		3	Prefinished steel and wood.	None Observed	NA	NA	NA	NA
E9.1	Daylighting	Skylight			X		3	Aluminum framed double paned skylight system.	None Observed	NA	NA	NA	NA

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
F1.1	Domestic Water Systems				X		3	2" Backflow preventer	None Observed	NA	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA	NA
F4.1	Storm Drain Systems				X		3	Flat roof primary drain to storm. Secondary drain to daylight with lamb's tongue.	Drains clogged	Clean drains.	All locations	1 Year	
F5.1	Plumbing Fixtures				X		3	Water closets, urinals, and lavatories electronic .	None Observed	NA	NA	NA	NA
F6.1	Water Use				X		3	NA	None Observed	NA	NA	NA	NA
F7.1	Waste & Vent Piping				X		3	NA	None Observed	NA	NA	NA	NA
F8.1	Fire Protection System				X		3	Dry sprinklers in IT and outdoor canopy. Wet system indoors.	None Observed	NA	NA	NA	NA
F9.1	Heating				X		3	Total of (7) gas-fired heating rooftop units. Mixture of constant volume and VAV.	None Observed	NA	NA	10 years	
F10.1	Cooling				X		3	Total of (7) direct expansion (DX) rooftop units. Mixture of constant volume and VAV. Highwall mini-split.	None Observed	NA	NA	10 years, Included in Capital Improvement Plan	
F11.1	Outside Air Ventilation				X		3	Outside air intake at rooftop units.	None Observed	NA	NA	10 years	
F12.1	Exhaust				X		3	Roof mounted exhaust fans and grease exhaust fan.	None Observed	NA	NA	NA	
F13.1	Smoke Control		N/A				3	NA	NA	NA	NA	NA	

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	4						
G1.1	Lighting Controls					X	4	Programmable control dimming panels, occupancy sensors and toggle switches	None Observed	NA	NA	NA	NA
G2.1	Interior Lighting					X	4	LED and Fluorescent Fixtures	None Observed	NA	NA	NA	NA
G3.1	Exterior Lighting				X		3	Pole and Building Mounted Metal Halide, LED and Fluorescent Fixtures	Halide fixtures are not energy efficient	Replace existing pole mounted Metal Halide fixtures wit LED	Entire parking lot	1 to 2 years	
G4.1	Egress Lighting					X	4	Fixtures backed up by diesel generator emergency automatic transfer switch	None Observed	NA	NA	NA	NA

G5.1	Emergency Power System					X			125kW Diesel Life Safety and Stand-By Generator in NEMA 3R Enclosure	None Observed	NA	NA	NA
G6.1	Fire Alarm System					X		4	Conventional Addressable Control Panel, Horn/Strobes	None Observed	NA	NA	NA
G7.1	Equipment Connections				X			4	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels					X		3	277/480V and 120/208V 3 Phase GE Panelboards	None Observed	NA	NA	NA
G9.1	Switchgear					X		4	277/480V 1600A GE Spectra Series Main Switchgear	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X			4	Standard devices	Devices show expected wear with age.	Replace damaged exterior receptacle weatherproof "in-use" covers	All locations	1 year
								3					

TECHNOLOGY / SECURITY			Poor (1)	Fair (2)	Good (3)	Excellent (4)							
T1.1	Internet Utilities	ToP Fiber, CL MoE			X			3	Town of Parker Private Fiber (Traffic Fiber) and recurring purchased circuit from CenturyLink.	None	Increase speed to support equal bandwidth of Town Fiber	1	2-3yrs
T1.2	Demark / MDF Room	Incoming Services / Distribution			X			3	Incoming services and fiber distribution located in Basement Demark/MDF.	Located directly below restrooms. High Risk of water damage to electronics.	Install drip-pan above Core Network Gear to protect expensive equipment. Also protect Public Safety DAS equipment for Life Safety considerations.	Multiple	1-2yrs
T1.3	Backbone Cabling	Fiber		X				2	This fiber backbone connects IDF.	Older Technology. Speeds limited	Upgrade to OM3/OM4 Fiber	1	1-2yrs
T1.4	Network Switches	IP Connectivity			X			3	These switches connect end devices (phones/pc's) to internet connectivity.	Slower 1Gb speeds	Consider swapping edge switches to 10Gb speeds. (this coincides w/ Fiber Upgrade)	Multiple	1-5yrs
T1.5	IDF Room (Ceiling)	Horizontal Cabling	X					1	IDF is not a room; it's located in a ceiling cavity device.	ToP IT Staff is challenged with Move/Add/Changes or switch replacement.	If future renovations are being considered, construct a dedicated IT closet for new addition/renovation for proper horizontal cabling distribution	1	Future Projects
T1.6	Horizontal Cabling	CAT6 (Data/Voice) Cabling			X			3	CAT6 is the type of cable used to connect phones, pc's, printers, WAPs, cameras, etc. in an organization.	CAT6 is currently capable of both 1gbps and 10gbps (up to 125')	Consider introducing CAT6A for WAPs and Cameras to assist in bandwidth throughput as Wireless and Video are the fastest growing "Tech" items in a building.	Multiple	1-5yrs, Future Projects
T1.7	802.11XX (WIRELESS)	Wi-Fi (WAP)			X			3	ToP has established a standard of deploying Cambium Xirrus access infrastructure in all buildings.	Technology needs refreshed to support newer protocols such as Wi-Fi 6 (802.11ax).	ToP to create a matrix of all deployed Access Points and determine if they're eligible for upgrade or nearing end of life. All access points from 2021 - 2025 should support Wi-Fi 6+	Multiple	1yr (for Study) 2-5yr replacement
T1.8	Security	Access Control (Card Readers)		X				2	This is the enterprise system (excluding the PD) for ToP.	Older Analog System. New Stanley PAC Controllers are IP and allow new feature sets.	Consider new enterprise access control migration plan to new IP Stanley PAC or "Other" Manufacturer	Enterprise	1-5yrs

T1.9	Security	Video Management System			X		3	This is the enterprise system for CCTV Cameras.	ONSSI is now part of Qognify; platform should remain intact and new feature sets should continue to be improved.	Maintain latest software upgrades and replace old NVR technology with direct storage write over network. Continue using AXIS Cameras - these are industry leading.	Enterprise	1-3yrs
T1.10	Security	Duress		X			2	System is a custom dial-out to Security Central (Monitoring Company) who will then dispatch Parker PD	Custom, non-standard system	Upgrade to module of Access Control	Multiple	1-5yrs
T1.11	Security	Intrusion Detection	NA					System Not Currently Installed	Risk of Break-in without notification	Install basic motion detection and glass break for buildings.	Multiple	1-5yrs
T1.12	Public Safety DAS	ERRS (Life Safety)				X	4	This is for First Responders to have communication inside a facility during an event.	N/A	Continue regular testing.	1	Ongoing
T1.13	Audiovisual	Theatrical components speakers, video, etc.			X		3	Theatrical AV system to support events, presentations, concerts, etc.	Unknown.	Would require an in-depth study of software and hardware to determine exact components to be upgraded. Integrator to assist in evaluation.	Multiple	1yr (for Study)
T1.14	Network Access Control (NAC)	Network	NA					This system allows IT to restrict hardware from ToP resources vs. Guest Wi-Fi.	This does not exist today.	Research, review with Network integrator for recommendations		1yr (for Study)
T1.15	Security	Reception	NA					Security duress devices not installed.	Reception counter is not physically enclosed and protected from potential security threats. No security duress devices are installed.	Enclose reception counter with ballistic materials and retrofit with duress device.	1 Location, entry reception desk.	1 year

PACE

Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



B1.1 Confirm path material and compaction meets ADA standards



B3.1 Missing section of truncated domes along entry



B4.1 Perpendicular curb ramp preferred when there is a single crosswalk. Angled ramp implies crosswalks in both directions.



B5.1 Failing concrete at tree grates



B5.1 Dead trees

B7.1

ADA spaces meet dimensional standards and have wheelstops

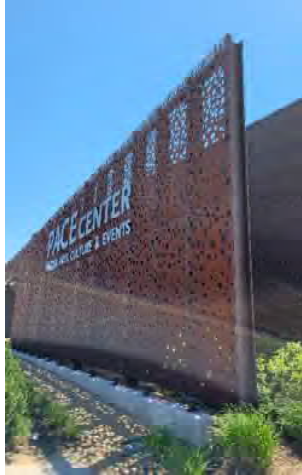
EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKER PACE CENTER

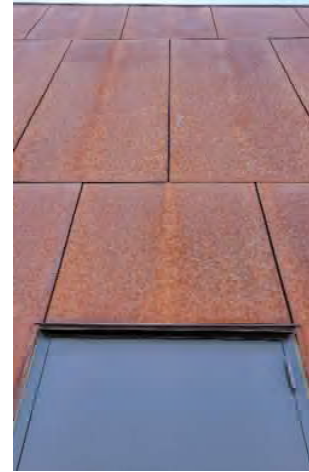


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3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.



D1.1 Perforated Metal Panel



D1.2 Corten Metal Panel



D1.3 Prefinished Metal Panel



D1.4 Brick Masonry



D1.5 CMU Masonry Block



D2.1 Aluminum Storefront Doors



D2.3 Overhead Doors

D2.2 Hollow Metal Doors



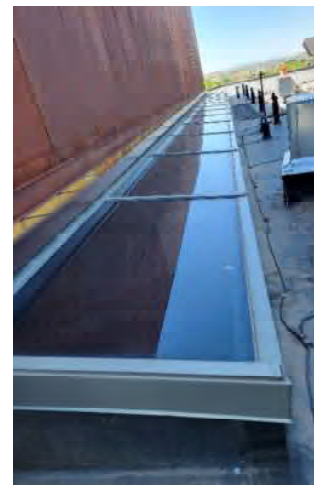
D3.1 Aluminum Storefront / Curtainwall Windows



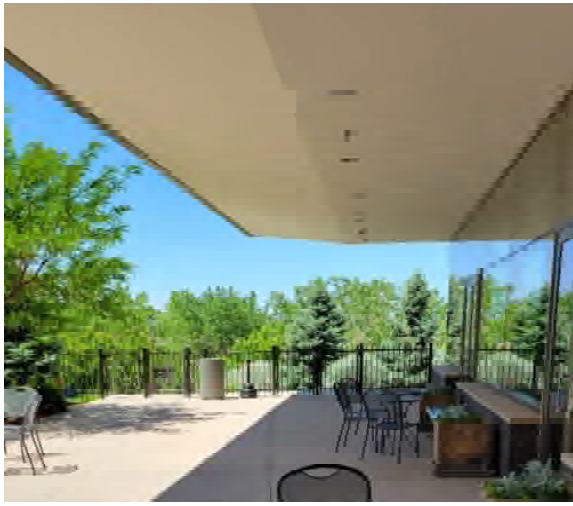
D4.1 Concrete Sidewalk



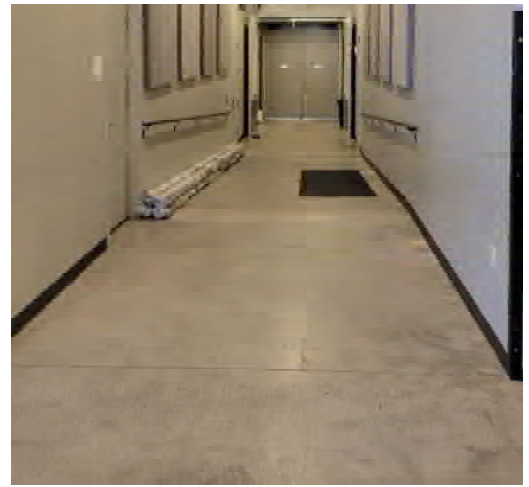
D6.1 Membrane Roof



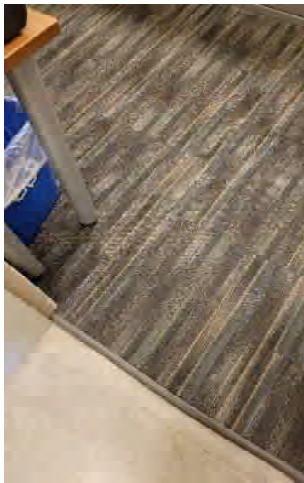
D6.2 Skylight



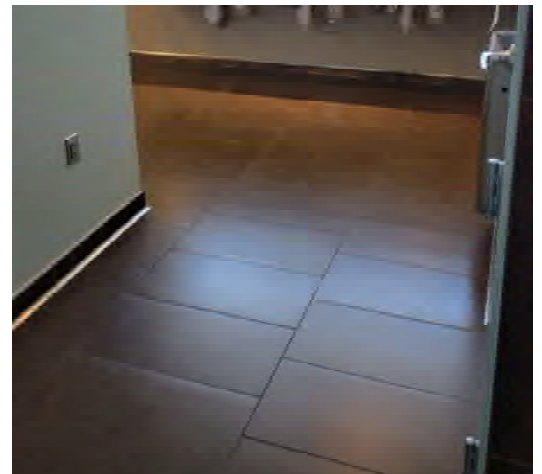
D7.1 Gypsum Board Soffit



E1.1 Concrete Floor



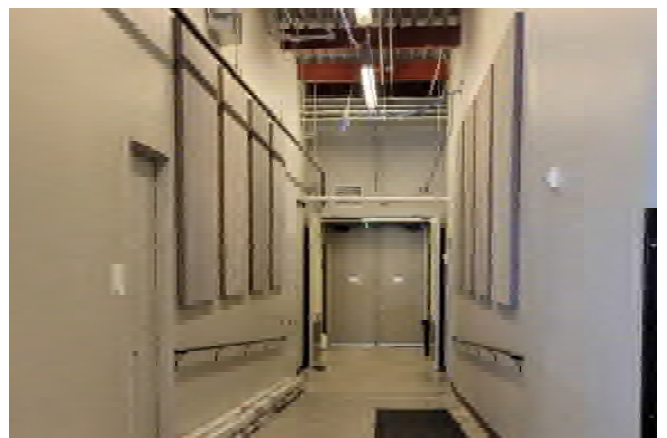
E1.2 Carpet Tile



E1.3 Ceramic Tile Floor



E1.4 Wood Floor



E2.1 Gypsum Board Walls



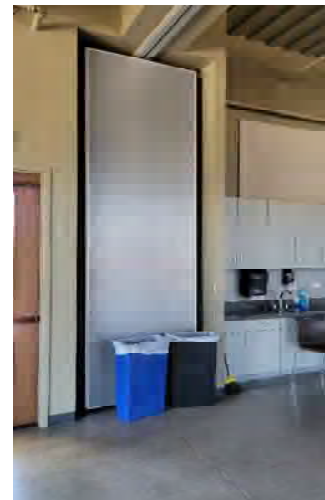
E2.2 Ceramic Tile Walls



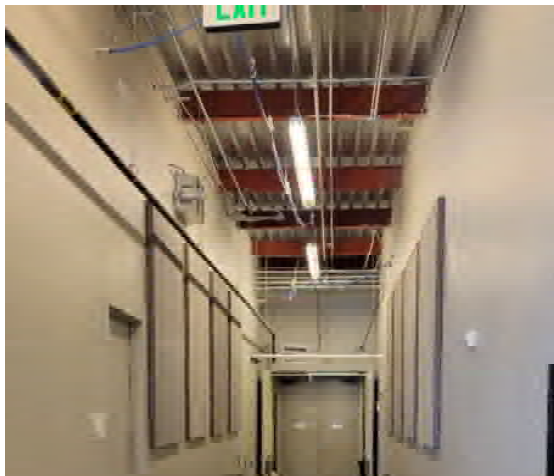
E2.3 Corten Metal Wall Panel



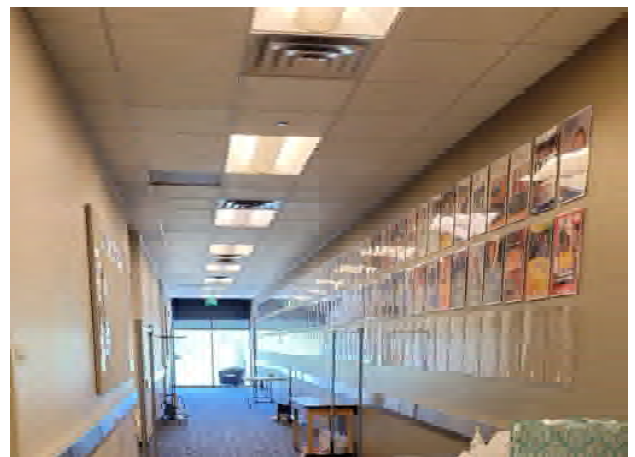
E2.4 Wood Panel



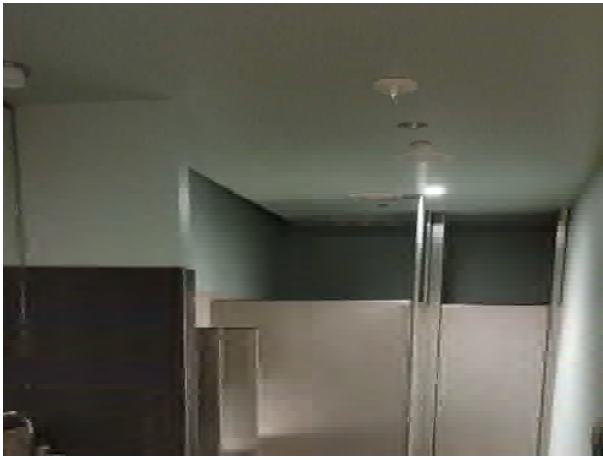
E2.5 Movable Partition



E3.1 Exposed Structure Ceiling



E3.2 Acoustical Ceiling Tile (ACT)



E3.3 Gypsum Board Ceiling



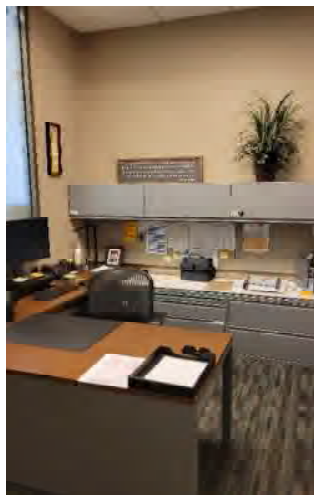
E4.1 Wood Doors



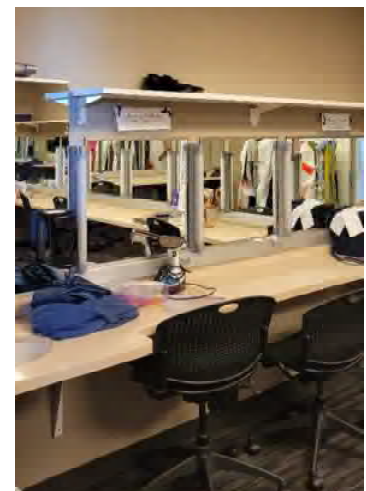
E4.2 Hollow Metal Doors



E4.3 Structural Glazing



E5.1 Furniture - Office



E5.2 Furniture - Dressing Room



E5.3 Furniture - Performance



E5.4 Furniture - Lounge



E5.5 Furniture - Conference



E5.6 Furniture / Equipment - Kitchen



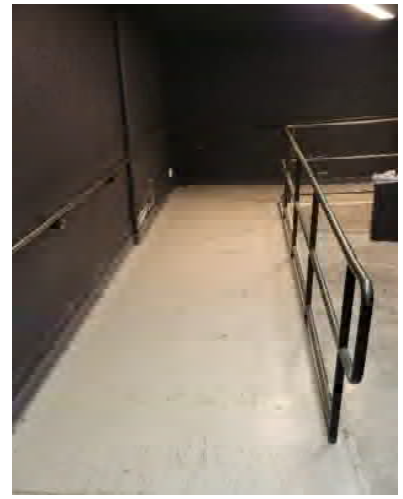
E6.1 Casework - Solid Surface



E6.2 Casework - Plastic Laminate



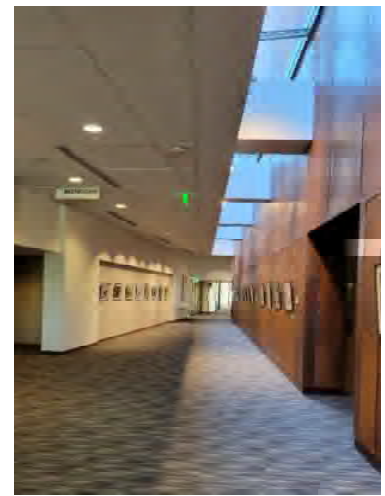
E7.1 Concrete Metal Pan Stairs



E7.2 Steel Tube Railings



E8.1 Elevator Finishes



E9.1 Daylighting

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

PARKER PACE CENTER



Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.

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F1.1 Description



F2.1 Gas Piping Serving RTU's

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F3.1 Description



F4.1 Description

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F5.1 All Plumbing Fixtures Have Electronic Controls

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F7.1 Description



F9.1 Typical gas-fired heating rooftop unit.



F11.1 Typical outside air intake and power exhaust on rooftop units

F6.1 Description



F8.1 Fire Protection Zoning



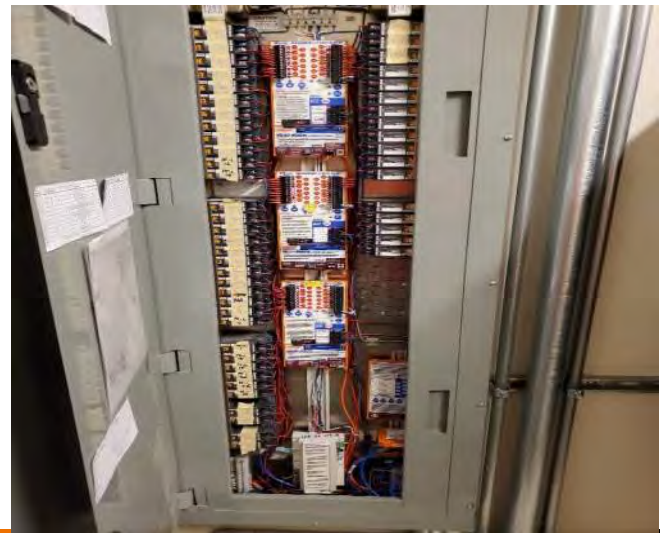
F10.1 Typical direct expansion (DX) cooling rooftop unit.



F12.1 Kitchen exhaust and make up air.



G1.1 Programmable Lighting Control Station



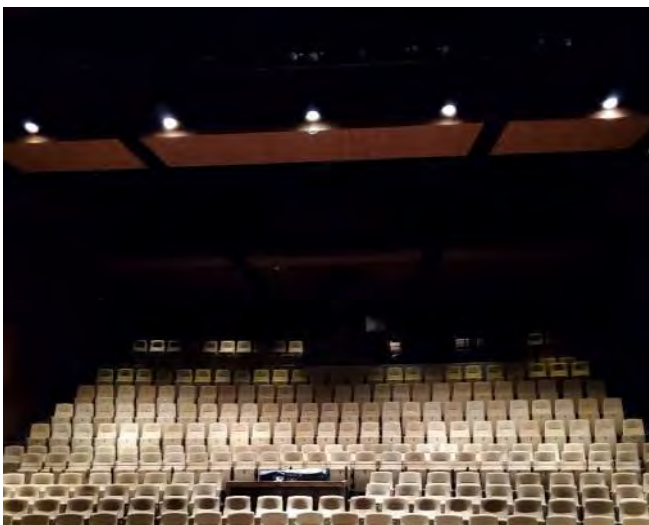
G1.1 Typical Dimming Lighting Control Panel



G2.1 Interior Theatrical and Downlights



G2.1 Main Entrance Downlights and Decorative Fixtures



G2.1 Interior Theatrical Lighting



G3.1 Exterior Metal Halide Pole Mount Fixture



G5.1 Life Safety and Stand-by Automatic Transfer Switches



G6.1 Typical Annunciation Device - Ceiling Mounted Horn/Strobe



G8.1 Branch Distribution Panels



G9.1 1600A 277/480V Main Distribution Panel



G10.1 Exterior Weather Proof Receptacle Missing "In-Use" Cover

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BUILDING NAME:	O'BRIEN POOL BUILDING
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Building Information:**Address:** 10795 Victorian Dr. - Parker, CO

Current Use/Occupants:

Public Recreational Swimming Pool Facility

Construction Date:

2002

Historic Significance:

Yes		No	X
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Total Gross SF:

3,985

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1

Assessment Date:

6/8/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:****Overall Summary:** The overall roof conditions is good. The mechanical and plumbing systems are fair and the electrical system is in good condition.**Architecture:** The overall condition of the roof(s) are good. The shingle roofing still has 3 to 5 years of life. Many of the wood fascia elements that meet the roof surface are showing signs of moisture damage and need to be repaired or replaced.**Electrical:** The building is served by a single 120/208V 3-Phase IREA utility transformer with a (4) Main Distribution Disconnects. The interior lighting consists linear strip LED fixtures. Egress lighting is provided by battery backed up dual lamp emergency fixtures.**Mechanical and Plumbing:** Mechanical - Direct expansion (DX) mini split cooling, restroom and pool equipment room exhaust. Plumbing - Roof drainage is rain gutters and downspouts.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
D1.1	Roof	Asphalt Shingles			X		3	Hip roofs with dormers.	None Observed	NA	NA	NA
D1.2	Roof	Membrane			X		3	Flat roof - Black EPDM membrane roofing.	Not Observed	NA	NA	NA
D1.3	Roof Elements	Wood Fascia					2	Painted wood dormer fascia.	Bottom of Fascia is beginning to show moisture damage and degradation of paint.	Prepare and repaint damaged area. Replace wood if not repairable.	All dormers	Immediately
				X								
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
F1.1	Domestic Water Systems		N/A					NA	NA	NA	NA	NA
F2.1	Natural Gas Systems		N/A					NA	NA	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems				X			Rain gutters and downspouts	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures		N/A				3	NA	NA	NA	NA	NA
F6.1	Water Use		N/A					NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping		N/A					NA	NA	NA	NA	NA
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating		N/A					NA	NA	NA	NA	NA
F10.1	Cooling			X				(2) Highwall mini split systems.	None Observed	NA	NA	1 to 2 years
F11.1	Outside Air Ventilation		N/A				2	NA	NA	NA	NA	NA
F12.1	Exhaust			X				(2) exhaust fans.	None Observed	NA	NA	1 to 2 years
F13.1	Smoke Control		N/A				2	NA	NA	NA	NA	NA
ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
G1.1	Lighting Controls				X		3	Toggle switches	None Observed	NA	NA	NA
G2.1	Interior Lighting				X		3	LED 6"x4' Strip Fixtures	None Observed	NA	NA	NA
G3.1	Exterior Lighting				X		3	Pole mounted fixtures	None Observed	NA	NA	NA
G4.1	Egress Lighting				X		3	Dual-Lamp fixture with 90 minute battery back up located in interior.				
G5.1	Emergency Power System		N/A					NA	NA	NA	NA	NA
G6.1	Fire Alarm System		N/A					NA	NA	NA	NA	NA
G7.1	Equipment Connections				X		3	Mechanical equipment connections	None Observed	NA	NA	NA
G8.1	Panels			X			2	120/208V, 3 Phase Panelboards, NEMA 1 Enclosures	Panels are showing surface rust	Interior should be inspected and connections tightened per manufacturer's guidelines. Results may lead to replacing panelboards with new in NEMA 4X Enclosures due the corrosive elements in the building	2 locations	1 to 2 years

G9.1	Switchgear				X				1200A, 120/208V, 3 Phase Switchboard, NEMA 1 Enclosure	Appears to be in good condition with minimal surface rust	Interior should be inspected and connections tightened per manufacturer's guidelines. Based on results of interior inspection a new Switchboard in NEMA 4X enclosure should be considered	1 location	1 to 2 years
G10.1	Receptacles and Switches				X				Surface mount devices in equipment room	None Observed	NA	NA	NA

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS



O'BRIEN POOL BUILDING

Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



D1.1 Asphalt Roofing



D1.3 Wood Dormer Fascia

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EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

O'BRIEN POOL BUILDING

Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



F9.1 Mini split air conditioner

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F10.1 Description

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F11.1 Description



F12.1 Restroom exhaust fan



G2.1 6"x4' LED Linear Strip Fixture



G6.1 Typical Battery Backed-up Dual Lamp Egress Fixture



G8.1 Branch Distribution Panels with Surface Rust

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G9.1 Main Switchboard with Surface Rust

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BUILDING NAME:	POLICE HEADQUARTERS
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Building Information:
Address: 18600 Lincoln Meadows Pkwy - Parker, CO

Current Use/Occupants:

Public Safety Facility

Construction Date:

2010

Historic Significance:

Yes	No	X
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Total Gross SF:

53,500

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1

Assessment Date:

6/9/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall building is in good condition. The ADA site access is excellent. The roof is in overall good condition, but there are several roof related items that need to be addressed. The mechanical and plumbing systems are in good condition and the electrical system is in excellent condition. The IT / security is in good condition.

Site: 1. Recommend crosswalk across drive aisle in east lot 2. Truncated domes on door ramp need replaced on east side

Architecture: The overall condition of the roof is good. There are several roof related elements that require correction or maintenance to protect and prolong the life of the roof and roofing elements.

Electrical: The building is served by a single 277/480V 3-Phase IREA utility transformer with a 1600A Main Distribution Board. The life-safety and owner stand-by items for the building are backed up by a stand-by diesel generator, ground mounted on the west side of the building in a NEMA 3R enclosure. The interior lighting consists of fluorescent and LED fixtures. Egress lighting is backed up by the diesel generator.

Mechanical and Plumbing: (2) gas-fired heating water boilers, (4) hydronic heating, direct expansion (DX) cooling rooftop units, (1) three-module chiller for IT room.

Technology / Security: Parker PD has a very sophisticated Technology footprint of all the ToP facilities. These systems include vehicle and body cam systems (download begins once a patrol car enters the secured compound) via exterior Wi-Fi points, Access Control includes single and dual authentication throughout the facility (code + badge), Video surveillance, CAD (Computer Aided Dispatch) system, Interview room video/audio recording, along with varying AV systems.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
SITE			Poor (1)	Fair (2)	Good (3)	Excellent (4)	4					
B1.1	Site Access					X	4	ped-accessible from Lincoln Meadows Pkwy and Dransfeldt Rd; on Dransfeldt Rd flag bus stop NB, shelter stop SB - not obvious how to get to main entrance (off L. Meadows)	None Observed	consider signage pointing to main entrance from Dransfeldt, if significant number of patrons access building via bus (2-3 signs one at/near property entrance, one at Dransfeldt/LM Parkway intersection, one at entry drive on LM Parkway)	3	discretionary
B2.1	Curb & Gutter					X	4	no issues noted	None Observed	NA	NA	NA
B3.1	Sidewalks					X	4	no issues observed	None Observed	NA	NA	NA
B4.1	Stairs / Ramps / Railings							Railings and Ramps	WEST SIDE: railing have acceptable returns; slope to front door acceptable, ADA door button present EAST SIDE: truncated domes on ramp to door are broken and need replaced	Repair/replace broken truncated domes on ramp.	1	12 months
B5.1	Landscape materials					X	4	no issues observed	None Observed	NA	NA	NA
B6.1	Storm Water				X		3	no issues observed	None Observed	NA	NA	NA

B7.1	Parking					X	4	EAST: 9 spaces incl 1 HC (van: 100" aisle, 113" space, 57" aisle); dimensions, ramp, domes, path acceptable. WEST: 32 spaces incl 2 HC (van: 108" space, 92" aisle, 110" space). ENCLOSED: 170 spaces incl 6 HC (from aerial)- dimensions, wheel stops, path appears acceptable from aerial; also undetermined number of motorcycle spaces (6?) WEST: overall HC dimensions exceed req although 92" aisle should be 96"; dimensions can be corrected when parking lot is restriped in future EAST: crosswalk across drive aisle recommended	Correct when parking lot is restriped.	1	discretionary
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EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
D1.1	Roof	Membrane			X		3	Flat roof - Fully adhered white TPO membrane roofing.	None Observed	NA	NA	NA
D1.2	Roof	Condensate Drain					2	Two of the AHU condensate drains drain directly onto the roof surface.	The condensate has to travel a long distance across the roof surface with potential to cause long-term degradation of the membrane.	Extend condensate pipe to closest roof drain to avoid surface drainage.	2 Observed	Immediately
D1.3	Roof	Debris		X			2	Natural dirt debris is accumulating on roof.	Organic debris is accumulating in the corners of the roof and plant life is growing. Debris on roof surface can cause degradation of the membrane.	Remove debris from roof on a regular basis.	Limited areas	Immediately
D1.4	Roof Elements	Fall Protection		X			2	Guardrail fall protection between roof hatch and edge of roof.	The guardrail fall protection on the southeast corner of the building has been rotated 180 degrees from required application.	Rotate guardrail 180 degrees so fall protection is located between roof hatch and edge of roof.	1 location	Immediately
D1.5	Roof Elements	Lightning Protection					2	Lightning protection cable roof attachment.	The lightning protection cable has become detached from the roof.	Reattach cable to roof attachment hardware.	1 location	Immediately
D1.6	Roof Elements	Flue Stabilization		X			2	Guy wire (cable) stabilization for exhaust flues.	The guy wire cables for the exhaust flues are rusting and failing. Failure is caused by cables being attached in area where exhaust is in direct contact.	Replace guy wire cables. Secure cables in new location away from exhaust output.	All	Immediately
D1.7	Roof Elements	Walkway Pad					2	TPO walkway pad	A walkway pad near the northeast portion of the roof has been badly damaged. The roof underneath appears to have little to no damage.	Repair or replace walkway pad to protect roof below and limit buildup of debris in and under damaged walkway pad.	1 location	Immediately

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	Domestic system	Temperature mixing valve set at 100 degrees F	Increase temperature setting to 110 degrees F	1 location	1 - 3 Years
F2.1	Natural Gas Systems				X		3	Xcel Energy	Natural gas smell in mechanical room	Vent pressure regulators to outdoors.	1 location	1 - Year
F3.1	Propane Systems		N/A				3	NA	NA	NA	NA	NA
F4.1	Storm Drain Systems				X		3	Primary roof drains to storm. Secondary roof drains to lambs tongue.	None Observed	NA	NA	NA

F5.1	Plumbing Fixtures				X			3	Water Closets, urinals, and Lavatories electronic control	Low flow aerators. Saves water, but p-trap primers do not keep traps wet	Replace primers	All locations	1 Year
F6.1	Water Use				X			3	NA	None Observed	NA	NA	NA
F7.1	Waste & Vent Piping			X				2	Garages trench drain to sand/oil interceptors	P-traps dry out. Cleaning sanitary sewer annually. Low flow aerators do not provide enough water in primers to keep trap sealed	Replace primers	All locations	1 Year
F8.1	Fire Protection System				X			3	Wet pipe system	None Observed	NA	NA	NA
F9.1	Heating			X				2	(2) heating water boilers and (4) hydronic heating rooftop units.	Near ASHRAE life expectancy.	Replace rooftop unit soon.	4 Units	4 years
F10.1	Cooling			X				2	Direct expansion (DX) rooftop unit.	Near ASHRAE life expectancy.	Replace rooftop unit soon.	All DX units	4 years
F11.1	Outside Air Ventilation			X				2	Outside air is provide from outside air intake on rooftop unit.	None Observed	NA	NA	4 years
F12.1	Exhaust			X				2	Roof mounted exhaust fan, garage intake louver for make up air.	Natural gas smell in mechanical room.	Provide exhaust in mechanical room.	1 Location	4 years
F13.1	Smoke Control			N/A				2	NA	NA	NA	NA	NA

ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	4						
G1.1	Lighting Controls				X			3	Combination of occupancy sensors and toggle switches	None Observed	NA	NA	NA
G2.1	Interior Lighting					X		4	Fluorescent, and LED fixtures	Existing Fluorescent fixtures are being phased out and are currently being replaced with LED	Fixtures are currently being replaced. Continue as budget allows.	NA	Ongoing
G3.1	Exterior Lighting					X		4	Building and Pole Mount LED Fixtures	None Observed	NA	NA	NA
G4.1	Egress Lighting					X		4	Fixtures backed up by diesel generator emergency automatic transfer switch	None Observed	NA	NA	NA
G5.1	Emergency Power System					X		4	Diesel Life Safety and Stand-By Generator in NEMA 3R Enclosure	None Observed	NA	NA	NA
G6.1	Fire Alarm System					X		4	Conventional Addressable Control Panel, Horn/Strobes	None Observed	NA	NA	NA
G7.1	Equipment Connections				X			3	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels					X		4	277/480V and 120/208V 3 Phase Square D Panelboards	None Observed	NA	NA	NA
G9.1	Switchgear					X		4	277/480V 1600A Square D Main Switchgear	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X			3	NA	Devices show expected wear with age.	NA	NA	NA

TECHNOLOGY / SECURITY			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
T1.1	Internet Utilities	ToP Fiber, CL 400Mbps MoE				X		4	Town of Parker Private Fiber (Traffic Fiber) and recurring purchased circuit from CenturyLink	None	Maintain existing	1	N/A

T1.2	Demarc/MDF	Incoming Services / Distribution				X	4	Incoming Services enter into the shared Demarc/MDF/Data Center (North Wall)	Industry standards like to see utilities in a separate space as a representative may have to service network equipment from CenturyLink	N/A; PD Representative would accompany provider for maintenance in the space.	1	N/A
T1.3	Data Center	Data Center				X	4	Parker PD has implemented an APC enclosure system. This provides in-row cooling and hot aisle containment.	Well implemented architecture. Risk includes above head water source required for in-row cooling.	Maintain environment	1	N/A
T1.4	Backbone Cabling	Fiber				X	4	Fiber Backbone is OM3 or greater	N/A	N/A	1	N/A
T1.5	Network Switches	IP Connectivity			X		3	These switches connect end devices (phones/pc's) to internet connectivity.	Slower 1Gb speeds	Consider swapping edge switches to 10Gb speeds. This should follow switch lifecycle operations.	Multiple	1-5yrs
T1.6	IDF Room(s)	Horizontal Cabling			X		3	IDFs are allocated with appropriate space.	IT/AV IDF located behind Roll Call space, is also used for storage. Inaccessible for easy access	Move storage items to different location or segment room (with fence) to protect IT/AV Racks	1	1yr
T1.7	Horizontal Cabling	CAT6 (Data/Voice) Cabling			X		3	CAT6 is the type of cable used to connect phones, pc's, printers, WAPs, cameras, etc. in an organization.	CAT6 is currently capable of both 1gbps (at 295') and 10gbps (up to 125')	Consider introducing CAT6A for WAPs and Cameras to assist in bandwidth throughput as Wireless and Video are the fastest growing "Tech" items in a building.	Multiple	1-5yrs, Future Projects
T1.8	802.11XX (WIRELESS)	Wi-Fi (WAP)			X		3	ToP has established a standard of deploying Cambium Xirrus access infrastructure in all buildings.	Technology needs refreshed to support newer protocols such as Wi-Fi 6 (802.11ax).	ToP to create a matrix of all deployed Access Points and determine if they're eligible for upgrade or nearing end of life. All access points from 2021 - 2025 should support Wi-Fi 6+	Multiple	1yr (for Study) 2-5yr replacement
T1.9	Security	Access Control (Card Readers)			X		3	PD uses a separate ACMS from the ToP.	N/A	N/A	Local	N/A
T1.10	Security	Video Management System			X		3	PD uses a separate VMS from the ToP	N/A	N/A	Local	N/A
T1.11	Security	Duress		X			2	PD uses a separate Duress system from the ToP	N/A	N/A	Local	N/A
T1.12	Security	Intrusion Detection	NA					System Not Currently Installed	24hr facility with high security	System most likely not needed	Local	N/A
T1.13	Public Safety DAS	ERRS (Life Safety)				X	4	This is for First Responders to have communication inside a facility during an event and PD + Fire Communications.	System currently installed	No additional Upgrades required	1	N/A
T1.14	Audiovisual	Conference, Interview, Roll Call			X		3	Interview is an internal combination of Technology, Conf and Roll-call are individual platforms	System(s) need to be analyzed (hardware / software) for available upgrades or end of life status	Engage local staff as well as independent AV integrator for additional assessment	Multiple	1yr (for Study)
T1.15	Network Access Control (NAC)	Network	NA					This system allows IT to restrict hardware from ToP resources vs. Guest Wi-Fi.	This does not exist today.	Research, review with Network integrator for recommendations		1yr (for Study)

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

POLICE HEADQUARTERS

Notes:

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2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



B4.1. Damaged truncated domes at east entry



B4.1 West Entry - building access meets standards and in good repair



B7.1 East Entry - ADA space appropriately marked and accessible



B7.1 Crosswalk across drive aisle at east entry recommended



EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

POLICE HEADQUARTERS



Notes:

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4. Additional items requiring attention that are not documented potentially exist



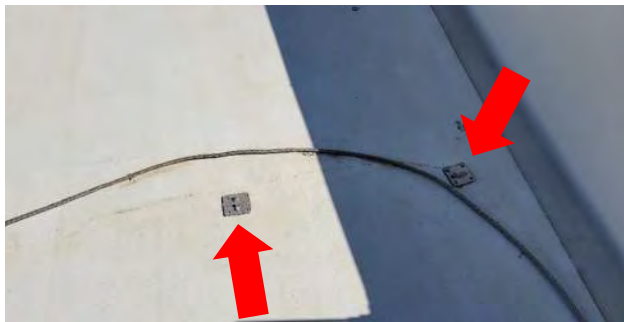
D1.1 Membrane Roof - White TPO

D1.2 Condensate Drain - Long Path to Drain



D1.3 Debris on Roof

D1.4 Fall Protection



D1.5 Lightning Protection Fasteners

D1.6 Flue Stabilization - Rusted Cables



D1.7 Walkway Pad - Damaged

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D1.4 Description

D1.5 Description

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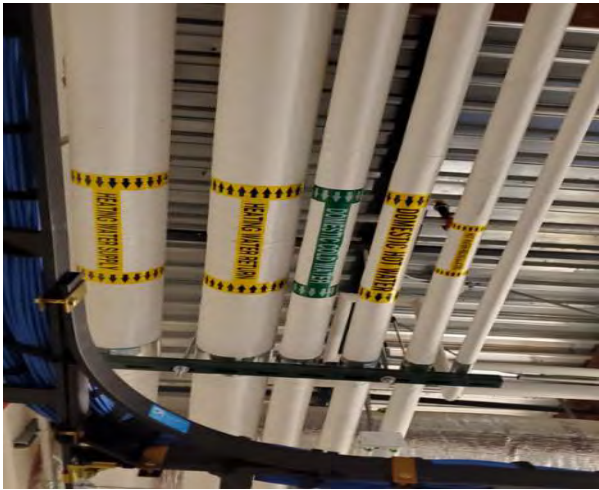
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D1.6 Description

D1.7 Description

Notes:

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- 2. Photos utilized to graphically reflect current conditions.
- 3. Inspect documented conditions in all similar areas to verify if similar instances exist.
- 4. Additional items requiring attention that are not documented potentially exist.



F1.1 Description

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F2.1 Description



F3.1 Plumbing Fixtures Have Electronic Control

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F4.1 Description

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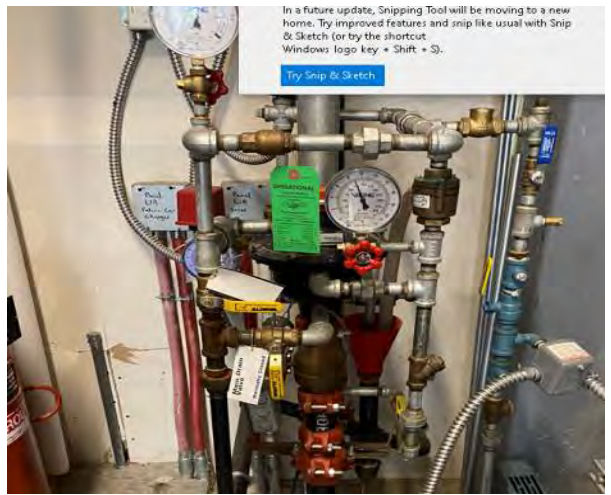
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F5.1 Insulated Domestic Water Piping

F6.1 Description



F7.1 Trench Drain To Sand/Oil Interceptor



F8.1 Fire Protection Station



F9.1 Heating water boilers.



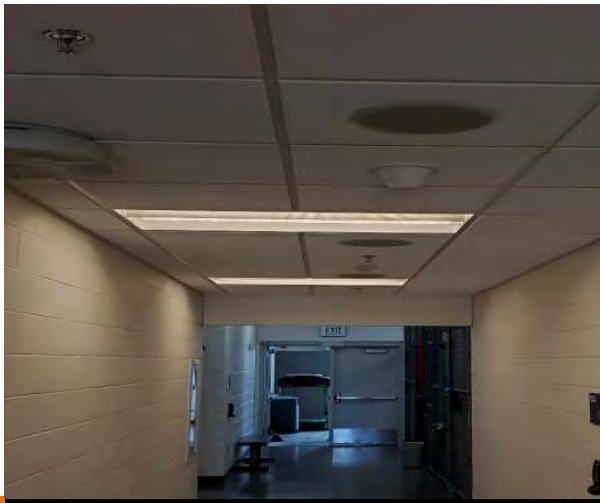
F10.1 Typical rooftop condensing unit.



F11.1 Outside air intake on rooftop units.



F12.1 Roof mounted exhaust fan.



G2.1 2'x4' Fluorescent Recessed Lighting



G2.1 Fluorescent Pendant Mount Linear Strip Fixtures



G2.1 LED Retrofit Fixtures



G5.1 Life Safety and Stand-by Automatic Transfer Switches



G6.1 Addressable Fire Alarm Control Panel



G6.1 Typical Annunciation Device - Horn/Strobe



G8.1 Typical Siemens Branch Distribution Panelboard

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E1.3 Description

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E1.5 Description



G9.1 1200A 277/480V Main Switchgear

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E1.4 Description

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E1.6 Description

BUILDING NAME:	RECREATION CENTER
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Building Information:
Address: 17301 E. Lincoln Ave. - Parker, CO

Current Use/Occupants:

Recreational Facility

Construction Date:

1994

Historic Significance:

Yes	No	X
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Total Gross SF:

45,783

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

2

Assessment Date:

6/9/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall building condition is good. The overall roof condition is fair to good with several roof related items to be resolved. The Mechanical and plumbing systems are in fair condition while the electrical system is in good condition. The IT / security systems are also in good condition.

Architecture: The overall roof is in good condition. There are several roof related elements that require correction or maintenance to protect and prolong the life of the roof and roofing elements. Town of Parker is currently in discussions with architect to identify and solve the issues related to the effervescence on the CMU block walls near the pool areas.

Electrical: The building is served by a single 277/480V 3-Phase IREA utility transformer with a 1600A Main Distribution Board. Egress lighting is provided by battery backed up dual lamp egress fixtures and a battery inverter for the court area. Building also contains an addressable fire alarm system with minimal annunciation.

Mechanical and Plumbing: Mechanical - This building includes (11) gas-fired heating, direct expansion(dx) cooling rooftop units, (2) pool dehumidification units, (4) pool boilers, makeup air unit, and roof mounted exhaust fans.

Technology / Security: Parker Field House hosts minimal IT infrastructure for operations. Systems include structured cabling to support Voice, Video, Data including Wireless, Point of Sale, and Camera Surveillance.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
EXTERIOR BUILDING ELEMENTS			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2					
D1.1	Walls	Masonry		X			2	White effervescence on exterior CMU masonry at Water Slide Tower.	Moisture appears to be infiltrating the CMU block on the water slide tower.	Town of Parker is currently in discussions with architect to identify issue.	3 Observed walls.	Immediately
D1.2	Walls	Masonry	X				1	White effervescence on exterior CMU masonry at north pool wall parapet.	Moisture appears to be infiltrating the CMU block on the parapet of the north pool wall. The CMU block is beginning to degrade.	Town of Parker is currently in discussions with architect to identify issue.	1 Observed location.	Immediately
D1.3	Walls	Joint Sealant		X			2	Elastomeric masonry joint sealant.	The masonry joint sealant is drying out (becoming chalky) and losing its elasticity resulting in cracking.	Prepare and reapply sealant to prevent leaking at masonry joint.	1 Observed location.	1 Year
D1.4	Roof	Membrane			X		3	Flat roof - Mechanically fastened white EPDM membrane roofing.	NA	NA	NA	NA
D1.5	Roof	Debris		X			2	Natural dirt debris is accumulating on roof.	Accumulation of debris at roof and drains can retain moisture and cause long-term degradation of the membrane.	Regularly clear debris from roof.	Various locations	Immediately
D1.6	Roof	Condensate Drain		X			2	Two of the AHU condensate drains drain directly onto the roof surface.	The condensate has to travel a long distance across the roof surface with potential to cause long-term degradation of the membrane.	Extend condensate pipe to closest roof drain to avoid surface drainage.	2 Observed	Immediately
D1.7	Roof Elements	Drainage		X			2	Overflow Scupper	Two overflow scuppers on the west wall of the high roof appear to be installed to high and may allow larger than calculated water volumes to accumulate on roof surface is primary drain is not functional.	Verify bottom height of scuppers is located properly. Maintain primary drains to remain functional. Lower scuppers if deemed a critical issue.	2 Observed scuppers	Ongoing

MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	2						
F1.1	Domestic Water Systems			X					City system	Domestic HW recirc not working. 30 degree F temperature drop at TMV. No problems during high water demand; 30 degree temperature drop during non-peak demand. Sauna short circuits.	Replace TMV to Fix HW recirculation	1 locations	1 Year
F2.1	Natural Gas Systems				X		2						
F3.1	Propane Systems		N/A				3		Xcel Energy	None Observed	NA	NA	NA
F4.1	Storm Drain Systems				X				NA	NA	NA	NA	NA
									Primary roof drain to storm. Secondary roof drain to daylight lambs tongue	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures				X		3		Electronic controls	Divertors on showers leak	Replace divertors	All locations	1 Year
F6.1	Water Use			X			3		Domestic system	Snow melt loop at building entrance is broken.	Replace snow melt loop under slab.	1 location	1 Year
F6.2	Water Use			X			2		Dry system	Sauna rocks are being misused (dry system only) People pouring water over dry sauna rocks tripping circuit.	Put signs up 'dry sauna' to avoid tripping of circuits.	1 location	1 Year
F7.1	Waste & Vent Piping				X		2		City system	When back-washing system floods	Throttle pump	1 location	1 Year
F8.1	Fire Protection System				X		3						
F9.1	Heating		X						Wet pipe system	None Observed	NA	NA	NA
									Gas-fired heating rooftop unit, (4) pool boilers	Heating issues in locker rooms. End of ASHRAE life expectancy.	Replace rooftop units.	Gas-fired heating rooftop unit, (4) pool boilers	0-1 years, Included in Capital Improvement Plan
F10.1	Cooling		X				1		direct expansion (DX) cooling rooftop unit. (2) pool dehumidification units	No cooling in main electrical room.	Replace rooftop units. Add cooling to electrical room.	direct expansion (DX) cooling rooftop unit. (2) pool dehumidification units	0-1 years, Included in Capital Improvement Plan
F11.1	Outside Air Ventilation		X						Outside air intake at rooftop units, and gas-fired heating/DX cooling makeup air unit.	Broken drain valve on makeup air unit. Economizer issues on air handlers. End of ASHRAE life expectancy.	Replace rooftop units and make up air unit.	All units	0-1 years
F12.1	Exhaust		X				1		Roof mounted exhaust fans	End of ASHRAE life expectancy	Replace exhaust fans.	All units	0-1 years
F13.1	Smoke Control		N/A				1		NA	NA	NA	NA	NA
ELECTRICAL			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3						
G1.1	Lighting Controls					X			Lighting Control Panels, Occupancy Sensors, and Toggle switches	None Observed	NA	NA	NA
G2.1	Interior Lighting				X		4		Fluorescent, and LED fixtures	Existing Fluorescent fixtures are being phased out and are currently being replaced with LED	Continue replacing with LED fixtures as budget allows.	NA	Ongoing
G3.1	Exterior Lighting					X	3		Building and Pole Mount LED Fixtures	None Observed	NA	NA	NA
G4.1	Egress Lighting				X		4		Battery Backed-up Dual Lamp Egress Fixtures and Battery Inverter	None Observed	NA	NA	NA
G5.1	Emergency Power System		N/A				3		NA	NA	NA	NA	NA

G6.1	Fire Alarm System				X			3	Conventional Addressable Control Panel, Horn/Strobes	None Observed	NA	NA	NA
G7.1	Equipment Connections				X			3	NA	Equipment connections show expected wear with age.	NA	NA	NA
G8.1	Panels					X		4	277/480V and 120/208V 3 Phase Siemens and Eaton Panelboards	None Observed	NA	NA	NA
G9.1	Switchgear					X		4	277/480V 1600A Siemens Main Switchgear and 800A Eaton Sub distribution Board	None Observed	NA	NA	NA
G10.1	Receptacles and Switches				X			3	NA	Devices show expected wear with age.	NA	NA	NA

TECHNOLOGY / SECURITY			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
T1.1	Internet Utilities	ToP Fiber, CL MoE			X		3	Town of Parker Private Fiber (Traffic Fiber) and recurring purchased circuit from CenturyLink	None	Upgrade speed if required.	1	N/A
T1.2	Demark/MDF	Incoming Services / Distribution			X		3	Incoming Services reside in a dedicated room that houses network equipment and utility provider equipment.	Additional cooling and updated network equipment are required to support future growth of facility.	Upgrade networking equipment as available.	1	Future Projects
T1.3	IDF(s)	Horizontal cabling Distribution			X		3	Dedicated room to distribute horizontal cabling.	1 x existing; 1 x future. Existing space is acceptable; recommended space is a rack in a shared space	secured space for new rack to support additional WAPs and Cameras	2	1-2yrs
T1.4	Backbone Cabling	MDF to IDF cross connect		X			2	Connection from MDF to IDF	This is only a copper connection (CAT6). No Fiber between rooms	Install new OM3/OM4 fiber for optimal performance	1	1yr
T1.5	Network Switches	IP Connectivity			X		3	These switches connect end devices (phones/pc's) to internet connectivity.	Slower 1Gb speeds	Consider swapping edge switches to 10Gb speeds. This should follow switch lifecycle operations.	Multiple	1-5yrs
T1.6	Horizontal Cabling	CAT6 (Data/Voice) Cabling		X			2	CAT6 is the type of cable used to connect phones, pc's, printers, WAPs, cameras, etc. in an organization.	CAT6 is currently capable of both 1gbps (at 295') and 10gbps (up to 125')	Consider introducing CAT6A for WAPs and Cameras to assist in bandwidth throughput as Wireless and Video are the fastest growing "Tech" items in a building.	Multiple	1-5yrs, Future Projects
T1.7	802.11XX (WIRELESS)	Wi-Fi (WAP)			X		3	ToP has established a standard of deploying Cambium Xirrus access infrastructure in all buildings.	Technology needs refreshed to support newer protocols such as Wi-Fi 6 (802.11ax).	ToP to create a matrix of all deployed Access Points and determine if they're eligible for upgrade or nearing end of life. All access points from 2021 - 2025 should support Wi-Fi 6+	Multiple	1yr (for Study) 2-5yr replacement
T1.8	Overhead Paging	Public Address Speakers			X		3	Overhead Paging system with integration into PBX (Phone System)	Analog (Non-IP System).	Maintain system until head-end equipment no longer supports requirements. Not immediate to replace or upgrade.	1 system, multiple speakers	1-3yrs

T1.9	Security	Access Control (Card Readers)		X			2	This is the enterprise system (excluding the PD) for ToP.	Older Analog System. New Stanley PAC Controllers are IP and allow new feature sets.	Consider new enterprise access control migration plan to new IP Stanley PAC or "Other" Manufacturer	Enterprise	1-5yrs
T1.10	Security	Video Management System			X		3	This is the enterprise system for CCTV Cameras.	ONSSI is now part of Qognify; platform should remain intact and new feature sets should continue to be improved.	Maintain latest software upgrades and replace old NVR technology with direct storage write over network. Continue using AXIS Cameras - these are industry leading.	Enterprise	1-3yrs
T1.11	Security	Duress		X			2	System is a custom dial-out to Security Central (Monitoring Company) who will then dispatch Parker PD	Custom, non-standard system	Upgrade to module of Access Control	Multiple	1-5yrs
T1.12	Security	Intrusion Detection	NA					System Not Currently Installed	Risk of Break-in without notification	Install basic door/window contacts, motion detection and glass break for buildings.	Multiple	1-5yrs
T1.13	Public Safety DAS	ERRS (Life Safety)	X				1	This facility does not have a BDA installed	System currently not installed	During construction, AHJ and IFC did not require system.	1	1yr if Required by AHJ.
T1.14	Audiovisual	Music System			X		3	Independent equipment for 1/2 Gym, Kick-boxing	System needs integrator to review server, software, and hardware components.	Engage local integrator to further review and make upgrade recommendations.	1	1yr (for Study)
T1.15	Network Access Control (NAC)	Network	NA					This system allows IT to restrict hardware from ToP resources vs. Guest Wi-Fi.	This does not exist today.	Research, review with Network integrator for recommendations		1yr (for Study)
T1.16	Security	Reception	NA					Security duress devices not installed.	Reception counter is not physically enclosed and protected from potential security threats. No security duress devices are installed.	Enclose reception counter with ballistic materials and retrofit with duress device.	1 Location, entry reception desk.	1 year

EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

RECREATION CENTER

Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



D1.1 Effervescence at Water Slide Tower



D1.2 Effervescence at Pool Wall Parapet



D1.3 Masonry Joint Sealant



D1.4 Membrane Roof



D1.5 Debris on Roof



D1.6 Condensate Surface Drainage



D1.7 High Scupper

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EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

RECREATION CENTER



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4. Additional items requiring attention that are not documented potentially exist.



F1.1 Domestic Water Entry

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F2.1 Description

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F3.1 Description

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F4.1 Description



F5.1 Description

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F6.1 Handicap Accessible Drinking Fountain with Bottle Filler



F8.1 Fire Protection Water Entry

F7.1 Description



F9.1 Typical gas-fired rooftop unit.



F10.1 Typical direct expansion (dx) rooftop unit.



F11.1 Typical outside air intake at rooftop units.



F12.1 Roof mounted exhaust fan.

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F13.1 Description



G1.1 Court Lighting Control Panel

Description



G2.1 2'x4' Fluorescent Recessed Fixture



G2.1 Gym Linear Pendant Mount Fixtures



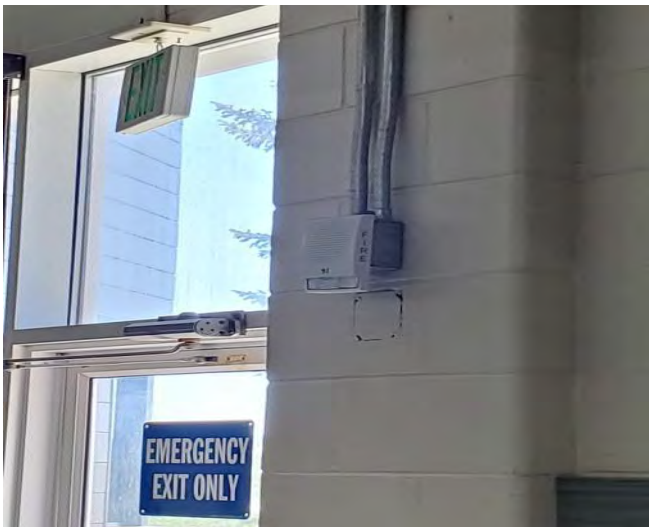
G5.1 Dual Lamp Battery Backed up Fixture



G5.1 Court Lighting Battery Inverter



G6.1 Addressable Fire Alarm Power Supplies



G6.1 Typical Annunciation Device - Horn/Strobe



G8.1 Branch Distribution Panels



G9.1 1200A 277/480V Main Distribution Panel

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E3.3 Description

BUILDING NAME:	REC. FIELDHOUSE
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Building Information:**Address:** 18700 E. Plaza Drive - Parker, CO

Current Use/Occupants:

Recreational Facility

Construction Date:

2007

Historic Significance:

Yes	No	X
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Total Gross SF:

99,296

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

2

Assessment Date:

6/9/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Overall Summary: The overall condition of the building is good. The roof and roof elements are in good condition with only a few items needing attention. The Town of Parker brought up that the interior reception area needs to be looked at for security during the planning portion of the project. The mechanical and plumbing systems are in good condition and the electrical system is in excellent condition. The IT / security systems are in fair condition.

Architecture: The roof is in overall good condition. The membrane roofing has a few isolated areas that need maintenance to maintain the life of the roof. The standing seam metal roof is in overall good condition but has consistent leaking issue with the exposed fasteners and need proactive maintenance to limit additional issues. Roof elements such as the building expansion joints are in good condition and the joint caulking is beginning to age and will maintenance in the near future. It has been noted that the interior reception area has difficulty maintaining thermal comfort and is exposed from a security standpoint.

Electrical: The building is served by a single 277/480V 3-Phase IREA utility transformer with a 1600A Main Distribution Board. The life-safety and owner stand-by items for the building are backed up by a stand-by diesel generator, ground mounted on the southside of the building in a NEMA 3R enclosure. The interior lighting consists of fluorescent and LED fixtures. Egress lighting is backed up by the diesel generator.

Mechanical and Plumbing: Mechanical - (5) gas-fired heating, direct expansion (dx) cooling rooftop units from 2007.

Technology / Security: Parker Field House hosts minimal IT infrastructure for operations. Systems include structured cabling to support Voice, Video, Data including Wireless, Point of Sale, and Camera Surveillance.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION	CONDITION	3
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Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
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EXTERIOR BUILDING ELEMENTS	Poor (1)	Fair (2)	Good (3)	Excellent (4)	3
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D1.1	Roof	Membrane			X		3	Flat roof - Mechanically fastened black EPDM membrane roofing.	At two observed locations the joint/edge roof sealant is beginning to fail.	Prepare and reapply sealant to extend life of roof.	2 observed locations	Immediately
D1.2	Roof	Standing Seam Metal					2	Gable & Shed roof - Red and Silver Prefinished Metal Roof with Exposed fasteners at joints and ends.	Surface and finish of metal panels are in good condition. Exposed fasteners have been a regular source of maintenance due to leaking.	Pretreat each exposed fastener with elastomeric caulking to prevent moisture from entering roof system during expansion and contraction of roof.	All	Immediately
D1.3	Roof Elements	Building Expansion Joints		X	X		3	Rubber & compressible foam expansion joint covers.	The horizontal building expansion joint covers are beginning to degrade.	Replace horizontal joint cover with roof replacement.	All	Next membrane roof replacement.
D1.4	Roof Elements	Joint Sealant		X			2	Elastomeric sheet metal joint sealant.	The sheet metal joint sealant is drying out (becoming chalky) and losing its elasticity resulting in cracking.	Prepare and reapply sealant to prevent leaking at flashing.	All	1 - 3 Years.

INTERIOR BUILDING CONDITION	Poor (1)	Fair (2)	Good (3)	Excellent (4)	2
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E1.1	Office	Reception Area		X			2	Reception area is located in an open area adjacent to horizontal and vertical building circulation.	Reception area is difficult to control thermal comfort and is exposed from a security standpoint.	Town of Parker would like to enclose Reception area to provide better control of thermal comfort and security.	1 Location	1 Year.
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MECHANICAL AND PLUMBING	Poor (1)	Fair (2)	Good (3)	Excellent (4)	3
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F1.1	Domestic Water Systems			X		3	Instantaneous HW set at 120 degrees F.	None Observed	NA	NA	NA
F2.1	Natural Gas Systems			X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A			3	NA	NA	NA	NA	NA
F4.1	Storm Drain Systems			X		3	Primary roof drains to storm. Secondary roof drains to scuppers and lamb's tongue.	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures			X		3	Fixtures are electronic controls	None Observed	NA	NA	NA

F6.1	Water Use				X		3	NA	None Observed	NA	NA	NA
F7.1	Waste & Vent Piping				X		3	NA	None Observed	NA	NA	NA
F8.1	Fire Protection System				X		3	Wet System	None Observed	NA	NA	NA
F9.1	Heating				X			(5) gas-fired heating rooftop units.	Cold during heating season at turf, soccer field.	Provide destratification fan in turf and soccer field to circulate heat down.	2 locations	5-6 years
F10.1	Cooling				X		3	(5) direct expansion (DX) rooftop units.	None Observed	NA	NA	5-6 years
F11.1	Outside Air Ventilation				X		3	Outside air intake at rooftop units.	None Observed	NA	NA	5-6 years
F12.1	Exhaust				X		3	Roof mounted exhaust fans	None Observed	NA	NA	5-6 years
F13.1	Smoke Control						3	NA	NA	NA	NA	NA
					N/A							

ELECTRICAL										Poor (1)		Fair (2)		Good (3)		Excellent (4)		4	
G1.1	Lighting Controls									4	Lighting Control Panels, Occupancy Sensors, and Toggle switches	None Observed	NA	NA	NA	NA			
G2.1	Interior Lighting									3	Fluorescent, and LED fixtures	Existing Fluorescent fixtures are being phased out and are currently being replaced with LED	NA	NA	Included in Capital Improvement Plan				
G3.1	Exterior Lighting									4	Building and Pole Mount LED Fixtures	None Observed	NA	NA	NA				
G4.1	Egress Lighting									4	Fixtures backed up by diesel generator emergency automatic transfer switch	None Observed	NA	NA	NA				
G5.1	Emergency Power System									4	Diesel Life Safety and Stand-By Generator in NEMA 3R Enclosure	None Observed	NA	NA	NA				
G6.1	Fire Alarm System									3	Conventional Addressable Control Panel, Horn/Strobes	None Observed	NA	NA	NA				
G7.1	Equipment Connections									3	NA	Equipment connections show expected wear with age.	NA	NA	NA				
G8.1	Panels									4	277/480V and 120/208V 3 Phase Square D Panelboards	None Observed	NA	NA	NA				
G9.1	Switchgear									4	277/480V 1600A Square D Main Switchgear	None Observed	NA	NA	NA				
G10.1	Receptacles and Switches									3	NA	Devices show expected wear with age.	NA	NA	NA				

TECHNOLOGY / SECURITY										Poor (1)	Fair (2)	Good (3)	Excellent (4)	2	
T1.1	Internet Utilities	ToP Fiber, CL MoE								3	Town of Parker Private Fiber (Traffic Fiber) and recurring purchased circuit from CenturyLink	None	Upgrade speed if required.	1	N/A
T1.2	Hybrid Single Distribution Room	Incoming Services / Distribution								2	Incoming Services and horizontal cabling are all located in a space nested behind the snack shop. The room itself is properly sized.	The distances for some cameras and Wireless Access Points require an Ethernet extender.	If renovations or additions occur, allocate dedicated room for extended areas	1	Future Projects

T1.3	Network Switches	IP Connectivity			X		3	These switches connect end devices (phones/pc's) to internet connectivity.	Slower 1Gb speeds	Consider swapping edge switches to 10Gb speeds. This should follow switch lifecycle operations.	Multiple	1-5yrs
T1.5	Horizontal Cabling	CAT6 (Data/Voice) Cabling		X			2	CAT6 is the type of cable used to connect phones, pc's, printers, WAPs, cameras, etc. in an organization.	CAT6 is currently capable of both 1gbps (at 295') and 10gbps (up to 125')	Consider introducing CAT6A for WAPs and Cameras to assist in bandwidth throughput as Wireless and Video are the fastest growing "Tech" items in a building.	Multiple	1-5yrs, Future Projects
T1.6	802.11XX (WIRELESS)	Wi-Fi (WAP)			X		3	ToP has established a standard of deploying Cambium Xirrus access infrastructure in all buildings.	Technology needs refreshed to support newer protocols such as Wi-Fi 6 (802.11ax).	ToP to create a matrix of all deployed Access Points and determine if they're eligible for upgrade or nearing end of life. All access points from 2021 - 2025 should support Wi-Fi 6+	Multiple	1yr (for Study) 2-5yr replacement
T1.7	Security	Access Control (Card Readers)		X			2	This is the enterprise system (excluding the PD) for ToP.	Older Analog System. New Stanley PAC Controllers are IP and allow new feature sets.	Consider new enterprise access control migration plan to new IP Stanley PAC or "Other" Manufacturer. This item should be installed in other building in future Capital Improvement Plans	Enterprise	1-5yrs
T1.8	Security	Video Management System			X		3	This is the enterprise system for CCTV Cameras.	ONSSI is now part of Qognify; platform should remain intact and new feature sets should continue to be improved.	Maintain latest software upgrades and replace old NVR technology with direct storage write over network. Continue using AXIS Cameras - these are industry leading.	Enterprise	1-3yrs
T1.9	Security	Duress		X			2	System is a custom dial-out to Security Central (Monitoring Company) who will then dispatch Parker PD	Custom, non-standard system	Upgrade to module of Access Control	Multiple	1-5yrs
T1.10	Security	Intrusion Detection	NA					System Not Currently Installed	Risk of Break-in without notification	Install basic door/window contacts, motion detection and glass break for buildings.	Multiple	1-5yrs
T1.11	Public Safety DAS	ERRS (Life Safety)	X				1	This facility does not have a BDA installed	System currently not installed	During construction, AHJ and IFC did not require system.	1	1yr if Required by AHJ.
T1.12	Audiovisual	Music System			X		3	Independent Music System for facility	System needs integrator to review server, software, and hardware components.	Engage local integrator to further review and make upgrade recommendations.	1	1yr (for Study)
T1.13	Network Access Control (NAC)	Network	NA					This system allows IT to restrict hardware from ToP resources vs. Guest Wi-Fi.	This does not exist today.	Research, review with Network integrator for recommendations		1yr (for Study)
T1.14	Security	Reception	NA					Security duress devices not installed.	Reception counter is not physically enclosed and protected from potential security threats. No security duress devices are installed.	Enclose reception counter with ballistic materials and retrofit with duress device.	1 Location, entry reception desk.	1 year

REC. FIELDHOUSE

Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist



D1.1 Black EPDM Roofing - Failing Joint



D1.2 Standing Seam Metal - Caulked Exposed Fastener



D1.3 Horizontal Expansion Joint Cover - Aging



D1.4 Flashing Joint Caulking - Aging



E1.1 Reception Area - Thermal Comfort & Security Concerns

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EXISTING BUILDING CONDITIONS ASSESSMENT PHOTOS

REC. FIELDHOUSE

Notes:

1. Not all items listed in assessment report are documented in photos.
2. Photos utilized to graphically reflect current conditions.
3. Inspect documented conditions in all similar areas to verify if similar instances exist.
4. Additional items requiring attention that are not documented potentially exist.



F1.1 Water Entry



F2.1 Natural Gas Distribution

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F3.1 Description



F4.1 Rain gutter and Downspout



F9.1 Typical Mcquay rooftop unit.



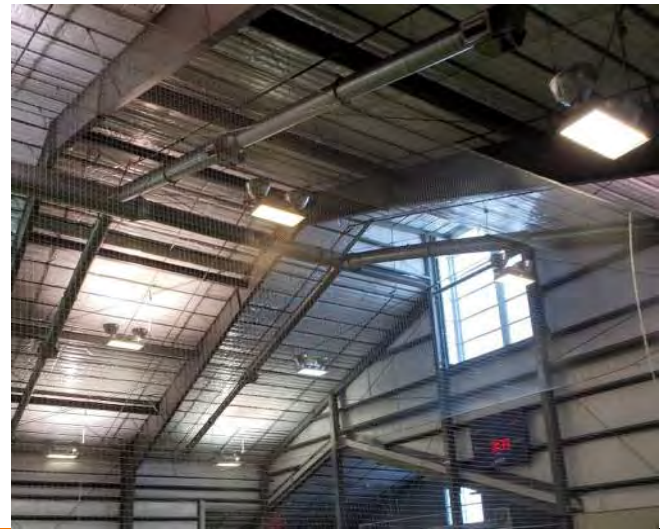
F10.1 Typical Mcquay rooftop unit.



F11.1 Typical Mcquay rooftop unit outside air intake.

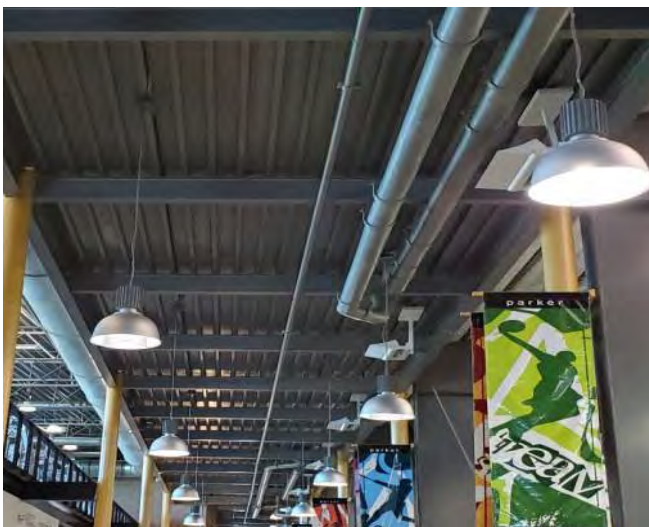


F12.1 Typical roof mounted exhaust fan.



G1.1 Lighting Control Panel

G2.1 LED Field Lighting



G2.1 LED Corridor/Open Area Lighting



G2.1 Fluorescent Activities Area Lighting



G5.1 Life Safety and Stand-by Automatic Transfer Switches



G6.1 Addressable Fire Alarm Control Panel



G8.1 Typical Branch Distribution Panel



1600A 277/480V Main Distribution Board

BUILDING NAME:

DISCOVERY PARK - CONCESSION BUILDING

Building Information:

Address: 20115 E. Mainstreet - Parker, CO

Current Use/Occupants:

Construction Date:

Historic Significance:

Total Gross SF:

Total Rentable SF:

Total Net SF:

of Floors

Assessment Date:

Report Date:

Public Amenity Support

2016

Yes

1,204

N/A

N/A

1

6/9/2021

6/21/2021



ASSESSMENT SUMMARY:

Electrical: No electrical deficiencies were reported during interview with facility staff.

Mechanical and Plumbing: No mechanical or plumbing deficiencies were report during interview with facility staff.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION

CONDITION

3

Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	City System	None Observed	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems				X			Rain gutters and downspouts	None Observed	NA	NA	NA
F5.1	Plumbing Fixtures				X		3	Electronic controls	None Observed	NA	NA	NA
F6.1	Water Use		N/A				3	NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping		N/A					NA	NA	NA	NA	NA
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating				X			Gas-fired make up air unit. Electric unit heaters and wall heaters. (4) Radiant gas tube heaters.	None Observed	NA	NA	NA
F10.1	Cooling				X		3	Direct expansion (DX) mini split systems.	None Observed	NA	NA	NA
F11.1	Outside Air Ventilation				X		3	Gas-fired make up air unit.	None Observed	NA	NA	NA
F12.1	Exhaust				X		3	Exhaust fans.	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A				3	NA	NA	NA	NA	NA

BUILDING NAME:

DISCOVERY PARK - PUMP BUILDING

Building Information:

Address: 20115 E. Mainstreet - Parker, CO

Current Use/Occupants:

Construction Date:

Historic Significance:

Total Gross SF:

Total Rentable SF:

Total Net SF:

of Floors

Assessment Date:

Report Date:

Public Amenity Support

2016

Yes

1,245

N/A

N/A

1

6/9/2021

6/21/2021



ASSESSMENT SUMMARY:

Electrical: No electrical deficiencies were reported during interview with facility staff.

Mechanical and Plumbing: Mechanical - gas-fired heating/ evaporative cooling makeup air unit, exhaust fan, electric heater, and mini split. Plumbing - (8) Fountain Garden Pumps

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION

CONDITION

3

Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	(2) water heaters. Melts snow trucks dump.	None Observed	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		N/A					NA	NA	NA	NA	NA
F5.1	Plumbing Fixtures		N/A					NA	NA	NA	NA	NA
F6.1	Water Use		N/A					NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping			X			2	City system	No trench drain	If trench drain were installed it would require a sand/oil interceptor	1 location	2- 5 Years
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating				X		3	Gas fired make up air unit and electric unit heater.	None Observed	NA	NA	NA
F10.1	Cooling			X			2	Evaporative cooling make up air unit and direct expansion mini split system.	Leaking drain valve	Repair valve.	1 unit	ASAP
F11.1	Outside Air Ventilation				X		3	Makeup air unit	None Observed	NA	NA	NA
F12.1	Exhaust				X		3	Sidewall discharge exhaust fan	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

BUILDING NAME:	DISCOVERY PARK - BAND SHELL / REF.
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Building Information:**Address:** 20115 E. Mainstreet - Parker, CO

Current Use/Occupants:

Construction Date:**Public Amenity Support****2016**

Historic Significance:

Total Gross SF:

Total Rentable SF:

Total Net SF:

of Floors

Yes

2,068

N/A

N/A

1

No

N/A

N/A

1

X

N/A

N/A

1

Assessment Date:**Report Date:**

6/9/2021

6/21/2021

**ASSESSMENT SUMMARY:****Electrical:** No electrical deficiencies were reported during interview with facility staff.**Mechanical and Plumbing:** No mechanical deficiencies were reported during interview with facility staff.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems		N/A					NA	NA	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		N/A					NA	NA	NA	NA	NA
F5.1	Plumbing Fixtures		N/A					NA	NA	NA	NA	NA
F6.1	Water Use		N/A					NA	NA	NA	NA	NA
F7.1	Waste & Vent Piping		N/A					NA	NA	NA	NA	NA
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating				X		3	Gas-fired make up air unit.	None Observed	NA	NA	NA
F10.1	Cooling				X		3	Chiller for ice rink and mini splits.	None Observed	NA	NA	NA
F11.1	Outside Air Ventilation		N/A					Gas-fired make up air unit.	None Observed	NA	NA	NA
F12.1	Exhaust				X		3	Restroom exhaust fans, exhaust fan for ammonia, and general exhaust.	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA

BUILDING NAME:	PUBLIC WORKS OPERATIONS CENTER
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Building Information:

Address: 9045 Tammy Lane - Parker, CO

Current Use/Occupants:

Office / Shop / Storage

Construction Date:

2015

Historic Significance:

Yes	No	X
-----	----	---

Total Gross SF:

31,675

Total Rentable SF:

N/A

Total Net SF:

N/A

of Floors

1

Assessment Date:

6/9/2021

Report Date:

6/21/2021

**ASSESSMENT SUMMARY:**

Electrical: No electrical deficiencies were reported during interview with facility staff.

Mechanical and Plumbing: Gas fired, direct expansion (DX) rooftop unit, VAVs with electric reheat, (5) make up air units, (2) mini splits. Plumbing - Wash Bay Hose backs up.

Poor (1) = Needs Replacement; Fair (2) = Needs Repair/Attention; Good (3) = is acceptable; Excellent (4) = New/No issues

OVERALL CONDITION			CONDITION				3					
Photo	BUILDING ELEMENTS	System Type	Poor (1)	Fair (2)	Good (3)	Excellent (4)	#	Description	Deficiencies	Recommendations	Quantity	Timeline
MECHANICAL AND PLUMBING			Poor (1)	Fair (2)	Good (3)	Excellent (4)	3					
F1.1	Domestic Water Systems				X		3	NA	None Observed	NA	NA	NA
F2.1	Natural Gas Systems				X		3	Xcel Energy	None Observed	NA	NA	NA
F3.1	Propane Systems		N/A					NA	NA	NA	NA	NA
F4.1	Storm Drain Systems		N/A					NA	NA	NA	NA	NA
F5.1	Plumbing Fixtures				X		3	NA	None Observed	NA	NA	NA
F6.1	Water Use				X		3	NA	None Observed	NA	NA	NA
F7.1	Waste & Vent Piping			X			2	Wash bay hose backs up	Backs up	Clean system	1 location	1 Year
F8.1	Fire Protection System		N/A					NA	NA	NA	NA	NA
F9.1	Heating			X			2	Gas-fired heating rooftop unit and electric heat VAV.	Electric heat blowing fuses.	Review fuse size for electric heat.	1 unit	1 Year
F10.1	Cooling				X		3	Mini-splits and direct expansion (DX) rooftop unit.	None Observed	NA	NA	NA
F11.1	Outside Air Ventilation				X		3	(5) makeup air units	None Observed	NA	NA	NA
F12.1	Exhaust				X		3	Exhaust fan.	None Observed	NA	NA	NA
F13.1	Smoke Control		N/A					NA	NA	NA	NA	NA



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 22-019**
A Resolution Accepting the Conveyance of a Drainage Easement from Brytar Parker CO LP, for a Portion of Horseshoe Ridge Subdivision 3rd Amendment (Learning Express)

Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This resolution accepts the conveyance of a drainage easement covering drainage improvements proposed with the site plan for a portion of Horseshoe Ridge Subdivision Third Amendment.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Stormwater criterion requires that drainage easements be dedicated over all storm drainage facilities located on private property. The drainage easements are necessary to ensure the long-term operation and maintenance of drainage infrastructure to minimize flooding and protect the quality of stormwater runoff.

The Engineering Department has reviewed and approved the construction drawings for the drainage facilities associated with an approved site plan for a portion of Horseshoe Ridge Subdivision Third Amendment. Since the drainage facilities are being constructed as part of a site plan process, and not a Plat, the easements need to be dedicated by a separate instrument.

FINANCIAL IMPACT

As the drainage improvements proposed with the easement will be the maintenance responsibility of the property owner, there is no financial impact to the Town.

STRATEGIC GOAL(S)



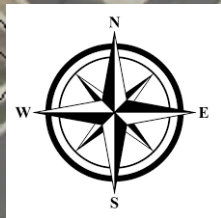
PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

1. Vicinity Map
2. Resolution No. 22-019

RECOMMENDED MOTION

I move to approve Resolution No. 22-019, as part of the consent agenda.



Vicinity Map



Triple Crown Drive

Easement Area

Pardee Street

Hess Road

RESOLUTION NO. 22-019, Series of 2022

TITLE: A RESOLUTION ACCEPTING THE CONVEYANCE OF A DRAINAGE EASEMENT FROM BRYTAR PARKER CO LP, FOR A PORTION OF HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT (LEARNING CENTER)

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities;

WHEREAS, Section 1.06.010 of the Town of Parker Municipal Code requires the acceptance of a conveyance of real property to the Town be effectuated by resolution; and

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement specified hereinbelow to the Town by this Resolution.

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

Section 1. The Town Council of the Town of Parker hereby accepts the conveyance of certain property interests for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities from Brytar Parker CO LP, for Horseshoe Ridge Subdivision 3rd Amendment (Learning Center), as provided in the Drainage Easement Agreement attached as **Exhibit 1** and incorporated by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

RESOLVED AND PASSED this _____ day of _____, 2022.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT 1

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (the "Easement Agreement") is dated this _____ day of _____, 2020, by Brytar Parker CO LP, a Texas Limited Partnership, having an address at 8117 Preston Road, Suite 300, Dallas, Texas 75225 ("Grantor"), and the Town of Parker, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 ("Grantee").

WHEREAS, Grantee desires to acquire an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities on and through the property more particularly described and depicted in **Exhibit A** (the "Easement Property"), attached hereto and incorporated herein by this reference; and

WHEREAS, Grantor is willing to grant an easement to Grantee for the aforesaid purposes on the terms and conditions set forth hereinbelow.

NOW, THEREFORE, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, and for and in consideration of the easement rights herein granted and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee does hereby covenant and agree as follows:

1. Grant of Easement. Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Easement Property, for the purpose of providing the maintenance of a drainage pipe and appurtenant drainage facilities. Grantee shall also have the specific rights of ingress and egress, consistent with this Easement Agreement, for the construction, reconstruction, operation and maintenance of a drainage pipe and appurtenant drainage facilities, consistent with the easement provided herein. Subject to the other terms and conditions of this Easement Agreement, Grantee shall also have the right to remove impediments to operation and maintenance of the Easement Property such as trees, asphalt and sidewalks. Grantee further agrees all construction, reconstruction, operation, maintenance, removal and any other activities which disturb the Easement Property will be coordinated with Grantor so as to minimize any disruption to Grantor's property.

2. Unencumbered Title. Grantor warrants that the Easement Property granted herein is granted free and clear of all liens and encumbrances.

3. Operation and Maintenance.

a. The operation and maintenance of the drainage facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Easement Property in the event Grantee, in its sole discretion, determines to enter the Easement Property for the operation and/or maintenance of the Easement Property as set forth in subsection b. hereinbelow. The Grantor acknowledges and agrees

that the Grantee has the right to enter the Easement Property to maintain and operate the drainage facilities covered by Chapter 4.08 of the Parker Municipal Code or to maintain and operate the drainage facilities in the manner described herein.

b. If Grantor fails to adequately maintain the drainage facilities located within the Easement Property, and within fourteen (14) days after the date of written notice from Grantee, fails to correct the maintenance problem, or fails to begin to clean, cure or correct such problem within fourteen (14) days if such problem cannot be reasonably cleaned, cured or corrected within fourteen (14) days, and fails to diligently prosecute such cleaning, cure or correction to completion, then Grantee may do so as provided herein. Notwithstanding the foregoing, Grantee may, in the event of an emergency, as determined by Grantee in its sole discretion, clean, cure or correct any damage caused by Grantor's failure to adequately maintain the drainage facilities located within the Easement Property. The Grantor shall reimburse the Grantee for the cost of such maintenance to the extent that (i) the drainage facilities and/or the type of maintenance performed by Grantee are not covered by Chapter 4.08 of the Parker Municipal Code, as amended, or (ii) if the drainage facilities and/or the type of maintenance performed by the Grantee is covered by Chapter 4.08 of the Parker Municipal Code, as amended, and the Grantee determines in its sole discretion that there are not sufficient funds available for such maintenance. If Grantor fails to reimburse Grantee for the cost of such maintenance, within thirty (30) days after receipt of an invoice from Grantee describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Easement Property until paid in full, with priority over all other liens, except general tax liens, which liens shall be certified to the County Treasurer and collected in the same manner as other taxes are collected. Grantor further agrees that Grantee may also pursue any and all other remedies available at law or in equity.

4. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the owners of the land through which the easement runs, or the respective owners from time to time of portions thereof. The burdens and benefits of this Easement Agreement shall be deemed covenants running with said easements and said land. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

5. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee has rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos

and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

6. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

7. Miscellaneous.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This easement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the date and year first above written.

GRANTOR: BRYTAR PARKER CO LP

Scott D. Remphrey, Managing Partner

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Scott D. Remphrey, as Managing Partner of Brytar Parker CO LP, a Texas Limited Partnership.

My commission expires: _____

(S E A L)

Notary Public

GRANTEE: TOWN OF PARKER

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

LAND DESCRIPTION

LAND DESCRIPTION

A PORTION OF THE HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT, SITUATED IN THE SOUTHEAST $\frac{1}{4}$ OF SECTION 28, TOWNSHIP 6 SOUTH, RANGE 66 WEST, OF THE 6TH P.M. TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO:

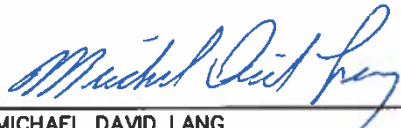
CONSIDERING THE SOUTH LINE OF THE SOUTHEAST $\frac{1}{4}$ SECTION 28, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH P.M. AS BEARING SOUTH 89°15'23" WEST AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO.

COMMENCING AT THE SOUTHEAST CORNER OF THE AFOREMENTIONED SECTION 28; THENCE ALONG THE SOUTH LINE OF SAID SECTION 28 SOUTH 89°15'23" WEST 1318.72 FEET, THENCE NORTH 00°44'37" WEST, 73.49 FEET TO A POINT ON THE EAST LINE OF LOT 2, BLOCK 1 OF THE HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT; THENCE ALONG THE EAST LINE OF SAID LOT 1 THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 00°38'49" EAST, 103.03 FEET;
2. THENCE NORTH 00°44'37" WEST, 169.21 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 89°15'23" WEST, 9.46 FEET;
 THENCE SOUTH 00°44'34" EAST, 84.66 FEET;
 THENCE SOUTH 19°34'27" WEST, 14.40 FEET;
 THENCE SOUTH 00°44'37" EAST, 7.42 FEET;
 THENCE SOUTH 89°15'23" WEST, 10.00 FEET;
 THENCE NORTH 00°44'37" WEST, 9.21 FEET;
 THENCE NORTH 19°34'27" EAST, 14.40 FEET;
 THENCE NORTH 00°44'35" WEST, 82.83 FEET;
 THENCE NORTH 90°00'00" WEST, 2.97 FEET;
 THENCE NORTH 18°35'32" WEST, 8.05 FEET;
 THENCE SOUTH 88°06'46" WEST, 19.81 FEET;
 THENCE NORTH 01°53'14" WEST, 29.68 FEET TO A POINT ON THE NORTH LINE OF THE AFOREMENTIONED LOT 1, BLOCK 1, SAID POINT ON A NON-TANGENT CURVE CONCAVE TO THE NORTH HAVING A CENTRAL ANGLE OF 02°30'00", A RADIUS OF 740.00 FEET AND THE CHORD WHICH BEARS SOUTH 80°45'34" EAST, 32.29 FEET;
 THENCE ALONG THE ARC OF SAID CURVE 32.29 FEET;
 THENCE SOUTH 41°37'18" EAST, 20.63 FEET;
 THENCE SOUTH 00°44'37" EAST, 129.47 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.053 ACRES, 2,294 SQUARE FEET, MORE OR LESS AND IS SUBJECT TO ALL EASEMENTS AND RIGHTS OF WAY NOW ON RECORD OR EXISTING.



MICHAEL DAVID LANG
 COLORADO REGISTRATION NO. 37053
 RIDGETOP ENGINEERING AND SURVEYING

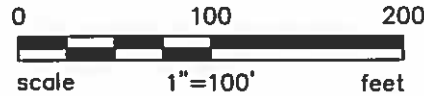


LAND DESCRIPTION
 SOUTHWEST QUARTER SEC. 22,
 T3S, R67W, 6TH P.M.
 CITY AND COUNTY OF DENVER
 STATE OF COLORADO

Project: 18-075-001
 Drawing: ESMT 04
 Field Date:
 Crew:
 Drafted By: AS
 Date: 04/02/20
 Revised: -

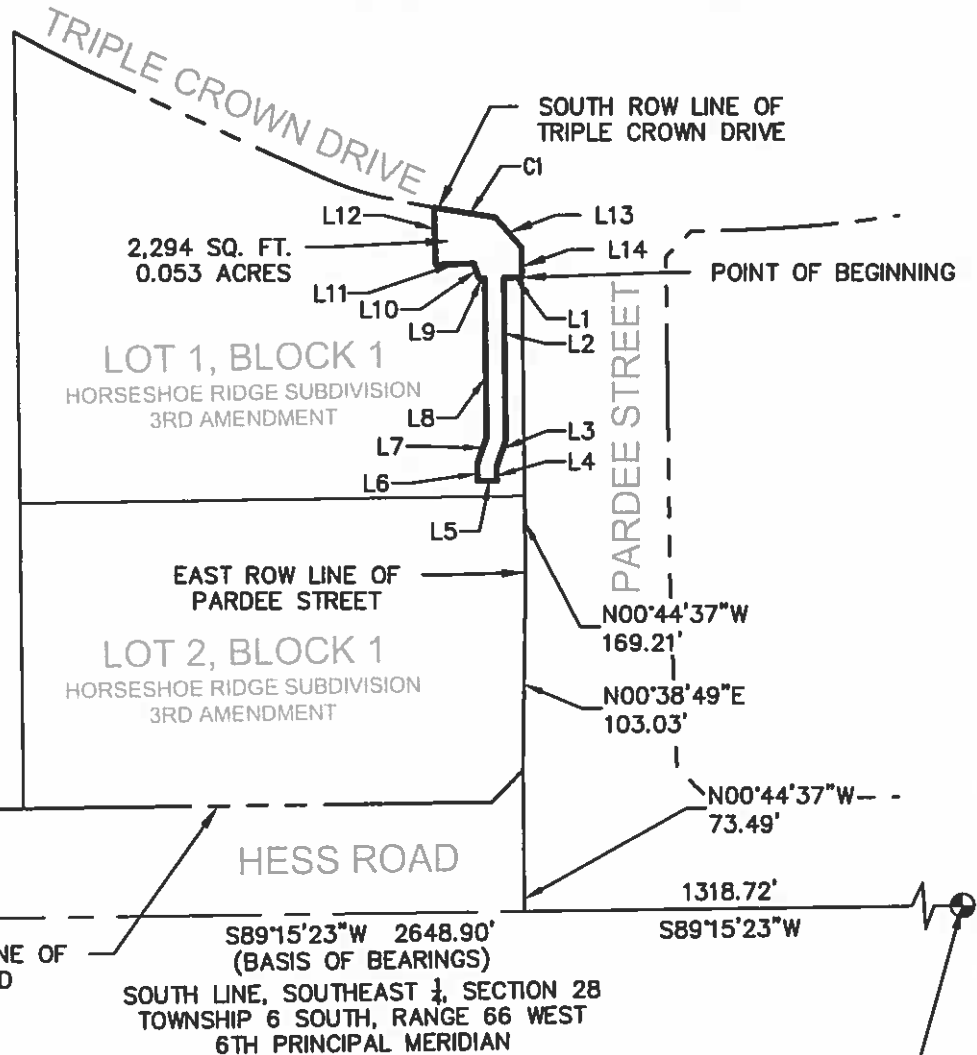
Sheet:
 1
 2

DESCRIPTION EXHIBIT



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD	CH BEARING
C1	32.28'	740.00'	2°30'00"	32.28'	S80°45'34"E

Line Table		
Line #	Length	Direction
L1	9.46	S89° 15' 23"W
L2	84.66	S00° 44' 34"E
L3	14.40	S19° 34' 27"W
L4	7.42	S00° 44' 37"E
L5	10.00	S89° 15' 23"W
L6	9.21	N00° 44' 37"W
L7	14.40	N19° 34' 27"E
L8	82.83	N00° 44' 35"W
L9	2.97	N90° 00' 00"W
L10	8.05	N18° 35' 32"W
L11	19.81	S88° 06' 46"W
L12	29.68	N01° 53' 14"W
L13	20.63	S41° 37' 18"E
L14	129.47	S00° 44' 37"E



SOUTH 1/4 CORNER
SECTION 28, T6S, R66W
FOUND 3.25" ALUMINUM CAP
PLS 34993

POINT OF COMMENCEMENT
SOUTHEAST CORNER
SECTION 28, T6S, R66W
FOUND 3.25" ALUMINUM CAP
PLS 27259

NOTES:

- THIS EXHIBIT IS NOT A LAND SURVEY PLAT, OR AN IMPROVEMENT SURVEY PLAT. THE DRAWING IS ONLY INTENDED TO GRAPHICALLY REPRESENT THE WRITTEN DESCRIPTION.



DESCRIPTION EXHIBIT
SOUTHWEST QUARTER SEC. 22,
T3S, R67W, 6TH P.M.
CITY AND COUNTY OF DENVER
STATE OF COLORADO

Project: 18-075-001
Drawing: ESMT 04
Field Date:
Crew:
Drafted By: AS
Date: 04/02/20
Revised: -

Sheet:
2
2



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 22-020**
A Resolution Accepting the Conveyance of a Drainage Easement from Brytar Parker CO LP, for a Portion of Horseshoe Ridge Subdivision 3rd Amendment (Commercial LDE)

Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This resolution accepts the conveyance of a drainage easement covering drainage improvements proposed with the site plan for a portion of Horseshoe Ridge Subdivision Third Amendment.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Stormwater criterion requires that drainage easements be dedicated over all storm drainage facilities located on private property. The drainage easements are necessary to ensure the long-term operation and maintenance of drainage infrastructure to minimize flooding and protect the quality of stormwater runoff.

The Engineering Department has reviewed and approved the construction drawings for the drainage facilities associated with an approved site plan for a portion of Horseshoe Ridge Subdivision Third Amendment. Since the drainage facilities are being constructed as part of a site plan process, and not a plat, the easements need to be dedicated by a separate instrument.

FINANCIAL IMPACT

As the drainage improvements proposed with the easement will be the maintenance responsibility of the property owner, there is no financial impact to the Town.

STRATEGIC GOAL(S)

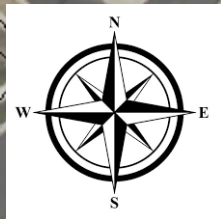


ATTACHMENTS

1. Vicinity Map
2. Resolution No. 22-020

RECOMMENDED MOTION

I move to approve Resolution No. 22-020, as part of the consent agenda.



Vicinity Map



Triple Crown Drive

Pardee Street

Easement Area

Hess Road

RESOLUTION NO. 22-020, Series of 2022

TITLE: A RESOLUTION ACCEPTING THE CONVEYANCE OF A DRAINAGE EASEMENT FROM BRYTAR PARKER CO LP, FOR A PORTION OF HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT (COMMERCIAL LDE)

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities;

WHEREAS, Section 1.06.010 of the Town of Parker Municipal Code requires the acceptance of a conveyance of real property to the Town be effectuated by resolution; and

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement specified hereinbelow to the Town by this Resolution.

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

Section 1. The Town Council of the Town of Parker hereby accepts the conveyance of certain property interests for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities from Brytar Parker CO LP, for Horseshoe Ridge Subdivision 3rd Amendment (Commercial LDE), as provided in the Drainage Easement Agreement attached as **Exhibit 1** and incorporated by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

RESOLVED AND PASSED this _____ day of _____, 2022.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT 1

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (the "Easement Agreement") is dated this _____ day of _____, 2020, by Brytar Parker CO LP, a Texas Limited Partnership, having an address at 8117 Preston Road, Suite 300, Dallas, Texas 75225 ("Grantor"), and the Town of Parker, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 ("Grantee").

WHEREAS, Grantee desires to acquire an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities on and through the property more particularly described and depicted in **Exhibit A** (the "Easement Property"), attached hereto and incorporated herein by this reference; and

WHEREAS, Grantor is willing to grant an easement to Grantee for the aforesaid purposes on the terms and conditions set forth hereinbelow.

NOW, THEREFORE, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, and for and in consideration of the easement rights herein granted and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee does hereby covenant and agree as follows:

1. Grant of Easement. Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Easement Property, for the purpose of providing the maintenance of a drainage pipe and appurtenant drainage facilities. Grantee shall also have the specific rights of ingress and egress, consistent with this Easement Agreement, for the construction, reconstruction, operation and maintenance of a drainage pipe and appurtenant drainage facilities, consistent with the easement provided herein. Subject to the other terms and conditions of this Easement Agreement, Grantee shall also have the right to remove impediments to operation and maintenance of the Easement Property such as trees, asphalt and sidewalks. Grantee further agrees all construction, reconstruction, operation, maintenance, removal and any other activities which disturb the Easement Property will be coordinated with Grantor so as to minimize any disruption to Grantor's property.

2. Unencumbered Title. Grantor warrants that the Easement Property granted herein is granted free and clear of all liens and encumbrances.

3. Operation and Maintenance.

a. The operation and maintenance of the drainage facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Easement Property in the event Grantee, in its sole discretion, determines to enter the Easement Property for the operation and/or maintenance of the Easement Property as set forth in subsection b. hereinbelow. The Grantor acknowledges and agrees

that the Grantee has the right to enter the Easement Property to maintain and operate the drainage facilities covered by Chapter 4.08 of the Parker Municipal Code or to maintain and operate the drainage facilities in the manner described herein.

b. If Grantor fails to adequately maintain the drainage facilities located within the Easement Property, and within fourteen (14) days after the date of written notice from Grantee, fails to correct the maintenance problem, or fails to begin to clean, cure or correct such problem within fourteen (14) days if such problem cannot be reasonably cleaned, cured or corrected within fourteen (14) days, and fails to diligently prosecute such cleaning, cure or correction to completion, then Grantee may do so as provided herein. Notwithstanding the foregoing, Grantee may, in the event of an emergency, as determined by Grantee in its sole discretion, clean, cure or correct any damage caused by Grantor's failure to adequately maintain the drainage facilities located within the Easement Property. The Grantor shall reimburse the Grantee for the cost of such maintenance to the extent that (i) the drainage facilities and/or the type of maintenance performed by Grantee are not covered by Chapter 4.08 of the Parker Municipal Code, as amended, or (ii) if the drainage facilities and/or the type of maintenance performed by the Grantee is covered by Chapter 4.08 of the Parker Municipal Code, as amended, and the Grantee determines in its sole discretion that there are not sufficient funds available for such maintenance. If Grantor fails to reimburse Grantee for the cost of such maintenance, within thirty (30) days after receipt of an invoice from Grantee describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Easement Property until paid in full, with priority over all other liens, except general tax liens, which liens shall be certified to the County Treasurer and collected in the same manner as other taxes are collected. Grantor further agrees that Grantee may also pursue any and all other remedies available at law or in equity.

4. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the owners of the land through which the easement runs, or the respective owners from time to time of portions thereof. The burdens and benefits of this Easement Agreement shall be deemed covenants running with said easements and said land. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

5. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee has rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos

and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

6. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

7. Miscellaneous.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This easement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the date and year first above written.

GRANTOR: BRYTAR PARKER CO LP

Scott D. Remphrey, Managing Partner

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Scott D. Remphrey, as Managing Partner of Brytar Parker CO LP, a Texas Limited Partnership.

My commission expires: _____

(S E A L)

Notary Public

GRANTEE: TOWN OF PARKER

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT A

LAND DESCRIPTION

LAND DESCRIPTION

A PORTION OF THE HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT, SITUATED IN THE SOUTHEAST $\frac{1}{4}$ OF SECTION 28, TOWNSHIP 6 SOUTH, RANGE 66 WEST, OF THE 6TH P.M. TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO:

CONSIDERING THE SOUTH LINE OF THE SOUTHEAST $\frac{1}{4}$ SECTION 28, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH P.M. AS BEARING SOUTH 89°15'23" WEST AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO.

COMMENCING AT THE SOUTHEAST CORNER OF THE AFOREMENTIONED SECTION 28; THENCE ALONG THE SOUTH LINE OF SAID SECTION 28 SOUTH 89°15'23" WEST 1318.73 FEET, THENCE NORTH 00°44'37" WEST, 73.50 FEET TO A POINT ON THE EAST LINE OF LOT 2, BLOCK 1 OF THE HORSESHOE RIDGE SUBDIVISION 3RD AMENDMENT, SAID POINT ALSO THE POINT OF BEGINNING;

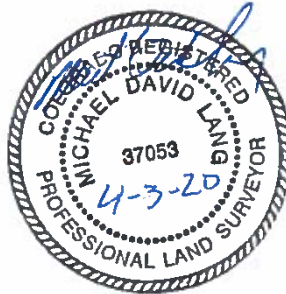
THENCE ALONG THE SOUTH, WEST AND NORTH LINES OF THE AFOREMENTIONED LOT 2 THE FOLLOWING FOUR (4) COURSES AND DISTANCES;

1. SOUTH 44°15'22" WEST, 23.33 FEET;
2. THENCE SOUTH 89°15'25" WEST, 243.51 FEET;
3. THENCE NORTH 00°44'37" WEST, 159.23 FEET;
4. THENCE NORTH 89°15'23" WEST, 41.50 FEET;

THENCE SOUTH 00°44'37" EAST, 15.00 FEET;
THENCE SOUTH 29°15'59" EAST, 19.34 FEET;
THENCE SOUTH 01°02'02" EAST, 108.72 FEET;
THENCE NORTH 89°15'23" EAST, 208.77 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.267 ACRES, 11,615 SQUARE FEET, MORE OR LESS AND IS SUBJECT TO ALL EASEMENTS AND RIGHTS OF WAY NOW ON RECORD OR EXISTING.


MICHAEL DAVID LANG
COLORADO REGISTRATION NO. 37053
RIDGETOP ENGINEERING AND SURVEYING



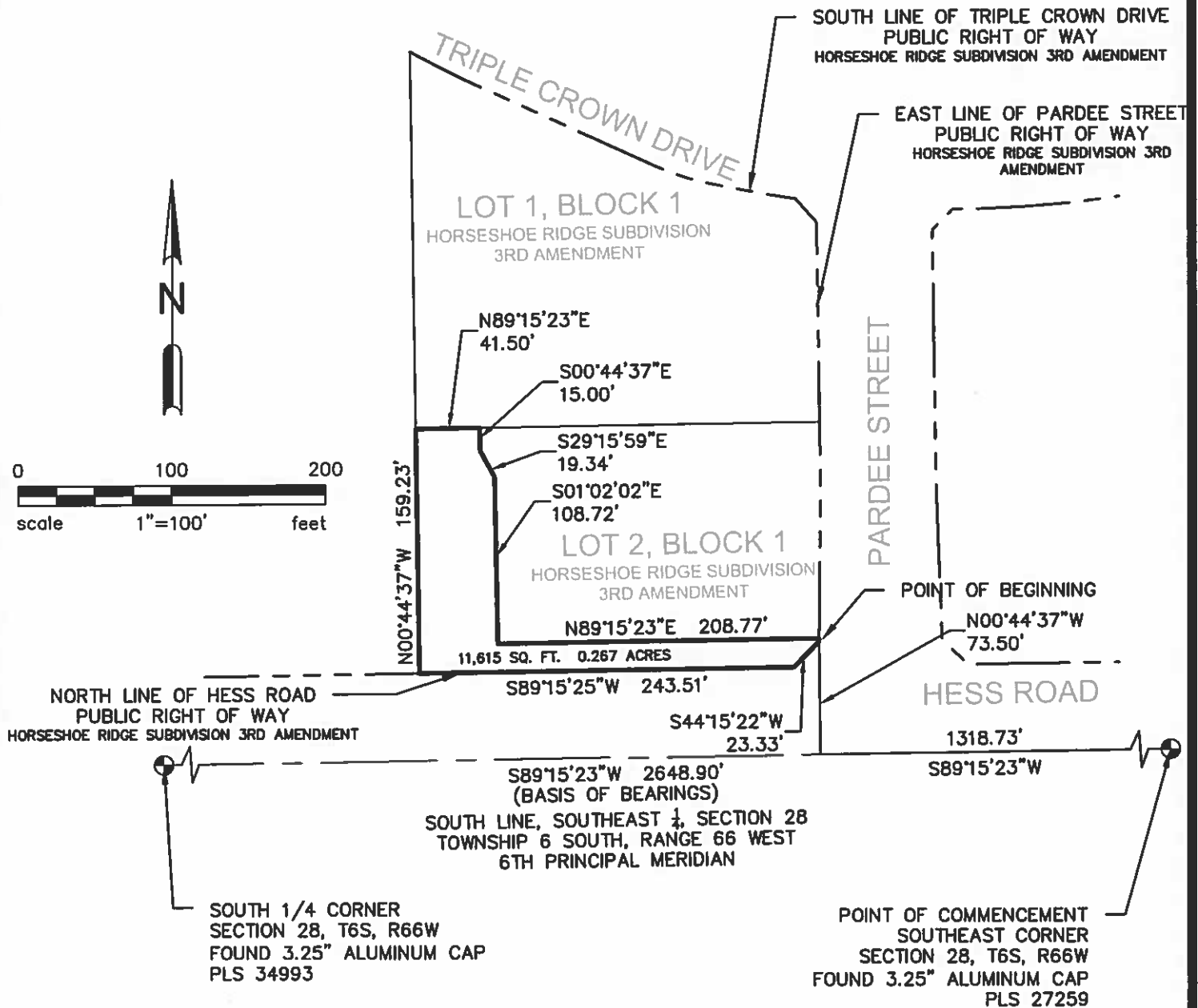
LAND DESCRIPTION
SOUTHWEST QUARTER SEC. 22,
T3S, R67W, 6TH P.M.
CITY AND COUNTY OF DENVER
STATE OF COLORADO

Project: 18-075-001
Drawing: ESMT 01
Field Date:
Crew:
Drafted By: AS
Date: 04/02/20
Revised: -

Sheet:

1
2

DESCRIPTION EXHIBIT



NOTES:

1. THIS EXHIBIT IS NOT A LAND SURVEY PLAT, OR AN IMPROVEMENT SURVEY PLAT. THE DRAWING IS ONLY INTENDED TO GRAPHICALLY REPRESENT THE WRITTEN DESCRIPTION.



DESCRIPTION EXHIBIT
SOUTHWEST QUARTER SEC. 22,
T3S, R67W, 6TH P.M.
CITY AND COUNTY OF DENVER
STATE OF COLORADO

Project: 18-075-001
Drawing: ESMT 01
Field Date:
Crew:
Drafted By: AS
Date: 04/02/20
Revised: -

Sheet:
2
2



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 22-021**
A Resolution Accepting the Conveyance of a Drainage Easement from NLD Parker LLC, for a Part of Lot 6, Parker and Pine Filing 1

Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This resolution accepts the conveyance of a drainage easement covering drainage improvements proposed with the site plan for a portion of Lot 6, Parker and Pine Filing 1.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Stormwater criterion requires that drainage easements be dedicated over all storm drainage facilities located on private property. The drainage easements are necessary to ensure the long-term operation and maintenance of drainage infrastructure to minimize flooding and protect the quality of stormwater runoff.

The Engineering Department has reviewed and approved the construction drawings for the drainage facilities associated with an approved site plan for a portion of Lot 6, Parker and Pine Filing 1. Since the drainage facilities are being constructed as part of a site plan process, and not a Plat, the easements need to be dedicated by a separate instrument.

FINANCIAL IMPACT

As the drainage improvements proposed with the easement will be the maintenance responsibility of the property owner, there is no financial impact to the Town.

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY

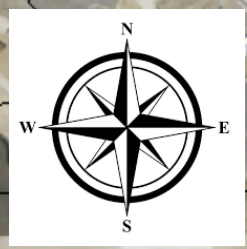
ATTACHMENTS

1. Vicinity Map

2. Resolution No. 22-021

RECOMMENDED MOTION

I move to approve Resolution No. 22-021, as part of the consent agenda.



Vicinity Map

Pine Lane

Easement
Area

20 Mile Road



RESOLUTION NO. 22-021, Series of 2022

TITLE: A RESOLUTION ACCEPTING THE CONVEYANCE OF A DRAINAGE EASEMENT FROM NLD PARKER LLC, FOR A PART OF LOT 6, PARKER AND PINE FILING 1

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities;

WHEREAS, Section 1.06.010 of the Town of Parker Municipal Code requires the acceptance of a conveyance of real property to the Town be effectuated by resolution; and

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement specified hereinbelow to the Town by this Resolution.

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

Section 1. The Town Council of the Town of Parker hereby accepts the conveyance of certain property interests for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities from NLD Parker LLC, for a Part of Lot 6, Parker and Pine Filing 1, as provided in the Drainage Easement Agreement attached as **Exhibit 1** and incorporated by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

RESOLVED AND PASSED this ____ day of _____, 2022.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT 1

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (the "Easement Agreement") is dated this ____ day of _____, 20__, by NLD Parker LLC, a Delaware limited liability company having an address of 60 South Sixth Street, Suite 2630, Minneapolis, Minnesota 55402 ("Grantor"), and the Town of Parker, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 ("Grantee").

WHEREAS, Grantee desires to acquire an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities on and through the property more particularly described and depicted in **Exhibit A** ("Easement Property"), attached hereto and incorporated herein by this reference; and

WHEREAS, Grantor is willing to grant an easement to Grantee for the aforesaid purposes on the terms and conditions set forth hereinbelow.

NOW, THEREFORE, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, and for and in consideration of the easement rights herein granted and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee does hereby covenant and agree as follows:

1. Grant of Easement. Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Easement Property, for the purpose of providing the maintenance of a drainage pipe and appurtenant drainage facilities. Grantee shall also have the specific rights of ingress and egress, consistent with this Easement Agreement, for the construction, reconstruction, operation and maintenance of a drainage pipe and appurtenant drainage facilities, consistent with the easement provided herein. Subject to the other terms and conditions of this Easement Agreement, Grantee shall also have the right to remove impediments to operation and maintenance of the Easement Property such as trees, asphalt and sidewalks. Grantee further agrees all construction, reconstruction, operation, maintenance, removal and any other activities which disturb the Easement Property will be coordinated with Grantor so as to minimize any disruption to Grantor's property.

2. Unencumbered Title. Grantor warrants that the Easement Property granted herein is granted free and clear of all liens and encumbrances.

3. Operation and Maintenance.

a. The operation and maintenance of the drainage facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Easement Property in the event Grantee, in its sole discretion, determines to enter the Easement Property for the operation and/or maintenance of the Easement Property as set forth in subsection b. hereinbelow. The Grantor acknowledges and agrees that the Grantee has the right to enter the Easement Property to maintain and operate the

drainage facilities covered by Chapter 4.08 of the Parker Municipal Code or to maintain and operate the drainage facilities in the manner described herein.

b. If Grantor fails to adequately maintain the drainage facilities located within the Easement Property, and within fourteen (14) days after the date of written notice from Grantee, fails to correct the maintenance problem, or fails to begin to clean, cure or correct such problem within fourteen (14) days if such problem cannot be reasonably cleaned, cured or corrected within fourteen (14) days, and fails to diligently prosecute such cleaning, cure or correction to completion, then Grantee may do so as provided herein. Notwithstanding the foregoing, Grantee may, in the event of an emergency, as determined by Grantee in its sole discretion, clean, cure or correct any damage caused by Grantor's failure to adequately maintain the drainage facilities located within the Easement Property. The Grantor shall reimburse the Grantee for the cost of such maintenance to the extent that (i) the drainage facilities and/or the type of maintenance performed by Grantee are not covered by Chapter 4.08 of the Parker Municipal Code, as amended, or (ii) if the drainage facilities and/or the type of maintenance performed by the Grantee is covered by Chapter 4.08 of the Parker Municipal Code, as amended, and the Grantee determines in its sole discretion that there are not sufficient funds available for such maintenance. If Grantor fails to reimburse Grantee for the cost of such maintenance, within thirty (30) days after receipt of an invoice from Grantee describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Easement Property until paid in full, with priority over all other liens, except general tax liens, which liens shall be certified to the County Treasurer and collected in the same manner as other taxes are collected. Grantor further agrees that Grantee may also pursue any and all other remedies available at law or in equity.

4. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the owners of the land through which the easement runs, or the respective owners from time to time of portions thereof. The burdens and benefits of this Easement Agreement shall be deemed covenants running with said easements and said land. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

5. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee has rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act,

and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

6. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

7. Miscellaneous.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This easement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the date and year first above written.

GRANTOR: NLD PARKER LLC

Allison F. Morgan, Manager

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Allison F. Morgan, as Manager of NLD Parker LLC.

My commission expires: _____

(S E A L)

Notary Public

GRANTEE: TOWN OF PARKER

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Acting Town Clerk

APPROVED AS TO FORM:

Town Attorney's Office

EXHIBIT A

Legal Description:

A Part of Lot 6, Parker and Pine Filing 1, recorded at Reception Number 2020059999, Douglas County, Colorado Clerk and Recorder's Office, situated in the Southeast 1/4 of Section 9, and the Southwest 1/4 of Section 10, T.6S., R.66W., of the 6th P.M., Town of Parker, County of Douglas, State of Colorado, more particularly described as follows:

Commencing at the West 1/4 Corner of Section 9, T.6S., R.66W., of the 6th P.M.;
Thence S21°06'20"E a distance of 329.87 feet to a point on the East Line of said Lot 6 and the North Line of a 25 Foot Drainage Easement recorded at Reception Number 20200059999 and the **Point of Beginning**;
Thence N90°00'00"W along said North Line, a distance of 25.00 feet;
Thence N00°00'08"W a distance of 71.74 feet;
Thence N89°59'52"E a distance of 25.00 feet;
Thence S00°00'08"E along a portion of the Easterly Line of said Lot 6, a distance of 71.74 feet to the **Point of Beginning**.

Parcel Contains (1,793 Square Feet) 0.0412 Acres, more or less.

All lineal distances are represented in U.S. Survey Feet.

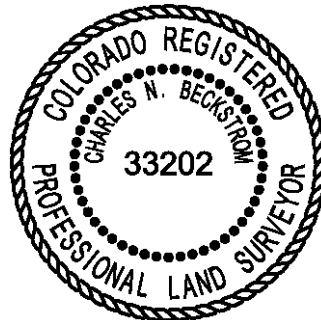
Bearings shown hereon are based on the West Line of the SW ¼ of Section 10, T.6S., R.66W., of the 6th P.M. assumed to bear S00°09'13"E a distance of 2669.32 feet and monumented by a 3-1/4" Aluminum Cap stamped L.S. No. 22561 2008 found at the W 1/4 Corner of said Section 10 and a 3-1/4" Aluminum Cap stamped L.S. No. 19003 1999 found at the SW Corner of said Section 10.

Date Prepared: July 27, 2021

Date of Last Revision:

Prepared By: Charles N. Beckstrom, PLS No. 33202

For and on behalf of
Engineering Service Company
14190 East Evans Avenue
Aurora, Colorado 80014
Phone: 303-337-1393



EXHIBIT

POINT OF
COMMENCEMENT
W 1/4 CORNER OF SECTION 10,
E 1/4 CORNER OF SECTION 9,
T.6S., R.66W. OF THE 6TH P.M.
(FOUND 3-1/4" ALUMINUM CAP
L.S. NO. 22561, DATED 2008)

PINE LANE

LOT 6
PARKER AND PINE FILING 1
(REC. NO. 2020059999)

TRACT A
PARKER AND PINE FILING 1
(REC. NO. 2020059999)

N00°17'51"E 2669.32' (BASIS OF BEARINGS)
WEST LINE OF THE SW 1/4 OF SECTION 10, T.6S., R.66W. OF THE 6TH P.M.

S21°06'20"E
329.87'

N89°59'52"E

25.00'

71.74'

S00°00'08"E

N00°00'08"W

71.74'

N90°00'00"W

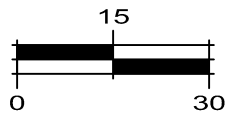
25.00'

POINT OF
BEGINNING

25' DRAINAGE EASEMENT
(REC. NO. 2020059999)

SE CORNER OF LOT 6,
PARKER AND PINE FILING 1

N00°00'08"W
50.11'



SW CORNER OF SECTION 10,
SE CORNER OF SECTION 9,
T.6S., R.66W. OF THE 6TH P.M.
(FOUND 3-1/4" ALUMINUM CAP
L.S. NO. 19003, DATED 1999)



ESC

**ENGINEERING
SERVICE
COMPANY**

14190 East Evans Avenue
Aurora, Colorado 80014

P 303.337.1393 | F 303.337.7481

PARCEL CONTAINS
1,793 SQUARE FEET
0.0412 ACRES

TOWN OF PARKER

Drawn By: JDP	Checked By: CNB	Project No.: 1520.1	Date: 7/27/2021
Scale: 1" = 30'	File Name: N:\Projects\NLD Parker LLC\Parker-12405 S Parker Rd\CAD\Exhibits\Town Esmts\12405 S Parker Rd Parker - Town Esmts.dwg		

Note: This exhibit does not represent a monumented survey. It is intended only to depict the attached description.

25' DRAINAGE EASEMENT

A PART OF LOT 6, PARKER AND PINE FILING 1
SITUATED IN THE SE 1/4 OF SECTION 9 AND THE SW 1/4 OF SECTION 10,
T.6S., R.66W. OF THE 6TH P.M.
TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO

Map Check Report

Date: 7/27/2021 11:57:09 AM

Parcel Name: 25' Drainage Easement

Description: Lot 6, Parker and Pine Filing 1

Process segment order counterclockwise: False

Enable mapcheck across chord: False

North:12,361.3235'

East:50,132.5713'

Segment# 1: Line

Course: N90°00'00"W

Length: 25.00'

North: 12,361.3235'

East: 50,107.5713'

Segment# 2: Line

Course: N0°00'08"W

Length: 71.74'

North: 12,433.0635'

East: 50,107.5686'

Segment# 3: Line

Course: N89°59'52"E

Length: 25.00'

North: 12,433.0645'

East: 50,132.5686'

Segment# 4: Line

Course: S0°00'08"E

Length: 71.74'

North: 12,361.3245'

East: 50,132.5713'

Perimeter: 193.47'

Area: 1,793.40Sq.Ft.

Error Closure: 0.0010

Course: N0°00'04"W

Error North : 0.00097

East: 0.00000

Precision 1: 193,480.00



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **RESOLUTION NO. 22-022**
A Resolution Accepting the Conveyance of a Drainage Easement from Cobblestone Denver Propco, LLC, for Lot 6, Country Meadows Square, 3rd Amendment

Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This resolution accepts the conveyance of a drainage easement covering drainage improvements proposed with the site plan for a portion of Lot 6, Country Meadows Square, Third Amendment.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Stormwater criterion requires that drainage easements be dedicated over all storm drainage facilities located on private property. The drainage easements are necessary to ensure the long-term operation and maintenance of drainage infrastructure to minimize flooding and protect the quality of stormwater runoff.

The Engineering Department has reviewed and approved the construction drawings for the drainage facilities associated with an approved site plan for a portion of Lot 6, Country Meadows Square, Third Amendment. Since the drainage facilities are being constructed as part of a site plan process, and not a Plat, the easements need to be dedicated by a separate instrument.

FINANCIAL IMPACT

As the drainage improvements proposed with the easement will be the maintenance responsibility of the property owner, there is no financial impact to the Town.

STRATEGIC GOAL(S)



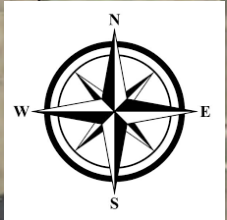
PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

1. Vicinity Map
2. Resolution No. 22-022

RECOMMENDED MOTION

I move to approve Resolution No. 22-022, as part of the consent agenda.



Vicinity Map

Parker Road

Easement
Area

Hess Road



RESOLUTION NO. 22-022, Series of 2022

TITLE: A RESOLUTION ACCEPTING THE CONVEYANCE OF A DRAINAGE EASEMENT FROM COBBLESTONE DENVER PROPCO, LLC, FOR LOT 6, COUNTRY MEADOWS SQUARE, 3RD AMENDMENT

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities;

WHEREAS, Section 1.06.010 of the Town of Parker Municipal Code requires the acceptance of a conveyance of real property to the Town be effectuated by resolution; and

WHEREAS, the Town Council of the Town of Parker desires to accept the grant of an easement specified hereinbelow to the Town by this Resolution.

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

Section 1. The Town Council of the Town of Parker hereby accepts the conveyance of certain property interests for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities from Cobblestone Denver Propco, LLC, for Lot 6, Country Meadows Square, 3rd Amendment, as provided in the Drainage Easement Agreement attached as **Exhibit 1** and incorporated by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

RESOLVED AND PASSED this _____ day of _____, 2022.

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT 1

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (the "Easement Agreement") is dated this ____ day of _____, 20__, by Cobblestone Denver Propco, LLC, an Arizona limited liability company, having an address of 8900 E. Bahia Drive, Suite 200, Scottsdale, Arizona 85260 ("Grantor"), and the Town of Parker, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 ("Grantee").

WHEREAS, Grantee desires to acquire an easement for the purpose of the maintenance of a drainage pipe and appurtenant drainage facilities on and through the property more particularly described and depicted in **Exhibit A** ("Easement Property"), attached hereto and incorporated herein by this reference; and

WHEREAS, Grantor is willing to grant an easement to Grantee for the aforesaid purposes on the terms and conditions set forth hereinbelow.

NOW, THEREFORE, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, and for and in consideration of the easement rights herein granted and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee does hereby covenant and agree as follows:

1. Grant of Easement. Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Easement Property, for the purpose of providing the maintenance of a drainage pipe and appurtenant drainage facilities. Grantee shall also have the specific rights of ingress and egress, consistent with this Easement Agreement, for the construction, reconstruction, operation and maintenance of a drainage pipe and appurtenant drainage facilities, consistent with the easement provided herein. Subject to the other terms and conditions of this Easement Agreement, Grantee shall also have the right to remove impediments to operation and maintenance of the Easement Property such as trees, asphalt and sidewalks. Grantee further agrees all construction, reconstruction, operation, maintenance, removal and any other activities which disturb the Easement Property will be coordinated with Grantor so as to minimize any disruption to Grantor's property.

2. Unencumbered Title. Grantor warrants that the Easement Property granted herein is granted free and clear of all liens and encumbrances.

3. Operation and Maintenance.

a. The operation and maintenance of the drainage facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Easement Property in the event Grantee, in its sole discretion, determines to enter the Easement Property for the operation and/or maintenance of the Easement Property as set forth in subsection b. hereinbelow. The Grantor acknowledges and agrees that the Grantee has the right to enter the Easement Property to maintain and operate the

drainage facilities covered by Chapter 4.08 of the Parker Municipal Code or to maintain and operate the drainage facilities in the manner described herein.

b. If Grantor fails to adequately maintain the drainage facilities located within the Easement Property, and within fourteen (14) days after the date of written notice from Grantee, fails to correct the maintenance problem, or fails to begin to clean, cure or correct such problem within fourteen (14) days if such problem cannot be reasonably cleaned, cured or corrected within fourteen (14) days, and fails to diligently prosecute such cleaning, cure or correction to completion, then Grantee may do so as provided herein. Notwithstanding the foregoing, Grantee may, in the event of an emergency, as determined by Grantee in its sole discretion, clean, cure or correct any damage caused by Grantor's failure to adequately maintain the drainage facilities located within the Easement Property. The Grantor shall reimburse the Grantee for the cost of such maintenance to the extent that (i) the drainage facilities and/or the type of maintenance performed by Grantee are not covered by Chapter 4.08 of the Parker Municipal Code, as amended, or (ii) if the drainage facilities and/or the type of maintenance performed by the Grantee is covered by Chapter 4.08 of the Parker Municipal Code, as amended, and the Grantee determines in its sole discretion that there are not sufficient funds available for such maintenance. If Grantor fails to reimburse Grantee for the cost of such maintenance, within thirty (30) days after receipt of an invoice from Grantee describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Easement Property until paid in full, with priority over all other liens, except general tax liens, which liens shall be certified to the County Treasurer and collected in the same manner as other taxes are collected. Grantor further agrees that Grantee may also pursue any and all other remedies available at law or in equity.

4. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the owners of the land through which the easement runs, or the respective owners from time to time of portions thereof. The burdens and benefits of this Easement Agreement shall be deemed covenants running with said easements and said land. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

5. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee has rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act,

and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

6. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

7. Miscellaneous.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This easement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the date and year first above written.

**GRANTOR: COBBLESTONE DENVER
PROPCO, LLC**

Tuck Bettin, Manager

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Tuck Bettin, as Manager of Cobblestone Denver Propco, LLC.

My commission expires: _____

(S E A L)

Notary Public

GRANTEE: TOWN OF PARKER

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Town Attorney's Office

EXHIBIT A

LEGAL DESCRIPTION

UTILITY EASEMENT

AN EASEMENT FOR UTILITY PURPOSES, BEING TWENTY-FIVE (25) FEET IN WIDTH, LOCATED IN LOT 6, COUNTRY MEADOWS SQUARE, 3RD AMENDMENT, AS RECORDED IN THE RECORDS OF THE DOUGLAS COUNTY CLERK AND RECORDER AT RECEPTION NUMBER 2017055076, BEING SITUATED IN THE SOUTHEAST QUARTER OF SECTION 27, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 27, BEING MONUMENTED BY A NUMBER 6 REBAR WITH 3.25 INCH ALUMINUM CAP, COLORADO PLS 27259, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION, MONUMENTED BY A NUMBER 6 REBAR WITH A 3.25 INCH ALUMINUM CAP, PLS 37078, IS ASSUMED TO BEAR SOUTH 89°56'56" EAST, A DISTANCE OF 2644.38 FEET, WITH ALL BEARINGS CONTAINED HEREIN BEING RELATIVE THERETO;

THENCE NORTH 64°20'56" EAST, A DISTANCE OF 626.87 FEET TO A POINT ON THE WESTERN BOUNDARY OF SAID LOT 6, AND THE **POINT OF BEGINNING**;

THENCE THE FOLLOWING FOUR (4) COURSES;

1. NORTH 00°03'04" EAST, ALONG SAID WESTERN BOUNDARY, A DISTANCE OF 25.00 FEET TO THE NORTHWESTERN MOST CORNER OF SAID LOT 6;
2. SOUTH 89°56'56" EAST, ALONG THE NORTH BOUNDARY OF SAID LOT 6, A DISTANCE OF 72.30 FEET;
3. SOUTH 00°03'04" WEST, A DISTANCE OF 25.00 FEET;
4. NORTH 89°56'56" WEST, A DISTANCE OF 72.30 FEET TO THE **POINT OF BEGINNING**.

SAID EASEMENT CONTAINING A CALCULATED AREA OF 1,807 SQUARE FEET OR 0.041 ACRES, MORE OR LESS, AND BEING SUBJECT TO ANY EXISTING EASEMENTS AND/OR RIGHTS OF WAY OF WHATSOEVER NATURE.

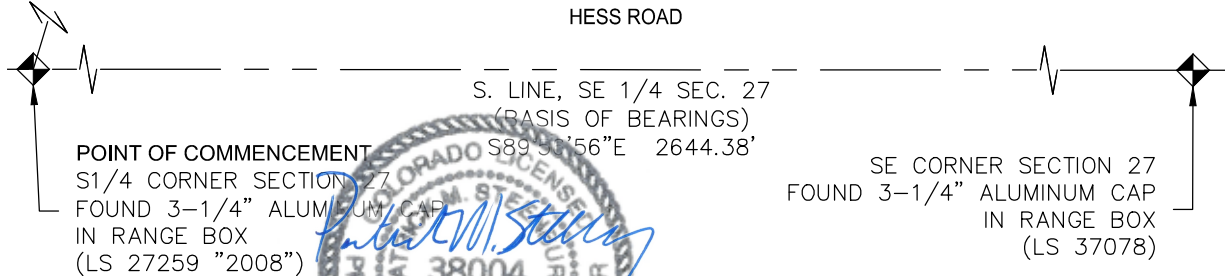
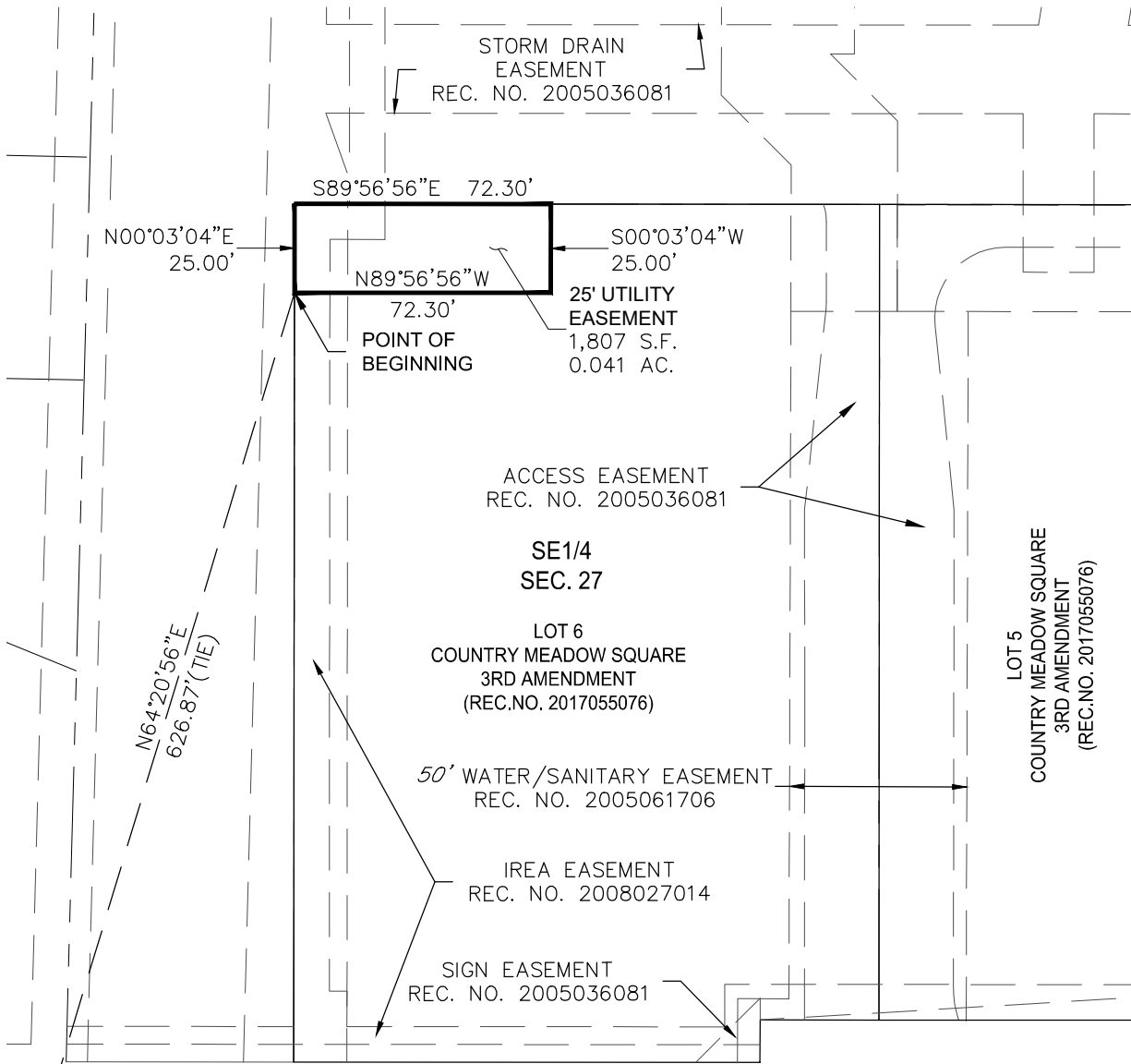
THE LINEAL UNIT USED IN THE PREPARATION OF THIS LEGAL DESCRIPTION IS THE U.S. SURVEY FOOT AS DEFINED BY THE UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY.

I, PATRICK M. STEENBURG, A SURVEYOR LICENSED IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ABOVE LEGAL DESCRIPTION AND ATTACHED EXHIBIT WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND CHECKING.

PATRICK M. STEENBURG, PLS 38004
FOR AND ON BEHALF OF
WESTWOOD PROFESSIONAL SERVICES, INC.
10333 E. DRY CREEK ROAD, SUITE 240
ENGLEWOOD, CO 80112



EXHIBIT A



OWNER:

COBBLESTONE DENVER PROPCO LLC
8900 E BAHIA DR STE 200
SCOTTSDALE, AZ 85260

THE ABOVE DESCRIBED EASEMENT CONTAINS 1,807 SQUARE FEET OR (0.041 ACRE) MORE OR LESS.
This illustration does not represent a monumented survey. It is intended only to depict the attached legal description.



SCALE: 1" = 50'

25' UTILITY EASEMENT
SE 1/4, SECTION 27, T6S, R66W, 6TH P.M.
DOUGLAS COUNTY, COLORADO

Westwood

10333 E DRY CREEK RD.
SUITE 240
ENGLEWOOD, CO 80112
TEL: 720.482.9526

Westwoodps.com
Westwood Professional Services, Inc.

SCALE: 1" = 50' BY: MJP CK'D: PMS DATE: 1/27/2022

N:\PROJECTS\COUNTRY MEADOWS SQUARE\LEGAL\SIP.W.S.D\PARKER WATER & SAN 25' UE.DWG. MJPARK. 1/27/22



Request for Town Council Action

Date: April 18, 2022

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **2022 Fleet Replacement - Ken Garff - Minor Modification**

Amount: **\$4,186**

Contractor: **Ken Garff Ford**

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

EXECUTIVE SUMMARY

This is a request to approve a minor contract revision for the purchase of vehicles through Ken Garff Ford as part of the Town's 2022 fleet replacement. Town Council previously approved purchases of ten (10) vehicles from Ken Garff Ford for the amount of \$406,938 at the February 7, 2022 Council meeting. Minor adjustments to the vehicles being purchased resulted in an adjustment to the contract total. The adjusted contract total is \$411,124, which is a difference of \$4,186.

The minor adjustments to the items being purchased include: 1) the Hybrid Electric SUV converted to a Plug In Electric Hybrid Vehicle; 2) one of the Ford Expeditions is being ordered through the retail market instead of the fleet award due to deadline ordering dates by Ford for fleet purchases. Both of these purchases are considered reasonable adjustments to the pricing.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

As noted, Council previously approved the purchase of these vehicles through this vendor.

Information obtained by staff prior to bringing the original agenda item had to be modified based on market availability for these two (2) vehicles. The vendor identified options for the requested equipment being purchased and Town staff selected alternatives. The pricing adjustment is based on these selections and is still based on the original 2022 competitively bid contract with Arapahoe County (RFP-19-48)

FINANCIAL IMPACT

The minor adjustments to the total costs are within the approved budget for 2022 for fleet replacement purchases. No additional impacts are anticipated.

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY



SUPPORT AN
ACTIVE COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

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



Request for Town Council Action

Date: April 18, 2022

Submitted By: Mary Colton, Parks and Recreation Director

Reviewed By: Michelle Kivela, Town Administrator

Title: Security Cameras for Recreation Center and Fieldhouse

Amount:	\$159,899.24
Contractor:	ESI - Electronic Systems International, Inc.
Department:	Parks, Recreation and Open Space, Mary Colton

EXECUTIVE SUMMARY

Parks and Recreation staff, in partnership with the IT Division, plan to upgrade the outdated security cameras and servers at both the Recreation Center and Fieldhouse facilities as identified in the 10-year Capital Improvement Plan.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The security camera systems and servers at both the Recreation Center and Fieldhouse facilities are in need of an upgrade and are included in the Department's 10-year CIP plan. The security cameras that are currently in place in both facilities are outdated and being recommended for replacement by IT. Camera/server technology has significantly advanced in the past few years, allowing for improved resolution, coverage and storage capacity. The camera and server upgrades will replace several of the existing cameras as well as add new cameras and servers to address numerous areas of concern in the facilities where there is currently no surveillance coverage. Improved overall technology and facility coverage area will improve the overall safety of our customers and monitoring of our facilities.

FINANCIAL IMPACT

This capital project was identified in the 2022 budget and approved by the Town Council in 2021. This project is being funded through the Recreation Fund.

STRATEGIC GOAL(S)



ATTACHMENTS

None

RECOMMENDED MOTION

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



Request for Town Council Action

Date: April 18, 2022

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Boiler Replacement for Town Hall**

Amount: \$276,576

Contractor: Holbrook Services

Department: Engineering and Public Works, Jim Gilbert

EXECUTIVE SUMMARY

The Engineering and Public Works department is requesting approval of a contract with Holbrook Services for the replacement of both boilers and associated pumps at Town Hall.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The existing boilers and associated pumps are 20 years old. Boilers typically have a recommended replacement cycle of 15 to 25 years, depending on the type and duty cycle of the boiler. The boilers at this facility provide the entire facility with heat during cold weather. The boilers operate on a lead / lag cycle, where one unit is the lead unit for a period and then becomes the second unit. Both units run congruently during periods of cold weather.

This is a planned replacement of the existing boilers and pumps. Typical lead times for a boiler replacement are three to four months. Failure of the existing system (boiler or pump) would leave Town Hall vulnerable for an extended time. It is considered best management practice to allocate time to obtain the best price available. If the boiler failed and the replacement became an emergency, it would be about 20% more expensive than a planned replacement.

Engineering and Public Works performed an open solicitation for bids by contractors to complete this project. There were seven (7) bids submitted. The bids received ranged in price from \$251,576 to \$339,461, with Holbrook Services being the lowest responsible bidder for the project. Staff is including an additional \$25,000 in this request to address any unforeseen work not covered under the bid documents. This may include, but not be limited to, such items as additional glycol for the system or flushing due to contaminants. The engineer's estimate for this project was \$300,000.

The bids received are as follows

Holbrook Services - \$251,576
American Mechanical Services of Denver - \$260,770
PLS MEP - \$278,254
Harper Mechanical - \$285,983
ESCI - \$299,899
Bosco - 324,000
Strait Mechanical LLC - \$339,461

The staff selected Holbrook Services as the lowest responsible bidder for this project. An additional \$25,000 is included in the total contract to cover any minor contract revisions.

FINANCIAL IMPACT

The budget for this project was approved as part of the Capital Improvement Plan for 2022. The total budget allocated is \$330,000. The lowest responsible bid response is well within this budget. There is additional work being performed by the Town's building automation contractor related to this project. No additional budget impact is anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



ENHANCE ECONOMIC
VITALITY



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

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



Request for Town Council Action

Date: April 18, 2022

Submitted By: Tom Gill, Associate Project Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **Downtown Circulation Improvements (CIP21-018) – Contract Modification**

Amount:	\$50,000
Contractor:	T & M Construction, LLC
Department:	Engineering and Public Works, Tom Gill

EXECUTIVE SUMMARY

This item is to approve a contract modification with T & M Construction, LLC, for Downtown Circulation Improvements Project (CIP21-018) in the amount of \$50,000, for a revised contract amount of \$1,286,809.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town competitively bid and awarded the Downtown Circulation Improvements project to T & M Construction, LLC, in August 2021. After much consideration, staff decided it would be best to accelerate the concrete pavement repair work into a weekend closure versus a weeklong partial closure. To accomplish this, weekend concrete batch plant surcharges and weekend overtime will be required. Additional traffic control is also needed to better reduce the impact on the downtown businesses and the traveling public. In addition, recently it was discovered existing festoon lighting interface work with the new traffic signal was not fully captured in the plans. This has resulted in the need to complete additional concrete flatwork, concrete caisson removal/replacement work and associated conduit/wiring. A contract modification is needed to adjust the contract amount required to complete this additional work. The completion date remains the same.

FINANCIAL IMPACT

Funding for this project has been appropriated in the Urban Renewal Projects Fund (301-4652).

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



INNOVATE WITH
COLLABORATIVE
GOVERNANCE

ATTACHMENTS

None

RECOMMENDED MOTION

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



Request for Town Council Action

Date: April 18, 2022

Submitted By: Jim Gilbert, Deputy Director of Operations

Reviewed By: Michelle Kivela, Town Administrator

Title: **Fieldhouse Roof Top Unit Replacement**

Amount: **\$150,000**

Contractor: **Daikin Mechanical**

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

EXECUTIVE SUMMARY

Engineering and Public Works is requesting approval to proceed with a contracted service for the replacement of one (1) Roof Top Unit (RTU) at the Fieldhouse. There are five (5) RTUs which serve the HVAC needs at the Fieldhouse. This will be the first one to be replaced.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The RTUs at the Fieldhouse were originally placed in service in 2007 during construction. Each of the five (5) units serves an individual zone of the facility. This is a planned replacement of the unit based on anticipated life expectancy of 15 to 20 years. The original budget for 2022 anticipated the replacement of at least two (2) units. However, pricing for the multiple unit replacement exceeded the approved budget. This will be a direct replacement for the existing unit, minimizing any additional work to the curb or roof system.

Facilities staff engaged Daikin to provide pricing for these units. Daikin is a preferred product manufacturer and supplies pricing based on a competitive bid process through Omnia Partners (contract #R200401). The contract was awarded in October 2020 and remains in effect through September 30, 2023, with an option for two (2) additional years.

FINANCIAL IMPACT

Funding for this project was approved as part of the 2022 capital budget process. No additional financial impacts are anticipated.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



PROMOTE A SAFE AND
HEALTHY COMMUNITY



ENHANCE ECONOMIC
VITALITY

ATTACHMENTS

None

RECOMMENDED MOTION

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



Request for Town Council Action

Date: April 18, 2022

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 9.348 - Second Reading**
A Bill for an Ordinance Approving the Agreement Regarding Design and Construction of Development Improvement Project for Drainage and Flood Control Improvements for Stroh Gulch Upstream of French Avenue Tanterra Town of Parker By and Between Urban Drainage and Flood Control District dba Mile High Flood District and the Town of Parker (Agreement No. 22-03.35 Project No. 107465)
Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This item proposes an amendment to an Intergovernmental Agreement (IGA) between the Town and the Mile High Flood District (MHFD) regarding improvements to Stroh Gulch at the proposed Tanterra development. This amendment codifies the construction costs for these developer-funded improvements that will be constructed by MHFD at no cost to the Town.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Stroh Gulch is a major drainageway located within the southwest portion of the Town. A reach of the drainageway is located within the proposed Tanterra development, which is located south of Hess Road and west of the existing Anthology subdivision. In accordance with Town Code, the developer of the Tanterra subdivision is required to design and construct any master-planned improvements to the major drainageway. These improvements will mesh with the dendritic design proposed for the subdivision, and will consist of grade control structures and other stream and bank stabilization measures.

The MHFD has agreed to construct these improvements to Stroh Gulch as a Fee-in-Lieu Improvement (FILI) project. In a FILI arrangement, the developer funds 100% of the cost to design and construct the improvements, while the MHFD manages the design and construction contracts with assistance and input from Town staff. This arrangement is attractive to the Town and MHFD due to their increased control over the project, and is attractive to the developer because they can remove this work from the scope of improvements they will oversee.

The developer funding for the FILI improvements will be codified and collected by the Town through the Subdivision Agreement for the Tanterra development. Thus, an IGA between the Town and MHFD is necessary to transfer the developer funding to MHFD and memorialize the improvements that will be designed and constructed by the MHFD. The IGA obligates the MHFD to construct the improvements with Developer funding provided by the Town.

FINANCIAL IMPACT

These improvements will be funded 100% by the Tanterra developer, and will be constructed at no cost to the Town. The total cost to design and construct the improvements is \$3,477,390.35.

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



INNOVATE WITH
COLLABORATIVE
GOVERNANCE

ATTACHMENTS

1. Vicinity Map
2. Ordinance 9.348

RECOMMENDED MOTION

I move to approve Ordinance No. 9.348 on second reading.

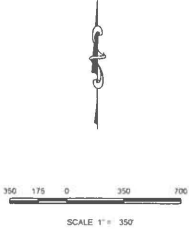
Hess Road



Approximate limits of
Fee-in-Lieu drainageway
improvements

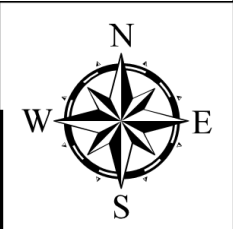
Proposed Tanterra
Development
Segements 1A, 1B, 1C

Motsenbocker
Road



- METRO DISTRICT A / FILING 1
- METRO DISTRICT B / FILING 8
- METRO DISTRICT C / FILING 14

Vicinity Map
Stroh Gulch Fee-in-Lieu
Drainageway Improvements



ORDINANCE NO. 9.348, Series of 2022

TITLE: A BILL FOR AN ORDINANCE APPROVING THE AGREEMENT REGARDING DESIGN AND CONSTRUCTION OF DEVELOPMENT IMPROVEMENT PROJECT FOR DRAINAGE AND FLOOD CONTROL IMPROVEMENTS FOR STROH GULCH UPSTREAM OF FRENCH AVENUE TANTERRA TOWN OF PARKER BY AND BETWEEN URBAN DRAINAGE AND FLOOD CONTROL DISTRICT dba MILE HIGH FLOOD DISTRICT AND THE TOWN OF PARKER (AGREEMENT NO. 22-03.35 PROJECT NO. 107465)

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

Section 1. The Town Council of the Town of Parker hereby approves the Agreement Regarding Design and Construction of Development Improvement Project for Drainage and Flood Control Improvements for Stroh Gulch Upstream of French Avenue Tanterra Town of Parker by and between Urban Drainage and Flood Control District dba Mile High Flood District and the Town of Parker (Agreement No. 22-03.35 Project No. 107465), which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT 1

AGREEMENT REGARDING
DESIGN AND CONSTRUCTION
OF DEVELOPMENT IMPROVEMENT PROJECT FOR DRAINAGE AND FLOOD CONTROL
IMPROVEMENTS FOR
STROH GULCH UPSTREAM OF FRENCH AVENUE
TANTERRA
TOWN OF PARKER

Agreement No. 22-03.35
Project No. 107465

THIS AGREEMENT, by and between URBAN DRAINAGE AND FLOOD CONTROL DISTRICT D/B/A MILE HIGH FLOOD DISTRICT (hereinafter called "DISTRICT") and TOWN OF PARKER (hereinafter called "TOWN") and collectively known as "PARTIES";

WITNESSETH:

WHEREAS, DISTRICT, in a policy statement previously adopted (Resolution No. 14, Series of 1970 and Resolution No. 11, Series of 1973) expressed an intent to assist public bodies which have heretofore enacted floodplain regulation measures; and

WHEREAS, PARTIES participated in a joint planning study titled "Oak Gulch and Stroh Ranch Area Outfall Systems Planning Preliminary Design Report" by Knight Piesold, dated February 2003 (hereinafter called "PLAN"); and

WHEREAS, NORTH PARKER INVESTMENTS, LLC (hereinafter called "DEVELOPER") is the owner of certain real property consisting of 460 acres, located inside TOWN, as shown on Exhibit A (hereinafter called "PROPERTY")

WHEREAS, DEVELOPER has applied to TOWN for approval of Annexation, Zoning, and Subdivision Platting in order for PROPERTY to be Annexed into TOWN, Zoned and Platted in order for DEVELOPER to develop an Mix-Use community (hereinafter called "DEVELOPMENT"); and

WHEREAS, as a condition of DEVELOPMENT, TOWN will require DEVELOPER to implement drainage improvements identified in PLAN, and flood mitigation improvements in the watershed and stream to offset DEVELOPMENT. Mitigation improvements include but are not limited to preservation of stream corridor and network, runoff reducing practices, establishing bankfull channel, bank protection, floodplain reconnection, grade control structures, maintenance access trail, erosion and sediment control measures, revegetation and landscaping; and other drainage, and flood mitigation.

WHEREAS, PARTIES and DEVELOPER now desire to proceed with the design and construction of drainage and flood control improvements for DEVELOPMENT (hereinafter called "PROJECT"); and

WHEREAS, TOWN and DEVELOPER agree to a development improvement project improvements options whereas DISTRICT shall manage design and construction of PROJECT and DEVELOPER shall pay for the services, including an administrative fee.

WHEREAS, the TOWN Council by appropriation or resolution, have authorized all of PROJECT costs from DEVELOPER.

NOW, THEREFORE, in consideration of the mutual promises contained herein, PARTIES hereto agree as follows:

1. SCOPE OF THIS AGREEMENT

This Agreement defines the responsibilities and financial commitments of PARTIES with respect to PROJECT.

2. SCOPE OF PROJECT

A. Project Limits. PROJECT is defined more specifically as that area of Stroh Gulch at French Creek, as shown on Exhibit A.

B. Final Design. PROJECT shall include the final design of improvements in accordance with the engineer's scope, fee, and schedule as shown on Exhibit B1.

C. Construction. PROJECT shall include construction, establishment of vegetation, and permit monitoring by DISTRICT of the drainage and flood control improvements as set forth in the design and through final acceptance of permitting and vegetation establishment obligations. Establishment and permit monitoring includes stream management and revegetation for establishment and weed management to comply with all federal, state, and local stormwater management permits and mitigation requirements under Section 404 of the Federal Clean Water Act and project goals.

DISTRICT shall monitor the stream and determine how it is performing relative to hydrologic, hydraulic, and geomorphic parameters during the establishment period. If the stream is departing from stable ranges of hydrologic, hydraulic, and geomorphic parameters that result in PROJECT not achieving goals. DISTRICT shall implement stream management improvements, provided project funding is available. PROJECT shall be considered complete when there are no longer project funds available.

3. PUBLIC NECESSITY

PARTIES agree that the work performed pursuant to this Agreement is necessary for the health, safety, comfort, convenience, and welfare of all the people of the State, and is of particular benefit to the inhabitants of PARTIES and to their property therein.

4. PROJECT COSTS AND ALLOCATION OF COSTS

A. PARTIES agree that for the purposes of this Agreement PROJECT costs shall consist of and be limited to the following Project Costs:

1. Final Design and Permitting
2. Construction of Improvements
3. Construction Engineering Services
4. Vegetation Establishment
5. Contingencies mutually agreeable to PARTIES

B. As set forth in DISTRICT policy (Resolution No. 38, Series of 2017), DISTRICT shall collect administrative fees for Develop Improvement Projects to offset DISTRICT staff time required to manage the Final Design and Construction of PROJECT. The administrative fee is nonrefundable and to be held in the Development Service Enterprise Fund.

2. Construction. The administrative fee is based percentage of the estimated construction costs. The percentage charged is as shown in the following table.

Estimated Construction Cost Range	Percentage Charged
Under \$500,000	8%
\$500,000 - \$1,000,000	6%
\$1,000,000 - \$1,500,000	4%
\$1,500,000 - \$2,000,000	3%
\$2,000,000 - \$3,500,000	2.0%
\$3,500,000 - \$5,000,000	1.5%
\$5,000,000 - \$10,000,000	1.0%
\$10,000,000 - \$15,500,000	0.7%
\$15,500,000 - \$20,000,000	0.6%

C. It is understood that PROJECT costs as defined above are not to exceed \$3,477,390.35 without amendment to this Agreement.

PROJECT costs for the various elements of the effort are estimated as follows:

<u>PROJECT ITEM</u>	<u>AMOUNT</u>
1. Final Design and Permitting	\$ 114,662.00
2. Construction of Improvements	\$ 2,689,320.25
*Does not include shrubs and trees, or construction of wall and sidewalk for mainstem north of Bramwell	
3. Construction Engineering Services	\$ 199,758.00
4. Vegetation Establishment	\$ 136,533.95
5. Contingencies mutually agreeable to PARTIES	\$ 268,932.03
6. Construction Administrative Fee	\$ 68,184.12
Grand Total	\$ 3,477,390.35

This breakdown of conceptual design, final design, construction, and contingency costs is for estimating purposes only. Costs may vary between the various elements of the effort without amendment to this Agreement provided the total expenditures do not exceed the maximum contribution by all PARTIES plus accrued interest, if applicable.

5. MANAGEMENT OF FINANCES

As set forth in DISTRICT policy (Resolution No. 11, Series of 1973, Resolution No. 49, Series of 1977, and Resolution No. 37, Series of 2009), the funding of a local body's share may come from

its own revenue sources or from funds received from state, federal, or other sources of funding without limitation and without prior DISTRICT approval.

Project Payment by TOWN of \$3,477,390.35 shall be made to DISTRICT subsequent to execution of this Agreement and within 30 days of request for payment by DISTRICT. The project payment shall be held by DISTRICT in a special fund to pay for increments of PROJECT as authorized by PARTIES, and as defined herein. DISTRICT shall provide a periodic accounting of PROJECT funds as well as a periodic notification to TOWN of any unpaid obligations. Any interest earned by the monies contributed by PARTIES shall be accrued to the special fund established by DISTRICT for PROJECT and such interest shall be used only for PROJECT upon approval by the contracting officers (Paragraph 13).

Within one year of completion of PROJECT if there are monies including interest earned remaining which are not committed, obligated, or disbursed, each party shall receive a share of such monies, which shares shall be computed as were the original shares; or, at TOWN request, TOWN share of remaining monies shall be transferred to another special fund held by DISTRICT.

6. MANAGEMENT OF WORK

A. Final Design. The contracting officers for PARTIES, as defined under Paragraph 12 of this Agreement, shall select an engineer mutually agreeable to both PARTIES. DISTRICT shall contract with selected engineer and shall supervise and coordinate the final design including right-of-way delineation subject to approval of the contracting officer for TOWN. Payment for final design services shall be made by DISTRICT as the work progresses from PROJECT fund established as set forth above.

Final design services shall consist of, but not be limited to, the following:

1. Preparation of a work plan schedule identifying the timing of major elements in the design;
2. Preparation of detailed construction plans and specifications;
3. Preparation of an estimate of probable construction costs of the work covered by the plans and specifications;
4. Preparation of an appropriate construction schedule.
5. If the engineer that prepared the field-ready construction documents is selected to perform construction observation, and the contractor to construct the improvements is selected using DISTRICT's Best Value Selection process, the engineer shall seal the construction documents, otherwise the construction documents shall be provided to the developer and TOWN unsealed.

DISTRICT shall provide any written work product by the engineer to TOWN.

B. Construction

1. Costs. Construction costs shall consist of those costs as incurred by the most qualified contractor(s) including detour costs, licenses and permits, utility relocations, and construction related engineering services as defined in Paragraph 4 of this Agreement.

2. Construction Management and Payment
 - a. DISTRICT, with the concurrence of TOWN, shall administer and coordinate the construction-related work as provided herein.
 - b. DISTRICT, with concurrence of TOWN, shall select and award construction contract(s).
 - c. DISTRICT shall require the contractor to provide adequate liability insurance that includes TOWN. The contractor shall be required to indemnify TOWN. Copies of the insurance coverage shall be provided to TOWN upon request.
 - d. DISTRICT, with assistance of TOWN, shall coordinate field surveying; staking; inspection; testing; acquisition of right-of-way; and engineering as required to construct PROJECT. DISTRICT, with assistance of TOWN, shall assure that construction is performed in accordance with the construction contract documents including approved plans and specifications and shall accurately record the quantities and costs relative thereto. Copies of all inspection reports shall be furnished to TOWN on a weekly basis upon request. DISTRICT shall retain an engineer to perform all or a part of these duties.
 - e. DISTRICT, with concurrence of TOWN, shall contract with and provide the services of the design engineer for basic engineering construction services to include addendum preparation; survey control points; explanatory sketches; revisions of contract plans; shop drawing review; as-built plans; weekly inspection of work; and final inspection.
 - f. PARTIES shall have access to the site during construction at all times to observe the progress of work and conformance to construction contract documents including plans and specifications.
 - g. DISTRICT shall review and approve contractor billings. DISTRICT shall remit payment to contractor based on billings.
 - h. DISTRICT, with concurrence of TOWN, shall prepare and issue all written change or work orders to the contract documents.
 - i. PARTIES shall jointly conduct a final inspection and accept or reject the completed PROJECT in accordance with the contract documents.
 - j. DISTRICT shall provide TOWN a set of reproducible "as-built" plans.
3. Construction Change Orders. In the event that it becomes necessary and advisable to change the scope or detail of the work to be performed under the contract(s), such changes shall be rejected or approved in writing by the contracting officers. No change orders shall be approved that increase the costs beyond the funds available in PROJECT fund, including interest earned on those funds, unless and until the additional funds needed to pay for the added costs are committed by all PARTIES.

7. RIGHT OF WAY OR NON-REVOCABLE EASEMENT

Before construction can begin, right of way or a non-revocable easement shall be acquired through a subdivision plat at no cost to TOWN and DISTRICT, subject to approval of DISTRICT, for land or interests in land needed to implement construction of the drainage and flood control improvements, as defined herein. The right-of-way or non-revocable easement acquired shall be in the name of TOWN and the conveyancing document shall be promptly recorded in the records of the Clerk and Recorder of TOWN.

- A. Coordination of Right-of-Way or Non-revocable Easement Acquisition. TOWN shall acquire the right-of-way or non-revocable easement only after receiving prior approval of DISTRICT.
- B. Ownership of Property and Limitation of Use. TOWN shall own the property either in fee or non-revocable easement and shall be responsible for same. It is specifically understood that the right-of-way is being used for drainage and flood control purposes. The properties upon which PROJECT is constructed shall not be used for any purpose that will diminish or preclude its use for drainage and flood control purposes. TOWN may not dispose of or change the use of the properties without approval of DISTRICT. If, in the future, TOWN disposes of any portion of or all of the properties acquired upon which PROJECT is constructed pursuant to this Agreement; changes the use of any portion or all of the properties upon which PROJECT is constructed pursuant to this Agreement; or modifies any of the improvements located on any portion of the properties upon which PROJECT is constructed pursuant to this Agreement; and TOWN has not obtained the written approval of DISTRICT prior to such action, TOWN shall take any and all action necessary within their legal authority to reverse said unauthorized activity and return the properties and improvements thereon, acquired and constructed pursuant to this Agreement, to the ownership and condition they were in immediately prior to the unauthorized activity at no expense to DISTRICT.

8. MAINTENANCE

PARTIES agree that TOWN shall own and be responsible for maintenance of the completed and accepted PROJECT. PARTIES further agree that DISTRICT, at TOWN's request, shall assist TOWN with the maintenance of all facilities constructed or modified by virtue of this Agreement to the extent possible depending on availability of DISTRICT funds. Such maintenance assistance shall be limited to drainage and flood control features of PROJECT. Maintenance assistance may include activities such as keeping flow areas free and clear of debris and silt, keeping culverts free of debris and sediment, repairing drainage and flood control structures such as drop structures and energy dissipaters, and clean-up measures after periods of heavy runoff. The specific nature of the maintenance assistance shall be set forth in a memorandum of understanding from DISTRICT to TOWN, upon acceptance of DISTRICT's annual Maintenance Work Program.

DISTRICT shall have right-of-access to right-of-way and storm drainage improvements at all times for observation of flood control facility conditions and for maintenance when funds are available.

9. FLOODPLAIN REGULATION

TOWN agrees to regulate and control the floodplain of Stroh Gulch within TOWN in the manner prescribed by the National Flood Insurance Program and prescribed regulations thereto as a minimum.

PARTIES understand and agree, however, that TOWN cannot obligate itself by contract to exercise its police powers. If TOWN fails to regulate the floodplain of Stroh Gulch within TOWN in the manner prescribed by the National Flood Insurance Program and prescribed regulations thereto as a minimum, DISTRICT may exercise its power to do so and TOWN shall cooperate fully.

10. TERM OF AGREEMENT

The term of this Agreement shall commence upon execution and shall terminate three (3) years after the final payment is made to the construction contractor and the final accounting of funds on deposit at DISTRICT is provided to all PARTIES pursuant to Paragraph 5 herein, except for Paragraph 9. FLOODPLAIN REGULATION, Paragraph 7.B. Ownership of Property and Limitation of Use, and Paragraph 8. MAINTENANCE, which shall run in perpetuity.

11. LIABILITY

Each party hereto shall be responsible for any suits, demands, costs, or actions at law resulting from its own acts or omissions and may insure against such possibilities as appropriate.

12. CONTRACTING OFFICERS

- A. The contracting officer for TOWN shall be Public Works and Engineering Director, 20120 Mainstreet, Parker, Colorado 80138.
- B. The contracting officer for DISTRICT shall be the Executive Director, 2480 West 26th Avenue, Suite 156B, Denver, Colorado 80211.
- C. The contracting officers for PARTIES each agree to designate and assign a PROJECT representative to act on the behalf of said PARTIES in all matters related to PROJECT undertaken pursuant to this Agreement. Each representative shall coordinate all PROJECT-related issues between PARTIES, shall attend all progress meetings, and shall be responsible for providing all available PROJECT-related file information to the engineer upon request by DISTRICT or TOWN. Said representatives shall have the authority for all approvals, authorizations, notices or concurrences required under this Agreement. However, in regard to any amendments or addenda to this Agreement, said representative shall be responsible to promptly obtain the approval of the proper authority.

13. RESPONSIBILITIES OF PARTIES

DISTRICT shall be responsible for coordinating with TOWN the information developed by the various consultants hired by DISTRICT and for obtaining all concurrences from TOWN needed to complete PROJECT in a timely manner. TOWN agrees to review all concept plans, preliminary

design plans, and final plans and specifications; and to provide comments within 21 calendar days after the drafts have been provided by DISTRICT to TOWN.

14. AMENDMENTS

This Agreement contains all of the terms agreed upon by and among PARTIES. Any amendments to this Agreement shall be in writing and executed by PARTIES hereto to be valid and binding.

15. SEVERABILITY

If any clause or provision herein contained shall be adjudged to be invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, such invalid or unenforceable clause or provision shall not affect the validity of the Agreement as a whole and all other clauses or provisions shall be given full force and effect.

16. APPLICABLE LAWS

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Jurisdiction for any and all legal actions regarding this Agreement shall be in the State of Colorado and venue for the same shall lie in the TOWN where PROJECT is located.

17. ASSIGNABILITY

No party to this Agreement shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the nonassigning party or parties to this Agreement.

18. BINDING EFFECT

The provisions of this Agreement shall bind and shall inure to the benefit of PARTIES hereto and to their respective successors and permitted assigns.

19. ENFORCEABILITY

PARTIES hereto agree and acknowledge that this Agreement may be enforced in law or in equity, by decree of specific performance or damages, or such other legal or equitable relief as may be available subject to the provisions of the laws of the State of Colorado.

20. TERMINATION OF AGREEMENT

This Agreement may be terminated upon thirty (30) days' written notice by any party to this Agreement, but only if there are no contingent, outstanding contracts. If there are contingent, outstanding contracts, this Agreement may only be terminated upon the cancellation of all contingent, outstanding contracts. All costs associated with the cancellation of the contingent contracts shall be shared between PARTIES in the same ratio(s) as were their contributions.

21. PUBLIC RELATIONS

It shall be at TOWN's sole discretion to initiate and to carry out any public relations program to inform the residents in PROJECT area as to the purpose of PROJECT and what impact it may have on them. Technical information shall be presented to the public by the selected engineer. In any event DISTRICT shall have no responsibility for a public relations program, but shall assist TOWN as needed and appropriate.

22. NO DISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this Agreement, PARTIES agree not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified because of race, color, ancestry, creed, religion, national origin, gender, age, military status, sexual orientation, gender identity, marital status, or physical or mental disability and further agree to insert the foregoing provision in all subcontracts hereunder.

23. APPROPRIATIONS

Notwithstanding any other term, condition, or provision herein, each and every obligation of TOWN and/or DISTRICT stated in this Agreement is subject to the requirement of a prior appropriation of funds therefore by the appropriate governing body of TOWN and/or DISTRICT.

24. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to PARTIES, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of PARTIES that any person or party other than any one of PARTIES receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

25. WORKER WITHOUT AUTHORIZATION

PARTIES agree that any public contract for services executed as a result of this intergovernmental agreement shall prohibit the employment of workers without authorization in compliance with §8-17.5-101 C.R.S. *et seq.* The following language shall be included in any contract for public services:

- A. At the time of execution of this Agreement, CONTRACTOR does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement.
- B. CONTRACTOR shall participate in the E-Verify Program, as defined in § 8 17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.
- C. CONTRACTOR shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.
- D. CONTRACTOR shall not enter into a contract with a subconsultant or subcontractor that fails to certify to CONTRACTOR that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.
- E. CONTRACTOR shall confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in the E-Verify Program.
- F. CONTRACTOR is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligation under this Agreement, and that otherwise requires CONTRACTOR to comply with any and all federal

requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

- G. If CONTRACTOR obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contract with a worker without authorization, it will notify such subconsultant or subcontractor and PARTIES within three (3) days. CONTRACTOR shall also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during such three (3) day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.
- H. CONTRACTOR shall comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S.
- I. CONTRACTOR shall, within twenty days after hiring an employee who is newly hired for employment to perform work under this Agreement, affirms that it has examined the legal work status of such employees, retained file copies of the documents required by 8 U.S.C. Section 1324a, and not altered or falsified the identification documents for such employees. CONTRACTOR shall provide a written, notarized copy of the affirmation to PARTIES.

26. GOVERNMENTAL IMMUNITIES

PARTIES hereto intend that nothing herein shall be deemed or construed as a waiver by any party of any rights, limitations, or protections afforded to them under the Colorado Governmental Immunity Act (§ 24-10-101, *et seq.*, C.R.S.) as now or hereafter amended or otherwise available at law or equity.

27. INTENT OF AGREEMENT

Except as otherwise stated herein, this Agreement is intended to describe the rights and responsibilities of and between PARTIES and is not intended to and shall not be deemed to confer rights upon any person or entities not named as PARTIES, nor to limit in any way the powers and responsibilities of TOWN, DISTRICT, or any other entity not a party hereto.

28. EXECUTION IN COUNTERPARTS – ELECTRONIC SIGNATURES

This Agreement, and all subsequent documents requiring the signatures of PARTIES to this Agreement, may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. PARTIES approve the use of electronic signatures for execution of this Agreement, and all subsequent documents requiring the signatures of PARTIES to this Agreement. Only the following two forms of electronic signatures shall be permitted to bind PARTIES to this Agreement, and all subsequent documents requiring the signatures of PARTIES to this Agreement.

- A. Electronic or facsimile delivery of a fully executed copy of a signature page; or

B. The image of the signature of an authorized signer inserted onto PDF format documents. Documents requiring notarization may also be notarized by electronic signature, as provided above. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, CRS §§ 24-71.3-101 to -121.

WHEREFORE, PARTIES hereto have caused this instrument to be executed by properly authorized signatories as of the date and year written below.

URBAN DRAINAGE AND
FLOOD CONTROL DISTRICT D/B/A
MILE HIGH FLOOD DISTRICT

By_____

Name Laura A. Kroeger

Title Executive Director

Date_____

Checked By

TOWN

By_____

Name_____

Title_____

Date_____

Exhibit B-1
MULLER ENGINEERING COMPANY
PROJECT FEE ESTIMATE

CLIENT:

E5X, MHFD

PROJECT:

Tanterra Segment 1A: Value Engineering and Final Design

PROPOSAL NO.: 920.19 PROJECT NO.: 19040.03

PREPARED BY: SRJ DATE: 3/10/2022

CHECKED BY: DDJ/JTW PROPOSED TOTAL FEE: \$ 64,770

TASK NO.	ITEM DESCRIPTION	Staff Member Initials >>>
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Exhibit B-1
MULLER ENGINEERING COMPANY
PROJECT FEE ESTIMATE

CLIENT:

E5X, MHFD

PROJECT:

Tanterra Segment 1A: Additional Scope

PROPOSAL NO.: 920.19

PROJECT NO.: 19040.03

PREPARED BY: SRJ

DATE: 3/8/2022

CHECKED BY: DDJ/JTW

PROPOSED TOTAL FEE: \$ 49,892

TASK NO.	ITEM DESCRIPTION	LABOR (HOURS)					EXPENSES			TOTALS			
		Senior Project Manager 9	Project Manager 6 (H)	Project Engineer 4	Design Engineer 2	Designer 1	OUTSIDE SERVICES	TRAVEL	REPRODUCTION	TIME (HOURS)	LABOR COST	EXPENSES	SUBTOTAL
		2021 Billing Rate>>>	\$206	\$172	\$137	\$102	\$102						
100	Additional scope completed through February 2022												
a	Additional contractor coordination (limits of work, phasing, earthwork, exhibits - review and discussion)	6	16	14	12	6				54	\$ 7,742		\$ 7,742
b	Additional project coordination meetings for extended duration past July 2021	2	32	24	8					66	\$ 10,020		\$ 10,020
c	Additional construction cost quantities and cost opinion (accounts for draft 90% and unit cost analysis)	4	8	16	20	6				54	\$ 7,044		\$ 7,044
d	Hydrologic adjustments and updates to base files due to changes from Town or development team		6	24	16	8				54	\$ 6,768		\$ 6,768
e	Boulder cascade (500 ft) stabilization hydraulics and design in constrained mainstem corridor (Layout, Geotechnical coordination, back of lot coordination with Westwood, Town coordination)	8	12	24	16	24				84	\$ 11,080		\$ 11,080
f	Oak Tributary headcut stabilization (downstream of Great Plain Way)	2	2	6	10	4				24	\$ 3,006		\$ 3,006
g	Design and detailing of four additional boulder trail crossings		4	8	16	8				36	\$ 4,232		\$ 4,232
	SUBTOTAL									372	\$ 49,892	\$ -	\$ 49,892
	TOTAL HOURS	22	80	116	98	56				372			
	TOTAL LABOR	\$ 4,532	\$ 13,760	\$ 15,892	\$ 9,996	\$ 5,712					\$ 49,892		
	TOTAL EXPENSES						\$ -	\$ -	\$ -			\$ -	
	TOTAL FEE												\$ 49,892

MULLER ENGINEERING COMPANY
PROJECT FEE ESTIMATE

CLIENT:

E5X, MHFD

PROJECT:

Tanterra Segment 1A: Construction Services

PROPOSAL NO.: 920.19PROJECT NO.: 19040.03

PREPARED BY: SRJDATE: 3/10/2022

CHECKED BY: DDJ/JTWPROPOSED TOTAL FEE: \$ 199,758

TASK NO.	ITEM DESCRIPTION	LABOR (HOURS)				EXPENSES			TOTALS			
		Staff Member Initials >>>				OUTSIDE SERVICES	TRAVEL	REPRODUCTION	TIME (HOURS)	LABOR COST	EXPENSES	SUBTOTAL
		DDJ	SRJ	KMS	PBS							
		Senior Project Manager 9	Project Manager 6 (H)	Project Engineer 4	Technician/CADD Operator 3							
		2022 Billing Rate>>>	\$230	\$187	\$145	\$107	ERC					
100	Construction Services											
a	Construction Administration, Progress Meetings		100	100					200	\$ 33,200		\$ 33,200
b	Field Engineering (6 months; 2 days per week)	12	200	400	80				692	\$ 106,720		\$ 106,720
c	Ecology		20	30		\$ 30,000			50	\$ 8,090	\$ 30,000	\$ 38,090
d	As-built coordination, record drawings and pond volume certification (survey performed by others)		24	60	80				164	\$ 21,748		\$ 21,748
	SUBTOTAL								1106	\$ 169,758	\$ 30,000	\$ 199,758
	TOTAL HOURS	12	344	590	160				1106			
	TOTAL LABOR	\$ 2,760	\$ 64,328	\$ 85,550	\$ 17,120					\$ 169,758		
	TOTAL EXPENSES					\$ 30,000	\$ -	\$ -			\$ 30,000	
	TOTAL FEE											\$ 199,758

Assumptions

1 No geotechnical and materials testing is included in this scope

2 No as-built survey is included in this scope

Exhibit B-2

Tanterra Development - Bid Form

Channels and Detention

Prepared by:

Segment 1A - 90% Design Submittal, March 2022

Note: Bid items and quantities are heavily dependent on phasing and level of coordination between Westwood, PCS, Muller, ESX and selected construction contractors.

BID ITEM	BID ITEM CODE	DESCRIPTION OF BID ITEM	QUANTITY	PAY UNIT	UNIT PRICE	TOTAL COST OF BID ITEM	BID ITEM COMMENTS
1	GN-02-001	Mobilization	1	LS	\$ 122,115.00	\$ 122,115.00	
2	GN-04-001	Surveying	1	LS	\$ 48,538.00	\$ 48,538.00	Development contractor will be responsible for mass grading checks in shared areas.
3	GN-06-001	Water Control	1	LS	\$ 60,145.00	\$ 60,145.00	
4	GN-01-001	Clearing and Grubbing	1	LS	\$ 16,204.00	\$ 16,204.00	For Naranjo only areas
5	GN-05-001	Traffic Control	1	LS	\$ -	\$ -	Development contractor will provide main traffic control off Hess/Chambers Road.
6	ESP-07-001	Topsoil, Excavate, Stockpile, and Replace	1,186	CY	\$ 14.50	\$ 17,190.03	For Naranjo only areas, except for channel improvements upstream of EDB-A2
7	ESP-07-001	Topsoil, Replace from Stockpile	21,728	CY	\$ 7.25	\$ 157,529.27	Includes shared areas and channel improvement areas upstream of EDB-A2
8	ESP-02-001	Earthwork, Excavation and Stockpile (6" of Fine Grading Only in Shared Areas)	13,634	CY	\$ 10.40	\$ 141,789.81	Price assumes HEI to pick up stockpiles (if any)
9	ESP-02-001	Earthwork, Excavation and Fill On Site (Naranjo Only Areas)	2,635	CY	\$ 10.40	\$ 27,399.84	See draft table for earthwork quantities in Naranjo only areas
10	ESP-05-001	Excavation, Muck, Replace with Approved Material	300	CY	\$ 83.00	\$ 24,900.00	Assumes excavated material remains on site.
11	-	Bioretention Media	540	CY	\$ 67.40	\$ 36,417.22	Sandy loam material (potentially sourced onsite). Assume import for this proposal.
12	RW-11-002	Soil Riprap, Type L	321	CY	\$ 87.70	\$ 28,193.93	
13	RW-11-001	Riprap, Void-Filled, Type L (Rock Roundness)	219	CY	\$ 99.90	\$ 21,903.08	
14	RW-11-002	Riprap, Void-Filled, Type L (Grouted Boulder Drop)	13	CY	\$ 99.90	\$ 1,335.33	
15	RW-11-002	Riprap, Void-Filled, Type L (Trail Crossing)	34	CY	\$ 99.90	\$ 3,442.11	
16	RW-11-002	Riprap, Void-Filled, Type L (Outfall Protection)	50	CY	\$ 99.90	\$ 5,030.52	
17	RW-11-002	Riprap, Void-Filled, Type L (Forebays)	235	CY	\$ 99.90	\$ 23,498.15	
18	RW-11-003	Riprap, Void-Filled, Type M (Riffles)	1,573	CY	\$ 103.80	\$ 163,278.68	
19	RW-11-003	Riprap, Void-Filled, Type M (Outfall Protection)	32	CY	\$ 103.80	\$ 3,296.23	
20	RW-11-003	Riprap, Void-Filled, Type M (Emergency Spillways)	801	CY	\$ 103.80	\$ 83,171.48	
21	RW-11-004	Riprap, Void-Filled, Type H (Riffles)	255	CY	\$ 103.80	\$ 26,454.17	
22	RW-11-004	Riprap, Void-Filled, Type H (Boulder Cascade)	1,226	CY	\$ 103.80	\$ 127,258.80	
23	RW-11-004	Riprap, Void-Filled, Type H (Outfall Protection)	307	CY	\$ 103.80	\$ 31,863.52	
24	RW-06-001	Boulder, 18-Inch	318	EA	\$ 99.60	\$ 31,665.21	
25	RW-06-002	Boulder, 24-Inch	93	EA	\$ 156.00	\$ 14,508.00	
26	RW-06-003	Boulder, 30-Inch	14	EA	\$ 235.00	\$ 3,290.00	
27	RW-06-004	Boulder, 36-Inch	4	EA	\$ 353.00	\$ 1,412.00	
28	RW-07-002	Boulders, Grouted, 24-Inch	37	SY	\$ 348.00	\$ 12,837.33	Includes 4, 30" boulders for grouted boulder drop
29	RW-02-002	Bedding, Granular, Type II	15	CY	\$ 101.00	\$ 1,482.53	
30	RW-01-001	Aggregate Base Course, CDOT No. 8	82	CY	\$ 82.00	\$ 6,687.18	
31	RW-01-001	Aggregate Base Course, Class 6	4	CY	\$ 68.00	\$ 282.07	
32	-	Fine Concrete Aggregate, CDOT C-33 (Sand)	42	CY	\$ 85.80	\$ 3,624.26	
33	-	Maintenance Road, Class 6 Roadbase & VTC Rock	358	CY	\$ 90.40	\$ 32,391.10	
34	GG-02-001	Maintenance Road, Geogrid	1,563	SY	\$ 4.75	\$ 7,425.83	
35	GG-02-001	Geotextile, Nonwoven, Miraf 180N or Equivalent	67	SY	\$ 3.40	\$ 226.67	
36	SS-06-004	Reinforced Concrete Pipe (RCP), Class III, 24-Inch Diameter	-	LF	\$ 120.00	-	Please provide unit cost for 100 LF, 24" RCP
37	SS-06-006	Reinforced Concrete Pipe (RCP), Class III, 36-Inch Diameter	244	LF	\$ 190.00	\$ 46,360.00	
38	SS-06-008	Reinforced Concrete Pipe (RCP), Class III, 48-Inch Diameter	107	LF	\$ 291.00	\$ 31,137.00	
39	-	Slotted Underdrain, 4" Diameter (Bioretention)	100	LF	\$ 23.00	\$ 2,300.00	
40	-	Underdrain Cleanout (Bioretention)	2	EA	\$ 675.00	\$ 1,350.00	
41	SS-02-003	Flared End Section, Reinforced Concrete Pipe (RCP), with Toe Wall, 24-Inch Diameter	-	EA	\$ 2,944.00	-	Please provide unit cost for 1, 24" FES
42	SS-02-005	Flared End Section, Reinforced Concrete Pipe (RCP), with Toe Wall, 36-Inch Diameter	3	EA	\$ 4,439.00	\$ 13,317.00	Please see outfall protection details for toe wall dimensions
43	SS-02-007	Flared End Section, Reinforced Concrete Pipe (RCP), with Toe Wall, 48-Inch Diameter	1	EA	\$ 5,059.00	\$ 5,059.00	Please see outfall protection details for toe wall dimensions
44	SS-03-001	Slab Manhole, 4-Foot Diameter, <5 Foot Depth	1	EA	\$ 4,353.00	\$ 4,353.00	
45	SC-12-011	Concrete, Structural, Detention Outlet (Outlet Structures A2, A3, A4, A5)	77	CY	\$ 2,183.00	\$ 169,014.23	Unit price to include rebar (greenbar) and metal grating
46	SC-12-011	Concrete, Structural, Bioretention Outlet (Outlet Structure A1)	3	CY	\$ 2,290.00	\$ 7,184.16	Unit price to include rebar (greenbar) and metal grating
47	-	Concrete, Detention Outlet (Outlet Structures A2, A3, A4, A5 - Fill Concrete)	10	CY	\$ 367.00	\$ 3,746.46	
48	SC-12-008	Concrete, Structural, Forebay	113	CY	\$ 971.00	\$ 109,764.96	
49	SC-11-001	Concrete, Reinforced Cutoff Wall	14	CY	\$ 1,215.00	\$ 16,905.00	
50	-	Concrete Trail, 6" Thick, Reinforced Trail and Thickened Edge	786	SY	\$ 168.00	\$ 132,025.60	
51	SC-08-003	Concrete Trail, 6" Thick	160	SY	\$ 69.95	\$ 11,192.00	
52	SC-13-002	Grout, Cutoff Wall	5	CY	\$ 410.00	\$ 1,884.18	
53	-	Grout, Reinforced	2	CY	\$ 676.00	\$ 1,301.93	
54	FN-01-004	Fence, Orange Construction (Channel Preservation)	9597	LF	\$ 2.50	\$ 23,992.50	
55	-	Erosion Control Blanket, Coir Mat	20,545	SY	\$ 12.70	\$ 260,922.25	18" Wood Stakes
56	LS-02-004	Erosion Control Blanket, Straw / Coconut Mix	2,000	SY	\$ 4.80	\$ 9,600.00	12" Eco Stakes
57	LS-02-002	Erosion Control Blanket, Coconut	1,582	SY	\$ 5.90	\$ 9,335.77	12" Eco Stakes
58	LS-10-XXX	Seeding, Drill and Broadcast Seeding - Xeric Seed Mix	14.1	AC	\$ 2,297.00	\$ 32,275.22	See plans
59	LS-10-XXX	Seeding, Drill and Broadcast Seeding - Mesic Seed Mix	3.5	AC	\$ 1,800.00	\$ 6,334.32	
60	LS-10-004	Turf, Sod (A2 Emergency Spillway)	0.4	AC	\$ 67,345.00	\$ 26,025.69	
61	LS-07-001	Mulch, Broadcast Straw (Under Coir Mat)	4.98	AC	\$ 1,030.00	\$ 5,134.55	This item could be included in developer contractor contract
62	LS-07-002	Mulch, Crimped Straw	9.1	AC	\$ 970.00	\$ 8,794.05	
63	-	Biosol, Humates, Mycorrhizae	14.4	AC	\$ 8,289.00	\$ 119,672.32	See plans. BIOSOL FORTE AT A RATE OF 900 POUNDS PER ACRE, 2) HUMATES AT A RATE OF 200 POUNDS PER ACRE AND MYCORRHIZAE AT A RATE OF 20 POUNDS PER ACRE.
64	LS-09-001/2	Plug, Wetland & Riparian	40,596	EA	\$ 4.85	\$ 196,889.70	See plans
65	LS-14-004	Willow Stakes	1,242	EA	\$ 9.80	\$ 12,171.60	
		Temporary Erosion and Sediment Control (5%)				\$ 127,741.44	Percent estimated by Muller
		Coordination				\$ 6,750.00	Coordination with development Team
					Subtotal	\$ 2,689,320.25	
		Segment 1A Channel and Detention - Grand Total Construction Cost (2022 Dollars)				\$ 2,689,320.25	

Notes:

- Mass grading quantities and costs are excluded from the cost opinion. Limited fine grading is included.
- All storm sewers that are under roads (Bramwell Road, Great Plain Way, Spirit Trail Blvd., She Wolf Road, and Bigfoot Trail) are excluded from the cost opinion.
The only costs associated with culverts or storm sewers under roads included in the cost opinion is outfall protection.
- Structural wall costs are excluded from the cost opinion and from Muller's design scope.
- No additional costs related to detention embankment material is included in the cost opinion.
- The only trail work included in the cost opinion is for the reinforced trails that act as detention emergency spillway embankments and 20' beyond on each side.
No costs assumed for a trail for the EDB-A4 spillway embankment.
- Weed Treatment (Before and During Construction) has been removed and will be separately priced by HMI.
- Irrigation bid item will need future coordination and does not include tap fees or water costs.
- Further coordination on topsoil management, quantities, stockpile locations and costs will be needed. No import of topsoil is included in this estimate.
- Temporary erosion and sediment control is estimated as a percent of this bid estimate, subject to change.
- Post-construction vegetation management plan costs are not included within the cost opinion.
- Bid items and associated costs may be added as coordination between contractors progresses and design elements are finalized.

Mile High Flood District: Douglas County

Tanterra Landscape Establishment Budget

March 7th, 2022

Prepared by:



www.habitatmanagementinc.com

Prepared for:

Laura Hinds, P. E.

Project Engineer

Mile High Flood Control District



MHFD: Douglas County: Tanterra Landscape Establishment Budget

Introduction:

The following landscape establishment budget has been developed for Mile High Flood District's (MHFD) project area at Tanterra in Douglas County. Habitat Management, Inc. (HMI) will implement a vegetation maintenance plan including the following tasks outlined in this budget upon approval.

1 Site Inspections and Management

Habitat Management will visit this site when visiting other MHFD sites in Douglas County and perform a monthly site inspection. These inspections will be performed throughout the growing season (March to October) to inspect for weeds, plant community health, and vegetation establishment issues. HMI will fill out an inspection report and provide it to MHFD to help plan maintenance items as they are identified. This line item includes up to eight site visits during the growing season. HMI will note and recommend in their inspection report areas for potential seeding efforts or areas of concern that need to be addressed. After inspections, areas identified as needing further evaluation through soil sampling and monitoring will be recommended to MHFD for approval.

2 Noxious Weed Management

Habitat Management recommends visiting this site regularly throughout the growing season for Colorado Noxious Weed Listed species to implement noxious weed management activities and planning. Chemical control methods will be utilized to treat noxious, and nuisance weed species growing at the site in the upland and riparian areas. A licensed pesticide applicator will visit this site regularly to inspect the treatment area(s). The applicator will evaluate noxious, and nuisance weed infestations and apply herbicides, based on site conditions. HMI has accounted for two pre-construction noxious weed treatments in the spring. Spot-applications of appropriate herbicides will take place in specific areas within the project boundaries up to six separate times in the growing season. The recommended schedule will be adjusted based on site conditions and timing of weed emergence, flowering, and senescence. Other environmental conditions will need to be accounted for when applying herbicides. Only herbicides labeled for use in or near water will be applied near the channels. An appropriate surfactant will also be used to increase adhesion of the herbicide to the targeted species and a blue marker dye will be added to indicate where herbicide has been applied. Herbicide applications will only occur within MHFD's right-of-way and records will be provided at the completion of work. The recommended schedule can be adjusted to meet the site's demands as the vegetation starts to establish and we see what kind of weed control effort will be required. Additional weed control to the surrounding property may be necessary to reduce vectors of spreading into the site.

3 Mechanical Weed Control

The site may require additional weed control efforts that include weed whacking, mowing, and mechanical seedhead removal to areas within the project boundary. It is recommended to include mechanical treatments in the site's integrated weed management plan. This task includes cost for HMI to have a four-person crew visit the site with mechanical equipment to control annual weeds growing in recently seeded areas or to noxious weeds that have already begun to produce flowers or seedheads.

4 Seeding

Habitat Management estimated that up to five acres of upland seeding may occur during the post construction maintenance period. HMI has included costs to perform hand-broadcast seeding and harrowing after seeding to areas that are larger than 4 sq. ft. These areas will be reseeded in the spring and fall of each growing season based on site success. Seeding areas will be identified based signs of poor establishment or bare patches. If areas are showing signs of soil/water distress, HMI will notify MHFD of reseeding areas that may need additional monitoring to determine the best method of seeding.

5 Woodstraw Mulching

Habitat Management recommends adding mulch to the reseeding areas on south facing slopes and other hot, dry areas that may need additional mulching to help with seedling establishment and moisture retention. HMI has budget for up to 1.25 acres at 220 bales of Woodstraw per acre which is equivalent to 50% ground cover to help shelter and protect the reseeding efforts. HMI will plan to hand spread the mulch to areas that are recommended for mulching upon MHFD approval.

6 Erosion Control

Habitat Management has estimated up to two hundred square yards of fabric and up to ten erosion control wattles may need to be installed or maintained after construction. HMI will monitor the site surface erosion during site inspections and fix any BMP needs identified by CMS during the SWMP inspections. This work is planned for areas that have not yet established and were potentially damaged to due to flooding from heavy precipitation events.

7 Irrigation

Habitat Management does not have the irrigation plans for the housing development HOA areas to estimate costs to add onto this system. HMI estimated this lump sum amount could be spent on designing and installing a permanent irrigation system to the channel areas at Tanterra. It is recommended that the irrigation planning, and budget be reevaluated as construction plans are finalized.



Request for Town Council Action

Date: April 18, 2022

Submitted By: Michelle Kivela, Town Administrator

Reviewed By: Michelle Kivela, Town Administrator

Title: **ORDINANCE NO. 9.349 - Second Reading**
A Bill for an Ordinance to Approve the Intergovernmental Agreement for Court Clerk Services By and Between the Town of Parker and the City of Lone Tree
Department: Town Administrator, Michelle Kivela

EXECUTIVE SUMMARY

This Intergovernmental Agreement between the Town of Parker and the City of Lone Tree provides for temporary coverage of each organization's Municipal Court through the sharing of court clerks on an as-needed basis to improve and ensure continuity of services for both communities.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The recent vacancy of the Town of Parker's Municipal Court Administrator identified a need for backup staff for the Municipal Court to ensure continuation of service. The Intergovernmental Agreement with the City of Lone Tree allows for a cooperation agreement for municipal court services and coverage as needed for both organizations. This will assist us in ensuring coverage with arraignments, backup and support for the Municipal Court Clerk if needed.

FINANCIAL IMPACT

The organization providing services will invoice for the total court clerk hours worked and overtime based on each court clerk's rate of pay.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 9.349

RECOMMENDED MOTION

I move to approve Ordinance No. 9.349 on second reading.

ORDINANCE NO. 9.349, Series of 2022

TITLE: A BILL FOR AN ORDINANCE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR COURT CLERK SERVICES BY AND BETWEEN THE TOWN OF PARKER AND THE CITY OF LONE TREE

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

Section 1. The Town Council of the Town of Parker hereby approves the Intergovernmental Agreement for Court Clerk Services by and between the Town of Parker and the City of Lone Tree, which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2022.

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT 1

INTERGOVERNMENTAL AGREEMENT FOR COURT CLERK SERVICES

THIS INTERGOVERNMENTAL AGREEMENT FOR COURT SERVICES ("Agreement") is entered into this ____ day of _____, 2022 (the "Effective Date"), by and between the CITY OF LONE TREE, Colorado, a home rule municipality ("Lone Tree"), and the TOWN OF PARKER, a Colorado home rule municipality ("Parker"), (each individually the "Party" and collectively the "Parties").

WHEREAS, each Party operates a municipal court and employs at least one court clerk; and

WHEREAS, Article XIV, § 18(2)(a) of the Colorado Constitution and Article 1, Title 29, C.R.S., encourage and authorize governments to cooperate and contract with one another to provide any function, service or facility authorized to each;

WHEREAS, each Party maintains common protocols and procedures for its court clerks; and

WHEREAS, the Parties desire to share their court clerks with each other, on a temporary, as-needed basis, to improve services to both communities.

NOW, THEREFORE, Lone Tree and Parker agree as follows:

1. Court Services. Each Party agrees to provide to the other Party the services outlined in **Exhibit A**, attached hereto and incorporated herein by this reference, upon request of the other Party, when available to do so without compromising the workload of the nonrequesting Party.

2. Equipment. Each Party will provide personal computer systems, software, telephone, and other equipment and materials necessary for each court clerk to do his or her job.

3. Procedures and Protocols. Each court clerk will follow the municipal court procedures and protocols of the municipal court for which it is performing court services.

4. Employment Status. At all times each court clerk shall remain the employee of his or her employing jurisdiction and shall, likewise, remain subject to that jurisdiction's personnel policies and procedures, inclusive of policies and procedures governing overtime, employment compensation and benefits, worker's compensation, vacation and sick time, grievances and discipline, job performance review, duty assignments, and termination. Notwithstanding Section 5 below, each Party shall be solely responsible for payment of salary and other compensation, including overtime, to its court clerks.

5. Reimbursable Expenses. The Party providing services shall invoice the other Party for total court clerk hours worked and overtime based on each court clerk's rate of pay. The invoice shall include the court clerk's name, date and hours worked, hourly rate charge and total amount being invoiced, and will be reimbursed by the Party to whom services were provided at 100%

without administrative mark-up or additional charges within thirty (30) days of receipt of the invoice.

6. Term and Termination. The initial term of this Agreement shall be for one year from the Effective Date. Thereafter, this Agreement shall automatically renew for five (5) subsequent one-year terms, unless earlier terminated by either Party for any reason, by providing ninety (90) days' written notice to the other Party.

7. Appropriation. Pursuant to Article X, § 20 of the Colorado Constitution, the Parties' financial obligations under this Agreement and the renewal of this Agreement are specifically contingent upon annual appropriation of funds sufficient to perform such obligation. Should adequate appropriations not be made by either Party, this Agreement shall automatically terminate. This Agreement shall never constitute a debt of either Party within any statutory or constitutional provision.

8. Miscellaneous.

a. Notices. Any notice required by this Agreement shall be in writing and mailed by first class mail, postage prepaid, to the respective parties as follows:

Lone Tree: City Manager
 City of Lone Tree
 9220 Kimmer Dr., Suite 100
 Lone Tree, CO 80124

Parker: Town Administrator
 Town of Parker
 20120 E. Mainstreet
 Parker, CO 80138

b. Insurance. Each Party will provide adequate insurance to cover the property and equipment utilized by its court clerks throughout the term of this Agreement, and General Liability Insurance with a minimum combined single limit of One Million Dollars (\$1,000,000), each occurrence, and Two Million Dollars (\$2,000,000), aggregate, as well as errors and omissions coverage, and Workers' Compensation Insurance.

c. Governmental Immunity. Nothing herein shall be construed as a waiver of any protections or immunities either Party may have under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended.

d. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado and venue for any legal action arising out of this Agreement shall be in the 18th Judicial District.

e. Integration. The foregoing constitutes the entire agreement between the Parties and no additional or different representation, promise or agreement shall be binding on any Party with respect to the subject matter of this Agreement.

f. Modification. This Agreement may only be modified upon written agreement of both Parties.

g. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and each of their respective successors, assigns or heirs.

h. 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.

i. No Third-Party Beneficiaries. There are no intended third-party beneficiaries to this Agreement.

j. Duplicate Originals. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

CITY OF LONE TREE, COLORADO

Mayor Jacqueline A. Millett

ATTEST:

Jay Robb, City Clerk

APPROVED AS TO FORM:

Linda Michow, City Attorney

TOWN OF PARKER, COLORADO

Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Kristin Hoffmann, Town Attorney

EXHIBIT A

SCOPE OF SERVICES

Perform general functions of the Municipal Court, involving administrative, clerical and technical work, including the following:

- Reviewing a variety of reports, records, and forms for accuracy, completeness, and legal compliance;
- Preparing court docket;
- Preparing case files for court sessions ensuring appropriate documentation;
- Coordinating jury trials and court trials according to appropriate guidelines;
- Processing and entering arrest warrants issued by the judge;
- Sending notices concerning nonresident violations;
- Submitting verifications of the Police Department of active warrants; and
- Issuing warrants, summons, subpoenas, notices and hearings and habeas corpus, criminal commitments, attachments and other legal documents ordered by the Municipal Court.

Assist during arraignment hearings and trials with the following:

- Setting up the courtroom;
- Ensuring orderly courtroom operations;
- Guiding defendants, witnesses, attorneys, and victims in the court system;
- Recording proceedings in the software system to include entering all rulings, findings, pleas and sentences; and
- Preparing and processing court documents generated during arraignment hearings and trials.