



TOWN COUNCIL STUDY SESSION AGENDA
January 8, 2024
5:00 PM

I. Study Session Items

1. Land Development Ordinance Modernization Project Update - Clarion Associates/Munekata - 45 minutes
2. Electronic Message Boards - Lawson - 30 minutes
3. Legislative Update - Hogan - 30 minutes
4. NLC Conference Topic: Public Transportation - Barrington - 15 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Mary Munekata, Senior Planner
Bryce Matthews, Assistant Director - Planning
John Fussa, Community Development Director

DATE: January 8, 2024

SUBJECT: Land Development Ordinance Modernization Project Update

ISSUE:

Community Development staff and project consultant Clarion Associates will present a final update to the Town Council about the status of the Land Development Ordinance (LDO) Modernization Project and provide a summary of the adoption draft. The adoption draft is the culmination of greater than four (4) years of work, which continued through the disruption caused by COVID-19, to comprehensively update the LDO with three (3) new modules (installments) that comprise the new zoning, development standards, and administrative procedures.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

The LDO was originally adopted in 1981 from Douglas County zoning as part of the incorporation of the Town. It includes administrative provisions, design standards, and zoning regulations governing the use and development of land throughout the Town. Major sections of LDO have remained unchanged for over 30 years, while others have been amended and expanded incrementally over time in response to growth issues, changing market conditions, and Town Council priorities.

The incremental updates and revisions to the LDO that has its roots in 1981 Douglas County zoning have created gaps, inconsistencies, and ambiguity within the regulations. This results in challenges using the LDO and occasionally inconsistent outcomes for the public, the development community, and Town staff when utilizing this important tool for managing growth and development. The LDO Modernization Project is intended to address these issues and ensure that the Town's zoning is better aligned with the *Parker 2035 Master Plan* to ensure that future growth and development is consistent with the *Master Plan* vision for the Town.

The updated LDO will provide a more transparent, modern, and efficient approach to how the Town manages future growth and development by better aligning the LDO with the vision, goals, and policies of the *Parker 2035 Master Plan* and other adopted planning documents.

The other benefits of the LDO Modernization Project include:

- Improved development standards
- Adoption of modernized zoning approaches and best practices
- Reduced reliance on Planned Development (PD) zoning
- More predictable and efficient processes
- Greater transparency and ease of use for the public, applicants, and staff

The LDO Modernization Project commenced in October, 2018 with Phase 1 (of 2). Phase 1 included community engagement and analysis of the current LDO resulting in a Diagnostic Report, Annotated Outline, and a Project Charter. The Project Charter is the road map for how the Project is to be carried out.

Upon the successful completion of Phase 1 and Town Council direction to proceed with Phase 2 in mid-2019, staff and the project consultant began drafting the revised LDO. The resulting three (3) installments of the LDO were developed:

1. **Module 1 – Zoning Districts and Uses:** Completed and a summary of the public draft with proposed changes was presented to the Town Council at the April 13, 2020 Study Session.
2. **Module 2 - Development Standards:** Completed and a summary of the public draft with proposed changes was presented to the Town Council at the June 14, 2021 Study Session.
3. **Module 3 – Administration and Procedures:** Completed and a summary of the public draft with proposed changes was presented to the Town Council at the October 10, 2022 Study Session.

The Consolidated Public Draft, which combines Modules 1-3, was posted to Let's Talk Parker on September 21, 2023, for review and comment by the public, staff, and referral agencies. The comments that were received have been reviewed and guided the development of the final Adoption Draft which will be posted after this update to the Town Council.

Additionally, a new LDO Administrative Manual (the Manual) to improve information and understanding about the Town's development processes has been drafted from information found in the existing LDO. The information that is included in the Administrative Manual includes items such as how to prepare/submit an application, submittal requirements, plat formatting requirements, and related information that is helpful to applicants but are not generally found in zoning codes. The Administrative Manual may be updated administratively when technical updates or amendments are required.

RECOMMENDATION:

Staff requests Town Council input and direction to proceed with the public hearings for adoption of the new LDO in the first half of 2024.

REQUESTED DIRECTION:

Staff requests Town Council input and direction to proceed with the public hearings for adoption of the new LDO.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Michael Lawson, Assistant Town Manager
DATE: January 8, 2024
SUBJECT: Electronic Message Boards

ISSUE:

Staff gathered cost estimates from three metro area vendors to provide a full picture of the cost of installing a new electronic message board similar to the PACE Center sign. Staff assumed a location for placement of the new sign on property already owned by the Town on the northwest corner of Hess Road and Tammy Lane (currently the location of the Town's Public Works Operations Center monument sign).

A presentation of the relevant information on the cost of the sign will be provided during the Study Session. Metrics taken from surveys on how residents receive official Town information will also be presented for additional context around the efficacy of the Town's existing electronic message boards.

FISCAL/BUDGET IMPACT:

Purchase and installation of a new electronic message board is estimated to cost between \$110,000 and \$160,000 in one-time capital costs. Ongoing operating costs for the sign are estimated to be at least \$3,100 on an annual basis.

There is no appropriation in the 2024 budget for the purchase of an additional electronic message board or incremental operating costs.

BACKGROUND:

In early 2023, Councilmembers Barrington, Rivero, and Hefta expressed interest in learning more about the Parquee electronic message board (EMB) product and public/private partnership (P3) opportunities.

On October 23, 2023, staff provided information about the Parquee business model. Council's consensus was to forego engaging Parquee. Instead, staff was tasked with estimating the cost of a new Town-owned electronic message board on the west side of Parker.

RECOMMENDATION:

Information only.

REQUESTED DIRECTION:

Provide direction to staff whether Council wishes to proceed with procurement of an electronic message board on the west side of Parker.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Emily Hogan, Assistant Town Manager
DATE: January 8, 2024
SUBJECT: Legislative Update

ISSUE:

In anticipation of the 2024 session of the Colorado General Assembly, Council directed staff to create a framework for legislative advocacy. The Town strives to support legislation that is consistent and furthers advancement of the priorities and objectives found in the Strategic Plan and oppose legislation that inhibits achievements of the Strategic Plan and its objectives. The framework includes a Legislative Policy Agenda, which Council approved at the January 2, 2024 meeting, that establishes positions taken by the Council on major policy issues under consideration at the federal, state, and local levels that may impact the Town and its residents and businesses. In addition to the Legislative Policy Agenda, staff will provide regular informational updates on proposed legislation and issues at Council study sessions starting on January 8.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Overview

At the January 2, 2024 Council meeting, Council adopted the 2024 Legislative Agenda (see attached). The purpose of the agenda is to establish positions taken by the Council on major policy issues under consideration at the federal, state, and local levels that may impact the Town and its residents and businesses. The Legislative Agenda (the "agenda") builds on the Town's existing values, priorities and objectives identified in its Strategic Plan.

The Town supports legislation that is consistent and furthers advancement of the priorities and objectives found in the Strategic Plan. Conversely, the Town opposes legislation that inhibits achievements of the Strategic Plan and its objectives. The agenda states the Town's positions on a number of topics that may be the subject of proposed legislation in the coming legislative session. The agenda is meant to serve as a single, authoritative source of information that can be easily shared with legislators and promoted by elected officials.

The Council serves as the Town's legislative review body and is apprised of legislation throughout the session by staff and receives regular updates during Council meetings. Advocacy positions to be taken by the Town include:

- **Support** – The Town supports the proposed bill as written. The bill directly relates to Town priorities and/or is considered crucial to Town operations.

- **Oppose** – The Town opposes the proposed bill as written. The bill directly conflicts with Town priorities, forces an unfunded mandate on the Town, interferes with local control, and/or conflicts with crucial Town operations.
- **Amend** – The Town deems the bill to directly relate to Town priorities or be considered crucial to Town operations. However, the Town would like to see the bill amended before taking a support or oppose position. The Town will advocate to amend the bill prior to passage.
- **Monitor** – The Town deems the bill of interest but no position is to be taken at this time. Staff will track progress of the bill and report back to the Council. The Council may take a support or oppose position on the bill at a later time based on changes to the legislation.
- **None** – The Town does not take a position on the legislation. The Town may take a support or oppose position of the bill at a later time.

Contract Lobbyist

Council directed staff to contract with a lobbyist to provide legislative advocacy services to the Town. In addition to maintaining a daily presence at the State Capitol, the lobbyist acts as a policy advisor, strategic consultant, coalition organizer, and legislative advocate on behalf of the Town. The Town has selected Mutch Government Relations to provide lobbyist services for 2024.

Staff has drafted the 2024 Lobbying Guidelines to establish a process for councilmembers, the lobbyist, and staff to follow when advocating on behalf of the Town (see attached).

Once the session starts on January 10, the lobbyist will provide a weekly bill report to Council and staff. The lobbyist will also share an online link to the bill tracker which is updated daily and can be accessed anytime.

Staff will continue to provide biweekly informational updates on legislation during study sessions. Staff is also proposing establishing a standing legislative work session on the first and third Mondays of the month at 4 PM for the purpose of legislative strategy with the lobbyist (in attendance virtually or in person).

Legislative Preview

Lastly, staff attended CML's Municipal Caucus kickoff meeting on December 19. CML provided a legislative preview and highlighted the following bills/issues that are likely to be introduced or discussed:

- Local control on regulation of pesticides
- Prohibition of non-native/artificial turf landscaping at industrial facilities
- Mandates/preemption on Accessory Dwelling Units (ADUs)
- Required zoning changes for Transit-Oriented Communities (TOCs)
- Statewide strategic housing roadmap
- Other housing topics: occupancy limits, ban on parking requirements, Rule 106 change
- Right to remedy, delegable duties & informed consent for construction defects
- Setbacks on renewable energy projects
- Clean energy planning/distribution planning
- RTD governance
- Possession of fentanyl in any amount as a felony

- Required treatment condition of bond release
- 90-day limit on short-term rentals & primary/secondary residence
- Statewide system for collection of lodging tax
- Mandatory statewide system for collection of sales/use tax
- Add/clarifying exceptions for when body cameras do not need to be activated
- Human trafficking

RECOMMENDATION:

Staff requests a consensus of the Town Council to create a standing legislative work session on the first and third Mondays of the month at 4 PM for legislative strategy and to identify any bills/issues to track or take action on.

REQUESTED DIRECTION:

Staff requests a consensus of the Town Council to create a standing legislative work session on the first and third Mondays of the month at 4 PM for legislative strategy and to identify any bills/issues to track or take action on.

ATTACHMENT:

1. 2024 Legislative Policy Agenda - DRAFT 122223
2. Lobbying Guidelines Policy Draft 010324_kmh edits

2024 TOWN OF PARKER LEGISLATIVE POLICY AGENDA



PARKER
COLORADO

TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

INTRODUCTION

The Town of Parker's 2024 Legislative Policy Agenda ("Agenda") establishes positions taken by the Town Council on major policy issues under consideration at the federal, state, and local levels that may impact the Town and its residents and businesses. The Agenda builds on the Town's existing values, priorities, and objectives identified in its Strategic Plan. With the Strategic Plan as its foundation, the Agenda is given the flexibility to represent the Town's interest in a wide range of policies, even if the policies in question are not explicitly addressed on the Agenda.

Mission and Vision

Mission

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.

Vision

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.

Strategic Priorities

Support an Active Community

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



Foster Community Creativity and Engagement

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



Enhance Economic Vitality

Parker will be an area leader for economic growth by supporting the development of thriving businesses and industry. We will play a critical role in shaping quality of life through exceptional residential, commercial, and open space development; and creating a sense of place that attracts new employees, residents, and visitors to ensure fiscal stability for the community.



Provide a Safe and Healthy Community

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



Innovate with Collaborative Governance

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



Develop a Visionary Community through Balanced Growth

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



TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

INTRODUCTION

Legislative Policy Agenda

The Town of Parker supports legislation that is consistent and furthers advancement of the priorities and objectives found in its Strategic Plan. Conversely, the Town opposes legislation that inhibits achievement of the Strategic Plan and its objectives.

Limitations on Legislative Involvement

The Town will not take a position on every policy likely to impact the Town or its residents, businesses or other stakeholders in the community. The Town's legislative advocacy function has finite resources and focuses on areas with potential to have the greatest impact to the Town. The Town Council exercises discretion in determining when the Town takes a position on a policy.

Revisions to the Legislative Policy Agenda

The Town Council will review and update this Agenda each year as it deems appropriate. The Council may also choose to revise the Agenda outside of the regular update cycle in limited circumstances. Such circumstances may include a need to quickly respond to a particularly impactful policy or provide further direction to staff where the Agenda is not sufficiently specific on a topic.

The Council approves the Agenda each year via resolution.

Support of Other Organizations

The Town of Parker may from time-to-time partner with other municipalities or agencies on items of mutual interest. The Town may take a position on legislation to support its partners even if there is no direct impact to the Town itself.

Legislative Review Process

The Council serves as the Town's legislative review body. The Council is apprised of legislation throughout the session by staff and receives regular updates during Council meetings.

Individual Advocacy and Free Speech

These procedures do not limit and are not intended to abridge the federal and state Constitutional rights of the Town Council and staff when they choose to express personal opinions on legislative matters. When expressing personal opinions, Council Members and staff are strongly encouraged to communicate that any personal opinions are not

issued in an official capacity or on behalf of the Town of Parker or the Town Council. Individuals must refrain from the use of the Town's copyrighted logo or other branded materials.

While individual Council Members may advocate for or against legislation in their personal capacity, no Council Member may represent that they speak on behalf of the Town or Town Council when engaging in political advocacy unless the Town Council has taken a formal position for or against such legislation.

Advocacy for New Legislation

Formal approval of the Town Council is required for the Town to propose new legislation. Neither the Mayor nor individual Council Members may propose legislation on behalf of the Town without the consent of the full Town Council.

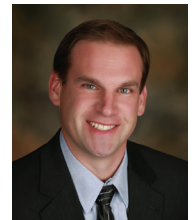
Town of Parker Officials



Jeff Toborg
Mayor



Anne Barrington
Councilmember



John Diak
Councilmember



Laura Hefta
Councilmember



Todd Hendreks
Councilmember



Joshua Rivero
Councilmember



Brandi Wilks
Councilmember



Michelle Kivela
Town Manager



Emily Hogan
Asst. Town Manager

For contact information, please see page 6.

TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

2024 LEGISLATIVE PRIORITIES

Home Rule Authority and Local Control

Strategic Priority: All

- The Town supports local control and municipal government home rule authority.
- The Town supports collaboration with local municipalities as certain issues require statewide and multi-jurisdictional response, which are best addressed through early and meaningful engagement.
- The Town supports retention of authority for all municipalities to set local tax rates, expand municipal taxing authority and equitably share new state revenue with municipal governments.
- The Town opposes state legislation that creates unfunded mandates on local municipalities without state funding or other sources of revenue.

Land Use

Strategic Priority: Support an Active Community; Enhance Economic Vitality; Promote a Safe and Healthy Community; Innovate with Collaborative Governance; Develop a Visionary Community Through Balanced Growth

- The Town supports local control and determination of local land use issues.
- The Town supports municipal discretion concerning the imposition of development fees and requirements.
- The Town supports municipal discretion to adopt, update and enforce local building codes, including those that meet or exceed state standards.
- The Town opposes delegation of municipal land use authority to state agencies or preemption of municipal land use controls.

Economic Development

Strategic Priority: Enhance Economic Vitality; Develop a Visionary Community Through Balanced Growth

- The Town supports the diversification and expansion of local economies, including support for existing businesses and the creation of new jobs.
- The Town supports regional economic development through partnerships and coordination with local, county, regional and statewide economic partners.
- The Town supports appropriate state tax policies and incentive programs that encourage business expansion, retention and attraction through job creation, investment in capital equipment and employer facility development.
- The Town supports workforce development, including higher education funding and vocational training.
- The Town opposes unreasonable restrictions on urban renewal authorities and downtown development authorities.
- The Town opposes limitations on municipalities' ability to utilize financing mechanisms such as tax increment financing (TIF).

Energy

Strategic Priority: Develop a Visionary Community Through Balanced Growth

- The Town supports reasonable energy conservation efforts and appropriate legislation that accelerates the development of clean, economical energy resources.
- The Town opposes preemption of municipalities in setting and implementing long-term renewable energy goals.
- The Town opposes unfunded federal and state mandates on energy sources that would create unnecessary economic burden on municipalities, local businesses or residents or would reduce energy supply in a significant manner.



TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

2024 LEGISLATIVE PRIORITIES

Environment, Conservation and Sustainability

Strategic Priority: Develop a Visionary Community Through Balanced Growth

- The Town supports reasonable and practical application of air and water pollution control laws by federal and state agencies and encourages restraint in modifying legislation and regulations that have a fiscal impact on municipalities.
- The Town supports practices to assure public health, safety and environmental protection and the protection of domestic water sources.
- The Town supports statewide and regional cooperation in drought response planning including water storage, as well as increasing conservation efforts.
- The Town opposes state preemption of local government authority to adopt environmental ordinances.

Housing

Strategic Priority: Support an Active Community

- The Town supports increasing local governments' ability to regulate, manage or generate alternative sources of funding for affordable housing, including public-private partnerships.
- The Town supports an adequate supply of diverse housing options and continued public and private sector support for such an effort.
- The Town supports solutions at the state level to limit litigation on construction defects to encourage a variety of housing types, particularly for-sale multifamily housing.



- The Town supports the preservation, revitalization and redevelopment of existing neighborhoods.
- The Town opposes mandated affordable housing requirements that infringe upon local home rule authority.
- The Town supports the creation of an adequately financed statewide housing trust fund.
- The Town supports public and private financial assistance and support programs to address the needs of persons experiencing homelessness.
- The Town opposes state preemption of local authority to adopt and enforce ordinances that regulate use of public spaces.

Public Health

Strategic Priority: Support an Active Community; Promote a Safe and Healthy Community

- The Town supports the greatest amount of local control possible for the regulation and ability to restrict sales of marijuana, kratom, and products with hallucinogenic properties.
- The Town supports legislation that expands support for those with mental health needs.
- The Town supports legislation that provides state resources for mental health initiatives.
- The Town supports the greatest amount of local control possible for regulating nutraceutical supplements.



TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

2024 LEGISLATIVE PRIORITIES

Public Safety

Strategic Priority: Promote a Safe and Healthy Community

- The Town opposes initiatives that have the potential to compromise officer safety.
- The Town opposes efforts to undermine local control or enforcement of activities on public property.
- The Town opposes the reduction and loss of qualified immunity for government officials.
- The Town supports local control of local emergency services, operations, and involvement of the state as a resource to local government in the areas of information, coordination and training.
- The Town supports federal, state and county funds for those agencies that serve as a resource to municipal emergency services.
- The Town supports state and community-based intervention, prevention and rehabilitation programs and state initiatives that respect the key role of communities and local government officials.
- The Town supports ensuring that municipal governments retain flexibility in implementing federal and state criminal justice programs.
- The Town opposes mandates that increase the cost among municipal employee retirement benefits, workers' compensation, or other employee benefit
- The Town supports limitations on the liability of municipalities and their officers and employees. The Town opposes efforts to expand the liability of public entities and public employees.
- The Town opposes state preemption of municipal authority to regulate firearms within municipalities.



Transportation

Strategic Priority: Support an Active Community; Enhance Economic Vitality; Promote a Safe and Healthy Community

- The Town supports greater flexibility and increased funding for multi-modal transportation systems.
- The Town supports cooperation among Colorado Department of Transportation, counties, municipalities and interested stakeholders in improving Colorado's transportation system.
- The Town supports legislation and regulatory action that maintains or increases the level of funding provided by the state or passed through the state by the federal government to transportation activities at the local level.
- The Town opposes legislation to transfer maintenance responsibility of state-owned roads to municipalities without adequate short and long-term funding to meet these additional responsibilities.
- The Town supports better geographic equity in programming by RTD to ensure the Parker area has access to multi-modal transit options that meet the unique needs of its residents.

Water and Wastewater

Strategic Priority: Innovate with Collaborative Governance

- The Town supports water policies that protect Colorado's water resources.
- The Town supports appropriate water conservation efforts and sustainable water resources management practices by all users.
- The Town supports participation in statewide discussions of water use and distribution.
- The Town supports stakeholder input and involvement in developing laws and regulations related to water and wastewater issues.

TOWN OF PARKER - 2024 LEGISLATIVE POLICY AGENDA

LEGISLATIVE DELEGATIONS

Town of Parker <i>(all Councilmembers serve at large)</i>		
Name	Email	Phone
Jeff Toborg, Mayor	jtoborg@parkeronline.org	(303) 841-0353
John Diak, Mayor Pro Tem	jdiak@parkeronline.org	(303) 841-0353
Anne Barrington, Councilmember	abarrington@parkeronline.org	(303) 841-0353
Todd Hendreks, Councilmember	thendreks@parkeronline.org	(303) 841-0353
Laura Hefta, Councilmember	lhefta@parkeronline.org	(303) 841-0353
Josh Rivero, Councilmember	jrivero@parkeronline.org	(303) 841-0353
Brandi Wilks, Councilmember	bwilks@parkeronline.org	(303) 841-0353
Michelle Kivela, Town Manager	mkivela@parkeronline.org	(303) 841-0353
Emily Hogan, Asst. Town Manager	ehogan@parkeronline.org	(303) 841-0353

United States Congress		
Name	Email	Phone
Michael Bennet, Senator	scheduler@bennet.senate.gov	(202) 224-5852
John Hickenlooper, Senator	andres.carrera@hickenlooper.senate.gov	(202) 224-5941
Ken Buck, Representative (CO 4)	robin.coran@mail.house.gov	(202) 225-4676

State General Assembly		
Name	Email	Phone
Jim Smallwood, Senator (SD 2)	senatorsmallwood@gmail.com	(303) 866-2933
Anthony Hartsook, Representative (HD 44)	anthony.hartsook.house@coleg.gov	(303) 866-4869

Douglas County		
Name	Email	Phone
Abe Laydon, Commissioner (District 1)	alaydon@douglas.co.us	(303) 660-7400
George Teal, Commissioner (District 2)	gteal@douglas.co.us	(303) 660-7400
Lora Thomas, Commissioner (District 3)	lthomas@douglas.co.us	(303) 660-7400

Town of Parker, Colorado

POLICY STATEMENT

TITLE Lobbying Guidelines	PAGE 1 of 3	POLICY NUMBER
EFFECTIVE DATE	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. ____		

PURPOSE

The purpose of the Lobbying Guidelines is to establish a process for Councilmembers, staff and a contract lobbyist to follow when advocating for legislation on behalf of the Town.

POLICY STATEMENT

Official Town Position

Throughout the legislative session, the Town takes official positions in support of or opposition to proposed legislation that is being considered by the Colorado General Assembly. The Town may also take an “amend” position (either “support, if amended” or “oppose, unless amended”) on a bill to facilitate greater collaboration, greater negotiating power, and building and maintaining a relationship with a bill sponsor. The Town may also take a temporarily neutral “monitor” position on a bill of interest. It is important that policy issues be reviewed with Town Council to ensure that they are priorities of the Town. Prior to stating any official Town position, staff will review the legislation to determine the potential impact on the Town. After thorough review, staff will provide Council with a summary of the legislation and a recommendation.

To release an official Town position, the majority of Council must agree upon a position on the legislation or issue. Prior to publishing an official position, staff will notify Council whether there was a consensus in support of staff’s recommendation. Alternatively, staff may agree to work with bill sponsors, as guided by the Legislative Policy Agenda, to amend a bill with the goal of Council being able to take a position on the bill once it has been satisfactorily amended.

Official positions on specific bills frequently have a time sensitivity that requires staff to utilize emails to Council. As noted above, staff will review the legislation, summarize the issue, and provide Council with the Town’s position on a piece of legislation based on the Legislative Policy Agenda. If a Councilmember has concerns about the proposed position and would like to discuss it further with the full Council, the Councilmember should contact staff and request a special meeting be scheduled if timing will not allow discussion at a regularly-scheduled meeting. In these circumstances, staff will not take a position until the Council has discussed the legislation and reached a consensus on a position.

Representing the Town at CML, DRCOG, and Other Groups

Members of Council serve as representatives of the Town for a variety of groups, including the Colorado Municipal League (CML), Denver Regional Council of Governments (DRCOG), Partnership of Douglas County Governments (PDCG), E470, and others. At these meetings, Councilmembers are frequently asked to take positions concerning legislation, and in some cases, legislation for which the Town has not yet taken formal action. Any substantive matters, or formal policy statements or positions conveyed to external agencies through Councilmembers should be discussed with and approved by the full Council. In instances where an official Town position has been agreed upon, Councilmembers should vote in alignment with the previously determined position of the full Council.

In instances where an issue or bill arises for vote that is not discussed within the Legislative Policy Agenda or that has not yet been taken up by Council, a Councilmember should indicate that the Town does not have an official position and that the issue will be discussed with the entire Council before a position will be shared. As such, Councilmembers may need to abstain from voting in certain circumstances where an official Town position is not clear.

If a Councilmember votes in a public forum on an issue or bill that the Council has not yet taken an official position on, the voting Councilmember must report to the entire Council at the next possible meeting or by email the vote that was cast on behalf of the Town.

Testimony at the Capitol

Councilmembers are encouraged to testify on the Town's behalf while, Board and Commission members, or staff are occasionally requested to testify on the Town's behalf on various pieces of proposed legislation at the State Capitol. When testifying, Councilmembers, Board and Commission members, and/or staff must notify the Town Manager's Office to ensure that Council has taken an official position on the legislation or issue. Notifying the Town Manager's Office ensures that both Council and the Town's lobbyist are advised that a Town representative will testify on a particular bill. It is important that lines of communication between staff and the lobbyist remain open at all times to ensure that the Town's lobbying efforts are as effective as possible and that we coordinate our efforts with other groups, including CML.

If testimony is not in support of the Town's official position on the legislation, the Councilmember, Board or Commission member, or staff are strongly encouraged to note that they are testifying on their own behalf and not as a representative of the Town. Please refer to the Town's Legislative Policy Agenda for additional requirements on individual advocacy and free speech.

Lobbyist Interaction

To streamline interaction and avoid confusion with Council, staff will coordinate all correspondence with the lobbyist through one person designated by the Town Manager. This individual will coordinate the tracking of legislation, obtaining Council's official position, and conducting other miscellaneous research/support as necessary in presenting the official

position(s) of Council. The lobbyist, in turn, will coordinate all correspondence with Council and staff through the same designee.

Prior to engaging the lobbyist's efforts, Council will be surveyed to ensure that a majority of the Council concurs with moving forward with a position on a particular piece of legislation.

Any interaction (whether Councilmembers, Board and Commission members, or staff) with state Senators or Representatives on behalf of the Town must have Council's approval and agreement that the issue is a priority. Staff must be apprised of any contacts made on specific legislation to ensure the lobbyist is well informed to maximize their effectiveness and prevent the occurrence of conflicting messaging.