



Your kind of place.

**Town of Parker – Mayor & Council Strategic Planning Retreat
February 28, 2025, 8 a.m. to 4 p.m.
The Inverness Denver, 200 Inverness Drive West**

THIS IS NOTICE PURSUANT TO C.R.S. § 24-6-402(2)(b) OF AN OPEN PUBLIC MEETING OF TWO OR MORE TOWN COUNCILMEMBERS TO BE HELD ON FRIDAY, FEBRUARY 28, 2025, STARTING AT 8:00 A.M. - 4:00 P.M. AT THE INVERNESS DENVER, 200 INVERNESS DRIVE WEST, ENGLEWOOD, CO 80112.

8:00 a.m.	Town Council Arrive
8:15 a.m.	Welcome
8:15 – 9:15 a.m.	2025 Mayor Priorities
9:15 – 10:45 a.m.	Town Policy Manual & Elected Officials Guidelines
10:45 – 11:15 a.m.	Council Vision for Historical Programs
11:15 – 11:30 a.m.	Strategic Plan & Performance Measure Review
11:30 a.m. – 12:30 p.m.	Lunch
12:30 – 1:15 p.m.	Economic Development Incentives
1:15 – 1:45 p.m.	Possible Charter Updates
1:45 – 3:15 p.m.	NLC Debrief
3:15 – 4:00 p.m.	Council Liaisons Discussions
4:00 p.m.	Adjourn

2.03.020 - Town Administrator; functions and duties.

- (a) The Town Council, pursuant to Section 4.4 of the Charter, hereby creates the position of Town Administrator, which position may be referred to as "Town Manager." Any reference to "Town Manager" shall mean the Town Administrator, as that term is used in the Charter, and any authority given, action taken, or duties performed under the title of "Town Manager" shall be treated as if authorized, taken, or performed by the Town Administrator.
- (b) The Town Administrator shall in general have the following functions and duties:
 - (1) Enforce the laws and ordinances of the Town.
 - (2) Appoint, suspend, transfer and remove all employees of the Town subject to the personnel regulations of the Town.
 - (3) Prepare a proposed budget annually and submit it to the Town Council, and be responsible for the administration of the budget after its adoption.
 - (4) Prepare and submit to the Town Council as of the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year and, upon request of the Town Council, make written or verbal reports at any time concerning the affairs of the Town under his or her supervision.
 - (5) Keep the Town Council advised of the financial condition and future needs of the Town, and make such recommendations to the Town Council as he or she may deem necessary or expedient. He or she shall cause to be provided to the Town Council a monthly statement and a quarterly statement summarizing the revenues and expenditures of the Town to date and contrasting the same with the approved budget for that fiscal year.
 - (6) Exercise supervision and control over all administrative departments, and recommend to the Town Council any proposal he or she thinks advisable to establish, consolidate or abolish administrative departments.
 - (7) Enforce all terms and conditions imposed in favor of the Town and its inhabitants in any contract or public utility franchise, and upon knowledge of any violation thereof, report same to the Town Council for such action and proceedings as may be necessary to enforce the same.
 - (8) Attend Town Council meetings.
 - (9) Establish a system of accounting and auditing for the Town.
 - (10) Act as a purchasing agent for the Town.
 - (11) Obtain engineering, architectural, maintenance, construction and work equipment services required by the Town.
 - (12) Approve license agreements for use of Town-owned property, in the form and with the content approved by the Town Attorney.

- (13) Perform such other duties as may be prescribed by ordinance or by the Town Council.
- (c) Neither the Mayor nor any member of the Town Council shall be appointed Town Administrator during the term of office for which he or she has been elected or appointed, or within one (1) year after the expiration of the term of office of Mayor or Town Councilmember.
- (d) The Town Administrator shall have the following qualifications:
- (1) The Town Administrator shall be selected solely on the basis of administrative qualifications with special reference to training and experience.
 - (2) The entire time and business interest of the Town Administrator shall be devoted to the management of the Town's affairs, and the Town Administrator shall not, while in office, be an employee of, or perform any executive duty for any person, firm, corporation or institution other than the Town except where approved by Council.
- (e) The Town Administrator shall have the following additional functions and duties:
- (1) To coordinate the administration and enforcement of all laws and ordinances of the Town, save and except to the extent that the administration of such enforcement is confided to other Town officials by law or by ordinance.
 - (2) To be responsible to the Council for the administration of all departments and offices of the Town, save and except the Municipal Court and the Town Attorney.
 - (3) To issue such administrative regulations and outline such general administrative procedures applicable to areas and departments confided to the Town Administrator's supervision, in the form of rules which are not in conflict with the Town Charter, the personnel regulations of the Town and the laws of the State or the ordinances of the Town.
 - (4) To keep the Council fully informed as to the financial condition and future needs of the Town.
 - (5) To recommend to the Council for adoption such measures, resolutions, acts and policies as the Town Administrator may deem necessary or desirable for the efficient and proper operation of the Town and the performance of its functions.
 - (6) To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of Town services for amounts up to and including one hundred thousand dollars (\$100,000.00), receive sealed bids for purchases or contracts not in excess of one hundred thousand dollars (\$100,000.00). No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the Council. No contract in excess of one hundred thousand dollars (\$100,000.00) shall be let except by the Town Council. The Town Administrator may issue such rules governing purchasing policies within the administrative organization as the Council shall approve.
- (7)

To coordinate the activities of the various boards, commissions and committees of the Town with the activities and policies of the Council.

- (8) To cause full and complete records to be kept of the governmental, proprietary and financial business of the Town, including the maintenance of a system of accounts of the Town which shall conform to any uniform system required by the Town Council and to generally accepted principles and procedures of governmental accounting. The Town Administrator shall submit financial statements to the Town Council quarterly, or more often as the Town Council directs.
- (9) To prepare and submit to the Council an annual report of the Town's affairs, including a summary of the activities of each department.
- (10) To propose for adoption by the Council, at any time or from time to time, a plan of administrative organization of the Town government, which plan shall be adopted by the Council by resolution or ordinance.
- (11) To prepare and submit to the Council such reports as may be required by that body.
- (12) To establish, by regulation, fees up to and including one thousand dollars (\$1,000.00) to be charged for Town services which are not services generally provided by the Town unless such fees are otherwise set by ordinance or resolution adopted by the Town Council.
- (13) To sell surplus Town property, without Town Council approval, when the estimated value of the item is less than five thousand dollars (\$5,000.00).
- (14) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements.
- (15) To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
- (16) To exercise and perform all administrative functions of the Town that are not imposed by the Charter or this Article upon some other official. The Town Administrator may, in the event of an emergency, exercise complete administrative authority over any department, department head or Town employee and all Town-owned property. The Town Administrator shall determine when such emergency exists. It is the intent of this Paragraph to delegate to the Town Administrator the authority within Sections 15.14 and 15.15 of the Charter to provide for the continuity of government and to provide for the necessary organization, powers and authority to enable the timely and effective use of all available Town resources to prepare for, respond to and recover from civil emergencies, emergencies or local disasters. It is also intended to grant as broad a power as permitted within the letter of the Charter and the Town Council-Town Administrator form of government, including but not limited to, upon the declaration of an emergency, the authority to establish a curfew, order an evacuation, regulate distribution of food and water, close businesses, limit sales of alcohol, firearms and explosives, close streets, buildings and transportation routes, commandeer private property,

appropriate funds, temporarily close governmental offices, including the Municipal Court, in the event that conducting court operations is not practical or prudent, and issue any order believed necessary to protect the Town. The Town Council retains the power to direct the Town Administrator during the pendency of a declaration.

- (17) To adhere to any policies established by the Town Council concerning contacts with the media and release of information under the Colorado Public Open Records Act.
 - (18) Approve agreements for gifts or donations made by the Town, which gifts or donations shall be approved by adoption of the ordinance approving each annual budget.
 - (19) To perform such other functions and duties as may be prescribed by Charter or ordinance or resolution of the Council.
- (f) The Town Administrator is authorized to delegate the following:
- (1) The Town Administrator shall have the authority to delegate to a deputy or assistant appointed by the Town Administrator, to the heads of departments or to other officers or employees designated by the Town Administrator, such part of the power and authority vested in the Town Administrator by this Section as the Town Administrator shall deem necessary and proper, at any time and from time to time.
 - (2) The Town Administrator shall have the further authority to delegate any power, jurisdiction or authority vested by Town ordinance or by law in a Town officer subordinate to the Town Administrator, to the deputy or assistant or to other officers or employees designated by the Town Administrator, at any time and from time to time.
- (g) The relationship of the Council to the Town Administrator is as follows:
- (1) To recommend to the Town Council for adoption such measures as the Town Administrator may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote.
 - (2) The Council and its members shall deal with that portion of the administrative service for which the Town Administrator is responsible solely through the Town Administrator, and neither the Council nor any member thereof shall give orders to any subordinate officer or employee of the Town either publicly or privately. *Administrative service* means and includes every department, officer, function and service for which or for whom the Town Administrator is responsible under the provisions of this Section.
 - (3) Neither the Town Council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the Town Administrator or any of the Town Administrator's subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative services of the Town. Except for the purpose of

inquiry, the Town Council and its members shall deal with the administrative service solely through the Town Administrator and neither the Town Council nor any member thereof shall give orders to any subordinates of the Town Administrator, either publicly or privately.

(4) Directives issued by the Council concerning policies or operations of the Council affecting the administrative service of the Town or directing the Town Administrator in the administration of the government of the Town shall be made so as to direct the Town Administrator to accomplish the desired purposes, objectives or action. A majority of Council shall direct the Town Administrator to accomplish specific desired purposes, objectives or action, and not individual Councilmembers.

- (h) Whenever in any part of this Code or ordinances of the Town a reference is made to the Town Administrator or Town Manager, such references shall mean the Town Administrator of the Town.
- (i) The Council may appoint or designate an acting Town Administrator during the period of vacancy in the office of Town Administrator. During the absence of the Town Administrator from the Town, the Town Administrator may appoint or designate an acting Town Administrator during the period of absence not to exceed fourteen (14) consecutive days unless Town Council approval is obtained by the Town Administrator. In the event of a disability of the Town Administrator, the Council may appoint or designate an acting Town Administrator during the absence of the Town Administrator. Such acting Town Administrator shall, while in such office, have all the responsibilities, duties, functions and authority of the Town Administrator.
- (j) Violations. Any person who shall willfully fail or refuse to comply with the orders of duly authorized law enforcement officers or personnel charged with the responsibility of enforcing the proclamation of emergency authorized herein by Paragraph (e)(16) of this Section shall be deemed guilty of violating this Section of the Code and, upon conviction thereof, shall be subject to a fine of not more than nine hundred ninety-nine dollars (\$999.00). Each day a violation of this Section continues shall constitute a separate offense.

(Ord. 1.391.3 §1, 2022; Ord. 1.391.2 §2, 2022; Ord. 1.391.1 §1, 2020; Ord. 1.391 §1, 2011; Ord. 1.367 §1, 2010; Ord. 1.80.4 §1, 2009; Ord. 1.80.2 §1, 1997; Ord. 1.80.1 §1, 1996; Ord. 1.80 §1, 1995; Ord. 1.79 §3, 1995; Ord. 1.66 §2, 1994; Ord. 1.39 §1(2.03 §2), 1990)

Town of Parker, Colorado

POLICY STATEMENT

TITLE Staff Contact by Elected Officials	PAGE 1 of 1	POLICY NUMBER 1-6
EFFECTIVE DATE August 20, 2018	AMENDED AND READOPTED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

PURPOSE

This policy statement outlines contacts between elected officials and Town staff, in accordance with Section 2.03.020 of the Parker Municipal Code (the “Town Manager Ordinance”). The goal of this policy is to ensure compliance with the Manager Ordinance and maintain the appropriate protocols between elected officials, the Town Manager 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, and related projects).
2. This policy statement does not apply to simple inquiries from elected officials directed to the Town Manager 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 Manager, based on agreement and direction provided by at least two councilmembers.
4. It is the policy of the Town Manager 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 Manager’s Office shall be the main point of contact for all elected official support (questions, clerical, research, and related projects). When in doubt, inquiries or requests should be directed to the Town Manager’s Office.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Study Session Policy Statement	PAGE 1 of 1	POLICY NUMBER 1-7
EFFECTIVE DATE August 20, 2018	AMENDED AND READOPTED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

PURPOSE

This policy statement outlines that the Town Manager 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 Manager's office is the primary contact for adding Study Session items to the Study Session Agenda. The Town Manager will place reports, updates and routine items on the agenda at the Town Manager's discretion.
2. To place an item on the Study Session Agenda, direction will be provided to the Town Manager 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. Staff will provide packets to the elected officials through the electronic agenda system by 5 p.m. the Friday before a scheduled Study Session. As much information as possible will be provided to elected officials in advance.

City and County of Broomfield

Council Meeting Decorum Rules (Posted in Council Chambers for members of the public)

- Members of the public may comment during the appropriate public comment period for the time period stated by the Mayor (typically 3 minutes.)
- Speakers must introduce themselves and make all remarks to the Mayor and Council from the podium.
- Disruption, disturbances or other barriers to the orderly conduct of the meeting are not permitted.
- Threats or attempts to intimidate another person are not permitted. Remain seated except when speaking from the podium.
- Do not block aisles or exits.
- Silence cell phones or any other electronic devices.
- Animals are prohibited (ADA service animals are permitted.)
- No signs or posters allowed in the Council Chambers.
- Please be civil. We ask that individuals refrain from profanity.

If you do not follow these rules, you may be asked to leave.

Town Policy Manual

Policy	Status	Notes
Establishing Town Policy Manual	Updated	Council retreat
Mission, Vision, Principles & Core Values	No Changes	
Flag Policy	No Changes	
Study Session Policy	Revisions needed	Update after Retreat Discussion
Town Council Public Hearing Procedure and Public Comment Policy	No Changes	
Consent Agenda Policy	No Changes	
Debt Management Policy	No Changes	
General Fund Working Reserve Policy	No Changes	
Investment Policy	No Changes	
Community Recognitions & Town Council Event Participation Process Policy	No Changes	
ADA/Digital Accessibility Policy	Coming soon	Study Session or Exec Session
Technology Policy	Coming soon	Study Session or Exec Session
Homeless Camp Site Clean Up & Storage of Property policy	Coming soon	Exec Session on 3/3

Elected Official Guidelines

Policy/Procedure	Status	Notes
Establishing Elected Official Guidelines	New	Council retreat
Elected Official Budget Policy	Updated	Council retreat
Elected Official Media Policy	No Changes	
Elected Official Social Media Policy	Updated	Council retreat
Elected Official Purchasing Card Policy	Updated	Council retreat
Elected Official Travel Policy	Updated	Council retreat
Staff Contact by Elected Officials	Revisions needed	Update after Retreat Discussion
Elected Official Meeting Protocol during Town Council Meetings	Updated	Council retreat
Elected Official Technology Policy	Updated	Council retreat
Council Liaison Policy	Updated	Council retreat
Appointee Evaluation Process	New	Study Session or Exec Session
Appointee Complaint Process	Updated	Study Session or Exec Session
Code of conduct/ Elected Official Complaint Process	New	Study Session or Exec Session

Agency Name	Representative	Representative	Alternate
Cherry Creek Basin Work Group (CCBWG)	Rivero		
Cherry Creek Basin Water Quality Authority			
CML Policy Committee	Hefta		Hendreks
DRCOG	Diak		Rivero (Mayor)
DC Economic Development Collaborative	Rivero		
DC Homeless Initiative	Hefta		
DC Housing Partnership (2 year term 23/24)	Barrington		Wilks
DC Youth Initiative	Wilks		Rivero
E-470 Authority Board	Diak		Hefta
Greater Parker Foundation	Wilks	Barrington	
Metro Mayors Caucus	Rivero (Mayor)	(Mayor Pro Tem)	
Parker Chamber of Commerce	Wilks		Hendreks
Parker Water & Sanitation District	Rivero		Hefta
Parker Senior Center	Hendreks		Wilks
Partnership of Douglas County Governments (PDCG)	Rivero (Mayor)		
Investment Advisory Committee	Diak		



2025 Liaisons

As of 2.4.25

EXTERNAL REPRESENTATIVE COMMITTEES/LIAISONS:

Cherry Creek Basin Water Quality Authority (CCBWQA)†

- 1 REPRESENTATIVE – 1 ALTERNATE
- **JOSH RIVERO – ALTERNATE: ALEX MESTAGH**
- Purpose: The vision of the Cherry Creek Basin Water Quality Authority is to integrate watershed goals for community development, water supply, recreation, wildlife habitat and open space with the Authority's water quality mission. The Authority is made up of one elected official from each municipality and one County Commissioner.
- Meetings: 3rd Thursday of the month from 9:00 to 11:00 a.m. (Southeast Metro Stormwater (SEMSWA) 7437 S. Fairplay Street, Centennial, CO 80112)

Cherry Creek Basin Work Group (CCBWG)

- 1 LIAISON – 1 *Staff Contact*
- **JOSH RIVERO – Brett Collins**
- Purpose: Conserve and protect the Cherry Creek Basin Watershed's remarkable places by completing trails, preserving open space, and enhancing parks and recreation for public enjoyment.
 - Members of the Working Group meet regularly to establish protocols, develop goals, identify open space opportunities, and create criteria to assess future open space and recreational opportunities.
 - The CCBWG consists of approximately 30 individuals including elected and appointed officials plus various staff members.
- Meetings: As needed

Colorado Municipal League (CML) Policy Committee†

- 1 APPOINTEE – 1 ALTERNATE - 1 *Staff Contact*
- **LAURA HEFTA - ALTERNATE: TODD HENDREKS – Emily Hogan**
- Purpose: Standing committee that develops the League's legislative program. Membership is composed of representatives from each member municipality, CML sections and district presidents.
- Meetings: For 2025 - February 20 (Legislative Workshop) and Feb 21 & March 14 (Policy)

Denver Regional Council of Government (DRCOG)†

- 1 BOARD MEMBER – 1 ALTERNATE – 2 *Staff Contacts*
- **JOHN DIAK - ALTERNATE: JOSH RIVERO – Bryce Matthews, Chris Hudson**
- Purpose: Best known for transportation planning DRCOG is involved in many issues that affect the region's future, local governments work cooperatively on:

- Building a multi-model transportation system; Preserving open space; Distributing money for senior services; Planning for regional growth and development; Creating awareness of alternative transportation options; Developing demographic information; Promoting regional cooperation; Coordinating efforts of local governments; Resolving common problems
- Providing member services to participating local governments
- Meetings: 3rd Wednesday of the month from 6:30 to 9:00 p.m. (DRCOG, 1001 17th Street, Denver, CO)

Douglas County Community Foundation (DCCF)

- 1 Appointee
- **MAYOR RIVERO**
- Purpose:

Douglas County Economic Development Collaborative

- 1 Board Member (Mayor) - Advisory Committee Member (staff) (per the MOU)
- **MAYOR RIVERO – Weldy Fezell**
- Purpose: As established by MOU, it supports economic development and recovery efforts by increasing primary employment opportunities in Douglas County through proactive and collaborative marketing initiatives.
- Meetings: TBD

Douglas County Homeless Initiative (DCHI) †

- 1 EXECUTIVE COMMITTEE REPRESENTATIVE – Work Group Representatives (Staff)
- **LAURA HEFTA – Joe Degenhart, Michael Lawson**
- Purpose: Assess the status of homeless in the county, determine needs and issues and make recommendations for services and resources to meet ongoing needs.
- Meetings: Monthly on the 2nd Thursday of the month from 9:00 to 10:30 a.m. at DC, Philip S. Miller Building, First Floor: Hearing Room, A&B Conference Room.

Douglas County Housing Partnership (2-year term 2025/2026) †

- 1 BOARD MEMBER - 1 ALTERNATE – 1 Board (Staff)
- **ANNE BARRINGTON - ALTERNATE: BRANDI WILKS – Julia Duncan**
- Purpose:
 - Preserving and developing safe, secure, quality, affordable housing for eligible families and individuals.
 - Providing housing choices for those who have few.
 - Enhancing the economic stability of Douglas County by providing housing opportunities and counseling services for those who are employed in the County.
 - Serving as a catalyst to promote self-sufficiency and create partnerships to maximize available community resources.
- Meetings: 4th Tuesday of the month from 8:00 to 10:00 a.m. (Douglas County Housing Partnership - 9350 Heritage Hills Circle, Lone Tree, CO)

Douglas County Youth Initiative†

- 1 REPRESENTATIVE - 1 ALTERNATE – 1 *Staff Contact*
- **BRANDI WILKS - ALTERNATE: JOSHUA RIVERO – Bri Rock & Cheri Sullivan – ALTERNATE: Chief Tsurapas**
- Purpose:
 - DCYI envisions a community in which youth are involved, valued, productive, protected, and healthy
 - Collaborate effectively as a seamless continuum of services
 - Advocate for system improvements that will better serve youth and families of Douglas County
 - Support youth and encourage their contributions to the broader community
 - Effectively intervene with youth who are endangered by their decisions and /or situation
 - Support and expand opportunities for youth to express viewpoints
 - Support parents with resources, education, and unconditional care
- Advisory Board Meetings: 2023 – TBA (Douglas County Human Services, 100 Third Street, Castle Rock, CO)

E-470 Authority Board†

- 1 BOARD MEMBER – 1 ALTERNATE – 1 *Staff Contact*
- **JOHN DIAK - ALTERNATE: LAURA HEFTA – Tom Williams**
- Purpose: Input and direction on all areas of business E-470 conducts such as budgets, contracts, the E-470 Transportation Safety Foundation, community relations and safety patrol
- Meetings: 2nd and 4th Thursday of the month from 9:00 to 10:30 a.m. (E-470 Office, 22470 E Stephen D Hogan Parkway, Ste. 100, Aurora, CO)

Metro Mayors Caucus†

- 1 MAYOR – 1 MAYOR PRO TEM
- **MAYOR RIVERO - TBD**
- Purpose: The Metro Mayors Caucus is a cooperative alliance of the mayors of 39 cities and towns in the Denver metropolitan region.
 - Elected officials providing leadership and creative solutions on some of the most challenging issues in our region.
 - Voice for collective action on issues that affect the entire metropolitan area and cannot be effectively addressed by any one jurisdiction acting alone.
- Meetings: 1st Wednesday from 7:30 to 10:00 a.m., bi-monthly beginning in February (Denver Metro Chamber, 1445 Market Street, 4th Floor Board Room)

Parker Chamber of Commerce†

- 1 LIASION – 1 ALTERNATE - 1 *Staff Contact*
- **BRANDI WILKS – ALTERNATE: TODD HENDREKS - Weldy Feazell**
- Purpose: Support and promote the success of members through networking, professional development, advocacy, leadership, and community development.
- Meetings: Board – 4th Tuesday of the month from 8:30 to 10:00 a.m. (Parker Area Chamber of Commerce – 19751 E Mainstreet, Suite R16, Parker, CO)

Parker Senior Center†

- 1 LIAISON – 1 ALTERNATE – 1 *Staff Contact*
- **TODD HENDREKS – ALTERNATE: BRANDI WILKS - Mary Colton**
- Purpose: Provide a place for seniors to connect with each other through a variety of social activities, events, meals, trips, and volunteer opportunities.
- Meetings: Board Meetings: 2nd Tuesday of the month at 12:30 p.m., Membership Meetings: 1st Wednesday from 12:30 to 1:30 p.m., biannually in February and November (Zoom for now, future at Senior Center - 10675 Longs Way, Parker)

Parker Water & Sanitation District

- 1 LIAISON – 1 ALTERNATE - 1 *Staff Contact*
- **JOSHUA RIVERO – ALTERNATE: LAURA HEFTA - Michelle Kivela**

Partnership Douglas County Government (PDCG)

- 1 MAYOR – 1 REPRESENTATIVE – 1 *Staff Contact*
- **JOSH RIVERO – TBD – Michelle Kivela**
- Purpose: The Partnership of Douglas County Governments is to build and maintain relationships, foster communication, and share information among local governmental entities for the purpose of identifying and achieving cost savings; improvements in operations, programming efficiency; and service enhancements County wide.
- Meetings: 3rd Wednesday at 7:00 a.m., bi-monthly beginning in January (Locations vary)

STAFF ONLY

Centennial Airport Community Noise Roundtable (CACNR)†

- 1 Staff Contact – 1 Alternate Staff Contact
- **Ashley Chasez – Bryce Matthews**
- Purpose: To work with the airport to find ways to reduce and mitigate the impact of aircraft noise on surrounding communities. The Roundtable is comprised of local elected officials, appointed representatives from the community, airport staff, the FAA, CDOT (Aeronautics Division) and airport users.
- Meetings: 1st Wednesday of the month at 6:30 p.m. (Ramada Inn - 7770 S. Peoria St., Englewood, CO)

Douglas County Opioid Council

- 1 Staff Member (Currently the Chief) (Sub-Committee, when developed additional staff member)
- **Chief Jim Tsurapas**
- Purpose: The Regional Opioid Council is tasked with creating and submitting a two-year plan to the Abatement Council that identifies the Approved Purposes for which the requested funds will be used in Region 12 – Douglas County.
- Meetings: TBD as needed (We are still in the development phase)

Downtown Business Alliance (DBA)†

- 1 Staff Contact
- **Cheri Sullivan**
- Purpose: Forum for Downtown Business Alliance members to come together, share ideas to Downtown businesses across Parker community and beyond.
- Meetings: 2nd Wednesday of the month (except December) at 9:00 a.m. (Parker Library)

Mile High Flood District (MHFD)

- 1 REPRESENTATIVE – 1 Staff Contact
- **Tracy Engerman (Castle Pines) – Michael Grabzyk**
- Purpose: The Mile High Flood District's (MHFD) mission is to protect people, property, and our environment through preservation, mitigation, and education. As an independent agency, the MHFD is governed by a unique board of directors consisting of twenty-one locally elected officials such as mayors, county commissioners, city council members, and two registered professional engineers.
- Meetings: 8 times a year, 3rd Thursday of the month, Annual Meeting – 3rd Thursday of January. 1: p.m. and held virtually

Rueter-Hess Recreation Advisory Board*

- 1 Staff Contact - 1 alternate
- **Mary Colton - Michael Lawson**
- Purpose: The Rueter -Hess Advisory Board is comprised of six representatives from Douglas County who contribute financially and serve in an advisory capacity to the managing jurisdiction, Douglas County, to carry out the Reuter-Hess Recreation Master Plan.
- Meetings: Monthly, 2nd Friday of the month from 9:00 to 10:00 a.m. (Parker Water and Sanitation Purification Facility – 11865 Heirloom Parkway, Parker, CO 80134).

TOWN COMMISSIONS/COMMITTEES

DC Open Space Advisory Committee (COSAC)†

- 1 citizen member
- **Bryan O'Malley**
- Purpose: Committee makes recommendations to the Board of County Commissioners on the disbursement of funds from the Open Space, Trails, and Parks Funds
- Meetings: First Thursday of the month at 5:30 p.m., Philip S. Miller Building, Castle Rock

Investment Advisory Committee**

- 1 LIAISON - two citizen members - Town Manager - Finance Director
- **JOHN DIAK – Bob Agan and Rufat Garalov – Michelle Kivela – Chris Fiandaca**
- Purpose: Provide an additional level of transparency and oversight to the Town's investments.
- Meetings: 2nd Friday of the month at 8:30 a.m., quarterly beginning in January (Town Hall)

Greater Parker Foundation*

- 2 BOARD MEMBERS – 1 Staff Contact – 1 Staff Alternate
- **ANNE BARRINGTON, BRANDI WILKS – Michael Lawson – Chris Fiandaca**
- Purpose: The Greater Parker Foundation is a 501(c)(3) organization that supports and enhances the hometown feeling and quality of life for the Parker area through fundraising and support of community goals and needs.
- Meetings: Quarterly, first Friday of month beginning in Feb then May, Aug and Nov

** Board of Directors are appointed by resolution (last appointed 04/17/23, Res. No. 23-034)*

*** Either the Mayor serves “or a Councilmember appointed by the Mayor and ratified by Town Council” (ratified by a resolution) and “the term shall be two (2) years beginning in a January of each even numbered year” (last appointed January 2023). Citizen members serve two (2) years on alternating year terms (one appointed on odd years, and one appointed on even years)*

† Confirmed via appointment letter

Section 3.3 – Mayor Pro Tem

A Mayor Pro Tem shall be elected by the Council from its own membership at the first meeting following each biennial election. The Mayor Pro Tem shall serve until the Council meeting following the next regular Town election, and shall act as Mayor during the absence or disability of the Mayor. In the event of absence or disability of both the Mayor and the Mayor Pro Tem, the Council shall designate another of its members to serve as Acting Mayor during such absence or disability. Any Mayor Pro Tem or Acting Mayor, while serving as such, shall retain all powers granted herein to Councilmembers.

2.02.030 - Mayor Pro Tem.

The Mayor Pro Tem shall be elected by the Town Council from its own membership at the first meeting following each biennial election. In the absence or disability of the Mayor, the Mayor Pro Tem shall perform all duties and have all powers of the Mayor. The Mayor Pro Tem shall serve until the Council meeting following the next regular Town election, unless sooner removed by a majority of the entire Council.

	Mayor Pro Tem	Acting Mayor	
2003	Dave Aldridge	David Casiano	03-006
2004	David Casiano	Dave Aldridge	04-030
2005	Traci Kaker	Tracy Hutchins	05-016
2006	Tracy Hutchins	Traci Kaker	06-005
2007	Scott Jackson	Debbie Lewis	07-002
2008	Debbie Lewis		Found on documents she signed.
2009	Tracy Hutchins	Scott Jackson	09-021
2010	Scott Jackson	Mike Waid	10-015
2011	Scott Jackson	Gary Lasaster	11-008
2012	Mike Waid	Scott Jackson	12-010
2013	Josh Martin	Amy Holland	13-006
2014	Amy Holland	Scott Jackson	14-009
2015	Josh Rivero	Debbie Lewis	15-010
2016	Josh Rivero	Debbie Lewis	16-009
2017	Josh Martin	John Diak	17-011
2018	John Diak	Josh Rivero	18-028
2019	John Diak	Renee Williams	19-008
2020	Josh Rivero	Jeff Toborg	20-008
2021	John Diak	Cheryl Poage	21-004
2022	No resolution.		
2023	John Diak	Josh Rivero	23-010
2024	No resolution.		