



**TOWN COUNCIL STUDY SESSION AGENDA**  
**November 13, 2023**  
**5:00 PM**

**I. Study Session Items**

1. Downtown Business Alliance Quarterly Report - Omar Castillo - 20 minutes
2. Proposed 2024 Budget - Brookshire/Willey/Brown - 30 minutes
3. Naming Rights for Parker Parks, Trails, Open Space and Recreational Facilities - Collins - 15 minutes

**II. Staff Updates**

**III. Town Council Updates/Items**

**A PARKER AUTHORITY FOR REINVESTMENT STUDY SESSION WILL  
IMMEDIATELY FOLLOW THE TOWN COUNCIL STUDY SESSION.**



## MEMORANDUM

**TO:** Honorable Mayor and Councilmembers

**FROM:** Mary Lou Brown, Finance Director  
Christine Brookshire, Finance Manager  
Rhonda Willey, Controller

**DATE:** November 13, 2023

**SUBJECT:** 2024 Town of Parker Budget

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### **ISSUE:**

The 2024 Budget was presented to Town Council during the October 6, 2023 retreat. Town Council had the opportunity to comment or ask questions at the time. Due to the amount of information and data presented, there may be additional thoughts and questions after the first public hearing, which was held on November 6. This study session topic provides the opportunity to bring those forward.

### **FISCAL/BUDGET IMPACT:**

Proposed 2024 Budget appropriations total \$223,302,373.

### **BACKGROUND:**

The 2024 Budget was presented to Town Council during the October 6, 2023 retreat. Town Council had the opportunity to comment or ask questions during and after the presentation. Additional opportunities to discuss the 2024 Budget occurred during the October 23 study session and the first public hearing on November 6. Tonight's study session will be followed by the second public hearing to be held on November 20.

### **RECOMMENDATION:**

The agenda topic provides Town Council members the opportunity to further discuss the 2024 Budget presentation.

### **REQUESTED DIRECTION:**

Finance staff is available to respond to questions and comments related to the 2024 Budget presentation.

### **ATTACHMENT:**

None



## MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Brett Collins, Projects Administrator  
**DATE:** November 13, 2023  
**SUBJECT:** Review of the Draft Naming or Renaming of Parker Parks, Trails, Open Space and Recreational Facilities

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**ISSUE:**

Staff will present a draft of the revised 1991 Naming of Parks, Open Space and Recreational Facilities Administrative Policy.

**FISCAL/BUDGET IMPACT:**

None.

**BACKGROUND:**

In 1991, the Town Council, through the Parks and Recreation Commission, created an administrative policy to name parks, open spaces and recreational facilities. See the attached policy. The policy is still in effect and needs to be updated to provide a process for naming new parks, trails, open spaces and facilities that will be built in the future.

Currently, seven new Town-owned community parks are proposed for the Trails at Crowfoot, Tanterra and Looking Glass developments that will need to be named along with any other park property acquired in the future.

Parks staff revised the outdated 1991 policy to better align with the current trends and the new Parks, Recreation and Open Space Advisory Commission (PROS Commission) input. See the attached 2023 revised policy.

The PROS Commission reviewed the proposed changes at their August 29 meeting and staff incorporated the comments received into the revised policy.

The proposed changes to the 1991 policy are:

**Title**

- The title of the new policy was updated to: Naming or Renaming of Parker Parks, Trails, Open Space and Recreational Facilities.

**General Procedures**

- We have updated the commission name and park site.

- The title status of the property was deleted.

**Name Selection Guidelines:**

- The section title was updated to “Name Selection Process.”
- Creeks and streams were added to geographic features.
- The Park Project Manager will make a name recommendation to the PROS Commission for consideration instead of citizen requests.
- Petitions from citizens were deleted.
- Written requests from citizens were deleted.
- Request from person (s) who donate property or who monetarily matches the Town of Parker’s investment was deleted.
- Other-as determined by a majority of the PRC or its subcommittee was deleted.

**Classifications:**

- The “classifications” section was renamed to “Name Selection Process”
- The naming of parks, trails, open spaces and facilities after a person was deleted.
- A community input process option was added.
- Names will be submitted through the Park Project Manager for approval by Town Council was added.
- An option for renaming a park site was added.

**RECOMMENDATION:**

Staff recommends revising the 1991 Naming of Parks, Open Space and Recreational Facilities Administrative Policy.

**REQUESTED DIRECTION:**

That Town Council directs staff to move forward with a resolution for the revised Naming or Renaming of Parker Parks, Trails, Open Space and Recreational Facilities Administrative Policy.

**ATTACHMENT:**

1. 1991 Naming of Park, Open Space & Recreational Facilities
2. 2023 DRAFT Park Naming Policy

## **ADMINISTRATIVE POLICY**

### **NAMING OF PARKS, OPEN SPACE AND RECREATIONAL FACILITIES**

#### **1. Purpose**

To provide a uniform policy for naming Town-owned parks, open space and recreational facilities including all buildings, rooms, etc; hereinafter referred to as "park site".

#### **2. General Procedures**

- A. The Parks and Recreation Commission; hereinafter referred to as PRC, will consider the use of the site, determine its suitability as a park site and make its recommendation to the Town Council. If the site is to be recommended as a park site, the PRC shall by majority vote, recommend a name for such site based upon the PRC's established policy to Town Council for consideration.
- B. Title status of the property shall be reviewed by Town Attorney and documented by appropriation of a real property summary.
- C. A land survey of the park site shall be completed as a part of the title status. Subsections 2.B. and 2.C shall be completed prior to any further action by the PRC.

#### **3. Name Selection Guidelines**

- A. Submitting Park Names - To be considered, park site names shall be submitted to the PRC or sub-committee established by the PRC for that purpose, by one of the following methods:
  - a. Written request supported by petitions
    - 1. Those who sign the petition shall reside in the Town of Parker.
    - 2. Petitions shall state simply the reasoning for the proposed name.
    - 3. Petitions shall show the name, address and telephone number of each signer, and may be signed by persons who have reached legal majority under the laws of the State of Colorado.
  - b. Written requests from citizens who reside in the Town of Parker.
    - 1. Requests shall indicate what public support exists

for the proposed name.

2. Requests shall state simply the reasoning for the proposed name.

c. Request from any person(s) who donate property, or who monetarily matches the Town's of Parker's investment in development of a facility shall receive special consideration. Names submitted should meet the requirements contained herein, and not seek personal aggrandizement.

d. Other - As determined by a majority of the PRC or its subcommittee.

#### 4. **Classifications**

A. Persons names: Donors, local and national heroes, government officials, persons with local or national significance.

a. If a park site is named for a PERSON, the following shall apply.

1. The person should have contributed in some definitive and outstanding manner to the betterment of the Town of Parker and authorizes the use of his/her name.

2. Race, religion, sex, or the national origin shall have no bearing upon the approval or disapproval of the proposed name.

3. The person shall have been of good character.

4. If pro osed names commemorating DECEASED PERSONS are being considered, an attempt shall be made to obtain approval from the next of kin.

5. A park site may be named for important persons in the Town of Parker's recent or past history.

6. Facilities shall not be named for service clubs, lodges, fraternal organizations, religious or educational institutions, or any other society.

B. Historic events.

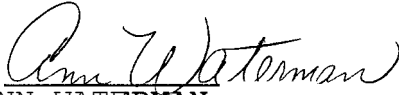
a. If a name is submitted for a Historical significance, an attempt shall be made to have the Historical Society approve or disapprove the name submitted.

C. Location or geographic features: Natural phenomena, rivers, recognizable area, neighborhood or descriptive name.

a. In order for names relating to location or geographic features to be considered, they shall be named for the area in which it is located, or for geographical features in that area.

The criteria set forth herein shall have no bearing or effect on dedicated parks or facilities presently existing in the Town of Parker.

This Policy and Procedure shall become effective and binding upon the Town of Parker and the Parker Parks and Recreation Commission as soon as it has been formally adopted by the majority of the members of that Committee and the Town Council. This Policy and Procedure shall continue in effect regardless of member changes, in the Committee or the Town Council, but may be amended or revoked at any time by a majority vote of the Town Council.

  
ANN WATERMAN  
Mayor

ATTEST:

  
CAROL BA MGARTNER  
Town Clerk

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Qjj,Zt,a.J  
Mayor

ATTEST:

  
CAROL BKUMGARTNER  
Town Clerk

**DRAFT**  
**ADMINISTRATIVE POLICY**  
**NAMING OR RENAMING OF PARKER PARKS, TRAILS, OPEN SPACE AND**  
**RECREATIONAL FACILITIES**

1. **Purpose**

To provide a uniform policy for naming or renaming Town-owned parks, trails, open space and recreational facilities, including all buildings, hereinafter referred to as "park site."

2. **General Procedures**

- A. The Parks, Recreation and Open Space Advisory Commission; hereinafter referred to as PROS Commission, will consider the use of the park site and make its recommendation to the Town Council. If the park site is to be recommended for naming, the PROS Commission shall by majority vote, recommend a name for such park site to Town Council for consideration based upon this policy .

3. **Name Selection Process**

- A. The Parks, Recreation and Open Space Department's Park Project Manager will make a park site naming recommendation to the PROS Commission.
- a. Park site names will be based on the following:
1. Location or geographic features: Natural phenomena, rivers, recognizable areas, neighborhoods, or descriptive names.
    - In order for names relating to the location or geographic features to be considered, they shall be named for the area in which it is located or for geographical features in that area.
  2. Historic events.
    - If a name is submitted for Historical significance, the Parker Area Historical Society will be asked to review and make a recommendation as to the name submitted.
- B. The PROS Commission may choose to seek community input through various community engagement channels on the name recommendation or initiate a process to name a park site based on community input.
- C. The PROS Commission will submit the park site name to Town Council for approval through the Park Project Manager.

The criteria set forth herein shall have no bearing or effect on park sites presently existing in the Town of Parker except in the case of a proposed park site name change. This Policy shall become effective and binding upon the Town of Parker and the Parker Parks, Recreation, and Open Space

Advisory Commission as soon as it has been formally adopted by the majority of the members of that Commission and the Town Council. This Policy and Procedure shall continue in effect regardless of member changes in the PROS Commission or the Town Council but may be amended or revoked at any time by a majority vote of the Town Council.