PARKER
COLORADO

TOWN COUNCIL STUDY SESSION AGENDA

May 14, 2018

5:30 PM

I. Town Council Items

II. Study Session Items

1. Community Contribution Recipient Presentation - Parker Senior Center Guests - 10 minutes
2. Facilities Update - Gilbert - 10 minutes
3. Cultural "White Board" Discussion - Mariner - 30 minutes
4. Review of Proposed Town Policy Manual - Robberson - 20 minutes

PARKER
COLORADO

MEMORANDUM

TO:	Mayor and Town Council
FROM:	Tom Williams, Director Eng/PW Jim Gilbert, Fleet/Facilities Manager
DATE:	May 14, 2018
SUBJECT:	Facilities Update

ISSUE:

Preservation Park - Hood House and Railcar
Motsenbocker - Caboose

Update on Funding for Dais Bullet Resistant Panels

FISCAL/BUDGET IMPACT:

Hood House - Demolition could cost upwards of $120,000. Staff contracted an environmental study which confirmed substantial amounts of asbestos in the building. This would be submitted as a 2019 capital project through the normal budget process.

Painting of the exterior of this house is anticipated to cost ~$25,000. Cost is based on remediation of lead based paint.

Dais Project - Estimated at $9,000.

BACKGROUND:

At a previous Study Session, the two structures at Preservation Park were discussed. The discussion revolved around the current condition of these structures and the need for some cosmetic maintenance. The discussion led to the long-term plan for this park. It was determined at that time it would be prudent to allow the Parks and Recreation Master Plan to occur as this location would be a subject of the study.

At the April 30, 2018 Study Session staff discussed an option to enhance the Council Dais with a project to install bullet resistant materials. Council directed staff to review the current 2018 budget to determine if there was an available source of funds that could be used for this project.

Staff identified a 2018 project in the General Government Buildings and Plant account which could have the scope reduced to accommodate the funds needed to enhance the Dais. The project identified provides funding to replace and upgrade multiple HVAC components at Town Hall. The project is funded in the amount of $39,000. The project scope could be reduced by $9,000 allowing the Town to move forward to enhance the Dais. Although the HVAC enhancements still need to be addressed, it is believed that a delay in scope will have minimal impact on the overall function of the HVAC system.

RECOMMENDATION:

Staff recommends the approval to move forward in the removal of the Hood House, railcar and caboose.

Staff supports adjusting the scope of the HVAC project and allocating funds to enhance the Dais in 2018.

REQUESTED DIRECTION:

Provide direction to move forward with the disposal of the three structures (Hood House, Railcar, and Caboose) and the Dais enhancement project.

ATTACHMENT:

1. Preservation Park Memo
2. Ballistic Resistant Dias Memo

PARKER
COLORADO

Your kind of place.

Date: May 14, 2018

To: Mayor and Town Council

Through: Michelle Kivela – Town Administrator

From: Jim Gilbert – Fleet and Facilities Manager

Reason: Preservation Park Structures

This memo conveys information related to the two structures at Preservation Park including the "Railcar" and the "Hood House" and the caboose located at Motsenbocker.

As previously discussed with Council the two structures located at Preservation Park are in need of some cosmetic maintenance. Staff secured the roof on the railcar in 2017 and again in 2018. The hood house is in need of exterior paint. However, the paint sampling performed in 2017 identified lead based paint. This paint will need to be remediated prior to painting at a substantial cost. The structure also includes Asbestos Containing Materials (ACM) which would need to be addressed prior to demolition.

Staff was previously directed to perform only minimal amounts of maintenance on these two structures until the Parks and Recreation Master Plan was completed. The Master Plan provides information about this site and possible amenities which will be more in line with the future of the pathways in and out of this location.

It is staff's recommendation to assess how to effectively remove these two structures, and the caboose, from our current inventory. Staff is looking for authority to move forward with developing action items to this end. These may include sale/auction, posting the railcar and caboose on internet sites for sale, and/or demolition.

PARKER
COLORADO

Your kind of place.

Memorandum

To: Town of Parker Council

From: Jim Gilbert, Fleet and Facilities Manager

Date: April 23, 2018

Reason: Ballistic Protection Project of Council Dais

Background

Town Council recently inquired about enhancements to the Council Dais to provide additional protection for Councilmembers during an active shooter scenario. Public Works and Engineering performed an analysis of the request, developed a scope for the enhancement, and obtained pricing for consideration. The following information provides details related to the recommended option for review.

Project Scope

Based on information provided by Council, the scope of the project includes installation of Bullet Resistant Panels (BRP) under the Council Dais. It is understood that Council would use the Dais as a temporary shelter during an active shooter scenario until Police Officers were able to eliminate the threat. The BRP will run vertically from floor to the bottom of the countertop, including the end caps of the Dais, and then horizontally under the countertop of the Dais. The existing sheet rock will be removed prior to installation of the BRP and new sheet rock installed and painted to provide a finished look.

The selection of appropriate BRP (Armorcore Level III, specification sheet attached) is based on the anticipated scenario that the perpetrator would need to conceal a weapon upon entry into the Council Chambers, and as such, the weapon would most likely be a handgun. The Armorcore Level III was successfully tested using a .44 Caliber projectile.

Budgetary Impact

Facility Maintenance Staff obtained pricing quotes for the provision and installation of the BRP and finish work. The anticipated project cost for completion is $9,000. The funding for this project can either be requested through the normal Capital Budget request in 2019 or if Council desires, staff can investigate if funds can be identified through the current budget for 2018.

ARMORCORE
BULLET RESISTANT FIBERGLASS PANELS

UL752 Level 3

PANEL SIZES: 3' x 8', 3' x 9', 3' x 10'
4' x 8', 4' x 9', 4' x 10'
5' x 8', 5' x 9', 5' x 10'
Custom sizes available

NOMINAL WEIGHT: 4.8 lbs per square foot

NOMINAL THICKNESS: 7/16"

PRODUCT APPLICATIONS:
ArmorCore Bullet Resistant Panels can be used in walls, furniture, doors, vehicles and as blast protection barriers. They can be covered with drywall or laminate so as not to impact aesthetics.

Commercial
- Banks and credit unions
- Convenience stores
- Check cashing facilities
- Data centers

Government
- Courthouses/courtrooms
- Prisons
- Administrative offices
- Public safety facilities

Healthcare
- Hospitals and clinics
- Pharmacies

Residential
- Safe rooms
- Storm shelters

Military
- Transport vehicles
- Housing
- Base entrances

OTHER PRODUCTS AVAILABLE:
ArmorCore® Bullet Resistant Fiberglass Panels are manufactured at all 8 Levels of UL752 Standards and NIJ0108.01 specifications.

SUBMITTALS:
Submittals and samples are available upon request.

PERFORMANCE LEVEL:
- UL752 Standard for Bullet Resisting Equipment – Level 3 Paragraph 4.5
- National Institute of Ballistic Standards NIJ0108.01– Level IIIA
- One Hour Fire Rating Per ASTM E119-98
- Class IV Forced Entry Protection Rating Per ASTM F1233-98

AMMUNITION TESTED:
.44 magnum lead semi-wadcutter gas checked – 240 grain, 15.6 grams, minimum 1350 feet per second.

PRODUCT INFORMATION:
The panels are made of multiple layers of woven roving ballistic grade fiberglass cloth impregnated with a thermoset polyester resin and compressed into flat rigid sheets. The production technique and materials used provide the controlled internal delamination to permit the capture of a penetrating projectile.

PRODUCT BENEFITS:
- Easy to install
- Effective delay against forced entry
- Low wicking – preventing buildup of mold
- Nontoxic materials – no formaldehyde

UNIQUE TO WACO COMPOSITES:
- ISO 9001-2015 registered
- Superior customer service
- Continuous product testing to ensure ballistic integrity
- Factory CNC water jet cutting

PRODUCT INSTALLATION:
We suggest using a diamond-grit blade for cutting the material. A TSD180D 7" Tenryu circular blade is available for purchase through our office. Panels may be attached using self-tapping drywall screws or construction adhesive. Pre-drilling may be required for thicknesses 1.125" or greater. With proper pre-preparation, panels can be painted with oil or water based paints. Installation instructions are available upon request.

All joints need to be reinforced by a 4" batten strip.

WARRANTY POLICY:
All ArmorCore materials and workmanship shall be warranted against defects for a period of ten (10) years from the date of receipt at the project site. We will repair or replace ArmorCore Panels at our discretion, found upon our inspection, to be defective in material or our workmanship for up to ten (10) years from the date of receipt at the project site.

Build For Life.

MEMORANDUM

TO:	Mayor and Town Council
FROM:	Elaine Mariner, Cultural Director
DATE:	May 14, 2018
SUBJECT:	Cultural Department "White Board" Discussion

ISSUE:

At the Cultural Department "White Board" discussion, we will present a PowerPoint presentation that will focus on three topics:

1. 2018-19 Season Announcement
2. Next five-year strategic plan for the Cultural Department
3. Update on Schoolhouse parking lot and plaza construction

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

See attachments.

RECOMMENDATION:

None.

REQUESTED DIRECTION:

For informational purposes only.

ATTACHMENT:

1. May Cultural Dept White Board Presentation
2. 2016-18 Cultural Dept. Strategic Plan and Other Plan Accomplishments
3. Outline for Next Planning Process with Members and Timeline

Cultural Department White Board

May 14, 2018

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

White Board Discussion Topics

- 2018-19 Season Announcement
- Process to Develop 2019-23 Strategic Plan
- Update on Schoolhouse Parking Lot and Plaza

2018-19 Season Announcement

- Ticket Prices and Other Revenue Strategies
- Local Presentations and Co-Productions
- Educational Shows
- National Touring
- Rentals

Programming Guidelines

- Remain fiscally responsible while providing:
  - performance opportunities for local arts organizations and community members
  - diverse education opportunities for people of all ages
  - experiences with a variety of artistic disciplines
  - engagement opportunities with high-level, national artists

Proposed New Nat’l Touring Pricing Strategy

Minimum Pricing:

- $10K Artist Fee = $29/$34
- $20k Artist Fee = $49/$54/$69
- $30k Artist Fee = $69/$74/$89
- $40k Artist Fee = $89/$94/$109

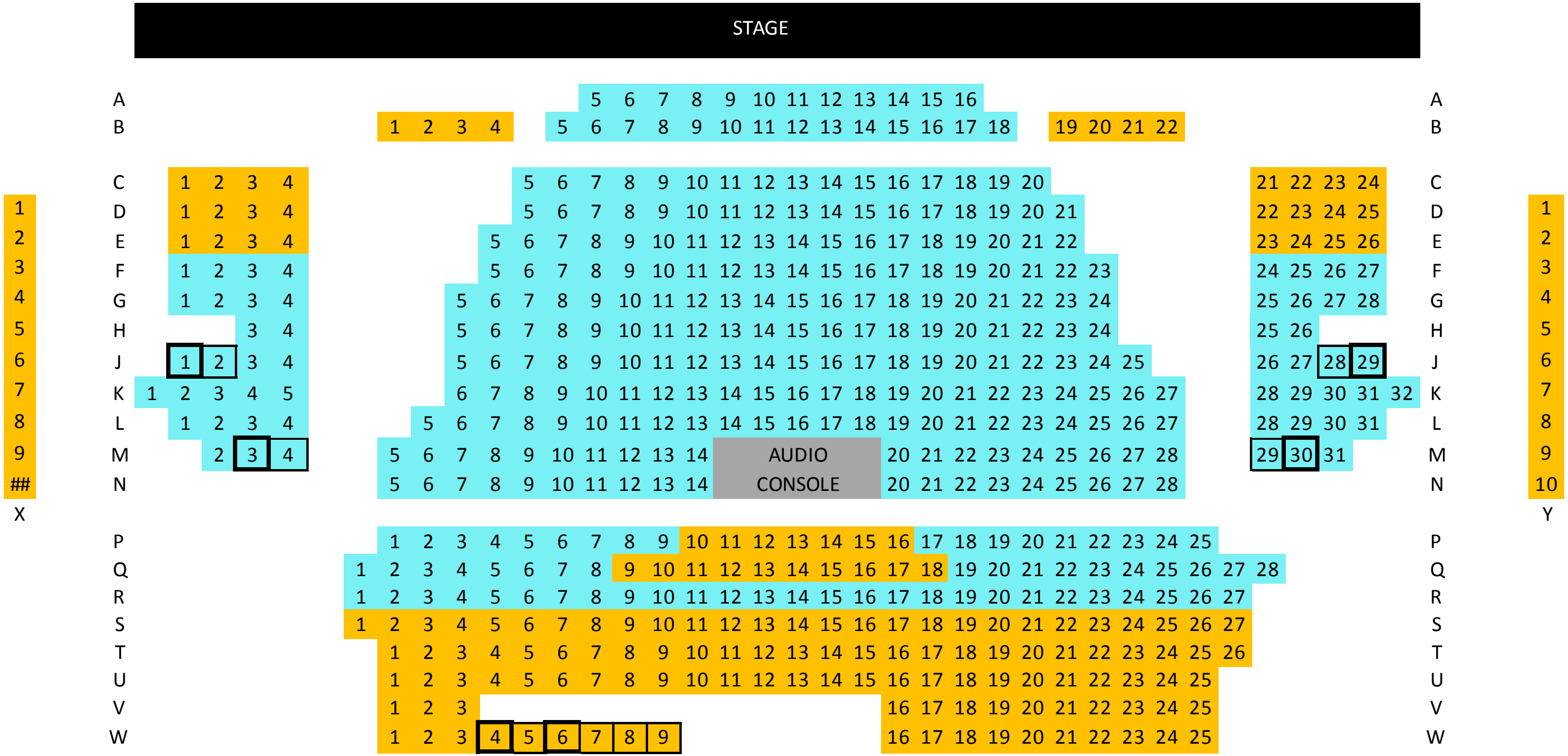
- $10-20k range = Cultural and Uncharted
- $20-30k range = Most National Music
- $40K = One National Music per Season

New:

- Average 17% price increase for national touring acts
- For more expensive acts, we will create a third price category for front two rows
- We will expand the number of rows included in the middle price category

PARKER ARTS

17/18 Season Seat Pricing

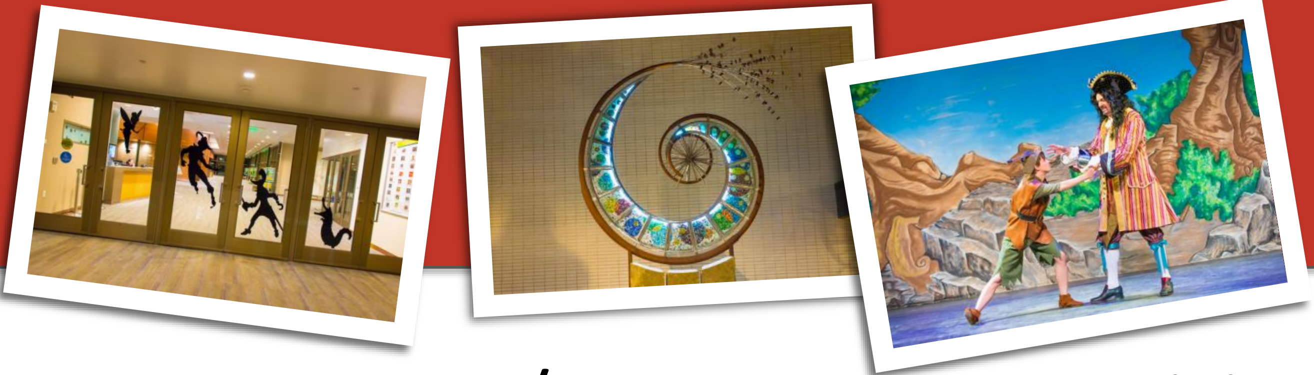


			Total Seats	Trouble /Usher	Seats to Sell
Price Level A	🟦	=	355	4	351
Price Level B	🟨	=	179	2	177
			534	6	528

PARKER COLORADO

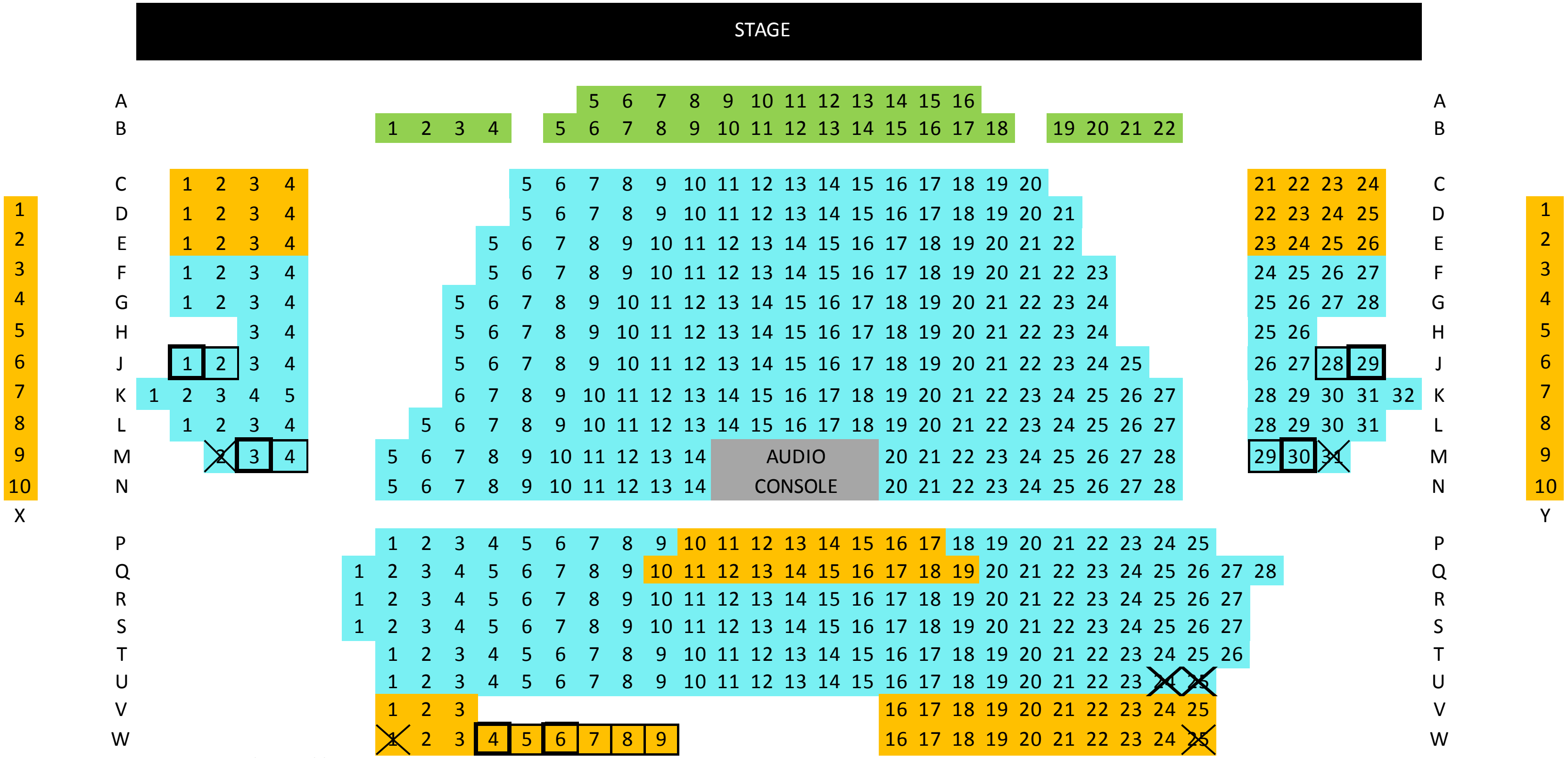
PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse



PARKER ARTS

18/19 Season Seat Pricing



STAGE

A 5 6 7 8 9 10 11 12 13 14 15 16 A
B 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 | 19 20 21 22 B
C 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 | 21 22 23 24 C
1 D 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 | 22 23 24 25 D 1
2 E 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 | 23 24 25 26 E 2
3 F 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 | 24 25 26 27 F 3
4 G 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 | 25 26 27 28 G 4
5 H 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 | 25 26 H 5
6 J 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 | 26 27 28 29 J 6
7 K 1 2 3 4 5 | 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 | 28 29 30 31 32 K 7
8 L 1 2 3 4 | 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 | 28 29 30 31 L 8
9 M ~~2~~ 3 4 | 5 6 7 8 9 10 11 12 13 14 AUDIO 20 21 22 23 24 25 26 27 28 | 29 30 ~~31~~ M 9
10 N 5 6 7 8 9 10 11 12 13 14 CONSOLE 20 21 22 23 24 25 26 27 28 N 10
X Y

P 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 P
Q 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Q
R 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 R
S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 S
T 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 T
U 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 ~~24~~ ~~25~~ U
V 1 2 3 | 16 17 18 19 20 21 22 23 24 25 V
W ~~1~~ 2 3 4 5 6 7 8 9 | 16 17 18 19 20 21 22 23 24 ~~25~~ W

			Total Seats	Trouble /Usher	Seats to Sell
Price Level A	🟦	=	407	4	403
Price Level B	🟨	=	94	2	92
Price Level C	🟩	=	34		34
			535	6	529

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

Postmodern Jukebox Ticket Analysis

Pre-Contract Research

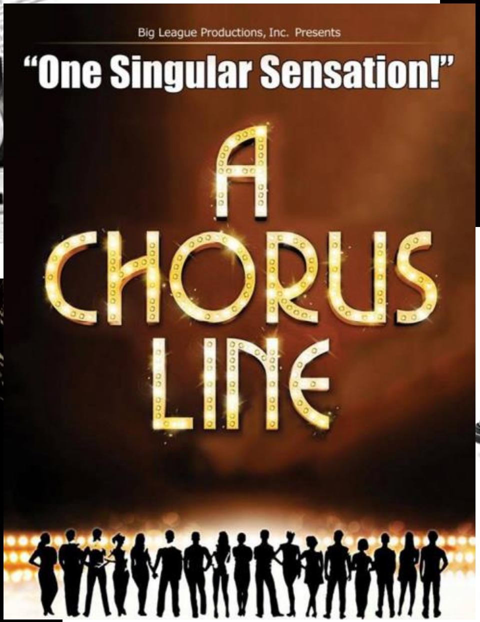
- Average Gross in 2016: 61K
- Avg Ticket Price in 16/17: $65
  - Lowest Price: $23
  - Highest Price: $150
- Avg Tickets Sold: 1434

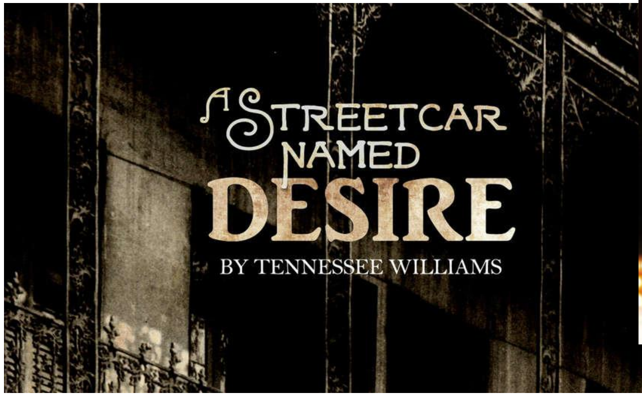
Results

- Artist Fee: 35K
- Our Prices: $89/$94/$109
- Other Expenses: $3340
- Ticket Revenue: $39,784
- Concessions Revenue: $1044

Data provided by Pollstar and Celebrity Access

Local Theatre





PARKER ARTS

Local Presentations

Parker Symphony Orchestra

Lamont School Of Music

Parker Chorale

Colorado School Of Dance

Colorado Jazz Repertory Orchestra

Wonderbound

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

Educational Shows

- ArcAttack
- Call of the Wild
- Underneath a Magical Moon
- Me… Jane: Young Jane Goodall
- The Science of Magic

Cultural

New Chinese Acrobats

Visions of Cape Bretton

Magic of Bill Blagg

Uncharted Series

Morgan James

Samantha Fish

Bonnie & the Clydes

PARKER ARTS

National Touring (September through December)

Tracy Byrd	$69/$74/$89
Brad Garrett	$59/$64/$79
Jane Lynch	$89/$94/$109
Rick Springfield	$94/$99/$114
Ryan Hamilton	$34/$39

Pending

Pending

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

PARKER ARTS

National Touring (January through May)

Pending

Oak Ridge Boys	$69/$74/$89
Howard Jones	$69/$74/$89
Postmodern Jukebox	$89/$94/$109
Howie Mandel	$89/$94/$109

Pending

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

Rentals

	Budget Goal	Contracted to Date
PACE Theatre	$75,000.00	$71,642.50
PACE Events	$169,000.00	$151,291.00
Schoolhouse Theatre	$25,000.00	$29,985.00
Ruth Chapel	$15,000.00	$3,625.00
Schoolhouse Events	$23,000.00	$4,537.00

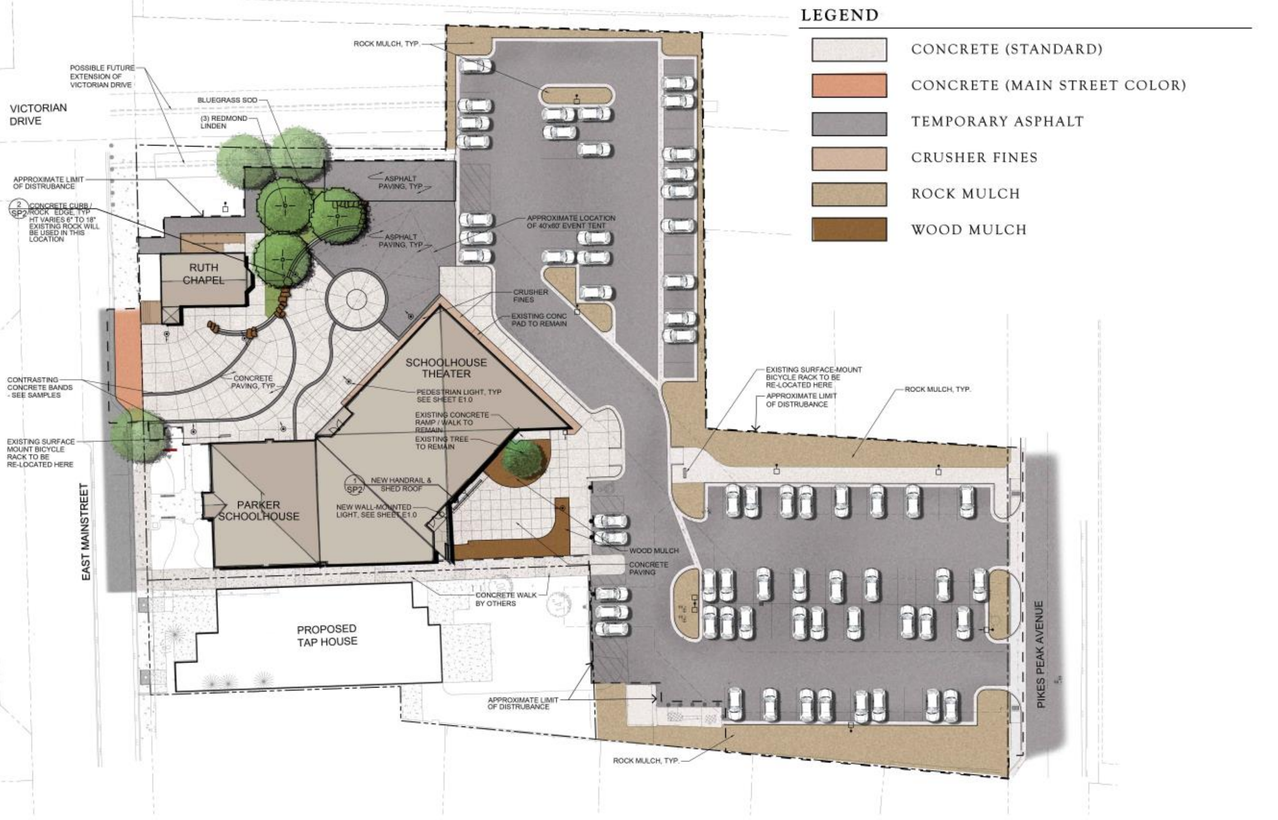
Remaining Theatre Time to Rent:

PACE: 8 Weekends plus Various Single Days
Schoolhouse: 22 Weekends

Strategic Planning Process

- Goal is to create a feasible five-year plan that will guide Cultural Department staff regarding how to sustain the Town's cultural offerings from 2019 to 2023.
    - Utilize research, trends, and input from the community around key arts and culture issues, needs and priorities
- Community Steering Committee – 11 members
- Broad Community Input via Online Surveys, Small Group and Individual Meetings, Let's Talk Parker
- New plan will be approved by Council by end of 2018

Schoolhouse Parking Lot and Plaza



Parker Schoolhouse Plaza & Parking Lot

Town of Parker

DHM DESIGN
LANDSCAPE ARCHITECTURE
URBAN DESIGN + LAND PLANNING
ECOLOGICAL PLANNING

0 10 20 40

NORTH
03.07.2018

PARKER ARTS

Questions?

Additional Guidance?

PARKER COLORADO

PACE PARKER ARTS CULTURE & EVENTS

The Schoolhouse

Parker Arts Strategic Plan for 2016-2018 Accomplishments

The mission of the Town of Parker Cultural Department, also known as Parker Arts, is to enhance the cultural and economic vitality of the greater Parker region by providing access to quality arts, culture, history, and science programs, and to provide unique community gathering places.

The Town of Parker has six Strategic Goals:

Support an Active Community	Foster Community Creativity and Engagement	Enhance Economic Vitality
Promote a Safe and Healthy Community	Innovate with Collaborative Governance	Develop a Visionary Community Through Balanced Growth

Parker Arts has six strategic program areas, each containing multiple program offerings that advance one or more of the Town of Parker's Strategic Goals:

Parker Arts Strategic Program Area	Town Goals Addressed and Measurable Strategic Objectives for 2016	Town Goals Addressed and Measurable Strategic Objectives for 2017	Town Goals Addressed and Measurable Strategic Objectives for 2018
➢ **Present innovative and enriching cultural arts experiences** Offer our community quality, culturally-rich presentations and exhibits by local, national and international artists, complemented by diverse educational opportunities. Our partnerships with local arts organizations help ensure that	Present 15 national touring shows with 3 school outreach activities 24 national touring shows including Celtic Nights, Second City, Lee Ann Womack, SHEL, Charlie Daniels Band and Rusted Root; no school outreach activities were offered by national acts	Present 15 national touring shows with 3 school outreach activities 30 national touring performances including 10 educational shows; one school outreach event by national act Partner with local arts groups to present 39 community arts	Present 27 community arts performances at the Schoolhouse including a new classical chamber series Provide 7 educational opportunities connected to presented artists and exhibits

our programming is relevant and accessible to all ages.	Partner with local arts groups to present 39 community arts productions 41 unique productions for a total of 111 individual shows Present 10 art exhibits at the PACE and Schoolhouse galleries 13 art exhibits Install one new permanent public art piece to enhance downtown 1 new public artwork in fabrication Hosted 192 shows at PACE Center and Schoolhouse serving almost 60,000 ticket buyers	productions 135 community arts performances including 53 musical theater shows and 8 Family Discovery Shows Present 10 art exhibits at the PACE and Schoolhouse galleries 10 art exhibits Enhance downtown streetscape with Random Acts of Art such as wrapped utility boxes and more public art 3 box wraps, 3 new permanent public artworks Launched Otocast, a new app to find, view and learn about Public Art Served 213,000 residents and visitors through 921 individual events, classes and programs totaling 6,500 hours	
➢ **Preserve and promote Parker's history and heritage** Create an awareness of and pride in Parker's robust heritage through education, events, and historic preservation, often in	Complete restoration of garden level of Schoolhouse and open the expanded dance studio Complete	Complete Phase III rehabilitation of The Schoolhouse, adding to downtown's entertainment options Complete	Reinstate walking tours of historic downtown Parker Host a community open house celebrating the reopening of The Schoolhouse

partnership with likeminded organizations that share a vested interest in Parker's past.	Partner with Parker Area Historical Society to track attendance at the Schoolhouse Heritage Center Incomplete Add one new activity at the Schoolhouse during the annual Parker Quest Roaming artisans	Partner with Parker Area Historical Society to increase visitors at the Schoolhouse Heritage Center Incomplete because building was closed for renovation	Partner with Parker Area Historical Society to increase and track visitors to the Schoolhouse Heritage Center.
➢ **Create opportunities for lifelong learning** Deliver innovative cultural and scientific enrichment classes, camps, workshops, internships and performances for multi-generational participants, during school hours, after school, and school breaks. We offer programs that complement the K-12 education curriculum as well as continuing education for adults. We partner with schools and other cultural organizations to increase access to the arts and sciences and to stimulate community creativity.	Provide 6 Mainstage matinees incorporating K-12 curriculum concepts 6 matinees introduced 4,950 school-aged kids to theater Offer youth camps in art, music, dance, theater and science during every school break Offered 514 after school and summer classes and camps, serving 3,500 students Partner with businesses and cultural organizations to offer 8 Adult Science Lectures and 6 Discovery Series events from September through May. Adult lectures: 8; Discovery Series: 7 Offer one cultural camp tailored to youth with special needs 2 camps for	Maintain number of cultural enrichment classes and camps at current level of 500 classes and camps 449 unique cultural enrichment classes and camps serving 3,360 youth and adults Offer one cultural camp tailored to youth with special needs and one sensory friendly performance 2 summer camps for special needs youth - theater and art; 1 sensory friendly performance of Beauty and the Beast Presented most successful Honey Festival with almost 2,000 visitors	Increase student participation in the second annual Portfolio Day by 5 new schools Grow participation in senior programming by 10% Enhance special needs offerings by adding up to 2 more sensory friendly shows.

	special needs youth - theater and art	Expanded offerings for seniors including daytime matinees and classes	
➢ **Provide community gathering places and opportunities** Provide our community with a variety of welcoming gathering places, including quality, cost-effective and flexible rental choices, as well as accessible and affordable opportunities to come together to celebrate arts and culture.	Book 20 weddings at PACE and Ruth Memorial Chapel 34 weddings Present 9 free outdoor concerts for families during the summer 9 outdoor concerts Provide 3 usher trainings and recruit at least 25 new ushers per training 4 usher trainings, 25 each Booked over 8,000 hours of community rentals at The Schoolhouse, PACE and Ruth Chapel, including 604 hours for weddings	Work with Parks and Rec to design and build an outdoor concert venue in Discovery Park Done Present 8 free outdoor concerts for families during the summer 11 free Discovery Park concerts serving over 13,000 people Provide 3 usher trainings and recruit at least 25 new ushers per training 4 trainings, 60 volunteers trained Hosted shopping events for local businesses including Sip N Shop Bazaar and Parker Panache Fashion Show	Provide rental opportunities for 10 community arts groups in the renovated Schoolhouse Theater. Begin Schoolhouse plaza and parking lot renovation project with the objective making this area a more welcoming and engaging space for the community in the heart of downtown. Help produce two community events for organizations serving special needs populations
➢ **Advocate for arts and culture** Communicate and promote the positive impact of arts and culture on Parker's economic vibrancy and quality of life. We engage in strategic partnerships with local cultural organizations and creative entrepreneurs to	Host a monthly Art Tank to network local creatives and foster new art activities in the Creative District 2 Art Tanks, discontinued program Provide 10-12 member engagement activities 17 activities	Provide member engagement activities 11 member events Contract with one artist entrepreneur for the arts business incubator One artist incubator	Help facilitate a successful merger between the Downtown Business Alliance and the Creative District so that their combined efforts continue to raise downtown Parker's visibility as a destination for arts and culture

enhance the Creative District and the entire Town of Parker.	Contract with one artist entrepreneur for the arts business incubator One artist incubator Conduct an annual study of the economic impact of the arts in Parker Not conducted	Launched regular weekend update for downtown restaurants with attendance projections	Foster at least three new collaborations between Parker Arts and local Parker businesses
➢ **Ensure organizational effectiveness** Cultivate the long-term stability of the Cultural Department through responsible stewardship of all financial, structural and human resources. We provide excellent service to our customers and create a work environment that encourages growth, creativity and collaboration.	Maintain 75% average audience capacity for presented shows 83% audience capacity Increase membership renewal rate by 10% # of renewals declined 10%, total membership revenue increased 13% Provide annual training session on emergency procedures for staff and volunteer ushers 1 emergency training session Conduct annual building inspection for maintenance and repairs Bi-weekly walk-throughs began in June Cardel Homes became our first Season Sponsor	Maintain 75% average audience capacity for presented shows 82% audience capacity Increase membership revenue by 10% Membership revenue increased 17%	Increase the number of households with Famiy Circle memberships by 10% and add 4 new Business Members

Recent Arts and Culture Goals and Accomplishments from Other Town Plans

2035 Town Master Plan (released Sept. 2012, updated Nov. 2015)

Goal	Strategies and Accomplishments
1. Preserve Parker's rich historic heritage as a way to strengthen our hometown feel.	Work cooperatively with area historical organizations - Agreement with PAHS to manage the Heritage Center at The Schoolhouse
	Support historic community events - Collaboration with PAHS and Library on Parker Quest and Downtown Walking Tours
	Support the preservation and adaptive reuse of key historic places - The Schoolhouse has been restored and re-activated
	Maintain Preservation Park as a place where residents can learn about our history and where threatened historic structures can be relocated - Not addressed
2. Encourage the use of art, culture and science in Parker's built and natural environments to foster civic pride and identity.	Encourage public and private art in buildings, streetscapes and parks - 7 to 8 temporary sculptures annually through Art Encounters and 18 new permanent pieces
	Encourage the creative, adaptive use and re-use of existing built and natural spaces to support artistic and cultural activities - The Schoolhouse, Discovery
	Promote Parker's natural environment through cultural and scientific experiences - Honey Bee Ordinance, Annual Honey Bee Festival
3. Continue to support cultural amenities, scientific programming and community events as an important contributor to our hometown feel.	Provide activities that bring the community together - Summer Free Concert Series at Discovery Park
	Ensure local arts, science and cultural activities are targeted and accessible to all - Free concerts, family and senior pricing on select events, affordable ticket prices
	Increased collaboration and broadened community involvement - Co-productions with local arts organizations
	Support the PACE Center as a cornerstone of Parker's cultural and economic infrastructure - Town appropriation is 40% of PACE operating budget
4. Promote and develop cultural facilities and programs to stimulate economic vibrancy and increase cultural tourism.	Establish the PACE Center as a regional facility serving the Southeast Metro area - top 20 cultural venue
	Partner with local and regional cultural organizations to promote Parker and Douglas County as a premier arts and cultural destination - Not addressed
	Encourage and support existing and new creative industries in the Town - Artist Studio at The Schoolhouse, co-production agreements with local cultural organizations

2015 Mainstreet Master Plan (released Sept. 2015)

Recommendations and Accomplishments
Encourage creative-industry uses such as cafes, art galleries, music stores and unique shops. Music at Mainstreet, Beautiful Art Picture Framing
Promote an opportunity for an artisan/'makers' market in Old Town. The Local
Encourage creative industry tenants such as architects, artists, designers, publishing, software and marketing to locate to the Plan area. Jay Moore Art Studio, Artist-in Residence at Schoolhouse (on hold for now)
Use public art as gateways on each end of downtown and as a common thread to tie downtown together from Twenty Mile to Pine Drive. Jacks in Discovery Park, Living Wheel Park

2013 Creative District Strategic Plan (released Oct. 2013, revised Sept. 2014)

Goal	Strategies and Accomplishments
1. Develop and promote artists and cultural groups	Identify work, exhibition and performance spaces for artists. Deep Space, Studio @Mainstreet, Schoolhouse Lobby Gallery, PACE Gallery
	Identify outdoor spaces to exhibit and perform art - First Fridays Art Walk, Discovery Park, Schoolhouse Plaza, Utility Box Wraps
	Develop a Public Art Master Plan for the Town - Public Art Program approved by Council in 2015
2. Enhanced design and streetscape	Develop a downtown Parker master plan that includes a focus on walkability, artistic elements, and gathering places - Downtown Master Plan was released in 2015 and incorporates all of these items
	Acquire and place more public art in locations that reinforce walkability - Jacks, Maneater, The Dance, Art Encounters temporary art
	Create outdoor gathering spaces - Discovery Park, Schoolhouse Plaza
3. Heritage and preservation	Rehabilitate the Mainstreet Center - Schoolhouse restoration/renovation completed 2018
	Expand the history museum and increase knowledge of Parker's history - Heritage Center moved to main floor of Schoolhouse and open during Schoolhouse business hours
	Enhance and create new heritage and history events - Expanded Parker Quest, restoring historic walking tours

Town of Parker Cultural Department – Process to Develop Next Five Year Strategic Plan

Mission Statement for Planning Process

The goal of the strategic planning process is to identify the Parker community's perception of key issues, needs, and priorities concerning the cultural development of the town and the surrounding region, and to use the findings to create a feasible Five Year Strategic Plan which guides sustainable operations of the Town of Parker Cultural Department.

Parker Arts Strategic Plan Community Steering Committee Members

First	Last	Business	Community Role
Susan	Willis		Cultural Commissioner
Elizabeth	Lamonia	Parker Library	Cultural Commissioner
Tobi	Compton		Artist, Inspire Board President, Diversity
Gary	Poole		Former school principal, currently on Parker Planning Commission
Shelli	Mango	20 Mile Central	Downtown building owner, DBA President
Catherine	Traffis		PAHS member
John	Morgan	Parker Symphony	Artist, PSO Board
Pam	Terpenney	Just Call Pam	Creative Entrepreneur - Comedy, former Parker Chamber board
Ed	Ludka	SpaceTime	Cultural Instructor - Science
Sid	Brockman		Volunteer
Chris	Lozing	Tech Farmer	Patron, donor, former board of 4 Mile House
Bill	Parker		Artist, PAG member, donor, volunteer

Role of the Steering Committee

- Finalizes the mission statement for the planning process and acts as formal voice for the process
- Reviews research, develops needs assessment questions, convenes community meetings, collects community input, conducts SWOT analysis
- Based on community input and SWOT analysis, prioritizes the plan's elements and creates goals and programmatic strategies, ensuring that it is feasible and doable
- Presents plan to the Cultural Commission for endorsement and Town Council for approval
- Serve as advocates for implementation and funding of the plan's recommendations
- Consists of Cultural Department staff facilitator plus approximately 11 members who broadly represent the community and can commit to monthly meetings over next 9 months

Strategic Planning Timeline

March 2018

- Town of Parker Cultural Commission approves planning process and identifies two Commissioners to serve on steering committee.
- Facilitator and Cultural Commission recommend other steering committee members.
- Facilitator secures participation of steering committee members.
- First question is posed on www.LetsTalkParker.org to generate community interest and involvement, e.g. What is the BEST thing about arts and culture in Parker?

April 2018

- Cultural Department staff compile 2016-2018 accomplishments against current Department strategic plan, 2035 Town Master Plan, 2017 Mainstreet Master Plan and 2014 Creative District Strategic Plan.
- Cultural Department staff compile pertinent research and trends in arts and culture, including current and future regional demographics, nearby municipal and county arts and culture programming and creative place making activities, and state and national trends in creative place making.
- Cultural Department staff compile inventories of Parker arts-related businesses, artists, community events, and venues.
- Steering committee meets to review above research, finalize the planning process mission statement and determine which stakeholder groups and individuals should participate in the needs assessment process.
- Pose a new question on www.LetsTalkParker.org, e.g. How should we improve or expand the Town's cultural offerings?

May 2018

- Launch of needs assessment process (SWOT analysis) to capture the community's perception of key issues and priorities for arts and culture in the Parker region.
- Steering committee meets to devise the questions and determine the methods that will solicit extensive community engagement. Questions could include:
  - What does culture in our community mean to you?
  - What are key strengths and weaknesses of our community's cultural activity?
  - What arts and cultural amenities exist in other communities that you wish Parker had?
  - What do you consider to be issues of concern that directly relate to arts and culture in our community (e.g. lack of art activities for seniors, need for more arts in schools)?
  - What are the neighborhood or town issues that you feel might relate to cultural needs or planning (e.g. neighborhood revitalization, population growth, school system needs, land development)?

  Questions specifically for artists and arts organizations:
  - What are the three most pressing issues facing your/your organization's development?
  - What resources do you need to accomplish your goals over the next five years?
  - What facility needs, if any, do you have that are not currently being met (performance, exhibition, rehearsal, work, storage, etc.)
- Cultural Department staff and steering committee members begin to conduct online surveys, in-person focus groups and in-person meetings with targeted stakeholder groups and individuals (e.g. arts organizations, artists, downtown businesses, culturally specific groups, seniors, etc.)
- Cultural Commission receives update on planning process.
- Pose a new question on www.LetsTalkParker.org, e.g. What is the biggest gap in arts and culture offerings in Parker?

June 2018

- Continue to compile results from surveys and meet individually with representatives of targeted stakeholder groups.
- Steering committee meets to check in and reflect on input collected to-date and reviews Parker's current and future economic, demographic, and cultural framework.

- Pose a new question on www.LetsTalkParker.org, e.g. What are the neighborhood or town issues that you feel more or enhanced arts and cultural activities might improve, mitigate, or solve (e.g. teens would be less likely to make graffiti if there was a free drop-in art-making space for youth)?

July 2018

- Steering committee meets to review community input, identify key themes and draft four to six goals.
- Cultural Commission reviews and discusses draft goals and provides feedback to steering committee.

August 2018

- Steering committee meets to finalize goals and identify priorities and programmatic strategies.
- Town Council Cultural Department liaisons review plan and provide final feedback.

September 2018

- Steering committee meets to finalize the plan to include final input from Town officials.
- Cultural Commission endorses the final strategic plan.

October 2018

- Town Council approves the plan.

November 2018

- Public presentation of plan with seasonal celebration.

PARKER
COLORADO

MEMORANDUM

TO:	Mayor and Town Council
FROM:	Dannette Robberson, Management Assistant
DATE:	May 14, 2018
SUBJECT:	Review Proposed Town Policy Manual

ISSUE:

The Parker Town Council establishes policies to guide various municipal functions through regulatory policies that are adopted by ordinance and are included in the Municipal Code. However, there are certain policies that, by their nature, do not require adoption by ordinance, but are still important and should be formally adopted by the full Council. The Town Policy Manual will serve as a collection of policy statements adopted by resolution of the Town Council that are consolidated in a reference document for easy access and transparency.

FISCAL/BUDGET IMPACT:

There is no fiscal/budget impact for this item.

BACKGROUND:

During the February 2018 Town Council retreat, staff brought forward a proposal for a Town Policy Manual. During the discussion, the Mayor and Town Council provided feedback and suggestions of which staff incorporated into the attached draft manual. Included in the manual are two categories: Elected Officials Policy Statements and General Policy Statements. Several of the policies were already included in the Town Council Handbook that is provided to each Councilmember upon appointment. Moving these items to a document that will be formally adopted by Council will give them a higher level of significance and provide more structure.

The manual is structured to allow for additional policies to be easily added over time or for existing policies to be revised and/or rescinded.

RECOMMENDATION:

Approve the draft for formal adoption at an upcoming Town Council meeting.

REQUESTED DIRECTION:

ATTACHMENT:

1. DRAFT - Town of Parker Policy Manual

PARKER
COLORADO

Policy Manual

Approved by the Parker Town Council

Effective Date: TBD

The Parker Town Council establishes municipal and regulatory policies to guide various functions of the Town. Regulatory policies are adopted by ordinance and are included in the Municipal Code; however, the Town Council establishes other policies, which by their nature, do not require adoption by ordinance. The purpose of the Town of Parker Policy Manual is to consolidate applicable policies into a reference document that is easily accessible and adopted by Town Council through a resolution.

Table of Contents

Town of Parker, Colorado

POLICY STATEMENT

TITLE Establishing the Town of Parker Policy Manual	**PAGE** 1 of 2	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved.		

PURPOSE

The Parker Town Council establishes municipal and regulatory policies to guide various functions of the Town. Regulatory policies are adopted by ordinance and are included in the Municipal Code; however, the Town Council establishes other policies, which by their nature, do not require adoption by ordinance. The purpose of the Town of Parker Policy Manual is to consolidate applicable policies into a reference document that is easily accessible and adopted by Town Council through a resolution.

POLICY STATEMENT

1. The "Town of Parker Policy Manual" is established and will contain statements adopted by resolution of the Town Council.

2. Policy statements of the Town Council shall be prepared in writing and approved by the action of the Town Council. Once approved, statements of policy will be reproduced, distributed, and included in the "Town of Parker Policy Manual."

3. Each policy statement will include: a) the purpose of the policy, b) the policy statement, and c) other criteria or procedural sections as needed.

4. The office of the Town Administrator shall be responsible for the preparation and continuing maintenance of the Town of Parker Policy Manual.

PROCEDURE

1. Drafts of proposed policies and proposed amendments to existing policies shall be referred to the Town Administrator for review, evaluation, and reporting to Town Council.

2. The Town Administrator has the authority to make amendments, on an as-needed basis with such amendments limited to:

    - Updates to the Table of Contents

    - Clean-up of a policy that does not change the essence of the policy

- Administrative/procedural changes to implement a policy that do not change the intent, but result in efficiencies and/or improved customer service

3. Annually, the Town Administrator and Town Attorney will review the Town of Parker Policy Manual for needed additions, changes, and deletions deemed appropriate. However, suggested revisions or new policies may be brought forward for consideration at any other time during the year.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Flag Policy Statement	**PAGE** 1 of 1	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved		

PURPOSE

The purpose of the policy statement is to establish a consistent approach to flying flags displayed at Town facilities.

POLICY STATEMENT

It is the policy of the Town of Parker that flags should be displayed in conformance with the protocol in the United States Flag Code (4 U.S.C. Ch. 1). The Town of Parker adheres to federal law and flag protocol to guide how flags are flown at Town facilities. This policy outlines adherence to federal law and flag protocol based on proclamations by the President of the United States or the Governor of Colorado.

There are four designated days each year that the United States flag is flown at half-staff in accordance with federal laws:

- **Peace Officer Memorial Day -** May 15 (unless it falls on Armed Forces Memorial Day, the third Saturday in May, then it will fly at full-staff)
- **Memorial Day** - last Monday in May (at half-staff until noon and then raised to full-staff)
- **National Day of Service and Remembrance** (formerly Patriot Day) - Sept. 11
- **Pearl Harbor Remembrance Day** - Dec. 7

The President of the United States has the authority to order the flags flown at half-staff for occasions such as the death of public officials or world leaders, on the birthday or anniversary of the death of a public official or following a national tragedy, such as 9/11. The President's orders may state that flags are to be flown half-staff at all public buildings, or only at federal and state buildings.

The Governor of the State of Colorado also has the authority to order the United States flag and the Colorado state flag lowered to half-staff at federal and state buildings in Colorado for occasions deemed appropriate. The Town of Parker recognizes this gubernatorial proclamation and will also display flags at half-staff.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Mission, Vision, Parker Principles and Core Values Policy Statement	**PAGE** 1 of 1	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved		

PURPOSE

The Town of Parker's Mission, Vision, Core Values and Principles form the foundation of the organization. By adopting them formally, Town Council is conveying their commitment to promoting these defining statements.

POLICY STATEMENT

Vision

The Town of Parker's vision is to be the pre-eminent destination community of the Denver Metro area for innovative services with a hometown feel. We will be an area leader in economic and community development, and strive to be at the forefront for services, civic engagement, and quality of life.

Mission

The mission of the Town of Parker is to enrich the lives of residents by providing exceptional services, engaging community resources, and furthering an authentic hometown feel. We promote transparent governing, support sustainable development, and foster a strong, local economy.

Parker Principles

The Parker Principles are incorporated into the management philosophy and operational protocols of the organization. The principles were developed jointly between Town Council and executive staff. They represent the basic philosophies and guidelines for how the Town Council and Town staff will conduct their business and activities.

To assist Town Council in performing its mission, the following "Parker Principles" have been adopted:

- We carry out our duties to enhance the health, safety and welfare of our community through responsible policy, fiscal decision-making and effective implementation of decisions.

- We strive to achieve a hometown feeling by creating a friendly environment that welcomes diverse groups and interests in our community.

Core Values

We strive to provide the services and information our customers need and expect from a full-service municipality while maintaining a personal, friendly approach one would expect in a small town. We place a premium on teamwork and participation while encouraging creativity and individual initiative. We believe that through collaboration and leadership can occur at all levels. We take our commitments seriously and strive to reach positive solutions.

Teamwork

- Communicate openly, honestly and frequently with all members of our team
- Demonstrate fairness, compassion and consistency in our interactions with others
- Recognize the value of all members of our organization
- Form partnerships with the community
- Listen to and respect the ideas and concerns of others
- Enable team members to strike a healthy work and life balance

Commitment to Quality Service

- Treat each customer with professional courtesy, warmth and friendliness
- Create a hometown feeling in our facilities and our community
- Focus on problem solving by listening empathetically while responding promptly and fairly
- Serve our customers efficiently and knowledgeably
- Strive to meet or exceed the expectations of our customers
- Treat all coworkers as customers

Integrity

- Embrace a culture of honor and trustworthiness
- Exhibit conduct that inspires public confidence
- Manage the Town's business honestly and directly
- Honor commitments and promises
- Be reliable, dependable and accountable for our actions
- Learn from our mistakes

Innovation

- Create a proactive, empowering environment
- Embrace the challenge of change
- Encourage and develop creative ideas in all areas of the Town
- Transform innovative ideas into reality

The Parker Principles represent the basic philosophies and guidelines for how the Town Council and Town staff will conduct their business and activities.

- We carry out our duties to enhance the health, safety and welfare of our community through responsible policy, fiscal decision-making and effective implementation of decisions.
- We strive to achieve a hometown feeling by creating a friendly environment that welcomes diverse groups and interests in our community.
- We acknowledge that the roles and expertise of the Town Council and Town staff are mutually dependent on each other for achieving our goals.
- We abide by the Town goals and core values to guide our decisions and activities.
- We strive to treat people equally and fairly, and to acknowledge the importance of every person's skills and contributions to our organization.
- We conduct the Town's business with honesty, integrity, transparency and consistency.
- We hold ourselves accountable for making well-informed decisions, based on relevant information and the consideration of short-term and long-term effects.
- We communicate openly and honestly by sharing information, ideas and knowledge in order to do our work effectively.
- We recognize the value of all members of our organization and community by treating them with empathy, respect, professional courtesy, and by considering diverse opinions.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Budget Policy Statement	**PAGE** 1 of 2	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved.		

PURPOSE

This document provides guidance for elected official regarding compensation, budgeted expenditure approval and reimbursement.

POLICY STATEMENT

Elected Official Compensation:

Elected official are paid the first regular pay date of each month for that month. A schedule of pay dates for the year will be provided at the beginning of each year. No early payment or “advances” will be allowed.

Approval of Elected Official Compensation:

1. Supplies and general business items under $100 may be purchased and approved by the Town Administrator for payment.

2. Items over $100 will be reviewed and approved in advance by the Town Council. Requests for advance approval of an expense item should be submitted in writing and approval will be indicated by the signature of the Mayor.

3. Technology equipment provided for or purchased by an elected official is to be used for a four year-term and will be on a four-year replacement schedule, based on re-election status. Total reimbursement for technology equipment and associated costs shall not exceed $2,500 over a four-year period. Please see “Elected Official Technology Policy” for more information.

4. Council members should submit items for reimbursement to the Town Administrator’s Office to be compiled into an expense report. The report will be completed and returned to the Council member for approval and signature. The report will then be given to the Mayor to review and approve. The report will then be sent to the Finance Department to process the reimbursement with payroll.

5. Meals and meeting expenses outside of the Elected Official Travel Policy:

a) Expenses limited by the amount of the budget for these line items

b) Event attendance: Parker/Douglas County event attendance to be approved in advance and will be appropriate based on the elected official's committee assignment. Fundraising events such as golf tournaments, receptions and dinners are generally not allowable expenses. The Town Council will determine if an event is appropriate based on connection to Town business. Each elected official will be allowed $100 per year for fundraising events (for the elected official only, not spouse).

c) Expense reports are to be submitted to the Town Administrator at least **10 days prior** to Council's designated paydays to be included in that payroll. In no case will expenses incurred in the prior year be reimbursed if submitted later than February 15th.

d) Any expenses not approved in advance by the Town Council are subject to review and possible denial.

Budget Reallocations

Reallocations between budget line items in the Elected Official Budget will be reviewed and approved by the Town Council.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Media Policy Statement	**PAGE** 1 of 2	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved.		

PURPOSE

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

POLICY STATEMENT

Designated Elected Official Media Contact

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

In the Event of Direct Media Contact

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

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

Staff Contact Information

Elise Penington, Communications Director
303.805.3113 – direct line
720.323.2888 - cell phone
epenington@parkeronline.org
ca@parkeronline.org (goes to the entire Communications Department)
General Town and Town Council Media Inquiries

Chris Peters, Professional Standards Lieutenant
303.805.6517 – direct line
303.574.9136 – cell phone
cpeters@parkeronline.org
Police Media Inquiries.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Purchasing Card Policy Statement	**PAGE** 1 of 4	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved.		

PURPOSE

This document provides guidance for elected officials for their purchasing card. It is to be used in conjunction with the Elected Officials Budget Policy Statement and Elected Officials Travel Policy Statement.

POLICY STATEMENT

Card Issuance

Town purchasing cards may be issued to the Mayor and Councilmembers (i.e. “elected official”) upon request and approval of the Town Council and completion of a Purchasing Card Application Form which will then be signed by the Mayor and the Purchasing Card Program Administrator.

At the time the card is issued, the elected official must have completed Purchasing Card Training and sign a Purchasing Card User Agreement. By signing the agreement, the elected official agrees to adhere to the terms of that agreement and related policies and procedures.

Most importantly, the elected official listed on the card is the only person entitled to use the card and the card is not to be used for personal use.

Upon receipt of the Town purchasing card, the cardholder will need to activate the account by calling the toll-free number printed on the card. For verification purposes, the cardholder will be asked to provide a piece of information. Although the card will be issued in the cardholder's name, their personal credit history will not affect his/her ability to obtain a card. The Town is responsible for payment of all purchases.

Purchasing Card Usage

Cardholders shall use purchasing cards for the acquisition of products and services within their authorized transaction limits from vendors who accept the Town purchasing card.

The Town purchasing card can be used at any merchant, except as the Town otherwise directs. It may be used for in-store purchases as well as phone, fax, mail orders or internet purchases.

When using the Town purchasing card with merchants, emphasize that the Town is tax exempt and that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, instruct the merchant to send a receipt only.

Purchasing Card Limitations and Restrictions

The Town Administrator shall have the authority to assign credit limits for elected officials. There will also be a single transaction limit placed on the purchasing card, which means the card will be declined if an attempt is made to purchase more than this set amount at one time. **Splitting a purchase to avoid the single transaction limit is specifically prohibited.** If the limits set for elected officials will inhibit optimum usage of the Program, this should be discussed with the Town Council and Town Administrator.

The Town's purchasing card program also allows for merchant category blocking. If a particular merchant category is blocked (i.*e*., jewelry stores), and a cardholder attempts to use the card at such a merchant, the purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If a card is refused at a merchant where a cardholder believes it should have been accepted, the elected official should contact the Purchasing Card Program Administrator.

Lost or Stolen Purchasing Cards

Elected officials are responsible for the security of their purchasing cards and any purchases made on their accounts. **If a purchasing card is lost or stolen, immediately report this information to the Purchasing Card Program Administrator**. It is extremely important to act promptly in the event of a lost or stolen card to avoid Town liability for fraudulent transactions. As with a personal charge card, once the bank has been notified a card is lost or stolen it is no longer usable. A new card should be issued within forty-eight (48) hours of notice to the Town's issuing bank.

Authorized Payments

The Purchasing Card Program is intended for maintenance, repair, operating and other purchases needed during the course of business. These purchases may include:

- Office supplies and forms;
- Books and subscriptions;
- Computer supplies (*i.e.*, software);
- Daytimers and calendars;
- Professional membership dues;
- Hardware and tools;
- Hotel registrations; and
- Conference/seminar registrations.

Unauthorized Purchases

Personal use of the purchasing card is not authorized under any circumstances. This restriction is true regardless of intent to reimburse the Town with personal funds. As with any Town purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for Town funds.

General Purchasing Card Information

Unlike personal credit cards, the Town Purchasing Card Program is handled as a corporate liability. A cardholder's personal credit history is not taken into account when a card has been issued in his/her name.

The Accounts Payable Division is responsible for paying the invoice(s). Cardholders are not responsible for payment under their accounts. Elected officials are responsible for retaining all receipts for items purchased and submitting them to the Town Administrator’s Office.

Receipts

Elected officials are required to obtain receipts for all goods and services purchased. For all orders, including orders placed via phone, fax or mail, elected officials must request that a receipt, detailing the merchandise, price, freight, etc., be included with the goods mailed/shipped. (Note: a merchant should not reject this request). It is extremely important to request and retain purchase receipts, as this is the only original documentation. Receipts showing only the total of the purchase are not adequate. The receipt must detail the purchase by item, quantity and price.

Business meal receipts shall be itemized to reflect food and beverages that were purchased. The persons in attendance and the purpose of the meeting shall be documented on the receipt as well as verification that no sales tax was paid and no alcohol was purchased. A Business Meal/Town Function Form may also be used to record the purpose of the meeting and persons in attendance.

Reconciliation and Coding Purchases

Upon receipt of the monthly purchasing card statement, the Town Administrator’s Office will review the statement, using the banking portal, to ensure all the transactions posted are legitimate transactions made by the elected official.

Using the bank reporting system, the Town Administrator’s Office will code each transaction, attach the receipts and forward the statement to the elected official for review and approval prior to approval by the Mayor.

Disputed or Fraudulent Charges

If there is a discrepancy between a cardholder’s receipts and statement, it is imperative that the issue be addressed immediately. Depending on the type of discrepancy, the cardholder will need to contact the Town Administrator’s Office to resolve the disputed transaction.

Acceptance of Rebates or Extra Compensation

No person holding an office or position within the Town of Parker shall accept rebates or extra compensation for personal gain or use while using their Town issued Purchasing Card nor will they use a personal credit card and request reimbursement to gain points. This includes, but is not limited to, the use of rewards cards, vendor memberships, etc., where reward points, rebates, etc., would be beneficial to the cardholder. If it is in the best interest of the Town to open such accounts, submit the paperwork or information to Finance for approval and processing.

The Town appreciates staff’s willingness to travel and be away from their families for the benefit of the Town; therefore personal frequent flyer accounts may be used when traveling.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Technology Policy Statement	**PAGE** 1 of 2	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved.		

PURPOSE

The purpose of this policy statement is to establish standards for the Town of Parker elected official regarding the purchase and use of Information Technology to successfully perform their duties.

POLICY STATEMENT

Information and Technology (IT) staff are responsible for assisting with computer needs and purchases and for delivering computer and technology support to the elected official. IT staff will be available to discuss Town-related computer and software needs that allow Councilmembers to access the Town's on-line Council meeting packets, email and other documents or services required to successfully perform the duties of elected official.

- Technology equipment purchased by the elected official is to be used for a four-year term and will be on a four-year replacement schedule, based on re-election status.

- Total reimbursement for technology equipment and associated costs shall not exceed $2,500 over a four-year period. This amount includes the following: the initial equipment and accessories purchased, purchased warranties, monthly access fees and all software installed on the equipment.

- An expense report requesting reimbursement for the cost of the equipment and related services must be completed and submitted to the Finance Department. A copy of the receipt(s) and service agreements must be attached to the expense report. The Finance Department will reimburse the elected official via payroll and will be responsible for tracking the total expenditure amount. The responsibility for any service, repairs or warranty issues rests with the owner.

- The equipment will depreciate over the four-year term, on a straight-line basis, to $0. At the end of the elected official's four-year term, the equipment may be kept for personal use. If the equipment is kept for personal use, any Town-owned software will be uninstalled. In the event the elected official does not serve the entire four-year term, the equipment may be purchased from the Town at the un-depreciated amount or it may be returned to the IT Department as Town property.

- The Town only supports software or hardware associated with the successful execution of Council duties supporting Town business. IT is unable to support equipment and/or software that is not approved and/or provided by the Town.

- Connectivity to the Town-supplied email and the Internet will be provided by a Wi-Fi connection while in Town facilities and by elected official own Internet provider when off Town premises. The Town is not responsible for supporting Internet connectivity in the elected official's home.

- The Town will supply an email account on the Town's email system. Access to this email account is provided using web access from any supported web browser. The Town does not recommend or support email being forwarded to personal email accounts due to the issues this may cause with Open Records Requests.

- IT staff will provide training for the elected official on the use of technology required to successfully complete duties supporting Town business. This will include on-line meeting packets, use of email and use of any necessary software.

- For any support issues, please contact the Town's IT Help Desk at 303.805.3145 or afterhours at 303-805-3232 ext. 3232 or by email sysaid@parkeronline.org. If equipment needs to be left at Town Hall for service, the IT staff will communicate an estimated return time.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Travel Policy Statement	**PAGE** 1 of 8	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy statement, not yet approved.		

PURPOSE

This document provides guidance for elected official and applies to all travel expenses for which Town funds are disbursed, including lodging, transportation, mileage, meals and other travel-related expenses.

POLICY STATEMENT

Travel is defined as a trip in-state or out-of-state, made for Town business that requires air transportation and/or requires or could require an overnight stay. Travel that "could require an overnight stay" means a two-day or longer conference held in a location that is close enough to the Town that the elected official could choose either to stay overnight or to drive to and from the conference each day.

Generally, overnight stays in the Denver Metro area (including Boulder and Golden) or for destinations that are near but outside the Denver metro area (for example, Colorado Springs, Greeley, Brighton, Loveland) are not considered required; however, Town Council may approve the overnight stay given the circumstances (for example, conferences that have activities well into the evening).

Elected official may contact the Town Administrator’s office to request assistance with travel and training plans, including registration, lodging and travel arrangements. If a Councilmember wishes to make his or her own travel arrangements, he or she may do so with the understanding that payment may only be for the lowest airfare rate available where travel out of state is concerned.

It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of travel and meal privileges does not provide the prudent and frugal management of public funds that the public has the right to expect. Therefore, good judgment and common sense should be used when incurring expenses to the Town. All such expenses must be thoroughly documented.

All travel and similar expenses must be reasonable, necessary and for Town business.

Authorization for Travel

All out-of-town travel for elected official will be approved in advance by the Town Council. Documentation of expenses will require itemized receipts for all expenditures, except per diem.

A Travel Authorization and Advance Form must be completed and signed by the elected official and the Town Administrator. The approved Travel Authorization and Advance form must be completed and forwarded with all backup documentation to the Finance Department before travel. Backup documentation includes, but is not limited to:

- Conference registration
- Transportation reservations (Airline, bus, etc.)
- Lodging reservation
- Conference/Training agenda showing meals that may or may not be included
- Proof of mileage driven for reimbursement (Google maps or similar)
- Any other documentation that will support travel expenses

Travel outside of the Continental United States must be approved by the Town Administrator.

Unauthorized Expenses

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town
- Alcoholic beverages and tobacco products
- Laundry or cleaning
- In-room movies, room service or other personal services
- Sporting and entertainment activities
- Personal clothing
- Prescriptions and over-the-counter medication
- Personal telephone calls except as stated in Section 3.3.6
- First class airfare
- Rental of luxury or sports vehicles or insurance for rental vehicles
- Expenses stated in this policy as unauthorized, ineligible or prohibited
- All other personal expenses not for the benefit of the Town

Authorized Expenses: Transportation

Air, Bus and Rail

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First Class airfare is specifically prohibited.
- Travel by bus or rail should be purchased at the lowest coach fare available. Extended travel time costs, such as extra meals and travel time, should be considered when authorization for this type of travel is requested.

- Fares are normally purchased using the elected official's Town purchasing card or Town check.
- When the elected official is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

Personal Vehicle

During travel, mileage incurred by employees using a personal vehicle can be reimbursed at the standard Internal Revenue Service (IRS) mileage rate **subject to a maximum amount as discussed below**.

- Mileage shall be calculated based on actual road distances.
- Mileage incurred using a personal vehicle for assigned meetings outside of the Town, are reimbursed at the standard (IRS) mileage rate.
- Mileage incurred for out-of-state travel, for which commercial airline would normally be used, will be reimbursed for actual road mileage up to the lowest available commercial airfare. A written airfare quote (internet printout acceptable) must be submitted with the Expense Report for reimbursement. Lodging, meals and other travel expenses are only allowed to the extent they would have been incurred had the elected official traveled by air. Extra lodging, meals and other travel expenses incurred as a result of traveling by personal vehicle are not authorized expenses.
- Gasoline purchases are NOT allowed for personal vehicles.

Vehicle Rental

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.
- Circumstances warranting vehicle rentals must be documented by the individual requesting permission and approved by the Town Council for elected official.
- Only mid-sized vehicles or smaller are allowed. Large vehicles, such as mini vans, are allowed if five (5) or more elected official are traveling together. Luxury and sports vehicles are specifically prohibited.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Elected official must obtain a copy of the Town's insurance card from the Town Administrator's Office. Any additional insurance coverage purchased will be at the elected official's expense.
- The Risk Management division must be notified of accidents immediately.
- Vehicles may be rented using a Town purchasing card or Town check. The elected official may receive reimbursement provided detailed receipts are submitted.
- Gasoline may be purchased using a Town purchasing card with prior notification to the Purchasing Card Program Administrator. The elected official may receive reimbursement provided detailed receipts are submitted.

Public Ground Transportation

A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility or restaurant is allowed only when necessary and appropriate to the trip. Ground transportation may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement; provided a detailed receipt is submitted.

Parking

- Reasonable and economical parking expense is allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or economical parking and should not be used.
- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- Parking may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

Toll

Toll expenses are allowed and may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement provided detailed receipts are submitted.

Authorized Expenses: Lodging

When lodging is necessary, intermediate and moderately priced hotels and single occupancy hotel rooms are the standard.

- When attending a conference, elected official will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, elected official should select the low to moderately priced hotels.
- Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the elected official’s expense.
- If an elected official chooses to stay extra nights, the Town will only pay for lodging through the end time of the conference or event.
- Extra costs in lodging due to an elected official’s guests must be at the elected official’s expense. These and other personal expenses (personal phone calls, room service, in-room movies, etc.) must be paid for separately using personal funds.
- Lodging that is connected to a sporting or recreation type activity (such as golf), regardless of whether it is related to Town business, is not permitted and must be at the elected official’s expense.
- Lodging is normally purchased using a Town purchasing card or Town check. The elected official may receive reimbursement provided detailed receipts are submitted.
- Sharing of rooms by elected official is not required.

Authorized Expenses: Meals While on Travel

(Note: For non-travel business meals, see Section 3.4)

- Meals while on travel are an allowed expense.
- Town purchasing cards may not be used for meals while on travel.
- Elected official must pay for meals using personal funds and then seek reimbursement under the per diem rate method described below. Alternatively, a travel advance may be requested.
- Oftentimes, the conference or travel-related event will provide some or all of the meals. When this occurs, the elected official must not seek reimbursement for the portion of the per diem rate related to the provided meal. The choice to eat on your own when a meal is provided by the conference or event is not an allowable expense.

Per Diem Rate Method

- The Town will utilize the federal per diem rate method as published by the U.S. General Services Administration. For rates and additional information, view the Finance intranet page, the GSA website, www.gsa.gov/perdiem, or contact the Finance Department.
- **Detailed receipts are not required.**
- The Town allows the use of per diem for meals and incidental expenses only, not lodging.
- Incidental expenses include fees and tips for porters, baggage handlers and other personal service employees. These expenses are part of the "meals and incidental expenses reimbursement" rates provided by the IRS.
- Partial day per diem is distributed as follows: breakfast – 20%, lunch – 30%, dinner – 50%.
- If the elected official chooses to stay extra nights, the Town will only pay for per diem through the end time of the conference or event.
- The amount of partial day per diem should be determined using the following departure and arrival times.

Trip Departure	
Leave Town	**Per diem allowed**
before 8 a.m.	breakfast, lunch and dinner
between 8 a.m. and 1 p.m.	lunch and dinner
between 1 p.m. and 7 p.m.	dinner
after 7 p.m.	no per diem

Trip Return	
Arrive in Town	**Per diem allowed**
before 7 a.m.	no per diem
between 7 a.m. and 11 a.m.	breakfast
between 11 a.m. and 5 p.m.	breakfast and lunch

Telephone Calls While Traveling

Calls for Town Business

Because hotel telephone rates may be extremely expensive, care should be taken to avoid using the hotel's long-distance carrier.

The Town prefers that cell phones be used when making Town business calls. If an elected official does not have a cell phone or if cell phone service is unavailable, then care should be taken when using hotel phone service so as to limit the cost to the Town.

Personal Phone Calls

Personal phone calls charged to the hotel bill must be paid by the elected official at time of check-out and are not to be charged to the Town purchasing card. Elected official may request reimbursement for personal phone calls for up to an average of five dollars ($5) per day of travel.

Travel Advances

Before Travel

- An elected official may receive a travel advance for mileage, parking, meal per diem or other out-of-pocket travel-related expenses.
- Lodging and transportation are to be paid for by the elected official’s purchasing card or Town check.
- Travel advances are optional and may be requested through the Town Administrator’s Office using the space provided for on the Travel Authorization and Advance Form.
- To ensure that the travel advance is ready, the Town Administrator’s Office must receive the request at least two (2) weeks before the date of travel. Requests received later than two (2) weeks before the date of travel may result in the advance not being ready and available prior to the elected official’s departure.
- Travel advances will be sent via direct deposit to elected official on the last business day of the week prior to the date of departure.

After Travel

- An Expense Report must be submitted to the Town Administrator’s Office if the travel advance included any unsubstantiated expenses. Advances for parking, toll, cab fare, etc., are examples of unsubstantiated expenses. A receipt for these types of expenses must be obtained and submitted with the Expense Report.
- An Expense Report is not required if the travel advance was only for mileage and/or meal per diem and there was not an excess advance.
- Any amount of the advance that was in excess of the actual allowed travel expenses ("excess advance") must be returned to the Town. Excess advances include when an elected official cancels or shortens the trip or when an elected official receives an advance for a full day per diem and it turns out that the lunch portion was provided by the conference (*i.e.*, included in the registration fee).

Substantiation and Documentation

All expenses must have detailed and itemized documentation (receipts, invoices, brochures, etc.) that substantiates the business purpose of the expense. *RECEIPTS ARE NOT REQUIRED FOR PER DIEM.*

Approvals

- The elected official must obtain all appropriate approvals before any travel expense occurs.
- The elected official must sign the Expense Report and Travel Authorization and Advance Form.
- Town Council is responsible for verifying and approving all travel expenses for elected official to ensure they are appropriate for Town business, and that they are reasonable and in accordance with this and other Town policies.

Other Business Expenses: Meals (Non-Travel Related), Mileage and Communication Devices

Meals

This policy refers to business meals. It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of this policy does not provide the prudent and frugal management of public funds that the public has the right to expect. Therefore, good judgment and common sense must be used when incurring expenses to the Town. All such expenses must be thoroughly documented. **All meals must be reasonable, necessary and for Town business.**

- Business meals are allowed on Town purchasing cards.
- The business purpose and persons for whom meals are paid must be explained on the reimbursement request or Purchasing Card Statement for all meals. A Business Meal/Town Function Form may also be used to record the purpose of the meeting and persons in attendance.
- Detailed itemized receipts should accompany all Purchasing Card Statements or requests for reimbursement.
- In the event an itemized receipt is not available, the signed credit card slip must be obtained and a Business Meal / Town Function Documentation Form must be completed indicating that no alcoholic beverages were purchased whether the elected official used the Town purchasing card or was using a personal credit card and requesting a reimbursement.
- Only actual costs are allowed, including a tip up to twenty percent (20%).
- The cost allowed per elected official or other persons involved in the meeting must be reasonable based on circumstances and location.

  Meals paid for by elected official with their own funds may be reimbursed upon submission of an Expense Report Form

Mileage for Use of Personal Vehicle

- An elected official may seek reimbursement via an Expense Report Form, based on the established IRS mileage rate, for the use of their personal vehicle while conducting Town business.
- Mileage shall be calculated based on actual road distances.
- Gasoline purchases are NOT allowed for personal vehicles.

Long Distance Telephone Calls

- Long distance telephone calls are only allowed for Town business
- Long distance telephone calls for personal business are not allowed.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Staff Contacts by Elected Officials	**PAGE** 1 of 1	**POLICY NUMBER**
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy, not yet approved		

PURPOSE

This policy statement outlines contacts between Elected Officials and Town Staff, in accordance with the Parker Town Charter. The goal of this policy is to ensure compliance with the Town Charter and maintain the appropriate protocols between Elected Officials, the Town Administrator and Town Staff. It is our desire to have a productive working relationship between all parties.

POLICY STATEMENT

1. This policy statement applies to action requests from Elected Officials that require a commitment of staff time or other Town resources to complete (such as research, preparation of legislation, reports, operational action, presentations, etc.).

2. This policy statement does not apply to simple inquiries from Elected Officials directed to the Town Administrator or a Department Director regarding the status of on-going operations or projects that can be addressed with a verbal response.

3. All requests requiring an expenditure of staff time or resources will be directed to the Town Administrator, based on agreement and direction provided by at least two Councilmembers.

4. It is the policy of the Town Administrator to share the results of all information requests (except simple status inquiries and general discussion) with all Elected Officials, regardless of which Elected Official initiated the request.

5. The Town Administrator's Office shall be the main point of contact for all Elected Official support (questions, clerical, research, etc.). When in doubt, inquiries or requests should be directed to the Town Administrator's Office.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Study Session Policy Statement	PAGE 1 of 1	POLICY NUMBER
EFFECTIVE DATE TBD	REVISED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE

This policy statement outlines that the Town Administrator is responsible for setting Study Session Agendas. The goal of this policy is to provide Elected Officials with a process for adding Study Session items to the agenda and for establishing and limiting the amount of time and information that can reasonably be covered during a Study Session.

POLICY STATEMENT

1. The Town Administrator's office is the primary contact for adding Study Session items to the Study Session Agenda. The Town Administrator will place reports, updates and routine items on the agenda at the Town Administrator’s discretion.
2. To place an item on the Study Session Agenda, direction will be provided to the Town Administrator based on the agreement of at least two Elected Officials.
3. Items pertaining to the Town Goals and Elected Official requests will receive priority.
4. Guests and outside presenters will generally be scheduled first on the agenda.
5. Every attempt will be made to keep Study Session meetings to 2.5 hours in duration.
6. Staff will provide packets to the Elected Officials by 5 p.m. the Friday before a scheduled Study Session. As much information as possible will be provided to Elected Officials in advance.