

TOWN OF PARKER COUNCIL AGENDA

May 19, 2025

Notes:

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

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

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

Public Viewing Only - YouTube: Town Council meetings may be viewed live on YouTube at www.youtube.com/townofparkerco.

PLEASE NOTE: Public participation is NOT available through YouTube.

1. TOWN COUNCIL MEETING SCHEDULE

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

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

3. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

4. CONSENT AGENDA

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

- A. *APPROVAL OF MINUTES - May 5, 2025*

- B. *RESOLUTION NO. 25-033*
A Resolution Setting the Date for Consideration of the Annexation Ordinance for the Parker Professional Park Property for Second Reading on July 7, 2025
Department: Community Development, Stacey Nerger
- C. *RESOLUTION NO. 25-034*
A Resolution to Amend Resolution No. 23-038, Series of 2023, to Amend and Readopt the Town of Parker Policy Manual
Department: Town Manager, Michelle Kivela
- D. *RESOLUTION NO. 25-035*
A Resolution to Adopt the Town of Parker Elected Officials Guidelines
Department: Town Manager, Michelle Kivela
- E. *PROCLAMATION - National Public Works Week*
- F. *CONTRACT OVER \$100,000*
1. *Lincoln Avenue/Pine Drive Intersection Improvements (CIP 25-018) Preliminary Engineering – Contract Modification*
Amount: \$76,273.20 (Addition to the Original Contract Amount of \$121,165)
Contractor: Wilson & Company
Department: Engineering and Public Works, Tom Gill

5. **ORDINANCES**

- A. **ORDINANCE NO. 1.646 - Second Reading**
A Bill for an Ordinance Accepting the Conveyance of Real Property From Winter Parker Bank Ventures, LLC, for a Parcel Located in Lot 8, Parker Hilltop Town Square 1st Amendment for the Hilltop Road Project
Department: Engineering and Public Works, Patrick Burke
- B. **ORDINANCE NO. 1.647 - Second Reading**
A Bill for an Ordinance to Approve the Memorandum of Agreement by and between the Town of Parker and Robinson Ranch Community Association, Inc., Concerning the Parker Road Sidewalks – East Side Gaps Project
Department: Engineering and Public Works, Patrick Burke

C. UNAUTHORIZED CAMPING ON PUBLIC PROPERTY PROHIBITED

Department: Town Attorney, Kelsey Hall

- 1. ORDINANCE NO. 5.06.40.2 - Second Reading**
A Bill for an Ordinance to Amend Section 8.07.100 of the Parker Municipal Code Concerning Unauthorized Camping on Public Property Prohibited
- 2. RESOLUTION NO. 25-041**
A Resolution to Adopt the Town of Parker Unauthorized Campsite and Personal Property Abatement Policy and Procedure

D. ORDINANCE NO. 3.372.4 - Second Reading

A Bill for an Ordinance to Amend Section 13.08.040 of the Parker Municipal Code Concerning Sensitive Lands Avoidance

Department: Town Attorney, Kelsey Hall

6. CONTRACTS OVER \$500,000

Agreement for Purchase of Goods and Professional Services (Town Hall Expansion Office Furniture RFP 24-023)

Amount: \$1,500,000

Contractor: Projex, Inc.

Department: Engineering and Public Works, Bob Exstrom

7. PUBLIC COMMENTS CONTINUED IF NECESSARY

8. ADJOURNMENT

Parker Town Council

Executive Session Agenda

May 19, 2025

“To consider personnel matters, pursuant to C.R.S. § 24-6-402(4)(f).”

Town Attorney evaluation

**TOWN OF PARKER COUNCIL
MINUTES
MAY 5, 2025**

Mayor Joshua Rivero called the meeting to order at 4:40 p.m.

Town Attorney Jamie Wynn advised that there were three items for discussion in the Executive session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b). The first item was related to House Bill 24-1152 (accessory dwelling unit) and House Bill 24-1007 (occupancy bill) passed in the 2024 legislative session. The second item was concerning the Amended and Restated Stroh Ranch/Hess Ranch Annexation Agreement (Northern Property), Resolution No. 19-023, Series of 2019, and amendments thereto, and Subdivision Agreement for Tanterra Filing No. 1. The third item was about potential Town of Parker Charter amendments for November 2025 coordinated election, Town of Parker Municipal Code amendments related to Chapter 2.5 – Code of Ethics, and draft Code of Conduct and Ethics for Elected Officials.

EXECUTIVE SESSION

Brandi Wilks moved and Todd Hendreks seconded to enter into Executive Session at 4:41 p.m. to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

The motion was approved unanimously.

Brandi Wilks moved and Todd Hendreks seconded to come out of Executive Session at 6:43 p.m.

The motion was approved unanimously.

COUNCIL UPDATES/WORK SESSION

The Town Council discussed the following items during the Work Session:

- A possible resolution in support of the Douglas County Home Rule Charter ballot question. Council was not in favor of a resolution.
- Canceling the study session on May 19, 2025.
- Anne Barrington will be attending the Douglas County Housing Partnership Awards Ceremony.
- Cultural still needs two Councilmembers to sit on their interview panel. Brandi Wilks and Todd Hendreks will sit.

Brandi Wilks moved and Todd Hendreks seconded to recess the regular meeting until 7:00 p.m.

The motion was approved unanimously.

REGULAR MEETING

Mayor Rivero reconvened the meeting at 7:10 p.m.

Mayor Rivero led the Council and audience in the Pledge of Allegiance.

SPECIAL PRESENTATIONS

Court Administrator, Ashley Perrino, and Municipal Court Judge, Vincent White, presented scholarships to the following team court participants: Avery Oxton and Lucas Katial.

PUBLIC COMMENTS

Annette Budd with Congresswoman Boebert's office introduced herself to Council.

REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

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

CONSENT AGENDA

- A. APPROVAL OF MINUTES - April 21, 2025
- B. ORDINANCE NO. 1.646 - First Reading
A Bill for an Ordinance Accepting the Conveyance of Real Property From Winter Parker Bank Ventures, LLC, for a Parcel Located in Lot 8, Parker Hilltop Town Square 1st Amendment for the Hilltop Road Project
Department: Engineering and Public Works, Patrick Burke
Second Reading: May 19, 2025
- C. ORDINANCE NO. 5.06.40.2 - First Reading
A Bill for an Ordinance to Amend Section 8.07.100 of the Parker Municipal Code Concerning Unauthorized Camping on Public Property Prohibited
Department: Town Attorney, Kelsey Hall
Second Reading: May 19, 2025
- D. ORDINANCE NO. 3.372.4 - First Reading
A Bill for an Ordinance to Amend Section 13.08.040 of the Parker Municipal Code Concerning Sensitive Lands Avoidance
Department: Town Attorney, Kelsey Hall
Second Reading: May 19, 2025

- E. *ORDINANCE NO. 1.647 - First Reading*
A Bill for an Ordinance to Approve the Memorandum of Agreement by and between the Town of Parker and Robinson Ranch Community Association, Inc., Concerning the Parker Road Sidewalks – East Side Gaps Project
Department: Engineering and Public Works, Patrick Burke
Second Reading: May 19, 2025
- F. *RESOLUTION NO. 25-019*
A Resolution to Determine, Upon Recommendation of the Town Manager, that the Public Interest Will Be Served by a Single Source Contract Concerning the Town Hall VAV Controllers Project
Department: Engineering and Public Works, Jim Gilbert
Engineering and Public Works, Adrian Orzescu
- G. *RESOLUTION NO. 25-030*
A Resolution Accepting the Conveyance of a Drainage Easement from Crown Point Five, LLC, for a Portion of Lot 5-2, Crown Point F#1, 31st Amendment
Department: Engineering and Public Works, Charles Kudlauskus
- H. *RESOLUTION NO. 25-031*
A Resolution Accepting the Conveyance of a Drainage Easement from Alvarado Development, LLC, for Part of Lot 3B, Reata West Filing No. 1, 1st Amendment
Department: Engineering and Public Works, Charles Kudlauskas
- I. *CONTRACTS OVER \$100,000*
1. *2025 Intersection Improvements (CIP24-016 and CIP24-028)*
Amount: \$479,368.00
Contractor: HCG Construction
Department: Engineering and Public Works, Tom Gill
 2. *Lincoln Avenue/Villagecreek Parkway Traffic Signal (CIP 24-023) Contract Modification*
Amount: \$12,092 (Addition to Original Contract Amount of \$474,191)
Contractor: Lighthouse Transportation Group
Department: Engineering and Public Works, Nathan Klass

3. *Fleet Vehicle Purchase (3 Chevrolet Colorado Units)*
 Amount: \$111,720
 Contractor: John Elway Chevrolet
 Department: Engineering and Public Works, Jim Gilbert

4. *Parker Road Sidewalk East Side Multi-Use Trail Connection (CIP22-004-CM) Professional Services Agreement – Contract Modification*
 Amount: \$9,564 (Addition to Original Contract Amount of \$323,740)
 Contractor: Alfred Benesch & Company
 Department: Engineering and Public Works, Tom Gill

5. *Parker Road Sidewalk - North Gap (King Soopers to Valley Hi Drive) Preliminary Design (CIP24-014-PE) Professional Services Agreement – Contract Modification*
 Amount: \$44,860.50 (Addition to Original Contract Amount of \$143,665)
 Contractor: Merge Resource Group
 Department: Engineering and Public Works, Tom Gill

6. *Software Service & Professional Services Agreement*
 Amount: \$259,180
 Contractor: Xplor Recreation and Xplor Gym d/b/a PerfectMind, Inc.
 Department: Parks, Recreation & Open Space, Meagan Nakashima

7. *2025 Townwide Resurfacing Program (CIP 25-004)*
 Amount: \$4,166,981.35 (Corrected Amount)
 Contractor: Brannan Sand and Gravel Company, LLC
 Department: Engineering and Public Works, John Mounier

J. PROCLAMATION - Mental Health Awareness Month

Brandi Wilks moved and John Diak seconded to approve Consent Agenda Items 5A through 5J.

A roll call vote was taken:

Todd Hendreks - yes
 Anne Barrington - yes
 Brandi Wilks - yes
 John Diak - yes
 Erik Frandsen - yes
 Laura Hefta - yes

The motion was approved unanimously.

ORDINANCES

A. ANTHOLOGY WEST METROPOLITAN DISTRICT NOS. 2, 3, 5 AND 6

Town Attorney Jamie Wynn advised that the attorneys for the Anthology West Metropolitan District requested that this item be continued to a date uncertain.

John Diak moved and Todd Hendreks seconded to continue this item and all subitems to a date uncertain.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

1. ORDINANCE NO. 9.264.2 - Second Reading

A Bill for an Ordinance Approving the First Amendment to Intergovernmental Agreement Between the Town of Parker, Colorado, and Anthology West Metropolitan District Nos. 2, 3, and 4, and Second Amendment to Intergovernmental Agreement Between the Town of Parker, Colorado, and Anthology West Metropolitan District Nos. 5 and 6

Department: Town Attorney, Jamie Wynn

2. RESOLUTION NO. 25-037

A Resolution Consenting to the Dissolution of Anthology West Metropolitan District No. 3

3. RESOLUTION NO. 25-038

A Resolution Consenting to the Dissolution of Anthology West Metropolitan District No. 6

4. RESOLUTION NO. 25-039

A Resolution to Approve the Form of Various Agreements Between and Among Anthology West Metropolitan District Nos. 2-6

B. ORDINANCE NO. 1.644 - Second Reading**A Bill for an Ordinance Zealously Asserting the Town of Parker's Home Rule Authority to Regulate Accessory Dwelling Units, which Authority Supersedes and Preempts House Bill 24-1152****Department: Town Attorney, Jim Maloney**

House Bill 24-1152 (the "ADU Bill") requires municipalities, including home rule municipalities, to administratively permit one (1) accessory dwelling unit ("ADU") for every single-family dwelling located in every zoning district that allows single-family dwellings. The Parker Land Development Ordinance prohibits accessory dwelling units in the Town because of the physical limits on the Town and other local governments, such as water and sewer districts, the school district, and fire districts, to provide essential public services to ADUs beyond the services provided to the approximately 16,000 single-family homes currently located in the Town and approximately 8,000 single-family homes that will be constructed in the future in the Town. The Town Council zealously asserts that the Town exercised its home rule authority to prohibit ADUs in the Town as provided by the Parker Land Development Ordinance, which supersedes and preempts the ADU Bill.

Public Comments: None.

Todd Hendreks moved and Laura Hefta seconded to approve Ordinance No. 1.644 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

C. ORDINANCE NO. 1.645 - Second Reading**A Bill for an Ordinance Zealously Asserting the Town of Parker's Home Rule Authority to Determine Residential Occupancy Limits for Single Dwellings Constructed in the Town, which Authority Supersedes and Preempts House Bill 24-1007****Department: Town Attorney, Jim Maloney**

House Bill 24-1007 (the "Occupancy Bill") prohibits local governments, including home rule municipalities, from enacting residential occupancy limits for single dwellings based on family relationships and only allows occupancy limits for single dwellings based on demonstrated health and safety standards described in the Occupancy Bill. The Town Council zealously

asserts that that the Town exercised its home rule authority to determine residential occupancy limits for single dwellings constructed in the Town, which are contained in the Parker Land Development Ordinance and are based on demonstrated “local” health and safety standards, which supersede and preempt the Occupancy Bill.

Public Comments: None.

John Diak moved and Anne Barrington seconded to approve Ordinance No. 1.645 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

D. ORDINANCE NO. 9.386 - Second Reading

A Bill for an Ordinance to Approve the Trust Agreement for Colorado Peace Officers Benefit Trust Concerning Cardiac Screenings and Other Recommended Testing

Department: Police Department, Jim Prior

In 2024, the Colorado legislature passed HB 24-1219, which requires employers to participate in a trust to provide for law enforcement officer heart and other health scans. Passage of this ordinance approved the trust agreement for the Town's participation in the trust established pursuant to the bill.

Public Comments: None.

Brandi Wilks moved and Todd Hendreks seconded to approve Ordinance No. 9.386 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

E. ORDINANCE NO. 9.299.2 - Second Reading**A Bill for An Ordinance to Approve the Addendum to the First Amended and Restated Intergovernmental Agreement Between Douglas County School District RE-1 and the Town of Parker Regarding the Sharing of Costs for Providing Police Officers to Act as School Resource Officers (SROs)****Department: Police, Jim Tsurapas**

Since 2009, the Town of Parker (Town) and the Douglas County School District (District) have entered into an Intergovernmental Agreement (IGA) related to the Town's Police Department providing School Resources Officers (SROs) to the District. Since 2009, the IGA has been updated and modified based on the addition of schools, officers, and other changes related to both circumstances and the law. The First Amended and Restated IGA (the "Agreement") was entered into on March 4, 2024. This Addendum to First Amended and Restated Intergovernmental Agreement Between Douglas County School District RE-1 and the Town of Parker Regarding the Sharing of Costs for Providing Police Officers to Act as School Resource Officers (SROs) (the "Addendum") does not modify the terms of the March 4, 2024, IGA other than as explicitly provided for in the Addendum.

Public Comments: None.

Brandi Wilks moved and Erik Frandsen seconded to approve Ordinance No. 9.299.2 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

RESOLUTIONS**RESOLUTION NO. 25-029****A Resolution to Determine, Upon Recommendation of the Town Manager, that the Public Interest Will Be Served by a Competitive Proposal Concerning the Salisbury Regional Park****Department: Parks, Recreation and Open Space, Brett Collins**

Salisbury Regional Park is anticipated to go to bid for construction in the second quarter of 2025. Staff recommended conducting a pre-qualification process to ensure that highly qualified general contractors will bid on the project. Per the Town of Park Municipal Code section 11.13.030, a resolution from the Town Council is required to authorize this process.

Public Comments: None.

Todd Hendreks moved and Erik Frandsen seconded to approve Resolution No. 25-029 on the regular agenda.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

ADJOURNMENT

Mayor Rivero adjourned the meeting at 8:50 p.m.

Chris Vanderepool, Town Clerk

Joshua Rivero, Mayor



Request for Town Council Action

Date: May 19, 2025

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

Reviewed By: Michelle Kivela, Town Manager

Title: **RESOLUTION NO. 25-033**
A Resolution Setting the Date for Consideration of the Annexation Ordinance for the Parker Professional Park Property for Second Reading on July 7, 2025

Department: Community Development, Stacey Nerger

EXECUTIVE SUMMARY

The Town of Parker is proposing to annex and zone land on the west side of Parker Road, between Lincoln Avenue and Parkglenn Way, commonly known as the Parker Professional Park property. The property is an enclave located in unincorporated Douglas County that is surrounded by the Town. The proposed Resolution No. 25-033 will schedule the second reading of the required annexation ordinance for July 7, 2025.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Parker Professional Park property is one of the few enclaves located in unincorporated Douglas County within the Parker Road corridor. The property has a total area of approximately 2.34 acres and was developed in the County many years ago with five (5) commercial buildings on four (4) lots. The land has been entirely bordered and surrounded by the Town for a period of greater than three (3) years, so it may be involuntarily annexed by the Town as an enclave pursuant to the Colorado Municipal Annexation Act of 1965.

The Town has an established policy of actively pursuing the annexation of enclaves to rationalize its borders, promote efficient service delivery and ensure orderly growth and development. Further, the Town has identified the Parker Professional Park property as a candidate for annexation within the municipal Planning Area (urban growth boundary) through the annual Three-Mile Plan and the Parker 2035 Master Plan.

The purpose of Resolution No. 25-033 is to begin the annexation of the subject property and comply with State law governing the process for doing so. The Resolution will schedule the second reading of the ordinance for the proposed annexation on July 7, 2025.

FINANCIAL IMPACT

None

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



ENHANCE ECONOMIC
VITALITY

ATTACHMENTS

1. Vicinity Map
2. Resolution No. 25-033

RECOMMENDED MOTION

I move to approve Resolution No. 25-033, as part of the consent agenda.

Parker Professional Park

Annexation and Zoning



Legend

-  Town Boundary
-  Site
-  Parcels

RESOLUTION NO. 25-033, Series of 2025

TITLE: A RESOLUTION SETTING THE DATE FOR CONSIDERATION OF THE ANNEXATION ORDINANCE FOR THE PARKER PROFESSIONAL PARK PROPERTY FOR SECOND READING ON JULY 7, 2025

WHEREAS, certain real property commonly known as the Parker Professional Park property is located in unincorporated Douglas County and is described in **Exhibit A** attached hereto and incorporated by this reference (the “Parker Professional Park Property”); and

WHEREAS, the Parker Professional Park Property is entirely contained within the outer boundaries of the Town of Parker, Colorado, and has been surrounded for a period of not less than three (3) years.

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

Section 1. The ordinance to annex the Parker Professional Park Property will be considered on second reading by the Town Council on July 7, 2025, at the Town of Parker Town Hall, which is located at 20120 East Mainstreet, Parker, Colorado 80138, to determine if the proposed annexation complies with the Constitution of the State of Colorado, Article II, Section 30(1)(c), and C.R.S. § 31-12-106(1).

RESOLVED AND PASSED this _____ day of _____, 2025.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT A

Legal Description

Those certain Portions of Lot 2, Parker Professional Park, in the County of Douglas, State of Colorado, per Plat recorded August 26, 1982, at Reception No. 290404, in the Official Records of said County, Lots 1A and 1B, Parker Professional Park First Amendment, per Plat recorded September 1, 1987, at Reception No. 8725509, in said official records, and the Parcel of Land described in the Warranty Deed recorded December 22, 1961, in Book 141, at Page 154, in said official records, located in the Northwest Quarter of Section 15, Township 6 South, Range 66 West of the 6th Principal Meridian, said County and State, being more particularly described as follows:

Beginning at the southeast corner of Walgreens Annexation, as shown on the Annexation Plat recorded November 19, 1999, at Reception No. 99097981, in said official records, being a point on the westerly line of State Highway 83 Annexation, as shown on the Annexation Plat recorded February 5, 1990, at Reception No. 9002842, in said official records;

Thence along said westerly line of State Highway 83 Annexation the following 3 courses:

- 1) South 11°48'49" East, a distance of 122.00 feet;
- 2) South 17°03'10" East, a distance of 92.42 feet;
- 3) South 09°04'19" East, a distance of 101.77 feet to the northeast corner of DiRezza Annexation, as shown on the Annexation Plat recorded January 30, 2004, at Reception No. 2004011637, in said official records;

Thence along the northerly line of said DiRezza Annexation, South 85°27'01" West, a distance of 339.78 feet to the southeast corner of E. T. Technologies, Inc. Annexation Phase II, as shown on the Annexation Plat recorded March 29, 2002, at Reception No. 02030385, in said official records;

Thence along the easterly line of said E. T. Technologies, Inc. Annexation Phase II the following 2 courses:

- 1) North 07°17'55" West, a distance of 8.81 feet to the beginning of a non- tangent curve concave westerly having a radius of 4,841.00 feet, the radius point of said curve bears South 82°42'10" West;
- 2) Northerly along said non-tangent curve and the northerly prolongation thereof, through a central angle of 03°31'17": an arc length of 297.53 feet to the southerly line of Lincoln Professional Park LP Annexation as shown on the Annexation Plat recorded September 9, 2008, at Reception No. 2008062365, in said official records;

Thence along said southerly line of Lincoln Professional Park LP Annexation, along the southerly line of Peaslee Annexation, as shown on the Annexation Plat recorded January 25, 2002, at Reception No. 02008696, in said official records, and along the southerly line of said Walgreens Annexation, North 84°08'12" East, a distance of 320.21 feet to the point of beginning.

Containing an area of 102,033 square feet, 2.342 acres, more or less.



Request for Town Council Action

Date: May 19, 2025

Submitted By: Michelle Kivela, Town Manager

Reviewed By: Michelle Kivela, Town Manager

Title: **RESOLUTION NO. 25-034**
A Resolution to Amend Resolution No. 23-038, Series of 2023, to Amend and Readopt the Town of Parker Policy Manual
Department: Town Manager, Michelle Kivela

EXECUTIVE SUMMARY

At the 2025 Strategic Planning Retreat, staff proposed removing certain policies from the Town Policy Manual that are more general administrative procedures set by Council for the role of elected officials. These policies will make up the new Elected Official Guidelines. The remaining policies in the Town Policy Manual are organization-wide policies set by Council that guide various functions of the Town and are administered by the Town Manager.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

At the 2025 Strategic Planning Retreat, staff proposed removing certain policies from the Town Policy Manual that are more general administrative procedures set by Council for the role of elected officials. These policies will make up the new Elected Official Guidelines. If adopted by Resolution No. 25-034, the remaining policies in the Town Policy Manual will consist of existing policies, as well as a few new ones. These include:

- Establishing the Town of Parker Policy Manual
- Mission, Vision, Parker Principles and Core Values Policy
- Flag Policy
- Town Council Public Hearing Procedure Policy
- Consent Agenda Policy
- Community Recognitions and Town Council Event Participation Process
- Debt Management Policy
- General Fund Working Reserve Policy
- Investment Policy
- Accessibility Policy

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



FOSTER COMMUNITY
CREATIVITY AND
ENGAGEMENT

ATTACHMENTS

1. Resolution No. 25-034

RECOMMENDED MOTION

I move to approve Resolution No. 25-034, as part of the consent agenda.

RESOLUTION NO. 25-034, Series of 2025

TITLE: A RESOLUTION TO AMEND RESOLUTION 23-038, SERIES OF 2023, TO AMEND AND READOPT THE TOWN OF PARKER POLICY MANUAL

WHEREAS, the Town Council is authorized by the Town Charter to promulgate policies to guide various functions of the Town to be administered by the Mayor or Town Manager;

WHEREAS, the Town Council approved Resolution No. 23-038, Series of 2023, on April 17, 2023, to adopt the Town of Parker Policy Manual, which was amended by Resolution No. 23-038.1, Series of 2023, and Resolution 24-018, Series of 2024; and

WHEREAS, the Town Council desires to amend and readopt the Town of Parker Policy Manual.

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

Section 1. The Town Council of the Town of Parker hereby amends and readopts the Town of Parker Policy Manual, which is attached hereto as **Exhibit A** and incorporated by this reference.

RESOLVED AND PASSED this _____ day of _____, 2025.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk



Town of Parker Policy Manual

Approved by the Parker Town Council

Adopted Date: August 20, 2018

Amended Date: May 19, 2025

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- 0-1 Establishing the Town of Parker Policy Manual
- 0-2 Mission, Vision, Parker Principles and Core Values Policy
- 0-3 Flag Policy
- 0-4 Town Council Public Hearing Procedure Policy
- 0-5 Consent Agenda Policy
- 0-6 Community Recognitions and Town Council Event Participation Process
- 0-7 Debt Management Policy
- 0-8 General Fund Working Reserve Policy
- 0-9 Investment Policy
- 0-10 Accessibility Policy

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Mission, Vision, Parker Principles and Core Values Policy	PAGE 1 of 3	POLICY NUMBER 0-2
ADOPTED DATE August 20, 2018	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

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

Mission

The mission of the Town is to enrich the lives of residents by providing exceptional services, engaging community resources, and furthering an authentic hometown feel. The Town promotes transparent governing, supports sustainable development, and fosters 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:

1. 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.
2. We achieve a hometown feeling by creating a friendly environment that welcomes diverse groups and interests in our community.
3. We acknowledge that the roles and expertise of the Town Council and Town staff are mutually dependent on each other for achieving our goals.
4. We abide by the Town goals and core values to guide our decisions and activities.
5. We treat people equally and fairly and acknowledge the importance of the skills and contributions of every person to our organization.

6. We conduct the Town's business with honesty, integrity, transparency and consistency.
7. We hold ourselves accountable for making well-informed decisions, based on relevant information and the consideration of short-term and long-term effects.
8. We communicate openly and honestly by sharing information, ideas and knowledge in order to do our work effectively.
9. 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.

Core Values

The Town provides the services and information customers need and expect from a full-service municipality while maintaining a personal, friendly approach one would expect in a small town. The Town places a premium on teamwork and participation while encouraging creativity and individual initiative. The Town believes that through collaboration, leadership can occur at all levels. The Town takes its commitments seriously to reach positive solutions.

Teamwork

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

Commitment to Quality Service

1. Treat each customer with professional courtesy, warmth and friendliness
2. Create a hometown feeling in our facilities and our community
3. Focus on problem solving by listening empathetically while responding promptly and fairly
4. Serve our customers efficiently and knowledgeably
5. Meet or exceed the expectations of our customers
6. Treat all coworkers as customers

Integrity

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

Innovation

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

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Flag Policy Statement	PAGE 1 of 1	POLICY NUMBER 0-3
ADOPTED DATE August 20, 2018	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

PURPOSE

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

POLICY STATEMENT

1. 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.
2. There are four designated days each year that the United States flag is flown at half-staff in accordance with federal laws:
 - a. **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)
 - b. **Memorial Day** - last Monday in May (at half-staff until noon and then raised to full-staff)
 - c. **National Day of Service and Remembrance** (formerly Patriot Day) - Sept. 11
 - d. **Pearl Harbor Remembrance Day** - Dec. 7
3. 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.
4. 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

TOWN POLICY STATEMENT

TITLE Town Council Public Hearing Procedure and Public Comment Policy	PAGE 1 of 4	POLICY NUMBER 0-4
ADOPTED DATE August 20, 2018	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 19-065; Resolution No. 21-026; Resolution No. 21-026.1; Resolution No. 22-046; Resolution No. 23-038		

PURPOSE

The purpose of this policy statement is to establish procedures for public hearings and public comment periods that are held by the Town Council.

POLICY STATEMENT

In order to provide due process for public hearings held before the Town Council, the following procedure will be used:

Town Council Public Hearing Procedure

ACTOR	ACTION
1. Mayor	Open public hearing and specify time. Brief explanation of: 1) purpose of public hearing; and 2) the order of business, which should be as follows: a) staff presentation; b) applicant presentation; c) public testimony; d) closing comments, applicant; e) closing comments, staff f) close public hearing and specify time; g) open for Town Council deliberation; and h) request Town Council motion/decision.
2. Mayor	Request presentation from staff.
3. Mayor/ Councilmembers	Address questions to staff.

ACTOR	ACTION
4. Mayor	Applicants are requested to come to podium, state their name and address, make presentation, and respond to questions from the Mayor/Councilmembers (30 minutes allocated).
5. Mayor/ Councilmembers	Address questions to Applicant/staff that are directly related to the application(s).
6. Mayor	Request members of the public interested in the application to come to the podium, state their name and address, and speak and respond to questions from the Mayor/Councilmembers (3 minutes allocated per speaker).
7. Mayor	Provides an opportunity for the Applicant to respond to any testimony or other evidence received during the public hearing. May request further information from staff and/or Applicant if needed or requested by any Councilmember.
8. Mayor	Closes the hearing to the public and states the time and open for debate and discussion of the evidence among Mayor/Councilmembers.
9. Mayor	Closes debate among Councilmembers.
10. Mayor	Requests Town Council motion/decision on the matter.
11. Mayor	States the Town Council's decision or states that the Town Council's decision will be rendered within a specified time or reasonable time, as provided by the applicable ordinance.

Public Comment Rules of Participation

1. All Town Council meetings are open to the public, but the public's participation, through public comment periods, is permitted only at regular and special Town Council meetings, during the time and in the manner set forth in these rules. Public participation is generally not permitted during study sessions, although the public is encouraged to express comments in writing or other communication prior to those sessions. The intent of these rules is to:
 - a. Provide a safe and secure setting for Councilmembers and the public to attend to the Town's business.
 - b. Enable Town Council to conduct its deliberative process without interruption, in a manner that can be heard and viewed by all in attendance or watching via video feed.
 - c. Ensure that the public has a full opportunity to be heard during public hearings and public comment periods of Town Council meetings.
 - d. Promote transparency in the conduct of Council meetings so that all persons have the opportunity to observe and hear all of the Town Council discussion and votes.

- e. Facilitate Town Council meetings as business meetings by limiting interruptions, unreasonable delay, or comments, presentations, and discussion that does not relate to the business of the Town.
 - f. Develop an atmosphere of civility that is respectful of diverse opinions and allows presentation of positions that vary from the position of others at the meeting.
2. During all times a meeting of the Town Council is being conducted, the following rules shall apply:
- a. The public comment period in a Town Council regular or special meeting is 30 minutes. Town Council will accommodate as many speakers as it can within that timeframe. If all speakers are not able to address Town Council during that timeframe, additional time will be made available at the end of the Town Council meeting. Public comment may be made in person. All members wishing to address the Town Council in person must sign up. Sign up begins 30 minutes prior to the start of the meeting. The Mayor shall determine the order of speakers, with priority given to 1) Town residents, 2) Parker business owners and 3) non-residents.
 - b. All remarks to the Town Council shall be at a microphone and only after the speaker is acknowledged by the presiding officer.
 - c. While in attendance at a Town Council meeting, no attendee shall disrupt, disturb, or otherwise impede the orderly conduct of the meeting by any means or in a manner that obstructs the business of the meeting. Disorderly conduct also includes failing to obey any lawful order of the presiding officer to be seated, leave the meeting room, or refrain from addressing the Town Council.
 - d. No attendee shall make threats or other forms of intimidation against any person in the Council chambers or meeting room.
 - e. To maintain the fire code occupancy limits and allow for safe exit, unless addressing the Town Council or entering or leaving the Council chambers or meeting room, all persons in the audience shall remain seated in the seats provided. No person shall stand or sit in the aisles, nor shall the doorways be blocked.
 - f. All persons in the Council chambers or other meeting rooms, including, without limitation, Councilmembers, staff, and attendees shall silence all cell phones and other electronic devices to prevent disruption at the meeting.
 - g. No sign shall be displayed in Council chambers in a manner that blocks the view of another person or in a manner that would violate subsection 5 above.
 - h. Public comment may also be made electronically through the Town's website at <http://www.parkeronline.org/FormCenter/Town-Council-Meetings-Public-Comment-26/Town-Council-Meetings-General-Public-Com-65>. Public comments received through this website that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and included in the minutes of the Town Council meeting.
3. The Mayor or other presiding officer, with the assistance of any Town police officers in attendance, shall be responsible for maintaining the order and decorum of meetings.
- a. The Mayor or presiding officer may interrupt any speaker who is violating these rules of participation or disrupting a meeting.
 - b. The Mayor or presiding officer may order the removal of any person who fails to observe these rules of participation, from the Council chambers or other room in which a meeting of the Town Council is occurring. The Mayor or presiding officer shall

- attempt to provide a verbal warning to any attendee or particular speaker that may be violating these rules or participation, but such verbal warning shall not be required as a condition of removing such person from the Council chambers or meeting room.
- c. These enforcement provisions are in addition to the authority held by any police officer in attendance, to maintain order pursuant to that officer's lawful authority.
 - d. Any person who has been removed from a meeting may be charged with violation of applicable provisions of the Parker Municipal Code.
 - e. In addition to any other authority of the Mayor or presiding officer, the Mayor or presiding officer may call a recess to restore order to the meeting.
 - f. If necessary for the safety of the Town Council and public, the Mayor or presiding officer may order the Council chambers or meeting room cleared of all attendees. In such event, the meeting may continue only as long as the proceedings are televised or otherwise recorded so that the proceedings of the meeting are available to the public.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Consent Agenda Policy	PAGE 1 of 2	POLICY NUMBER 0-5
ADOPTED DATE November 1, 2021	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 21-052; Resolution No. 23-038		

PURPOSE

The purpose of this policy is to define the process by which Council Meeting Consent Agenda items are scheduled. The Consent Agenda streamlines Council Meeting procedures by grouping items considered to be routine, administrative or noncontroversial (and do not require a discussion), into a single agenda item that can be passed with a single motion and vote. The Consent Agenda is a method to expeditiously handle routine matters coming before the Town Council.

POLICY STATEMENT

Transparency and accountability are the foundations of successfully utilizing the Consent Agenda. The Consent Agenda allows for more efficiency with citizens' and staff time regarding routine items. Even though Consent Agenda items are routine and noncontroversial items, it is imperative that all supporting documents be provided in the packet and that the Town Council fully reviews the documents in advance. It is important to note that the total expenditure amounts are approved by the Town Council through the annual budget appropriation process.

Definitions

1. "Consent Agenda" mean a list of routine, noncontroversial matters, not requiring discussion, presented for Council approval by a single motion and vote.
2. "Contracts above \$500,000" mean contracts with a dollar amount threshold of \$500,000 or more. Contracts above \$500,000, except for maintenance contracts and renewals, automatically go on the regular agenda and not the Consent Agenda,
3. "Routine/Nonroutine" and "Significant Community Interest" mean projects that are subjective and can be placed on the Consent Agenda or the regular agenda at the Town Administrator's discretion and/or Council request. The Town Council may determine whether something is routine or nonroutine or of significant community interest at the prior Study Session. Items of significant community interest should be not placed on the Consent Agenda
4. "Maintenance contracts" mean contracts typically involving either repair or replacement of existing infrastructure or equipment.
5. "Contract renewals" mean contracts that the Council has already approved in a previous year, which included the renewal provisions requiring Council approval in the original contract.

Consent Agenda Content

1. The Consent Agenda is generally first on the Council agenda and is provided to expedite the meeting. Therefore, only items that are identified in this policy are to be placed on the Consent Agenda. Items for consent are those which usually do not require discussion or explanation prior to action by the Council, are noncontroversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Ordinances for First Reading on the Consent Agenda are for introduction only and will not be removed for discussion.
2. **The following items may be placed on the Consent Agenda:**
 - a. Ordinances for First Reading
 - b. Resolutions
 - c. Minutes
 - d. Proclamations
 - e. Contracts below \$500,000
 - f. Routine contracts
 - g. Maintenance contracts
 - h. Contract renewals
3. **The following items will be placed on the Regular Agenda:**
 - a. Ordinances for Second Reading
 - b. Resolutions for annexation other than resolutions setting a public hearing or remand to the Planning Commission
 - c. Public Hearings
 - d. Contracts above \$500,000
 - e. Nonroutine contracts
 - f. Significant community interest projects or contracts

Operation of the Consent Agenda

1. The Town Clerk shall prepare the Consent Agenda, listing those items which appear to be routine and do not require discussion. The Consent Agenda items shall be grouped together on the Consent Agenda and shall be handled in one motion (*i.e.*, "I move that the Consent Agenda be approved").
2. Town Council may approve Consent Agenda items by one motion and vote. There shall be no general discussion on the motion. An item will be considered separately only upon a majority vote of the Town Council, following a motion of a Councilmember and a second.
3. Any Councilmember may request that an item placed on the Consent Agenda be removed for discussion and independent vote. Any item removed from the Consent Agenda shall be discussed and acted upon following approval of the Consent Agenda.
4. Citizens may comment on Consent Agenda matters during Public Comment.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Community Recognitions and Town Council Event Participation Process	PAGE 1 of 3	POLICY NUMBER 0-6
ADOPTED DATE April 17, 2023	AMENDED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 23-038		

PURPOSE

The Mayor and Town Council seek to formalize a “by-request” process to recognize **Extraordinary and/or Exemplary positive contributions** made by Parker residents, businesses, groups and/or organizations, in serving the needs of the community, through the issuance of Proclamations and/or Certificates of Commendation/Recognition/Achievement. Simultaneously, Mayor and Town Council seek to memorialize in this same Policy a standard process for which staff and the public may invite Mayor and/or Councilmembers to attend or participate in Town-hosted and non-Town hosted events.

POLICY STATEMENT

Definitions

The following definitions are defined by the Town as:

1. Extraordinary Contribution: A positive action or service that does not arise from normal activities or processes. These contributions may be unique, remarkable, and/or exceptional.
2. Exemplary Contribution: Actions deserving of honor, respect, and admiration. These actions or services may be considered as examples to be imitated/modeled after.

Proclamations

1. Proclamations are historical documents that declare a day, week, or month of a cause, individual, or occasion of significance to the Town of Parker or its residents. Proclamation requests should be made by a Parker resident, group and/or organization that primarily serves the Parker community.
2. Reasons to request a proclamation may include:
 - a. Significant date/anniversary/historic commemoration relating to the Town of Parker
 - b. Bringing awareness to or recognizing a cause/non-profit organization that assists in the overall community’s health and well-being (examples: Breast Cancer Awareness Month; Small Business Saturday; Domestic Violence Awareness Month, etc.)
 - c. Recognizing an individual or group who has demonstrated an exemplary positive impact on the Town

3. Proclamation requests should be submitted as far in advance as possible; and no **fewer** than 30 days in advance of when the proclamation is needed.
4. Through the [online form](#) (located at www.parkerco.gov), requestors must include:
 - a. Desired day, week, or month for the proclamation
 - b. Name and contact information of the person/organization making the request
 - c. Purpose of the proclamation
 - d. Proposed proclamation text ([Text Template Example](#))
 - e. Selection for how to receive the proclamation: Pick up at Town Hall, emailed or mailed printed copy (*Staff requested proclamations will be considered by the Town Manager for inclusion on a Regular Council Meeting Agenda)
5. Proclamation requests are NOT guaranteed and are at the discretion of the Town of Parker. Proclamations recognizing an annual event or cause will not carry over year-to-year and must be resubmitted for annual consideration. Proclamations will NOT be issued for events/organizations with no direct relationship or service to the Town; or incomplete submission forms. All submitted text is subject to edits by Town staff.

Certificates of Commendation/Recognition/Achievement

1. The Mayor and Town Council may issue Certificates of Commendation, Recognition, or Achievement (Special Certificates) for the following criteria:
 - a. Extraordinary and/or Exemplary contributions, services or actions made by an organization, business or individual to the Town of Parker (Recipients must be in the Town of Parker, be a Town resident, or any person (s) engaged in heroic or emergency service actions within the Town)
 - b. Retirement from 20 years, or more, of military, police, or fire service
 - c. Other achievements of extraordinary and/or exemplary significance to the Town (examples: a local business milestone anniversary; local school academic or athletic championship)
2. Special Certificate requests should be submitted as far in advance as possible; and no **fewer** than 30 days in advance of when the certificate is needed.
3. Through the [online form](#) (located at www.parkerco.gov), requestors must include:
 - a. Recipient (s) full name and address
 - b. A brief description of the recipient and why the action (s) are deserving of a Special Certificate (Max: 400 words)
 - c. Requested text for the Special Certificate (Max: 20 words)
 - d. Name and contact information of the person submitting the request
 - e. Selection for how to receive the Special Certificate (Pick up at Town Hall; emailed or mailed printed copy; ***In person at a Council Meeting**; or Request an Elected Official visit to your business/organization)
4. **In-person Council Meeting recognitions are NOT guaranteed and will be decided monthly (or as needed) by the Town Mayor and 1 Councilmember that will serve on a rotating basis. Submissions will be vetted to ensure they meet the following criteria (as defined above for Extraordinary and Exemplary Contributions): Unique, exceptional, and/or heroic contributions, actions and services that are deserving of honor, respect and admiration. If the request is made by the Mayor or a Councilmember, they will not be able to vet their own submission.**

5. Submission requests are NOT guaranteed and are at the discretion of the Town. Certificates will NOT be issued for events/organizations with no direct relationship or service to the Town; or incomplete submission forms. All submitted text is subject to edits by Town staff.

Event Participation Requests

1. The Town of Parker Mayor and Council enjoy engaging with the community at Town-hosted and non-Town hosted events.
2. To request Mayor/Council Event Participation, members of the public, businesses, groups and/or organizations should submit their online Council participation request as far in advance as possible; and no **fewer** than 30 days in advance of the event.
3. Requests can be made through the [online request form](#) (located at www.parkerco.gov)
4. Required information includes:
 - a. Event name, date, time, and location
 - b. Brief description of the event
 - c. Event host name and contact information (must include day-of event contact information)
 - d. Exact time/specific location for elected official (s) arrival
 - e. Level of participation requested of the elected official (s) (invitation only; speaker request; photo opportunity, etc.)
 - f. If making a speaker request, please provide the topic, talking points and length of the speaking request
5. Mayor and Councilmember calendars fill up quickly, so invitation requests should be made well in advance of the event date. Completed requests are not guaranteed. If scheduling conflicts occur, Mayor and Councilmembers may have to decline the requested invitation. Submitted speeches, talking points, or other copy is subject to edits by Town staff.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Debt Management Policy	PAGE 1 of 6	POLICY NUMBER 0-7
ADOPTED DATE April 8, 2014	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 14-016; Resolution No. 23-038		

PURPOSE

This policy establishes appropriate uses of debt, establishes formal debt management practices to ensure that the Town maintains a strong credit profile, and applies these practices as a functional tool for short-term and long-term debt management.

POLICY STATEMENT

This policy establishes the following goals:

1. Debt should be considered the funding source of last resort.
2. Maintain or improve the Town's overall financial condition by maintaining low debt levels as appropriate.
3. Attain and retain the highest possible credit rating for each debt issue.
4. Minimize debt interest costs.
5. Assess all, including new and innovative, financing alternatives, to also include debt avoidance through grant programs or private/public cooperation.
6. Should not exceed industry standards in total debt per capita ratios, including overlapping debt.
7. Use the most cost-effective financing option for capital assets with substantial economic life.
8. Finance routine infrastructure replacement programs on a pay-as-you-go basis, not via debt issuance.
9. Debt issuances should be anticipated through the 10-year Capital Improvement Program (CIP) so that adequate time exists to examine alternatives and to comply with legal constraints and election provisions.
10. The use of enterprise debt is preferred over general obligation debt or other financing options like lease purchase financings when appropriate and cost effective. The analysis of enterprise bond issues must include an estimate of the impact, if any, on rates, fees, and charges.

11. Maintain an adequate ratio between cash funding of capital improvements and debt within the CIP.
12. The impact on operating costs should be considered and accounted for prior to issuing debt for a capital need.
13. At least 50% of the principal amount should be retired in the first ten years of the issue unless the debt is structured to allow for level annual payments (including interest).
14. Debt should be issued only in the amount specified or budgeted for specifically identified projects.

Legal Provisions/Constraints on the Issuance of Debt

1. Authority to issue debt comes from the Town's Home Rule Charter. Legal provisions/constraints exist for Town debt issuance in the Town's Charter, the Taxpayer Bill of Rights (TABOR) amendment to the Colorado Constitution, and other Colorado law and court decisions.
2. Per Article X of the Charter for the Town of Parker, the Town may borrow money and issue the following types of debt:
 - a. Short-term notes
 - b. General obligation bonds and other like securities
 - c. Revenue bonds and other like securities
 - d. Local improvement bonds and other like securities
 - e. Refunding securities
 - f. Long term leases
3. Article X of the Charter which, after being reconciled with TABOR, discusses the types of debt the Town can issue as summarized below:
 - a. Short-term notes will mature before the end of the calendar year in which they are issued. Authorization to issue short-term notes in anticipation of tax revenue or other revenue occurs with an affirmative vote of the majority of Town Council.
 - b. General obligation bonds shall be approved by a vote of the registered electors.
 - c. Revenue bonds or other debt instruments shall be approved by a vote of the registered electors, except revenue bonds issued by a qualified enterprise that is secured by enterprise revenue.
 - d. Town Council, pursuant to an ordinance, may issue its securities without an election for the purpose of refunding outstanding securities at a lower interest rate as the same mature or in advance of maturity whenever it determines it is to the best advantage of the Town to do so.
 - e. There are no established limitations as to the amount of bonds that may be issued by the Town.
 - f. Town Council, pursuant to an ordinance, in order to provide the necessary land, buildings, equipment and other property for governmental or proprietary purposes, may enter into long term rental or leasehold agreements. Such agreements may include an option or options to purchase and acquire title or other interest in such leased or rented property within a period not exceeding the useful life of the property, and in no case exceeding forty (40) years.

- g. The Town shall have the power to create improvement districts and to assess the cost of the construction or installation of improvements of every character against benefited property within such districts in the Town. The Town shall have the authority by ordinance and with an election to issue bonds to pay for the entire cost of such improvements. Refer to Section 12 of the Town Charter for additional information regarding improvement districts.
- 4. Certain provisions of TABOR address the issuance of debt. A summary of those provisions is provided below:
 - a. All multiple-year debt shall first be approved by the Town's taxpaying electorate unless it is issued for a TABOR defined government enterprise or refinances bonded debt at a lower interest rate or sufficient cash reserves are pledged irrevocably for all future payments. (Enterprise fund for the Town of Parker only include the Stormwater Utility Fund.)
 - b. Bonded debt ballot measures shall specify the debt's principal amount and maximum annual and total repayment cost.
 - c. Notice of an election to increase taxes and debt shall be sent to all registered voters of the Town not less than 30 days prior to the election and shall contain information required by state law and TABOR, and, for increases in debt, the principal balance, maximum annual, and total repayment costs of current outstanding debt of the Town.
 - d. Debt elections can only occur in a State general election, biennial local Town election, or on the first Tuesday in November of odd-numbered years.
- 5. Colorado law and recent court decisions provide that operating leases, lease-purchase financings, and Certificates of Participation (COP's), that are subject to annual appropriation, are not considered multiple-year debt and are not subject to TABOR election requirements.

Debt Structure and Restrictions

Types of Debt Issued

- 1. The Town may issue both short term and long term debt, including, but not limited to the following:
 - a. Short term: Tax, grant, fee, or bond anticipation notes; commercial paper; or variable rate demand notes or other short-term borrowings may be issued when such instruments allow the Town to meet its cash flow requirements or provide increased flexibility in its financing program. No maturity of any such issue shall extend beyond December 31 of the year in which it is issued.
 - b. Long-term: The Town may issue general obligation bonds, sales and/or use tax revenue bonds, TABOR enterprise revenue bonds, certificates of participation, special assessment bonds, and double barreled bonds. The Town may also enter into long-term leases for public facilities, property and equipment for a period not to exceed the useful life of the asset being financed or 40 years, whichever is less. Certificates of Participation and long term leases are not considered "debt" for TABOR or state law purposes.

Useful Life of Financed Asset and Maturity of Debt Issue

1. No bonds or certificates of participation shall be issued for an asset with a useful life of less than ten years. Leases may be entered into for assets with useful lives of three years or more. The duration of a debt issue shall not exceed the useful life of the financed asset. The financing schedule and repayment of debt shall be timed to take advantage of market conditions and, as practical, to maximize its credit capacity for future use.

Sale of Securities

1. Debt issues may be sold either through a negotiated sale or a competitive bid process depending on which is likely to yield the best results for the Town, or by privately placing such debt with a bank or other institutional investor if it is in the best interest of the Town.

Credit Enhancements

1. The Town may enter into agreements with commercial banks, insurance companies, or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the Town with access to credit when its use is judged cost-effective or otherwise advantageous.

Call Provisions

1. Bond calls should be as short as possible consistent with the goal of minimizing interest costs. Call premiums should reflect the true economic cost of calling the securities.

Financing Replacement Infrastructure

1. Long-term debt issuance shall not be used to finance ongoing replacement of infrastructure. Such financing shall be provided through adequate cash funding in the capital budget each year.

Leases

1. Operating leases for capital equipment are appropriate when circumstances dictate that owning the equipment is not in the best interests of the Town or if cash flow projections indicate that buying outright causes Town cash balances to go below acceptable levels.
2. Lease/Purchase agreements for capital assets which mature in less than ten years shall not be allowed unless the Town's expected interest earnings rate on investments exceeds the lease effective interest rate for the duration of the lease or unless cash flow projections indicate that buying outright causes Town cash balances to go below acceptable levels.

General Operating Costs

1. No general operating costs may be financed through long-term debt. General operation costs include, but are not limited to, those items normally funded in the Town's annual operation budget and having a useful life of less than one year.

Enterprise Debt Affordability Target

1. In general, revenue bonds or other debt instrument should not be issued for a Town enterprise fund if the issuance causes fees for services to exceed 125% of the average Denver metro rate for the service provided unless reason for the debt is deemed necessary for the health, safety, or welfare of the citizens of Parker. Enterprise fund debt shall be paid exclusively through enterprise activity revenues.

Overlapping Debt Affordability Target

1. Non-enterprise general obligation (G.O.) long-term debt should not be issued if, when combined with overlapping G.O. debt from other entities, it places an excessive burden on the citizenry. Overlapping non-enterprise G.O. debt exceeding \$7,500 per capita or 8% of the assessor's actual valuation should be used as a guideline when evaluating the issuance of new debt.

Amount of Issue

1. The debt issue shall be sized appropriately for the project being financed. Consideration should be given to the exceptions to arbitrage calculation requirements, the market advantages of issuing bank qualified debt, and the possibility of issuing the debt in several series for multi-year projects. In determining the minimum debt issuance, Council shall review related costs of issuance to see if debt is the most cost-effective financing mechanism.

Certificates of Participation (COP's)

1. COPs are documents that act like bonds but are structured more like leases. The security for the COPs are typically a pledge of assets being financed or other capital assets/buildings of the Town, and the Town's intent to make the necessary annual appropriations during the term of the lease agreement. No pledge of full faith and credit of the Town, or a pledge of a specific source or revenue (i.e. sales and use tax) is made. Consequently, the obligation of the Town to make basic rental payments does not constitute an indebtedness of the Town. Town Council may authorize the issuance of COPs. A vote of the electorate is not required.

Debt Administration

1. The Town shall prepare appropriate disclosures as required by the law or regulation of an agency with supervision over the disclosure. Additionally, the Town shall meet the highest ethical and professional standards regarding disclosure.

2. The Director of Finance shall administer and coordinate the Town's debt issuance program and activities, including time of issuance, method of sale, structuring the issue, and marketing strategies for the purpose of making recommendations to the Town Manager and Town Council. Outside professionals (including Bond Counsel, Financial Advisors, and Arbitrage Specialists) may be utilized to assist in this process.
3. The Town shall maintain effective relations with the rating agencies and the investment community through the annual distribution of financial reports and other appropriate information upon request.
4. The Town shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least five (5) percent or greater should be achieved.
5. The Town shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with its investment policy. The management of the debt proceeds shall enable the Town to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns. Most crucially, the Town shall ensure that the project financed by debt is completed in a timely manner.
6. The Town shall maintain a system of accounting to calculate bond investment arbitrage earnings in accordance with the Tax Reform Act of 1986. Such amounts, if any, shall be calculated annually and transferred to a federal arbitrage rebate agency fund for eventual payment to the United States Treasury.
7. Debt service coverage ratios shall be maintained through ongoing cost of service studies to determine adequate user rate changes.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE General Fund Working Reserve Policy	PAGE 1 of 2	POLICY NUMBER 0-8
ADOPTED DATE February 20, 2018	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-016; Resolution No. 23-038		

PURPOSE

It is essential the Town of Parker maintain an adequate working reserve in order to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, as well as to ensure stable tax rates. An adequate working reserve is a critical consideration to the Town's long-term financial planning.

POLICY STATEMENT

1. In its General Fund, the Town will maintain a minimum working reserve balance of no less than 25% of the current fiscal year's budgeted and amended budgeted operating expenditures, including transfers.
2. While targeting to maintain an annual working reserve of no less than 25%, the Town understands there may be circumstances which warrant the Town use these funds temporarily. The Town has established the following instances where it may elect to use these funds:
 - a. An economic downturn in which actual revenues received are below the budgeted amount;
 - b. Early retirement of indebtedness; and
 - c. Unexpected and non-budgeted emergencies, natural disaster cost and/or litigation.
3. In the event the General Fund working reserve balance drops below 25%, the Town will, concurrently in deciding to utilize its working reserve funds, create a written plan to replenish fund balance reserves during the subsequent budget year to the then-required level by controlling operating expenditures, adjusting operations and/or dedicating excess of specific revenue sources. If the instances identified above extend beyond one fiscal year, replenishing the fund balance reserves may extend to one year beyond the termination of the qualifying event.
4. The Town's Finance Director will be responsible for reviewing the General Fund Working Reserve Policy semiannually in connections with the Town's annual budgeting process and in preparation of year-end financial statement to ensure the Town is maintaining an adequate working reserve level as established by this policy. The monthly financial reports distributed to Town Council and posted on the website will contain a monthly update on the cash reserve

balance.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Investment Policy	PAGE 1 of 15	POLICY NUMBER 0-9
ADOPTED DATE July 7, 2015	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 15-031; Resolution No. 23-038		

PURPOSE

The Town of Parker is a Colorado home rule municipality operating under its Town Charter. The Town functions under the direction of a Town Manager who is appointed by Town Council. Existing Colorado State Statutes and the Town's Charter and Ordinances provide Parker with legal authority to promulgate and implement local standards for cash and investment management operations.

The purpose of this Investment Policy (the "Policy") is to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the Town of Parker, Colorado. This Policy also defines the role and duties of the Town of Parker's Investment Advisory Committee.

POLICY STATEMENT

This Policy was endorsed and adopted by the Town Council, pursuant to Resolution No. 15-031, Series of 2015, and is effective as of the 7th day of July 2015, and replaces all previous investment guidelines formulated by members of Town staff or Resolutions concerning the investment of Town funds adopted by Town Council. The Policy was amended through Resolution 22-010 which added a modification to the term of an Investment Advisory Committee member. Any investment currently held at the time the Policy is adopted which does not meet the new Policy guidelines, but was compliant with the prior policy, can be held until maturity, and shall be exempt from this Policy. At the time of the investment's maturity or liquidation such funds shall be reinvested only as provided in the most current policy.

Scope

1. The provisions of this Policy shall apply to all investable funds of the Town of Parker, Colorado (hereinafter referred to as the Town). Pension plan funds and deferred compensation plan funds are expressly excluded from this Policy.
2. All cash, except for certain restricted and special accounts, shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds on a monthly basis.

Objectives

1. Town funds will be invested in accordance with this Policy to achieve the following objectives, listed in order of priority:
 - a. Preservation of capital and protection of investment principal.
 - b. Maintenance of sufficient liquidity to meet the Town's financial obligations.
 - c. Diversification to avoid incurring unreasonable market risks resulting from investment overconcentration in a specific maturity sector, issuer, or class of securities. Treasury securities are excluded from this stipulation.
 - d. Attainment of a market rate of return throughout budgetary and economic cycles, equal to or exceeding the selected market benchmark and taking into account the Town's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that govern the investments. Return on investment is of secondary importance compared to the safety and liquidity objectives.
 - e. Conformance with all applicable Town, State and Federal laws, rules and regulations.

Delegation of Authority

1. Authority to manage the Town's investment program is derived from Colorado Revised Statutes (C.R.S. § 24-75-601.1) and the Town Home Rule Charter (Article IX). The Town Council is responsible for the adoption of this Policy. Management responsibility for the administration of this Policy is hereby delegated to the Town Manager.
2. The Finance Director shall develop written administrative procedures and internal controls, consistent with this Policy, for the operation of the Town's investment program. Such procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the Town.
3. The Finance Director, with the approval of the Town Manager, may delegate the authority to conduct investment transactions and manage the operation of the investment portfolio to specifically authorized staff members. No person may engage in an investment transaction except as expressly provided under the terms of this Policy. Persons authorized to transact investment business on behalf of the Town of Parker are listed in Annex I to this Policy.
4. The Town may engage the support services of advisors, consultants and professionals in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the Town's financial resources. Investment Advisors shall be registered with the Securities Exchange Commission under the Investment Advisors Act of 1940. Advisors shall be selected using the Town's authorized purchasing procedures for selection of professional services. Advisors shall serve in a non-discretionary capacity, shall be subject to the provisions of this Policy, and shall not, under any circumstances, take custody of any Town funds or securities.

Prudence

1. The standard of prudence to be used for managing the Town's assets is the "prudent investor" rule which states, investments shall be made with "judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." (C.R.S. § 15-1-304, Standard for Investments).

2. The Town's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Town shall recognize that no investment is totally riskless and that the investment activities of the Town are a matter of public record. Accordingly, the Town recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented, and that the sale of a security is in the best long-term interest of the Town.
3. The Finance Director and authorized investment personnel acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the Town Manager and appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

1. Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Manager any material financial interests they have in financial institutions that conduct business with the Town, and they shall subordinate their personal investment transactions to those of the Town. Elected officials shall comply with the Town's code of ethics. Employees shall comply with the employee code of ethics as contained in the Town Personnel Manual and Town Operations Manual, as amended.

Authorized Securities and Transactions

1. Except as specifically defined in this Policy, all investments of the Town shall be made in accordance with applicable laws contained in the Colorado Revised Statutes, as amended: C.R.S. § 11-10.5-101, *et seq.*, Public Deposit Protection Act; C.R.S. § 11-47-10, *et seq.*, Savings and Loan Association Public Deposit Protection Act; C.R.S. § 24-75-601, *et seq.*, Funds_Legal Investments; C.R.S. § 24-75-603, Depositories, and C.R.S. § 24-75-702, Local governments-authority to pool surplus funds. Any revisions or extensions of these sections of the Colorado Revised Statutes will be assumed to be part of this Investment Policy immediately upon the effective date thereof.
2. The Town has further defined the following types of securities and transactions as eligible for use by the Town:
 - a. U.S. Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips (separate trading of interest or principal) with maturities not exceeding five years from the date of trade settlement.
 - b. U.S. Agency and Federal Instrumentality Securities: Debentures, discount notes, callable securities, step-up securities and stripped principal or coupons with defined maturities not exceeding five years from the date of trade settlement. Subordinated debt, mortgage-backed securities and other derivatives are **excluded** from the approved securities list. No more than 35% of the total portfolio may be invested in any single Agency/Instrumentality issuer.
 - c. Corporate or Bank Debt Securities:
 - i. Bonds, notes, debentures and medium-term notes issued by a corporation or bank which is organized and operated within the United States, with

remaining maturities not exceeding five years from the date of trade settlement. Such securities, at the time of purchase, must be rated at least A+ by Standard & Poor's, A1 by Moody's, or A+ by Fitch by at least two services that rate the issue. The term "Bank Debt Security" includes Negotiable Certificates of Deposit issued by banks organized and chartered within the United States. These instruments are investment securities and not deposits as described in item 7 below.

- ii. The Town hereby authorizes investments in securities denominated in U.S. dollars and issued by a corporation or bank that is not organized and operated within the United States. Investment in international corporate securities must have a final maturity not exceeding three years from the date of trade settlement and must be rated at least AA- by Standard & Poor's, Aa3 by Moody's or AA- by Fitch by at least two services that rate the issue. Such investments shall not exceed an allocation of 5% per country at the time of purchase.
- iii. Commercial paper with maturities not exceeding 270 days from the date of trade settlement that is rated at least A-1 by Standard and Poor's, P-1 by Moody's, or F-1 by Fitch at the time of purchase by at least two services that rate the commercial paper. Issuers must have a \$250 million program in place to be eligible for investment.
- iv. Eligible Banker's Acceptances with original maturities not exceeding 180 days from the date of trade settlement, issued by a state or national bank with combined capital and surplus of at least \$250 million. Banker's Acceptances shall be rated P-1 by Moody's, A-1 by Standard & Poor's and F-1 by Fitch at the time of purchase by at least two services that rate them.
- v. At no time shall the market value of investments in corporate and bank securities total more than fifty percent of the total market value of the Town's portfolio with no greater than five percent exposure to any single issuer. No subordinated security may be purchased.
- d. Money Market Mutual Funds registered under the Investment Company Act of 1940 that: 1) are "no-load" (i.e.: no commission or fee shall be charged on purchases or sales of shares) and charge no 12bl fees; 2) have a constant daily net asset value per share of \$1.00; 3) limit assets of the fund to securities authorized by state statute; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAAm by Standard and Poor's or Aaa by Moody's, or AAA/mmf by Fitch Investors Service. No more than 35% of the total portfolio may be invested in any individual fund.
- e. Local Government Investment Pools authorized under C.R.S. § 24-75-701, *et seq.*, that: 1) are "no-load" (i.e., no commission or fees shall be charged on purchases or sales of shares) and charge no 12bl fees; 2) have a constant daily net asset value per share of \$1.00; 3) limit assets of the fund to securities authorized by state statute; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAAm by Standard and Poor's or Aaa by Moody's or AAA/mmf by Fitch Investors Service. No more than 35% of the total portfolio may be invested in any individual fund.
- f. Time Certificates of Deposit with a maturity not exceeding five years in any bank that

is a member of the Federal Deposit Insurance Corporation (FDIC). At the time of purchase, certificates of deposit that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act or the Savings and Loan Association Public Deposit Protection Act. Issuers of Time Certificates of Deposit shall have a Thomson Reuters Bank Insight rating of at least 20 for the most recent reported quarter at the time of purchase if the deposit exceeds FDIC Insurance. No more than 30% of the total portfolio may be invested in certificates of deposit and no more than 5% of the total portfolio may be invested in any one issuer.

g. Repurchase Agreements:

- i. Repurchase Agreements with maturities of 180 days or less collateralized by U.S. Treasury securities listed in item 1 above and Federal Instrumentality Securities listed in item 2 above with the maturity of the collateral not exceeding 10 years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the Town approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the Town's custodian bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.
 - ii. Repurchase Agreements shall be entered into only with dealers who have executed a Town approved Master Repurchase Agreement with the Town and who are recognized as primary dealers with the Federal Reserve Bank of New York or have a primary dealer within their holding company structure. The Town Finance Director shall maintain a copy of the Town's approved Master Repurchase Agreement along with a list of the broker/dealers who have an executed Master Repurchase Agreement with the Town.
 - iii. The Town may utilize Tri-party Repurchase Agreements provided that the Town is satisfied that it has a perfected interest in the securities used as collateral and that the Town has a properly executed Tri-party Agreement with both the counterparty and custodian bank. No more than 50% of the portfolio may be invested in repurchase agreements and no more than 10% may be invested with a single counterparty.
- h. Obligations of the Town of Parker: General obligation bonds, revenue bonds, or other debt securities issued by or guaranteed wholly, partially or morally by the Town of Parker, Colorado.
- i. General Obligations and Revenue Obligations of state or local governments with a maturity not exceeding five years from the date of trade settlement. General Obligations and Revenue Obligations of this state or any political subdivision of this state must be rated at the time of purchase at least A by Standard and Poor's, A2 by Moody's or A by Fitch by at least two services that rate the issue. General Obligations and Revenue Obligations of any other state or political subdivision of any other state must be rated at the time of purchase at least AA- by Standard and Poor's, Aa3 by Moody's or AA- by Fitch by at least two services that rate the issue. Up to 30% of the portfolio may be invested in aggregate in municipal general obligations and revenue obligations. No more than 5% of the total portfolio may be invested in the securities of any single issuer.

- j. Unsubordinated obligations issued by the International Bank for Reconstruction and Development (The World Bank). The securities must be rated "AA" or higher by a nationally recognized statistical rating organization. No more than 5% of the total portfolio may be invested in these securities, and the maximum maturity may not exceed 5 years.
- k. Securities that have been downgraded below minimum ratings described herein may be sold or held at the Town's discretion. The portfolio will be brought back into compliance with this Policy's guidelines as soon as is practical.
- l. It is the intent of the Town that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be preapproved by the Town Manager in writing and must be presented for approval by the Town Council at the next regular Town Council meeting.
- m. The Town recognizes that bond proceeds may, from time to time, be subject to the provisions of the Tax Reform Act of 1986, Federal Arbitrage Regulations, as amended. Due to the legal complexities of arbitrage law and the necessary immunization of yield levels to correspond to anticipated cash flow schedules, the reinvestment of such debt issuance may, upon the advice of Bond Counsel or financial advisors, deviate from the maturity limitation provisions of this Policy with written approval of Town Council.

Portfolio Maturities and Liquidity

- 1. To the extent possible, investments shall be matched with anticipated cash flow requirements. Unless matched to a specific cash flow requirement or approved by Town Council, the Town will not invest in securities maturing more than five years from the date of trade settlement. The Town shall maintain at least 10% of its total portfolio in instruments maturing in 90 days or less. The weighted average final maturity of the Town's portfolio shall at no time exceed three years.

Investment Pools/Mutual Funds

- 1. The Town shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. There shall be a questionnaire developed which will answer the following general questions:
 - a. A description of eligible investment securities, and a written statement of investment policy and objectives.
 - b. A description of interest calculations and how it is distributed, and how gains and losses are treated.
 - c. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
 - d. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
 - e. A schedule for receiving statements and portfolio listings.
 - f. Are reserves, retained earnings, etc. utilized by the pool/fund?
 - g. A fee schedule, and when and how is it assessed.
 - h. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

Risk Management and Diversification

Mitigating Credit Risk in the Portfolio

1. Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The Town will mitigate credit risk by adopting the following strategies:
 - a. The diversification requirements included in the "Authorized Securities and Transaction" section of this policy are designed to mitigate credit risk in the portfolio.
 - b. No more than 5% of the total portfolio may be invested in securities of any single issuer per each category in "Authorized Securities and Transaction" section of this policy, except where the issuer is the US Government, its Agencies and GSEs or where the security is Money Market Mutual Funds or Local Government Investment Pools.
 - c. The Town may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or Town's risk preferences.
 - d. If securities owned by the Town are downgraded by a nationally recognized statistical ratings organization to a level below the quality required by this investment policy, it will be the Town's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - i. If a security is downgraded, the Finance Director will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - ii. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Town Council.

Mitigating Market Risk in the Portfolio

1. Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Town recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Town will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.
2. The Town further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The Town, therefore, adopts the following strategies to control and mitigate its exposure to market risk:
 - a. The Town shall maintain at least 10% of its total portfolio in instruments maturing in 90 days or less to provide sufficient liquidity for expected disbursements.
 - b. The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%.
 - c. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy.
 - d. The duration of the portfolio will at all times be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the Town based on the Town's investment objectives, constraints and risk tolerances.

Selection of Broker/Dealers

1. The Finance Director shall maintain a list of broker/dealers approved for investment purposes by the Town's Investment Advisory Committee, and it shall be the policy of the Town to purchase securities only from those authorized firms. To be eligible, a firm must meet at least one of the following criteria:
 - a. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York or have a primary dealer within its holding company structure
 - b. Report voluntarily to the Federal Reserve Bank of New York
 - c. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-I (Uniform Net Capital Rule).
2. Broker/dealers will be reviewed by the Town's Investment Advisory Committee on the basis of their expertise in public cash management and their ability to provide services for the Town's account. Approved broker/dealers and the firms they represent shall be licensed to do business in the State of Colorado and as such are subject to the provisions of the Colorado Revised Statutes, including but not limited to C.R.S. § 24-75-604.
3. The Town may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved broker/dealers. Such broker/dealers will comply with the selection criteria above and the list of approved firms shall be provided to the Town on an annual basis or upon request.
4. In the event that an external investment advisor is not used in the process of recommending a particular transaction in the Town's portfolio, any authorized broker/dealer from whom a competitive bid is obtained for the transaction will attest in writing that he/she has received a copy of this policy and each authorized broker/dealer shall be required to submit and annually update a Town approved Broker/Dealer Information Request form that includes the firm's most recent financial statements. The Town Finance Director shall maintain each approved firm's most recent Broker/Dealer Information Request form.
5. The Town may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in item 3.b. of the Authorized Securities and Transactions section of this Investment Policy.

Competitive Transactions

1. Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.
2. If the Town is offered a security for which there is no other readily available competitive offering, then quotations on comparable or alternative securities will be recorded.

Selection of Banks

1. The Finance Director shall maintain a list of banks to provide depository and other banking services for the Town. Banks in the judgment of the Town Finance Director no longer offering adequate safety to the Town, will be removed from the list.
2. To be eligible for designation to provide banking services, a financial institution shall qualify as a depository of public funds in the State of Colorado as defined in C.R.S. § 24-75-603, as evidenced by a certificate issued by the State Banking Board and shall be an FDIC member, with all deposits in excess of FDIC coverage collateralized as required by the Colorado Public Deposit Protection Act or the Colorado Savings and Loan Association Public Deposit Protection Act.
3. Banks approved to provide depository and other banking services, including the sale of

certificates of deposit, are listed in Annex IV to this Investment Policy.

Safekeeping and Custody

1. Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures. The Town Finance Director shall select one or more financial institutions to provide safekeeping and custodial services for the Town. A Town approved Safekeeping Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.
2. To be eligible for designation as the Town's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in the State of Colorado as defined in C.R.S. § 24-75-603 and be a Federal Reserve member financial institution.
3. Custodian banks will be selected on the basis of their ability to provide services for the Town's account and the competitive pricing of their safekeeping related services.
4. It is the intent of the Town that all investment securities be perfected in the name of the Town, and that all deliverable investment securities purchased by the Town will be delivered by book entry and will be held in third-party safekeeping by a Town approved custodian bank or the Depository Trust Corporation (OTC).
5. All book entry securities owned by the Town shall be evidenced by a safekeeping receipt or customer confirmation issued to the Town by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the Town as "customer."
6. The Town may utilize the services of the Depository Trust Corporation (OTC) as a depository for delivery of securities not wired through the Federal Reserve system.

Portfolio Performance

1. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the Town's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.
2. The Finance Director shall monitor and evaluate the portfolio's performance relative to market benchmark, which will be included in the Finance Director's quarterly report. The Finance Director shall select an appropriate, readily available index to use as a market benchmark.

Reporting

1. The Finance Director, or designee, shall prepare semi-annual reports for the review of the Town Council, the Town Manager and the Investment Advisory Committee. The reports shall include a listing of the investments held by the Town, the maturity, cost, book value and current market value of the portfolio, credit quality of each investment, and the amount of interest earned to date. The Finance Director shall also present a review of the portfolio's adherence to appropriate risk levels a statement that the portfolio is in compliance with the investment policy or the manner in which the portfolio is not in compliance, and a comparison between the portfolio's total return and the established investment objectives and goals. Recent market conditions, economic developments, and investment conditions shall also be reviewed.

Investment Advisory Committee

1. The Town an Investment Advisory Committee that consists of the Mayor or a Councilmember appointed by the Mayor and ratified by Town Council, the Finance Director, the Town Manager or designee, and two financial professionals.
2. Purpose of Committee: The Investment Advisory Committee reviews and monitors the Town's cash management and investment results, develops and recommends investment policies to the Town Council, and assists in the selection of investment facilitators and managers.
3. Selection of Financial Professionals: The Town Finance Director, or designee, shall solicit volunteers that are financial professionals to serve on the Investment Advisory Committee through a public notification process. The Town Finance Director shall provide recommendations of appointees to the Town Council for final selection. Professionals sought are to be knowledgeable of the financial arena, with experience serving as representatives of banks or trust companies, representatives of primary government bond dealers, private sector cash managers, or finance directors or investment personnel in local governmental entities. Preference shall be given to financial professionals who live or work within the Town limits of Parker.
4. Terms: The Mayor, during the Mayor's term in office, or if the Mayor appoints a Council member, the term shall be two (2) years beginning in January of each even numbered year. Financial professionals shall be appointed for four-year staggered terms. Reappointment of members shall be considered. A member may remain beyond the expiration of the term until the appointment of a new member.
5. Compensation: Members of the Investment Advisory Committee shall serve without compensation or reimbursement for expenses incurred in attending meetings.
6. Meetings: The Investment Advisory Committee shall meet at least semi-annually.

Policy Revisions

1. This Policy shall be reviewed periodically by the Finance Director and the Investment Advisory Committee. This Policy may be amended by the Town Council as conditions warrant. The data contained in Annex I to this Policy may be updated by the Finance Director as necessary, provided the changes in no way affect the substance or intent of this Investment Policy.

ANNEX I

Authorized Personnel

1. The following persons are hereby authorized to transact investment business on behalf of the Town of Parker, Colorado:
 - a. Finance Director
 - b. Controller
2. In case of an emergency, the Town Manager and the Staff Accountant may also transact investment business on behalf of the Town.

Glossary of Investment Terms

1. **AGENCIES.** Shorthand market terminology for any obligation issued by *a government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:
 - a. **FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.
 - b. **FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.
 - c. **FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.
 - d. **FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.
 - e. **GNMA.** The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.
 - f. **PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.
 - g. **TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.
2. **ASKED.** The price at which a seller offers to sell a security.
3. **ASSET BACKED SECURITIES.** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.
4. **AVERAGE LIFE.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.
5. **BANKER'S ACCEPTANCE.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.
6. **BENCHMARK.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.
7. **BID.** The price at which a buyer offers to buy a security.
8. **BROKER.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.
9. **CALLABLE.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.
10. **CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.
11. **CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS).** A private placement service that allows local agencies to purchase more than \$250,000 in

CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage CDARS is currently the only entity providing this service CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

12. **COLLATERAL.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.
13. **COLLATERALIZED MORTGAGE OBLIGATIONS (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.
14. **COMMERCIAL PAPER.** The short-term unsecured debt of corporations.
15. **COST YIELD.** The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.
16. **COUPON.** The rate of return at which interest is paid on a bond.
17. **CREDIT RISK.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.
18. **CURRENT YIELD.** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.
19. **DEALER.** A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.
20. **DEBENTURE.** A bond secured only by the general credit of the issuer.
21. **DELIVERY vs. PAYMENT (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.
22. **DERIVATIVE.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.
23. **DISCOUNT.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.
24. **DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.
25. **DURATION.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

- 26. FEDERAL FUNDS RATE.** The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.
- 27. FEDERAL OPEN MARKET COMMITTEE.** A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.
- 28. LEVERAGE.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.
- 29. LIQUIDITY.** The speed and ease with which an asset can be converted to cash.
- 30. LOCAL GOVERNMENT INVESTMENT POOL.** An investment by local governments in which their money is pooled as a method for managing local funds.
- 31. MAKE WHOLE CALL.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."
- 32. MARGIN.** The difference between the market value of a security and the loan a broker makes using that security as collateral.
- 33. MARKET RISK.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.
- 34. MARKET VALUE.** The price at which a security can be traded.
- 35. MARKING TO MARKET.** The process of posting current market values for securities in a portfolio.
- 36. MATURITY.** The final date upon which the principal of a security becomes due and payable.
- 37. MEDIUM TERM NOTES.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.
- 38. MODIFIED DURATION.** The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.
- 39. MONEY MARKET.** The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.
- 40. MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.
- 41. MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.
- 42. MUTUAL FUND.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.
- 43. NEGOTIABLE CD.** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch

of a foreign bank. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor).

44. **PREMIUM.** The difference between the par value of a bond and the cost of the bond, when the cost is above par.
45. **PREPAYMENT SPEED.** A measure of how quickly principal is repaid to investors in mortgage securities.
46. **PREPAYMENT WINDOW.** The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.
47. **PRIMARY DEALER.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.
48. **PRUDENT PERSON (PRUDENT INVESTOR) RULE.** An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.
49. **REALIZED YIELD.** The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.
50. **REGIONAL DEALER.** A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.
51. **REPURCHASE AGREEMENT.** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.
52. **SAFEKEEPING.** A service to bank customers whereby securities are held by the bank in the customer's name.
53. **STRUCTURED NOTE.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.
54. **SUPRANATIONAL.** A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.
55. **TOTAL RATE OF RETURN.** A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.
56. **U.S. TREASURY OBLIGATIONS.** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

- 57. TREASURY BILLS.** All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.
- 58. TREASURY NOTES.** All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.
- 59. TREASURY BONDS.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.
- 60. VOLATILITY.** The rate at which security prices change with changes in general economic conditions or the general level of interest rates.
- 61. YIELD TO MATURITY.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

Town of Parker, Colorado

TOWN POLICY STATEMENT

TITLE Accessibility Policy Statement	PAGE 1 of 2	POLICY NUMBER 0-10
ADOPTED DATE May 19, 2025	AMENDED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE

The purpose of this policy is to establish standard procedures regarding issues and complaints relating to the Americans with Disabilities Act (ADA) and digital accessibility.

POLICY STATEMENT

Americans with Disabilities Act

1. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Parker will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.
2. The Town does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.
3. The Town will generally, upon request, provide reasonable accommodations to include appropriate aids and services leading to effective communication for qualified individuals with disabilities so they can participate equally in the Town's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
4. The Town will make all reasonable modifications to policies and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in Town facilities, even where animals are generally prohibited.
5. The procedure to request accommodation or submit a complaint can be found on the Town's website at [ADA Information | Town of Parker - Official Website](#).

Digital Accessibility

1. The Town is committed to providing digital content that is accessible to the widest possible audience, regardless of technology or ability. The Town is actively working to increase the accessibility and usability of digital content, including the Town's website, and in doing so adhere to many of the available standards and guidelines. The goal is to deliver a digital experience that achieves compliance with the Accessibility Standards set forth by the Colorado Office of Information Technology.

2. The Town's Digital Accessibility Plan and procedure to request accommodation can be found on the Town's website at [Accessibility | Town of Parker - Official Website](#).



Request for Town Council Action

Date: May 19, 2025
Submitted By: Michelle Kivela, Town Manager
Reviewed By: Michelle Kivela, Town Manager
Title: **RESOLUTION NO. 25-035**
A Resolution to Adopt the Town of Parker Elected Officials Guidelines
Department: Town Manager, Michelle Kivela

EXECUTIVE SUMMARY

At the 2025 Strategic Planning Retreat, staff proposed removing certain policies from the Town Policy Manual that are more general administrative procedures set by Council for the role of elected officials. These policies will make up the new Elected Official Guidelines.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

At the 2025 Strategic Planning Retreat, staff proposed removing certain policies from the Town Policy Manual that are more general administrative procedures set by Council for the role of elected officials. These policies will make up the new Elected Official Guidelines. If adopted by Resolution No. 25-035, the Guidelines will consist of the following policies:

- Establishing the Elected Official Guidelines
- Elected Official Budget Policy
- Elected Official Media Policy
- Elected Official Social Media Policy
- Elected Official Purchasing Card Policy
- Staff Contact by Elected Officials
- Elected Official Meeting Protocol
- Elected Official Technology Policy
- Council Liaison Policy
- Appointee Evaluation Process
- Appointee Complaint Process

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



FOSTER COMMUNITY
CREATIVITY AND
ENGAGEMENT

ATTACHMENTS

1. Resolution No. 25-035

RECOMMENDED MOTION

I move to approve Resolution No. 25-035, as part of the consent agenda.

RESOLUTION NO. 25-035, Series of 2025

TITLE: A RESOLUTION TO ADOPT THE TOWN OF PARKER ELECTED OFFICIALS GUIDELINES

WHEREAS, the Town Council is authorized by the Town Charter to promulgate policies to guide various functions of the Town to be administered by the Mayor or Town Manager;

WHEREAS, the Town Council desires to adopt guidelines that consolidate certain Town Council policies previously adopted by Town Council in the Town of Parker Policy Manual, or may be adopted by the Town Council in the future into a reference manual that is both accessible and transparent; and

WHEREAS, the Town Council desires to adopt the Town of Parker Elected Officials Guidelines as the reference manual to consolidate all applicable Town Council policies, as provided herein.

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

Section 1. The Town Council of the Town of Parker hereby adopts the Town of Parker Elected Officials Guidelines, which is attached hereto as **Exhibit A** and incorporated by this reference.

RESOLVED AND PASSED this _____ day of _____, 2025.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk



Town of Parker Elected Official Guidelines

Approved by the Parker Town Council

Adopted Date: May 19, 2025

Table of Contents

- 0-1 Establishing the Elected Officials Guidelines
- 0-2 Elected Official Budget Policy
- 0-3 Elected Official Media Policy
- 0-4 Elected Official Social Media Policy
- 0-5 Elected Official Purchasing Card Policy
- 0-6 Staff Contact by Elected Officials
- 0-7 Elected Official Meeting Protocol
- 0-8 Elected Official Technology Policy
- 0-9 Council Liaison Policy
- 0-10 Appointee Evaluation Process
- 0-11 Appointee Complaint Process

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Establishing the Elected Official Guidelines	PAGE 1 of 2	POLICY NUMBER 0-1
ADOPTED DATE May 19, 2025	AMENDED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE

The Elected Official Guidelines consists of general administrative procedures set by the Town Council for the role of elected official, defined as the Mayor and Town Council. The Town Council is authorized under the Town Charter to promulgate policies to guide various functions of the Town, which policies are to be administered by the Town Manager. The purpose of the Elected Official Guidelines is to consolidate applicable Town Council policies adopted by Town Council resolution into a reference document that is both accessible and transparent.

POLICY STATEMENT

The “Elected Official Guidelines” is hereby established, which contains policies adopted by resolution of the Town Council. Town Council policies shall be approved by the Town Council resolution in the form of a policy statement, as described herein. Once approved, statements of policy will be reproduced, distributed, and included in the “Elected Official Guidelines”. Each policy statement will include a) the purpose of the policy, b) the policy statement, and/or c) other criteria or procedural sections as needed. The Town Manager shall be responsible for the administration of the Elected Official Guidelines.

PROCEDURE

1. Drafts of proposed policy statements and proposed amendments to existing policy statements shall be referred to the Town Manager for review, evaluation, and recommendation to Town Council.
2. As part of the administrative responsibilities of the Town Manager, the Town Council delegates to the Town Manager the following additional administrative duties:
 - a. Updates to the Table of Contents
 - b. Cleanup/update a policy statement that does not change the substance of the policy statement
 - c. Administrative/procedural changes to implement a policy statement that does not change the substance of the policy statement, but results in efficiencies and/or improved customer service
3. Annually, the Town Manager and Town Attorney will review the Elected Official Guidelines for needed additions, changes, and deletions deemed appropriate, subject to

approval by the Town Council. However, recommended revisions or new policy statements may be brought forward for Town Council consideration at any other time during the year.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Budget Policy Statement	PAGE 1 of 2	POLICY NUMBER 0-2
ADOPTED DATE August 20, 2018	AMENDED DATE May 19, 2025	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

PURPOSE

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

POLICY STATEMENT

Elected Official Compensation

1. Elected officials 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 Expenditures

1. Supplies and general business items under \$100 may be purchased and approved by the Town Manager for payment.
2. Items over \$100 will be reviewed and approved in advance by a consensus of the Town Council. Requests for advance approval of an expense item should be submitted in writing to the Town Manager’s Office and the item will be presented to the Council at the next Study Session for consideration. Approval will be indicated by the signature of the Mayor, or Mayor Pro Tem in absence of the Mayor, or Acting Mayor in the absence of the Mayor or Mayor Pro Tem. **Any expenses not approved in advance by the Town Council are subject to review and possible denial.**
3. A stipend to reimburse elected officials for use of their personal cell phones will be paid monthly. Please see the Elected Official Technology Policy for more information.
4. Councilmembers and the Mayor should submit expenditure items that have been preapproved by a consensus of Council for reimbursement to the Town Manager’s Office to be compiled into an expense report. The report will be completed and returned back to the Mayor or Councilmembers for approval and signature. For Councilmember reimbursements, the report will be given to the Mayor to review and for signature. For the Mayor, the report will be reviewed and signature by the Finance Director. All completed reports will then be sent to the Finance Department to process the reimbursement with payroll.

Meals and Meeting Expenses Outside of the Elected Official Travel Policy

1. Expenses are limited by the amount of the annual budget for said items:

- a. Event attendance: 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).
- b. Expense reports are to be submitted to the Town Manager 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.

Budget Reallocations

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

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Media Policy Statement	PAGE 1 of 1	POLICY NUMBER 0-3
ADOPTED DATE August 20, 2018	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

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

1. Town 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 elected official responding should alert the rest of the Town Council and the Town Manager's Office.

In the Event of Direct Media Contact

1. Elected officials are likely to be contacted by the media on a variety of issues. When possible, please speak to the Town Manager's Communications 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 the media outlet and what the contact was regarding. Staff will then provide any necessary follow-up and track media coverage resulting from the interview.
2. 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 elected officials are uncomfortable working with the media, staff would be happy to respond to the reporter.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Social Media Policy	PAGE 1 of 3	POLICY NUMBER 0-4
ADOPTED DATE May 6, 2019	AMENDED DATE May 19, 2025	
APPROVED BY COUNCIL ACTION Resolution No. 19-024; Resolution No. 23-038		

PURPOSE

The Town strives to maintain efficient and effective methods of distributing information to the general public. Social media and community websites provide readily accessible channels for sharing information. The Mayor and Town Council may use social media accounts/pages in their official capacity as elected officials for the Town. As such, this policy establishes procedures for the Mayor and Council when using social media.

POLICY STATEMENT

Administrator Policy

1. Elected officials should be careful to keep their official social media account(s) separate from their personal social media account(s).
2. Elected official social media pages are subject to the Town's social media comment policy, which governs the types of content/comments that may be removed and when users may be blocked.
3. Except as set forth in the Social Media Comment Policy (see below), **no comments may be deleted, and no users may be blocked.**
4. The Town Attorney's Office will provide regular training on legal issues that arise from social media use in one's official capacity.

Comments/Content Policy

1. The Town encourages comments, concerns and questions regarding any of the topics found on Town social media Web sites, but all comments must relate to the post on which an individual comments. The Town reserves the right to remove the following types of comments:
2. Content that incites illegal activity:
 - a. Obscene or profane content
 - b. Content fostering, promoting or perpetuating illegal discrimination
 - c. Libelous or defamatory content
 - d. Content containing specific or imminent threats
 - e. Content in violation of intellectual property rights or privacy laws

- f. Content not germane to the subject matter of the post
3. The third time an individual has their comments hidden due to a violation of our social media policies they will be temporarily banned from commenting on the Town of Parker Facebook page in the future.
4. Each elected official's page should include the following statement:

This page is subject to the following Social Media Comment Policy. I encourage comments, concerns and questions regarding any of the topics found on this page, but all comments must relate to the post on which an individual comments. The following types of comments may be removed from this page:

- *Content that incites illegal activity*
- *Obscene or profane content*
- *Content fostering, promoting, or perpetuating illegal discrimination*
- *Libelous or defamatory content*
- *Content containing specific or imminent threats*
- *Content in violation of intellectual property rights or privacy laws*
- *Content that is not germane to the subject matter of the post*

The third time an individual has their comments removed due to a violation of this policy they will be temporarily banned from commenting on this page in the future.

5. Before deleting a comment or blocking a user for violation of this policy, elected officials shall consult with the Town Attorney's Office.
6. Elected officials should not read or respond to comments on social media pages (whether on their own page or on a page belonging to someone else) regarding quasi-judicial matters that will be before Town Council for consideration. If an elected official encounters this type of content, they shall immediately notify the Town Attorney's Office.
7. Elected officials should generally avoid commenting on any social media posts. If an elected official has already commented on a post or content, other elected officials must avoid commenting on that same thread.
8. Elected officials must not use social media tools to engage in public or private discussions with one another.

Content Guidelines

1. Personal social media accounts will not be used for official purposes, including conducting Town business or performing duties as an elected official.
2. All communication on Town pages should relate to official business only. Communications should avoid creating an actual or apparent conflict of interest.
3. Elected officials who engage in personal use of social media outside of their official capacity may not use the Town logo, graphics, pictures, or material, or that of any Town department or program in the design of their pages or profiles.

Photographs of Town Staff

1. Elected officials shall not post any photographs of employee events or specific staff members unless they request and receive permission from that staff member to post their photo. Large group setting pictures of ten (10) or more people where the image is not

specifically focused on any Town staff member can be posted (unless it is an employee event).

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Purchasing Card Policy Statement	PAGE 1 of 4	POLICY NUMBER 0-5
ADOPTED DATE August 20, 2018	AMENDED DATE May 19, 2025	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

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 and Elected Officials Travel Policy.

POLICY STATEMENT

Card Issuance

1. Town purchasing cards may be issued to an elected official upon request, 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.
2. At the time the card is issued, the elected official must have completed the Purchasing Card Training with the Town's Purchasing Card Program Administrator and signed 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.
3. **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.**
4. New cards will be activated in advance of issuance by the Town's Purchasing Card Program Administrator. Although the card will be issued in the elected official'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

1. Elected officials are recommended to go through the Town Manager's Office when making any purchases using Town funds. All purchases over \$100 must first be approved by a consensus of the Town Council.
2. In the event elected officials utilize their purchasing cards themselves, the elected officials shall use purchasing cards 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, mail orders or internet purchases.
3. When using the Town purchasing card with merchants, elected officials shall 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, and mail orders, elected officials shall instruct the merchant to send a receipt only.

Purchasing Card Limitations and Restrictions

1. The Town Manager 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 purchasing card, the concerned elected official should discuss the topic with the Town Council and Town Manager.
2. The Town's purchasing card program also allows for merchant category blocking. If a particular merchant category is blocked (e.g. jewelry stores), and an elected official attempts to use the card at such a merchant, the purchase will be declined. Town management has ensured vendors/suppliers used during the normal course of business are not restricted. If a card is refused at a merchant where an elected official believes it should have been accepted, the elected official should contact the Town Manager's Office.

Lost or Stolen Purchasing Cards

1. 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, the user must contact the issuing bank immediately and cancel the card. Elected officials are encouraged to record the issuing bank's phone number in advance. The loss or theft of a purchasing card must also be reported to the Town Manager following cancellation of the card with the issuing bank.** 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 72 hours of notice to the Town's issuing bank.

Authorized Payments

1. The Purchasing Card Program is intended for maintenance, repair, operating and other purchases needed during the course of business. These purchases may include:
 - a. Office supplies and forms;
 - b. Books and subscriptions;
 - c. Day timers and calendars;
 - d. Hotel registrations;
 - e. Conference/seminar registrations; and
 - f. Parking/meter fees.

Unauthorized Purchases

1. **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

1. Unlike personal credit cards, the Town Purchasing Card Program is handled as a corporate liability. An elected official's personal credit history is not taken into account when a card has been issued in his/her name.
2. The Accounts Payable Division is responsible for paying the invoice(s). Elected officials 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 Manager's Office.

Receipts

1. Elected officials are required to obtain receipts for all goods and services purchased. For all orders, including orders placed via phone 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.**
2. 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.

Reconciliation and Coding Purchases

1. Upon receipt of the monthly purchasing card statement, the Town Manager's Office will review the statement using the banking portal to ensure all the transactions posted are legitimate transactions made by the elected official.
2. Using the bank reporting system, the Town Manager's Office will code each transaction and attach the receipts.

Disputed or Fraudulent Charges

1. If there is a discrepancy between an elected official's receipts and statement, it is imperative that the issue be addressed immediately. Depending on the type of discrepancy, the elected official will need to contact the Town Manager's Office to resolve the disputed transaction.

Acceptance of Rebates or Extra Compensation

1. 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, and similar rewards, where reward points, rebates, and similar rewards, would be beneficial to the

elected official. If it is in the best interest of the Town to open such accounts, the user can submit the paperwork or information to Finance for approval and processing.

2. The Town appreciates elected officials' 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

ELECTED OFFICIAL POLICY STATEMENT

TITLE Staff Contact by Elected Officials	PAGE 1 of 4	POLICY NUMBER 0-6
ADOPTED DATE August 20, 2018	AMENDED DATE May 19, 2025	
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 the Town’s desire to have a productive working relationship between all parties.

POLICY STATEMENT

The protocols below direct the appropriate course of action when the Mayor or a Councilmember (“elected officials”) requires involvement from a member of Town staff. The protocol to be followed by the elected official is dependent on the nature of the request being made.

General Employee Contact

1. With the exception of inquiries directed to the Town Attorney or Municipal Judge, all other inquiries should be directed to the Town Manager and will be delegated to appropriate staff.
2. If a Councilmember is contacted by an employee, they should notify the Town Manager of the contact and substance of the communication.
3. The Town Manager and Councilmembers should both work to illustrate respect between the Town Manager and the elected officials by their actions and the manner which they show transparency and trust in each other.

Mayor and Council Initiated Contacts with Employees

1. Requests for simple information are welcome – be mindful of your position and the potential for misunderstanding.
2. Avoid directing Town staff – remember that even a question may be perceived as a directive. Requests for service should be directed through the Town Manager.
3. If staff estimates a Councilmember request for simple information will require research time, staff will advise the requesting Councilmember of such and recommend they request a research topic as described in the Resident Service Requests Made to Council Section below.
4. The Town Manager’s Office is the main point of contact for all elected officials support (questions, clerical, calendaring, etc.). When in doubt, inquiries and requests should be

directed to the Town Manager's Office.

Employee Contact Related to Personnel Issues

1. Oversight of personnel is the responsibility of the Town Manager with the exception of the Municipal Judge and Town Attorney.
2. All personnel-related matters must go through the Town Manager.

Requests for Simple Information

1. This type of request involves the need for information on a project, program, service, or policy that already exists.
2. Simple information shall be defined as topics which would most likely not be of general interest to all Councilmembers. (For instance, time of a meeting, status of a pothole fill, how to locate information, etc.)
3. Contact the Town Manager, Department Director, or Town Attorney. If contacting a Department Director, the Councilmember shall notify the Town Manager of the request as well.
4. The information will be shared with the other Councilmembers if the Town Manager believes it will be of general interest.

Requests for Research Topic

1. This type of request involves the need to have additional information on a program, service, policy or community partnership that already exists and is more involved in gathering the information than response to a simple request.
2. A request must have the written support of two Councilmembers to be placed on a future Study Session agenda for review and approval from a consensus of the full Town Council.
3. Contact the Town Manager or Town Attorney with a copy to the Mayor and Town Council.
4. Provide information about the request: share any background information, focus the topic, outline your expectations, and discuss timeframe.
5. Councilmembers are required to make a request during a Town Council Study Session.
6. The Mayor and Council will determine the direction of the request.
7. Town Council consensus must be reached prior to direction to the Town Manager to begin new research projects.

Prioritization of Town Council Requests for Action

1. This type of request involves the need for something new that is not in the current Town Budget and has policy implications, operational impacts and needs to be fully vetted by Town Council and staff. A request must have the written support of two Councilmembers to be placed on a future Study Session agenda for review and approval from a consensus of the full Town Council.
2. Contact the Town Manager or Town Attorney with a copy to the Mayor and Town Councilmembers.
3. Provide information about the request: Why is it a priority request? Is it necessary to move forward outside of the agreed upon Town Council Strategic Plan or Adopted Budget for the year? Share any background information, focus the topic, outline your expectations, and discuss the desired timeframe.
4. Councilmembers are required to make a request during a Town Council Study Session.
5. The Mayor and Council will prioritize the request based on feedback from the Town

Manager on how the request fits into the Town's Strategic Plan or Adopted Budget, policy/legal implications, funding required, workload impact on Town staff and anything impacts involved in responding to the request.

6. Town Council consensus must be reached prior to direction to the Town Manager to begin work on new Council requests for action.

Resident Service Requests Made to Council

1. These requests are an opportunity for the Councilmember to assist the resident with an understanding of their Town government and to also build rapport between Town staff and the resident. Also, the Town Manager and Town staff should help the resident understand the important policy-making role of the elected officials and support that relationship between the resident and their elected officials.

Initial Discussion with the Resident or Business

1. Listen without making any commitments for the Town.
2. Forward the service request to the Town Manager, including Councilmember expectations – feedback on Town actions, timeframe, any follow up actions.
3. The Town Manager's Office will track the request.
4. The Town Manager's Office will acknowledge receipt to the Councilmember within one business day and provide an estimate of when the answer will be provided.
5. The follow-up will be provided by the Town Manager or Department Director.

Resident Reporting Unsatisfactory Experience with Town Operations

1. Listen: gather information; avoid making a commitment for the Town; be open to gathering more information to get a complete understanding of the issue. Maintain objectivity to the resident and show concern for their issue without judging the matter.
2. Contact the Town Manager's Office, share all information and Councilmember's expectations. It will be most helpful to provide specific contact information and allow Town staff to reach out directly to the resident. Do not forward the complaint directly to the relevant Department Director.

Agenda Management

1. The Town Manager sets the meeting agenda.
2. The Mayor, as presiding officer of the Council meetings, may provide the Town Manager with input or feedback on the organization of the meeting in an effort to streamline the flow of Council meetings as well as other considerations such as length of meetings.

Placing an Item on a Town Council Meeting or Study Session Agenda

1. Individual Councilmembers may request to add a topic to a Town Council regular meeting or a Study Session agenda. Requests for action need to follow the protocol for the Prioritization of Town Council Requests for Action Section above.
2. Share topic with Town Manager in one-on-one meetings or bring the topic up during a Town Council meeting or Study Session.
3. The Town Manager has discretion to ask the full Town Council for feedback and direction on request for agenda additions. It is the Town Manager's role to attempt to balance the timing and pacing of these meetings and their subject matter. (Some requested subjects may not be ready for agendaing, in the Town Manager's opinion.)
4. The Town Manager meets with the Mayor to review the upcoming meeting agenda and

to respond to any questions the Mayor has in order to assist the Mayor in presiding over meetings. The Mayor will inform the Town Manager of any potential issues or questions that may arise by Town Council that may not otherwise be communicated to the Town Manager.

Urgent Information Communication to Councilmembers, Criteria of “Urgent”

1. Questions from the Mayor and Town Council on urgent information should be directed to the Town Manager or in the Town Manager’s absence, to one of the Assistant Town Managers. The Mayor and Town Council are encouraged to reach out to the Town Manager with any questions regarding incidents about which they have not received communication.
2. The Town Manager makes a judgment call on whether to share information based on the status of an incident, pending investigation, and whether or not a news release will be issued on public safety-related events.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Meeting Protocol	PAGE 1 of 3	POLICY NUMBER 0-7
ADOPTED DATE May 19, 2025	AMENDED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE

The purpose of this policy is to establish standard procedures used to establish Council meeting agendas and that govern conduct by the Mayor and Councilmembers in preparation for and during Town Council meetings.

POLICY STATEMENT

Agenda Setting

1. The Town Manager is responsible for setting the agendas for Study Sessions and Regular Town Council Meetings.
2. Elected officials can add an item to an agenda by following the process outlined in the Agenda Management Section of the Staff Contact by Elected Officials Policy. Following the process allows Town staff to establish the agenda and manage the amount of information that can reasonably be covered during a meeting.
3. Town Manager's office is the primary contact for adding items to the Study Session or Town Council Meeting agendas. The Town Manager will place reports, updates and routine items on the agenda at the Town Manager's discretion.
4. Guests and outside presenters will generally be scheduled first on Study Session agendas.
5. Staff will provide packets to the elected officials through the electronic agenda system by 5 p.m. on the Friday before a scheduled Study Session or Town Council Meeting.

Preparation for Meetings

1. The position of Councilmember is a demanding one. It is the overall responsibility of each member of the Town Council to prepare for meetings and engage in relevant community conversations outside of scheduled meetings. Specific preparation for each meeting of the Town Council is critical to ensure the most effective meeting of the governing body.
2. Councilmembers should, if possible, avoid surprising their colleagues or Town staff. To the greatest extent possible, Councilmembers should advise the Mayor and the Town Manager in advance of any substantive issues, questions, or changes they intend to bring up at the public meeting which would likely require staff research and response. This refers to issues and questions that the staff would not normally anticipate or have researched for that particular meeting.

3. Councilmembers should advise the Mayor and the Town Manager in advance of pulling items from the Consent Calendar. This will allow the Mayor and Town Manager to prepare staff for the additional steps necessary to address such items.
4. Councilmembers should be prepared for meetings, which include having read all agendas and supporting documentation or presentations prior to the meeting.
5. To the extent feasible, Councilmembers should remain aware of regional issues affecting neighboring municipalities, counties, and the operations of other districts or agencies.

Councilmember Decorum

1. Be gracious and respectful at all times. It is the responsibility of each Town Council member to display common courtesies at all times. Respect differences of opinions and perspectives. For example, avoid interruptions, avoid personalizing the issue, avoid grandstanding, avoid argumentative behavior including repetitive restatements of a position, and avoid filibustering.
2. Debate should be limited to making a point or stating a position. Redundancy, grandstanding, and personal attacks will be addressed by the Mayor as being out of order or inappropriate.
3. Remain silent until being recognized. Do not speak without being recognized by the Mayor and avoid side bar conversations with other Councilmembers.
4. Be attentive. Listen and understand before judging and taking a position. Give the speaker your entire attention. Shuffling papers, repeatedly looking at phones, finding reasons to never make eye contact with the speaker may convey to the speaker and the audience that you already decided the matter and are disinterested in new information.
5. Personality conflicts. Personal problems or concerns with individual Councilmembers should be discussed directly with that individual outside of an open meeting and not aired in a public forum.
6. Use of electronic devices during public meetings. Councilmembers should limit use of their phones during a meeting to urgent personal matters. For example, matters relating to family concerns. Phones and other mobile devices should not otherwise be used for texting, emailing, or other communications during public meetings. Councilmembers are aware that communications received during open meetings may be subject to the Colorado Open Records Act.

Participation by Telephone or other Virtual Means

1. Telephonic or virtual meeting participation has become more popular within many local governments. However, telephonic/virtual participation has inherent limitations. It can be difficult for an individual participating remotely to hear what is said in a meeting if more than one person is attempting to speak at the same time, or to participate if numerous individuals wish to speak at the same time. Additionally, there are often challenges with engagement due to a remote individual not giving their full attention to the meeting, as remote environments often provide more distractions than an in-person meeting. These limitations in telephonic/virtual participation may produce inefficiencies in meetings and may undermine the decision-making process.
2. A member of the Town Council may not participate in a meeting of the Town Council by telephone, videoconferencing technology, or other virtual/telephonic means. If the member is absent, they may view the livestream made available online, which is available to all members of the public. However, their viewing of the meeting shall not count for the purposes of establishing quorum and the Councilmember shall not attempt

to participate by means including texting, emailing, messaging, etc. other Councilmembers or the Mayor during the meeting.

3. In the event of extenuating or emergency circumstances, Town Council may temporarily suspend or modify this Policy through the passage of an emergency resolution or order.
4. This Policy shall apply to the Town Council, as well as Commissions established by the Town Council.
5. The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy as necessary to provide disabled Councilmembers and members of Commissions full and equal access to Council meetings.

Use of Mobile Devices

1. Council's use of electronic communication devices, such as cell phones, during a Town Council meeting, including special meetings, Executive Sessions and Study Sessions, may lead to the public's perception that a Councilmember is not paying attention to the subject matter at hand or that a Councilmember is receiving information relative to the subject matter at hand that other Councilmembers and members of the public are not receiving, either one of which conflicts with effective government and transparency. Therefore, a Councilmember's use of electronic communication devices (including cell phones and tablets), other than for the purpose of accessing agenda materials that are on a Councilmember's laptop, is prohibited during Council meetings. This policy does not prohibit the use of an electronic communications device in the event of an urgent family matter.

Microphones at Council Dais

1. Councilmembers should turn off their microphones when at the dais in Council Chambers and not speaking. This will help eliminate any background noise when others are speaking.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Elected Official Technology Policy Statement	PAGE 1 of 3	POLICY NUMBER 0-8
ADOPTED DATE August 20, 2018	AMENDED DATE May 19, 2025	
APPROVED BY COUNCIL ACTION Resolution No. 18-054; Resolution No. 23-038		

PURPOSE

The purpose of this policy statement is to establish standards for the Town of Parker elected officials regarding mobile phone allowance, technology equipment and support, information security and acceptable use. **This policy will go into effect as of January 1, 2026.**

POLICY STATEMENT

Mobile Phone Allowance

1. Elected officials may be required to conduct official Town business, such as responding to citizen calls or contacting staff, on their personal mobile phone. As such, elected officials may receive a mobile phone allowance from the Town in accordance with the Town's Purchasing and Financial Policies Manual.

Technology Equipment and Support

1. Elected officials may require technology equipment to conduct official Town business, such as accessing online meeting packets, email and other documents or services.
2. Upon swearing in, elected officials will be provided with one Town-issued device (laptop or tablet) in which to conduct official Town business. Town devices should be used for Town business only, personal use is not permitted. Devices will be returned to the Town upon the conclusion of the official's term.
3. Town-issued devices will be replaced by the Town if they are lost, stolen or destroyed.
4. Town-issued devices will be replaced every four years based on the Town's replacement cycle.
5. To maintain security, devices for elected officials will be set up on the Town's domain and follow standard security practices (i.e. CrowdStrike, Group Policy Object). Devices will not have access to the Town's secure local area network or enterprise WiFi networks or have VPN access.
6. Information Technology (IT) staff are responsible for assisting with equipment and software needs that allow elected officials to successfully perform their duties.
7. The Town only supports software or hardware associated with the successful execution of Town Council duties supporting Town business. IT is unable to support equipment and/or software that is not approved and/or provided by the Town.

8. Connectivity to the Town-supplied email and the Internet will be provided by a Wi-Fi connection while in Town facilities and by the elected official's own Internet provider when off Town premises. The Town is not responsible for supporting Internet connectivity in the elected official's home.
9. 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.
10. IT staff will provide training for the elected official on the use of technology required for basic desktop and email functions. This includes training on the addition of icons on the desktop, review of links to various programs and verifying both computer and phone access to email. Training on software specific items, such as CivicClerk, will be provided by the relevant Town department (Town Clerk, Town Attorney, Town Manager's Office).
11. For any support issues, please contact the Town Manager's Office and staff will coordinate the necessary staff response.

Information Security Program

1. The Town authorizes the use of technology systems and services to carry out legitimate Town business. All technology use is expected to be legal, ethical and compliant with all applicable laws and regulations.
2. The Town has developed an information security program that outlines requirements related to electronic communication, system defense, backup, data security, hardware security, software/application security, voice communication, virtualization, use of artificial intelligence, consumer electronic financial services, system authentication, system access, physical access restrictions, business continuity, incident response, etc. The Town's Information Security Policy can be found below.
3. More details on the information security program can be found on the [Town's intranet](#).

Acceptable Use Policy

Acceptable Use Standards

All Town owned systems, media, and equipment must be used for official Town business and adhere to the Acceptable Use Standards:

1. Used for official Town business only.
2. Prompt reporting of theft, loss, or unauthorized disclosure of the Town's proprietary information is the responsibility of the elected official.
3. Elected officials may access, use, or share proprietary information only to the extent authorized and necessary to conduct Town business.
4. The Town's proprietary information stored on electronic and computer devices, whether owned or leased by the Town, elected official, or third party, remains the sole property of the Town.
5. Authorized individuals within the Town may monitor equipment, systems, and network traffic at any time for security and network maintenance purposes.
6. The Town reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Unacceptable Use Standards

Elected officials are prohibited from engaging in any activity that is considered improper by the Town, as well as any illegal activity under local, state, federal and/or applicable law while utilizing the Town owned resources, therefore the following items are considered unacceptable use of system resources.

1. Using any software (including cloud-based platforms) that is not approved by the IT Division.
2. Using software or websites in violation of the licensing agreement.
3. Using such technology and/or equipment for personal monetary gain.
4. Removing or disposing of technology or equipment without the approval of the IT Division.
5. Placing equipment in such a way that it is susceptible to excess wear or damage.
6. Removing, adding or modifying peripherals (including mice, keyboards, monitors and equipment installed inside systems) without the approval of the IT Division.
7. Performing or attempting to perform maintenance on Town-provided machines without the approval of the IT Division.
8. Failing to place important or critical computer files on a server that is regularly backed up.
9. Disclosing a password used to access a Town system to any other person, unless the password is specifically used with a shared account.
10. Unauthorized disclosure of privileged or confidential information.
11. Accessing information and/or an account for any purpose other than conducting Town business is prohibited.
12. Storing confidential, proprietary or copyrighted data on storage devices, in violation of any law or license agreement.
13. Introducing malicious programs onto the network and/or server is prohibited.
14. Allowing unauthorized individuals to access Town-provided equipment and/or technology.
15. Using the Town's computing assets to actively engage in harassing behavior in violation of Town policy and/or law.
16. Making fraudulent offers or representation of services originating from the Town's account.
17. Circumventing security measures or intentionally impairing the operation of Town resources.
18. Accessing pornography via the Internet or storing pornography.
19. Violations of any laws or regulations, the rights of any person, and/or the Town protected copyrights, trade secrets, patents, or intellectual property is prohibited by the Town.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Council Liaison Policy	PAGE 1 of 3	POLICY NUMBER 0-9
ADOPTED DATE August 3, 2020	AMENDED DATE April 17, 2023	
APPROVED BY COUNCIL ACTION Resolution No. 21-051; Resolution No. 23-038		

PURPOSE

The purpose of this policy is to: define the process by which Council Liaison appointments are identified and assigned; define the roles and responsibilities of a Council Liaison; differentiate between Council Liaison roles and other appointments made by Council to various boards, agencies and community groups; and provide agencies and community groups with clarity as to the role and expectations of a Council Liaison.

POLICY STATEMENT

The primary objective for Council Liaisons is to foster positive working relationships and communication between the Town and external agencies or community groups. Serving as a Council Liaison is an expectation of the elected official position.

This policy applies to all Council Liaison appointments, as identified each year by the Town Manager, as part of the assignment process described below. Examples of such appointments include the Centennial Airport Community Noise Roundtable, Cherry Creek Basin Work Group, Douglas County Youth Initiative, Partnership Douglas County Government, etc.

Council Liaison Role

1. The role of the Council Liaison is intended to facilitate positive and ongoing communication with external agencies on matters of mutual interest. The intent of doing so is to ensure a continuing dialogue on how the Town and agency or community group can work together to better meet the community needs.
2. Responsibilities of the Council Liaison include:
 - a. Attend regular meetings of the agency or community group.
 - b. Engage in discussions at agency or community group meetings, providing information about Town priorities and other information as needed.

- c. Provide quarterly updates to Council at Study Session meetings regarding actions taken by the agency or community group.
- d. The liaison roles are also determined by the external agency and may require the Council Liaison to serve as an advisor, a board member, or a local government representative.

Council Liaison Assignments

1. The Council Liaison assignments should be a collaborative process among Councilmembers and the Mayor. The Council Liaison assignments are made by the end of each year, in December, in order to provide the external agency or community group with the Council Liaison information in January for the upcoming year.
2. The Mayor will appoint Council Liaisons with the consent of the Council. The Mayor will solicit from each Councilmember which liaison assignments they desire and will submit recommendations to the Council for discussion. If more than one Councilmember is interested in a particular assignment, the Council will reach consensus on which Councilmember is assigned as Council Liaison.
3. Assignments should:
 - a. Take into consideration a Councilmember's personal interests and expertise, along with their involvement in a particular subject area.
 - b. Consider the Councilmember's ability and schedule to attend meetings.
 - c. Broaden a Councilmember's knowledge by rotating responsibilities to enhance the perspective of Councilmembers.

Council Liaison Guidance

1. In order to avoid violations of the Colorado Open Meetings Law, C.R.S. 24-6-401, *et seq.*, attendance at any Council Liaison meeting or function is limited to two Councilmembers (unless full and timely notice of the meeting is provided in compliance with the Colorado Open Meetings Law).
2. In the capacity as a Council Liaison, the Councilmember represents the Town Council unless otherwise specified in the external agency's by-laws or other governing documents. Council Liaisons will not make commitments on behalf of the Town outside of current or previously discussed policy direction. Council Liaisons should take requests or inquiries back to the Council or the Town Manager for follow up or to seek Council's formal decision on a matter.
3. In the capacity as a Council Liaison, the Councilmember represents the Town Council unless otherwise specified in the external agency's by-laws or other governing documents. Council Liaisons will not make commitments on behalf of the Town outside of current or previously discussed policy direction. Council Liaisons should take requests or inquiries back to the Council or the Town Manager for follow up or to seek Council's formal decision on a matter.
4. Any substantive matters, or formal policy statements or positions conveyed to external agencies through Council Liaisons should be discussed with and approved by the Town Council.

5. Council Liaisons serve as the contact person for the external agency.
6. Council Liaisons should maintain regular attendance and notify the appropriate agency's contact person, the Council Liaison Alternate and the Town Manager's Office when unable to attend a meeting at which attendance is otherwise expected.
7. Council Liaisons should attend as many of the external agency's functions as necessary to foster good communications and a positive working relationship.
8. Council Liaisons should follow all relevant governance and guidance as established by the external agency.
9. Councilmembers appointed by Council to external agency boards vote as a representative of Town Council regarding matters and issues that come before that board. Council liaisons are encouraged to abstain from voting on matters where discussion with the Town Council is warranted.

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Appointee Evaluation Procedure Policy	PAGE 1 of 2	POLICY NUMBER 0-10
ADOPTED DATE May 19, 2025	AMENDED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE

The Appointee Evaluation Procedure Policy describes the manner in which Town elected officials, defined as the Mayor and Councilmembers, are required to complete an annual performance evaluation process for Council appointees.

The Mayor is expected to assist in facilitating the process and related discussions, while members of Town Council are required to complete the appointee evaluation.

There are three appointed positions that report to the Mayor and Town Council. These include the Town Manager, Town Attorney and Municipal Judge. Each position is a contracted position in which there is an employment agreement. Employment agreements should be amended on a regular basis as stated in each agreement and, annually if requested by the individual appointee and agreed to by the appointee and the Town Councilmembers, based on the evaluation of the direct report in their position.

PROCEDURE

1. The Town Council shall complete a performance evaluation of appointees annually within thirty (30) calendar days of the anniversary of their employment date.
2. Approximately forty-five (45) calendar days prior to the anniversary of their employment date, the appointee will submit a completed Appointee Self-Assessment Form to members of Town Council.
3. Councilmembers will individually complete the Appointee Evaluation Form within ten (10) calendar days of receipt by the Human Resources Director and submit the completed form to the Human Resources Director who will aggregate the scores and compile the comments into one document.
4. The Mayor, Town Council and Human Resources Director, without the appointee present, will meet to discuss the summary and overall aggregated score of the results in executive session. In this same meeting, the Human Resources Director will provide Town Council with the associated compensatory adjustment (percentage increase and/or one-time payment) derived from the overall, aggregated score.
5. A final version of the summary will be provided to the appointee by the Mayor Pro Tem. The appointee will have a minimum of five (5) calendar days to review the summary prior to the scheduled performance evaluation date.
6. The performance evaluation discussion will be held during executive session with the Mayor, Town Council and the appointee. Town Council will meet with the appointee

during executive session to review the final document. Town Council will provide the overall score and any associated compensatory adjustment during that executive session. The compensatory adjustment will be included in an amendment to the employment agreement and distributed in a manner that is identified by the appointee's employment agreement. Each individual appointee may request annually a review of their individual agreement for potential amendments which would be pursuant to a formal amended agreement entered into between the appointee and the Town Council.

ATTACHMENTS

1. Appointee Self-Assessment Form
2. Appointee Evaluation Form

Town of Parker, Colorado

ELECTED OFFICIAL POLICY STATEMENT

TITLE Complaints Against Town Council Appointed Officials	PAGE 1 of 2	POLICY NUMBER 0-11
ADOPTED DATE October 2, 2023	AMENDED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 23-038.1		

PURPOSE

The Town Council takes very seriously workplace complaints made by Town of Parker employees against the Town Manager, the Town Attorney, or the Municipal Judge ("Council Appointees"). This policy ensures responses to complaints are timely, fairly, and appropriately investigated and addressed.

The objectives of this policy are to: establish a process for the Town Council and the Human Resources Director to respond to workplace complaints made by Town employees against Council Appointees; and clarify the roles and responsibilities of the Mayor, the Mayor Pro Tem, the Town Council, and the Human Resources Director in the process of handling complaints covered by this policy.

PROCEDURE

1. An employee may report their complaint against Council Appointees to the Human Resources Director ("Director"). This includes complaints stemming from alleged harassment of the employee.
2. The Director will consult with the Mayor and Mayor Pro Tem, informing them of the facts and circumstances of the complaint.
3. The Mayor, or in the Mayor's absence, Mayor Pro Tem, will notify the subject of the complaint that a complaint has been made, the general nature of the complaint, and that an inquiry will proceed.
4. The Director may engage outside legal counsel to provide legal advice and shall engage an independent investigator to conduct an inquiry into the complaint to determine if the complaint is substantiated.
5. If an investigation commences, the following process will be initiated:
 - a. The Director will contact and retain outside legal counsel from a pre-approved list complied with the assistance of the Town Attorney's Office, or an independent investigator to conduct the investigation. The Director and Town Attorney's Office shall review the approved list of outside legal counsel on an annual basis

to confirm no conflicts of interest exist.

- b. The Mayor, or in the absence of the Mayor, Mayor Pro Tem, will notify the Council Appointee, who is subject of the complaint, that a complaint was received and that an investigation will proceed. The Mayor or Mayor Pro Tem will also notify the Town Council that a complaint has been made, the general nature of the complaint, and that an investigation will proceed.
 - c. The Director will serve as Town staff liaison to the investigator.
 - d. Pursuant to a special order issued by the Town Manager authorizing the Mayor or Mayor Pro Tem to communicate directly with the Director, the Director will serve as liaison to the Mayor or Mayor Pro Tem during the complaint investigation.
 - e. The investigator's completed report will be delivered to the Mayor and Town Council through outside counsel or the independent investigator, with a copy going to the Director. If the claim is deemed substantiated by the investigation, outside counsel may advise Town Council on its legal liability in the matter.
 - f. Following advisement to the Mayor and Town Council by outside counsel, the subject of the complaint will be informed of the investigation findings by the Mayor or Mayor Pro Tem.
 - g. If the claim is substantiated, the Town Council will determine how to respond to the complaint and what level of discipline, if any, is appropriate. The Town Council is the final authority on administering discipline. Council Appointees shall have no appeal rights.
6. If an investigation is not initiated, the Mayor or Mayor Pro Tem will notify the subject of the complaint that an investigation will not proceed, and the matter is closed.



Your kind of place.

PROCLAMATION
National Public Works Week 2025

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Parker, and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens, and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Parker to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities, and

WHEREAS, the American Public Works Association has celebrated the annual National Public Works Week since 1960, and

NOW, THEREFORE, I, Joshua Rivero, Mayor of the Town of Parker, do hereby designate May 18-25, 2025, as

National Public Works Week

I urge all our people to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protect our national health safety and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Parker, Colorado, to be affixed this 19th day of May 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk



Request for Town Council Action

Date: May 19, 2025

Submitted By: Tom Gill, Associate Project Manager

Reviewed By: Michelle Kivela, Town Manager

Title: **Lincoln Avenue/Pine Drive Intersection Improvements (CIP 25-018)
Preliminary Engineering – Contract Modification**

Amount: **\$76,273.20 (Addition to the Original Contract
Amount of \$121,165)**

Contractor: **Wilson & Company**

Department: **Engineering and Public Works, Tom Gill**

EXECUTIVE SUMMARY

This item is to approve a contract modification with Wilson & Company for the Lincoln Avenue/Pine Drive Intersection Improvements project in the amount of \$76,273.20 for a revised contract amount of \$197,438.20.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Town Council approved the award for the Professional Services Agreement - Lincoln Avenue/Pine Drive Intersection Improvements (CIP 25-018) Preliminary Engineering on April 7, 2025, for \$121,165 with Wilson & Company. The original contract includes preliminary (30%) design services for adding a second eastbound to northbound left turn lane and a westbound acceleration lane, along with the associated drainage and traffic signal improvements. A sidewalk will be designed west of the intersection along the north side of Lincoln Avenue to close the existing gap.

Preliminary design services generally include surveying, geotechnical investigation, conceptual design refinement, and preliminary design. After follow-up discussions with Wilson & Company, staff decided it would be beneficial to add subsurface utility engineering (SUE) to the 30% services to allow for further refinement of the preliminary design. SUE is a State law requirement for all roadway projects and would need to be performed at some point in the project design. The SUE work effort will continue beyond the completion of the preliminary engineering effort as it will need to overlap with the final design effort.

FINANCIAL IMPACT

Funding for this project has been appropriated in the Streets Capital Improvements Projects (301-4310) fund.

STRATEGIC GOAL(S)



SUPPORT AN
ACTIVE COMMUNITY



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation, as a part of the consent agenda.



Request for Town Council Action

Date: May 19, 2025

Submitted By: Patrick Burke, Project Engineer

Reviewed By: Michelle Kivela, Town Manager

Title: **ORDINANCE NO. 1.646 - Second Reading**
A Bill for an Ordinance Accepting the Conveyance of Real Property
From Winter Parker Bank Ventures, LLC, for a Parcel Located in Lot
8, Parker Hilltop Town Square 1st Amendment for the Hilltop Road
Project

Department: Engineering and Public Works, Patrick Burke

EXECUTIVE SUMMARY

This ordinance is for the approval of the conveyance of real property necessary to construct the Hilltop Road and Parker Road Intersection Improvement Project.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town is finalizing the Hilltop and Parker Road Improvements project, which will add a westbound to southbound left turn lane and a northbound to eastbound right turn lane, with roadway widening and drainage enhancements. Three properties on the north side of Hilltop Road require 819 SF (0.019 acres) of right-of-way (two properties), 147 SF (0.003 acres) of permanent sidewalk easement (one property), and 7,744 SF (0.178 acres) of temporary construction easement (all three properties).

On November 18, 2024, the Town Council approved an intent to acquire ordinance (1.635), allowing staff to negotiate with property owners for the necessary land. These acquisitions are critical for project completion, enabling roadway improvements, pedestrian access, and construction with minimal property impact.

To date, the Town has acquired a 4,090 square-foot temporary construction easement from one property owner. This ordinance is for the acquisition of 396 square feet of right-of-way that is needed from the second property owner to accommodate construction of the roadway improvements. An additional ordinance will be required at a later date for the acquisition of permanent easement and right-of-way from the third property owner once those negotiations are complete.

FINANCIAL IMPACT

The purchase price for the acquisition of this right-of-way is \$13,395. Funding has been appropriated for this acquisition in the Highway and Streets Capital Projects Fund (301-4310).

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY



ENHANCE ECONOMIC
VITALITY

ATTACHMENTS

1. Ordinance No. 1.646

RECOMMENDED MOTION

I move to approve Ordinance No. 1.646 on second reading.

ORDINANCE NO. 1.646, Series of 2025

TITLE: A BILL FOR AN ORDINANCE ACCEPTING THE CONVEYANCE OF REAL PROPERTY FROM WINTER PARK BANK VENTURES, LLC, FOR A PARCEL LOCATED IN LOT 8, PARKER HILLTOP TOWN SQUARE 1st AMENDMENT FOR THE HILLTOP ROAD PROJECT

WHEREAS, the Town Council of the Town of Parker desires to accept the conveyance of certain real property from Winter Park Bank Ventures, LLC, for a Parcel located in Lot 8, Parker Hilltop Town Square 1st Amendment; and

WHEREAS, the Town Council of the Town of Parker desires to accept the conveyance of the property interests specified hereinbelow to the Town by this Ordinance.

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

Section 1. The Town Council of the Town of Parker hereby accepts the conveyance of real property from Winter Park Bank Ventures, LLC, for a Parcel located in Lot 8, Parker Hilltop Town Square 1st Amendment, as provided in the General Warranty Deed attached as **Exhibit 1**, and incorporated by this reference.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

EXHIBIT 1

WARRANTY DEED

THIS DEED, Made this 1st day of April, 2025, between **Winter Park Bank Ventures, LLC, a Florida Limited Liability Company**, whose legal address is 2800 Island Blvd #2501 Aventura, FL 33160, Grantor, and the **TOWN OF PARKER, COLORADO**, whose legal address is 20120 East Mainstreet, Parker, Colorado 80138, of the County of Douglas and State of Colorado, Grantee:

WITNESSETH, That the Grantor, for and in consideration of the sum of **TEN DOLLARS (\$10)** in hand paid, the receipt and sufficiency of which is hereby acknowledged, and other good and valuable consideration included in the determination of the price in addition to fair market value, and such acquisition being under threat of condemnation, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm, unto the grantee, its heirs and assigns forever, all the real property, together with improvements, if any, situate, lying and being in the County of Douglas, State of Colorado, described as follows:

See **Exhibit A**, attached hereto and incorporated herein by this reference.

TOGETHER with all and singular hereditaments and appurtenances thereunto belonging, or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits hereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantor, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances.

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances unto the Grantee, its heirs and assigns forever. And the Grantor, for itself, its heirs, and personal representatives, does covenant, grant, bargain and agree to and with the Grantee, its heirs and assigns, that at the time of the ensealing and delivery of these presents, is well seized of the premises above conveyed, has good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and authority to grant, bargain, sell and convey the same in manner and form as aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances, and restrictions of whatever kind or nature soever, except N/A.

The Grantor shall and will **WARRANT AND FOREVER DEFEND** the above-bargained premises in the quiet and peaceable possession of the Grantee, its heirs and assigns, against all and every person or persons lawfully claiming the whole or any part thereof.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Winter Park Bank Ventures, LLC, a Florida Limited Liability Company

By: Elliot G Levy
Its: Mgr Elliot G Levy

STATE OF ~~COLORADO~~ Florida

COUNTY OF Miami-Dade

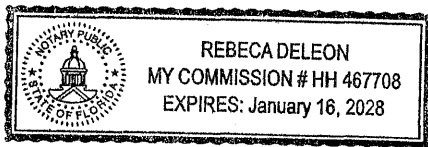
) ss.
)

The foregoing instrument was acknowledged before me this 17th day of April, 2025 by Elliot Levy as the Mgr of Winter Park Bank Ventures, LLC, a Florida Limited Liability Company.

My commission expires:

January 16, 2025

Witness my hand and official seal.



Rebecca DeLeon
Notary Public

PARCEL DESIGNATION	223322421005	DATE:	October 01, 2024
OWNER:	WINTER PARK BANK VENTURES LLC		

EXHIBIT A

LEGAL DESCRIPTION

RW-01

A PARCEL LOCATED IN LOT 8, PARKER HILLTOP TOWN SQUARE 1ST AMENDMENT, RECORDED UNDER RECEPTION NO. 2008024417, IN THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF PARKER, DOUGLAS COUNTY, COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 8;

1. THENCE, N 77° 37' 53" W A DISTANCE OF 15.95 FEET;
2. THENCE, N 53° 21' 33" E A DISTANCE OF 47.71 FEET TO THE BEGINNING OF A NON-TANGENTIAL CURVE;
3. THENCE, 40.30 FEET ALONG SAID CURVE TURNING TO THE RIGHT THROUGH AN ANGLE OF 47° 36' 14", HAVING A RADIUS OF 48.50 FEET, AND WHOSE LONG CHORD BEARS S 35° 26' 46" W FOR A DISTANCE OF 39.15 FEET TO THE POINT OF BEGINNING.

SAID PARCEL OF LAND CONTAINS 396 SQUARE FEET OR 0.009 ACRES, MORE OR LESS.

ACQUIRED FOR CONSTRUCTION AND MAINTENANCE OF ROADWAY IMPROVEMENTS.

BASIS OF BEARING: BEARINGS ARE BASED ON A PORTION OF THE SOUTH LINE OF PARKER HILLTOP TOWN SQUARE 1ST AMENDMENT BEING N 77° 37' 53" W. MONUMENTED AT THE EAST BY A 1.5" ALUMINUM CAP LS 12405 "EMK" AT THE PT OF THE CURVE ON THE SOUTH LINE OF SAID LOT 9 AND AT THE WEST BY A 1.25" RED PLASTIC CAP LS 22561 "AZTEC" AT THE PC OF A CURVE ALONG THE SOUTH LINE OF LOT 8.

THIS DESCRIPTION WAS PREPARED BY:
MICHAEL LINDQUIST, P.L.S. 38666
ON BEHALF OF WILSON & CO.
990 S. BROADWAY, STE. 220
DENVER, CO 80209

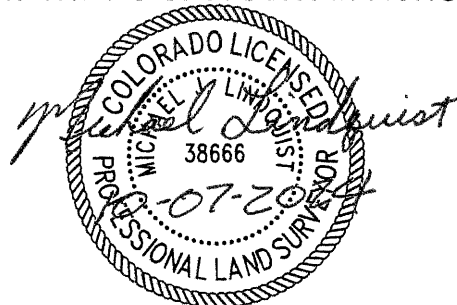


EXHIBIT B

"RW-01"

A PARCEL LOCATED IN LOT 8, PARKER HILLTOP TOWN SQUARE 1ST AMENDMENT, IN THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF PARKER, DOUGLAS COUNTY, COLORADO

WINTER PARK BANK VENTURES
11339 PIKES PEAK DR
PARKER CO 801380000
223322421005

LOT 8
PARKER HILLTOP
TOWN SQUARE
1ST AMENDMENT

RW-01
396 SQ FT
0.009 ACRES

S. PIKES PEAK DR.

LOT 9
PARKER HILLTOP
TOWN SQUARE
1ST AMENDMENT

5RB W/ 1.25" RPC
LS22561 "AZTEC"

N53°21'33"E 47.71'
L=40.30'
R=48.50'
D=47°36'14"
CH=39.15'
CB=S35°26'46"W
N77°37'53"W 15.95'
P.O.B.
NAIL&WASH LS12405
BASIS OF BEARING
S77°38'53"E

5RB W/ 1.5" A.C.
LS12405 "EMK"

E. HILLTOP RD.

NOTE:

THIS DRAWING IS MEANT TO DEPICT THE ATTACHED LEGAL DESCRIPTION AND IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT REPRESENT A MONUMENTED LAND SURVEY.



23-100-294

						SHT. NO: 2 OF 2	WILSON & COMPANY 990 South Broadway Suite 220 Denver, CO 80209 Phone: 303-297-2976 Fax: 303-297-2693	EXHIBIT B RW-01 TOWN OF PARKER COUNTY OF DOUGLAS STATE OF COLORADO
						SCALE: 1" = 30'		
						DWN. BY: CDW	DATE: 10-01-2024	
						CHK. BY:		
						PROJ. MGR: MJL	10-03-2024	
NO.	REVISION-DESCRIPTION	BY	DATE	CHK'D	APP'D	CLIENT APP:		



Request for Town Council Action

Date: May 19, 2025

Submitted By: Patrick Burke, Project Engineer

Reviewed By: Michelle Kivela, Town Manager

Title: **ORDINANCE NO. 1.647 - Second Reading**
A Bill for an Ordinance to Approve the Memorandum of Agreement by and between the Town of Parker and Robinson Ranch Community Association, Inc., Concerning the Parker Road Sidewalks – East Side Gaps Project

Department: Engineering and Public Works, Patrick Burke

EXECUTIVE SUMMARY

This ordinance is for the approval of a Memorandum of Agreement between the Town of Parker and Robinson Ranch Community Association for the conveyance of real property necessary to construct the Parker Road Sidewalk - East Side Gaps Project.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town is progressing with the final design of the upcoming Parker Road sidewalk/trail project, which aims to close two existing gaps in the sidewalk along the east side of Parker Road (SH 83). The project comprises two segments:

1. **Segment 1:** A multi-use trail extending from Pine Drive to the existing multi-use trail at the Town of Parker open space property near Pine Bluffs.
2. **Segment 2:** A multi-use trail extending from the current trail in front of the Big Tool Box property, crossing J Morgan Boulevard, and connecting to the existing multi-use trail south of Robinson Ranch.

The project will connect to existing sidewalks and trails at both the northern and southern ends and will also link to an existing soft surface trail at J Morgan Boulevard, constructed as part of a nearby development. Additionally, construction of the project is partially funded by a Denver Regional Council of Governments (DRCOG) multi-modal grant awarded to the Town in 2022.

While most of the project is situated within CDOT right-of-way or Town property, certain areas require sidewalk easements and/or temporary construction easements. Town Council approved the intent to acquire Ordinance 1.631 on October 21, 2024, which authorized staff to proceed with good faith negotiations with the affected property owners in order to acquire these necessary easements, affecting two property owners along the southern segment. The northern

segment, which lies entirely within CDOT right-of-way and Town property, does not necessitate additional easements.

The required easements for the project are as follows:

1. **Permanent Easement:** 49,615 square feet (1.14 acres)
2. **Temporary Construction Easement:** 46,039 square feet (1.06 acres)

This ordinance addresses the acquisition of permanent easements (49,615 square feet) and temporary construction easements (44,817 square feet) needed from the Robinson Ranch Community Association for this project.

FINANCIAL IMPACT

The purchase price for the acquisition of these necessary easements is \$105,600. Funding has been appropriated for these acquisitions in the Highway and Streets Capital Projects Fund (301-4310).

STRATEGIC GOAL(S)



**SUPPORT AN
ACTIVE COMMUNITY**



**PROMOTE A SAFE AND
HEALTHY COMMUNITY**



**ENHANCE ECONOMIC
VITALITY**

ATTACHMENTS

1. Ordinance No. 1.647

RECOMMENDED MOTION

I move to approve Ordinance No. 1.647 on second reading.

ORDINANCE NO. 1.647, Series of 2025

TITLE: A BILL FOR AN ORDINANCE TO APPROVE THE MEMORANDUM OF AGREEMENT BY AND BETWEEN THE TOWN OF PARKER AND ROBINSON RANCH COMMUNITY ASSOCIATION, INC., CONCERNING THE PARKER ROAD SIDEWALKS – EAST SIDE GAPS PROJECT

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

Section 1. The Town Council of the Town of Parker hereby approves the Memorandum of Agreement by and between the Town of Parker and Robinson Ranch Community Association, Inc., concerning the Parker Road Sidewalks – East Side Gaps Project, which is attached hereto as **Exhibit 1** and incorporated herein by this reference, and authorizes the Mayor of the Town to enter into the Agreement on behalf of the Town.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

EXHIBIT 1

TOWN OF PARKER, COLORADO MEMORANDUM OF AGREEMENT (Local Public Agency)	Project Code: 25906		Parcel No: PE-01, PE-02 and TE-01, TE-02, TE-03, TE-04, TE-05 & TE-07	
	Project No: CRP M039-010			
	Location: Parker Road Sidewalk – Stroh to Pine			
	County: Douglas		State Highway No: 86	

This Agreement made on (date)_____ is between the **Town of Parker, Colorado**, a Colorado municipal corporation (GRANTEE) for the purchase of the parcels listed above from the Owner(s) Robinson Ranch Community Association, Inc., a Colorado nonprofit corporation (GRANTOR). GRANTOR and GRANTEE may be referred to hereafter, collectively, as the PARTIES. Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Land	Sq.ft ☐ /acres ☐	\$
Permanent Easement PE-01 for Access, construction, and maintenance (attached Exhibits “A”)	10,480 Sq.ft ☒ /acres ☐	\$15,720
Permanent Easement PE-02 for Access, construction, and maintenance (attached Exhibits “B”)	39,134 Sq.ft ☒ /acres ☐	\$58,701
Temporary Easement TE-01 for Construction Access (attached Exhibits “C”)	7,277 Sq.ft ☒ /acres ☐	\$2,183
Temporary Easement TE-02 for Construction Access (attached Exhibits “D”)	4,592 Sq.ft ☒ /acres ☐	\$1,378
Temporary Easement TE-03 for Construction Access (attached Exhibits “E”)	17,677 Sq.ft ☒ /acres ☐	\$5,303
Temporary Easement TE-04 for Construction Access (attached Exhibits “F”)	8,118 Sq.ft ☒ /acres ☐	\$2,435
Temporary Easement TE-05 for Construction Access (attached Exhibits “G”)	1,159 Sq.ft ☒ /acres ☐	\$ 348
Temporary Easement TE-07 for Construction Access (attached Exhibits “H”)	5,992 Sq.ft ☒ /acres ☐	\$1,798
Improvements NONE		\$0
Damages NONE		\$0
ADMINISTRATIVE SETTLEMENT		\$17,734
	Gross Total	\$105,600
	Less Credit	\$0
	Net Total (rounded)	\$105,600

Other conditions: See attached Exhibit “T”

The GRANTOR:

- 1) Will, at the closing, pay all taxes (including prorated taxes for the current year) and special assessments for the current year;
- 2) Has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes;

- 3) Be responsible for securing releases from all liens, judgments and encumbrances to deliver clear, unencumbered title to GRANTEE. Any encumbrance required to be paid by GRANTOR shall be paid at or before closing from the proceeds of the transaction hereby contemplated or from any other source;
- 4) Will execute and deliver to GRANTEE those documents indicated below;
- 5) Excepts from the subject property described herein in the attached Exhibits, the mineral estate and including all coal, oil, gas and other hydrocarbons, and all clay and other valuable mineral in and under said subject property. The GRANTOR hereby covenants and agrees that the GRANTEE shall forever have the right to take and use, without payment of further compensation to the GRANTOR, any and all sand, gravel, earth, rock, and other road building materials found in or upon said subject property and belonging to the GRANTOR; and
- 6) The GRANTOR further covenants and agrees that no exploration for, or development of any of the products, as described above, and owned by the GRANTOR heretofore or hereafter the date set forth above and hereby excepted will ever be conducted on or from the surface of the premises described in the attached Exhibits, and that in the event any of such operations may hereafter be carried on beneath the surface of said premises, the GRANTOR shall perform no act which may impair the subsurface or lateral support of said premises. These covenants and agreements hereunder, shall inure to and be binding upon the GRANTOR and its heirs, personal and legal representatives, successors and assigns forever.

NOTE: At GRANTOR'S sole discretion, the GRANTOR may convey the underlying mineral estate owned by GRANTOR to the GRANTEE. GRANTEE makes no representations about the nature, title or value of the mineral estate. In transactions where GRANTOR conveys the underlying mineral estate to GRANTEE, Paragraphs 5 and 6, as set forth above, will be deleted from this Memorandum of Agreement and the conveyance document.

☐ GRANTOR conveys the underlying mineral estate to GRANTEE. Paragraphs 5 and 6 are hereby deleted from the Memorandum of Agreement and the conveyance document.

The GRANTEE:

- 1) Will be entitled to specific performance of this agreement upon tender of the agreed consideration;
- 2) Will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law;
- 3) Will make payment after receiving acceptable conveyance instruments from the GRANTOR;
- 4) Will take possession and use of the parcel(s) when it deposits the consideration, as set forth above, into an escrow account for the benefit of the GRANTOR, or when GRANTEE disburses funds to GRANTOR. Transfer of title to the parcel(s) shall occur upon performance of any and all terms under this agreement, and release of the payment from escrow to the GRANTOR, unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended; and
- 5) Will prepare the following documents:

- | | |
|--|---|
| ☐ General Warranty Deed | ☐ Utility Easement |
| ☐ Access Deed | ☒ Public Sidewalk Easement Slope Easement |
| ☐ Full Release(s) Book/Page: | ☒ Temporary Easement |
| ☐ Partial Release(s) Book/Page: | ☐ |
| ☐ Or (specify) | |
| ☐ Title Company to prepare documents except | |

Order Check \$105,600.00	Payable to: Land Title Company, FBO Robinson Ranch Community Association, Inc.	
Order Check \$	Payable to:	
Real Estate Specialist 	GRANTOR signature	Attach form W-9
	GRANTOR (if applicable)	
The Town of Parker, Colorado, a Colorado Home Rule Municipality By: _____ Title: _____		

cc: Town of Parker (original)
Property Owner
CDOT Region ROW Office

Exhibit "A"

Project Number: CRP M039-010

Parcel Number: PE-01

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. PE-01 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.241 Acres (10480 sq. ft.), more or less, located in the East One-Half of the Southeast One-Quarter of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "A", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road) as defined in Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, from said point, the Northeast Corner of said Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005", bears N 07° 16' 27" E, a distance of 3811.58. From said point of beginning, a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 404 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears S 05° 50' 33" E, a distance of 139.15.

Thence N 28°23'39" E, a distance of 49.06 feet to the point of a tangent curve;

Thence 35.85 feet along the arc of a tangent curve to the left, having a radius of 60.00 feet, a central angle of 34°14'12", having a chord bearing of N 11°16'33" E, and a chord distance of 35.32 feet;

Thence N 05°50'33" W, a distance of 88.03 feet to the point of a tangent curve;

Thence 38.39 feet along the arc of a tangent curve to the left, having a radius of 85.00 feet, a central angle of 25°52'37", having a chord bearing of N 18°46'51" W, and a chord distance of 38.06 feet;

Thence N 31°43'10" W, a distance of 67.54 feet, more or less to a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road), from said point a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 403 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears N 05° 50' 33" W, a distance of 105.29;

Thence N 05°50'33" W, continuing along the Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 78.41 feet to the point of a tangent curve;

Thence 33.86 feet, departing said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), and along the arc of a tangent curve to the left, having a radius of 135.00 feet, a central angle of 14°22'10", having a chord bearing of S 24°32'05" E, and a chord distance of 33.77 feet;

Thence S 31°43'10" E, a distance of 104.59 feet to the point of a tangent curve;

Thence 51.94 feet along the arc of a tangent curve to the right, having a radius of 115.00 feet, a central angle of 25°52'37", having a chord bearing of S 18°46'51" E, and a chord distance of 51.50 feet;

Thence S 05°50'33" E, a distance of 88.03 feet to the point of a tangent curve;

Thence 53.78 feet along the arc of a tangent curve to the right, having a radius of 90.00 feet, a central angle of 34°14'12", having a chord bearing of S 11°16'33" W, and a chord distance of 52.98 feet;

Thence S 28°23'39" W, a distance of 75.85 feet to the point of a tangent curve;

Thence 26.91 feet along the arc of a tangent curve to the left, having a radius of 60.00 feet, a central angle of 25°41'39", having a chord bearing of S 15°32'50" W, and a chord distance of 26.68 feet, more or less, to a point on the Easterly Right of Way line of said Colorado State Highway 83 (Parker Road), from said point a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 404 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears S 05° 50' 33" E, a distance of 75.28;

Thence N 05°50'33" W, continuing along said Easterly Right of Way line, a distance of 63.87 feet, more or less, to the **Point of Beginning**.

The above described parcel PE-01 contains 0.241 acres (10480 sq. ft.), more or less.



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Exhibit "B"

Project Number: CRP M039-010

Parcel Number: PE-02

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. PE-02 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.898 Acres (39134 sq. ft.), more or less, located in the East One-Half of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the North Line of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado, whence the Northeast Corner of said Section 34 bears N 322°46'46", a distance of 1579.72 feet.

From said point of beginning the Northwest Corner of said Robinson Ranch Subdivision – Filing No. 1 bears S 89°10'43"W, a distance of 33.05 feet. Said Northwest Corner of Robinson Ranch Subdivision being marked by a found #4 Rebar with no cap;

Thence S 00°16'51" E, a distance of 28.35 feet to an angle point;

Thence S 20°48'37" E, a distance of 22.82 feet to the point of a tangent curve;

Thence 16.16 feet along the arc of a tangent curve to the right, having a radius of 90.00 feet, a central angle of 10°17'14", having a chord bearing of S 15°40'00" E, and a chord distance of 16.14 feet;

Thence S 10°31'22" E, a distance of 253.65 feet to the point of a tangent curve;

Thence 52.85 feet along the arc of a tangent curve to the left, having a radius of 135.00 feet, a central angle of 22°25'42", having a chord bearing of S 21°44'13" E, and a chord distance of 52.51 feet;

Thence S 32°57'04" E, a distance of 167.20 feet to the point of a tangent curve;

Thence 109.01 feet along the arc of a tangent curve to the right, having a radius of 90.00 feet, a central angle of 69°23'54", having a chord bearing of S 01°44'53" W, and a chord distance of 102.47 feet;

Thence S 36°26'50" W, a distance of 45.38 feet to the point of a tangent curve;

Thence 49.12 feet along the arc of a tangent curve to the left, having a radius of 60.00 feet, a central angle of 46°54'37", having a chord bearing of S 12°59'32" W, and a chord distance of 47.76 feet;

Thence S 10°27'47" E, a distance of 491.24 feet to the point of a tangent curve;

Thence 52.86 feet along the arc of a tangent curve to the right, having a radius of 115.00 feet, a central angle of 26°20'06", having a chord bearing of S 02°42'16" W, and a chord distance of 52.39 feet;

Thence S 15°52'19" W, a distance of 31.63 feet to the point of a tangent curve;

Thence 33.38 feet along the arc of a tangent curve to the left, having a radius of 85.00 feet, a central angle of 22°30'02", having a chord bearing of S 04°37'18" W, and a chord distance of 33.17 feet, more or less, to a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road), from said point a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 415 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears S 10° 05' 02" E, a distance of 307.99 feet;

Thence N 10°05'02" W, continuing along the Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 85.52 feet to a point of a tangent curve;

Thence 26.29 feet, departing said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), along the arc of a tangent curve to the left, having a radius of 85.00 feet, a central angle of 17°43'09", having a chord bearing of N 01°36'12" W, and a chord distance of 26.18 feet;

Thence N 10°27'47" W, a distance of 491.24 feet to the point of a tangent curve;

Thence 73.69 feet along the arc of a tangent curve to the right, having a radius of 90.00 feet, a central angle of 46°54'37", having a chord bearing of N 12°59'32" E, and a chord distance of 71.65 feet;

Thence N 36°26'50" E, a distance of 45.38 feet to the point of a tangent curve;

Thence 72.67 feet along the arc of a tangent curve to the left, having a radius of 60.00 feet, a central angle of 69°23'54", having a chord bearing of N 01°44'53" E, and a chord distance of 68.31 feet;

Thence N 32°57'04" W, a distance of 167.20 feet to the point of a tangent curve;

Thence 64.59 feet along the arc of a tangent curve to the right, having a radius of 165.00 feet, a central angle of 22°25'42", having a chord bearing of N 21°44'13" W, and a chord distance of 64.18 feet;

Thence N 10°31'22" W, a distance of 253.65 feet to the point of a tangent curve;

Thence 10.77 feet along the arc of a tangent curve to the right, having a radius of 60.00 feet, a central angle of 10°17'14", having a chord bearing of N 15°40'00" W, and a chord distance of 10.76 feet;

Thence N 20°48'37" W, a distance of 11.40 feet to an angle point;

Thence N 10°31'22" W, a distance of 50.37 feet to the Northwest Corner of said Robinson Ranch Subdivision – Filing No. 1 (Reception No. 1999095271). Said Northwest Corner of Robinson Ranch Subdivision being marked by a found #4 Rebar with no cap;

Thence N 89°43'09" E, along the North Line of said Robinson Ranch Subdivision – Filing No. 1 (Reception No. 1999095271), distance of 33.05 feet, more or less, to the **Point of Beginning**.

The above described parcel PE-02 contains 0.898 Acres (39134 sq. ft.), more or less.



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Exhibit "C"

Project Number: CRP M039-010

Parcel Number: TE-01

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-01 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.167 Acres (7277 sq. ft.), more or less, located in the East One-Half of the Southeast One-Quarter of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "A", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road) as defined in Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, from said point, the Northeast Corner of said Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005", bears N 07°27'6"E, a distance of 3811.58. From said point of beginning, a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 404 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears S 03°35'00"E, a distance of 139.15 feet.

Thence N 05°50'33" W, continuing along said Easterly Right of Way line, a distance of 260.22 feet to a point;

Thence S 31°43'10" E, departing said Right of Way, a distance of 67.54 feet to the point of a tangent curve;

Thence 38.39 feet along the arc of a tangent curve to the right, having a radius of 85.00 feet, a central angle of 25°52'37", having a chord bearing of S 18°46'51" E, and a chord distance of 38.06 feet;

Thence S 05°50'33" E, a distance of 88.03 feet to the point of a tangent curve;

Thence 35.85 feet along the arc of a tangent curve to the right, having a radius of 60.00 feet, a central angle of 34°14'12", having a chord bearing of S 11°16'33" W, and a chord distance of 35.32 feet;

Thence S 28°23'39" W, a distance of 49.06 feet, more or less, to the **Point of Beginning**.

The above described parcel TE-01 contains 0.167 acres (7277 sq. ft.), more or less.



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Exhibit "D"

Project Number: CRP M039-010

Parcel Number: TE-02

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-02 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.105 Acres (4592 sq. ft.), more or less, located in the East One-Half of the Southeast One-Quarter of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "A", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point whence the Northeast Corner of said Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005", bears N 06°44'11" E, a distance of 3794.42. From said point of beginning, a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 404 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears S 10°41'00" W, a distance of 153.05.

Thence N 28°23'39" E, a distance of 18.86 feet to the point of a tangent curve;

Thence 53.78 feet along the arc of a tangent curve to the left, having a radius of 90.00 feet, a central angle of 34° 14'12", having a chord bearing of N 11°16'33" E, and a chord distance of 52.98 feet;

Thence N 05°50'33" W, a distance of 88.03 feet to the point of a tangent curve;

Thence 51.94 feet along the arc of a tangent curve to the left, having a radius of 115.00 feet, a central angle of 25°52'37", having a chord bearing of N 18°46'51" W, and a chord distance of 51.50 feet;

Thence N 31°43'10" W, a distance of 83.12 feet to a point;

Thence S 42°18'04" E, a distance of 115.46 feet to a point;

Thence S 05°50'33" E, a distance of 143.09 feet to a point;

Thence S 41°30'44" W, a distance of 63.91 feet, more or less, to the **Point of Beginning**.

The above described parcel TE-02 contains 0.105 acres (4592 sq. ft.), more or less.



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Exhibit "E"

Project Number: CRP M039-010

Parcel Number: TE-03

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-03 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.406 Acres (17677 sq. ft.), more or less, located in the East One-Half of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road) as defined in Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, from said point, the Northeast Corner of said Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005", bears N 124°44'48" E, a distance of 2618.29. From said point of beginning, a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 414 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears N 102°05'50" W, a distance of 206.41 feet.

Thence N 10°05'02" W, continuing along said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 206.41 feet to a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 414 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, to an angle point in said Right of Way;

Thence N 10°31'22" W, continuing along said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 967.21 feet to a point;

Thence S 20°48'37" E, leaving said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 11.40 feet to the point of a tangent curve;

Thence 10.77 feet along the arc of a tangent curve to the right, having a radius of 60.00 feet, a central angle of 10°17'14", having a chord bearing of S 15°40'00" E, and a chord distance of 10.76 feet;

Thence S 10°31'22" E, a distance of 253.65 feet to the point of a tangent curve;

Thence 64.59 feet along the arc of a tangent curve to the left, having a radius of 165.00 feet, a central angle of 22°25'42", having a chord bearing of S 21°44'13" E, and a chord distance of 64.18 feet;

Thence S 32°57'04" E, a distance of 167.20 feet to the point of a tangent curve;

Thence 72.67 feet along the arc of a tangent curve to the right, having a radius of 60.00 feet, a central angle of 69°23'54", having a chord bearing of S 01°44'53" W, and a chord distance of 68.31 feet;

Thence S 36°26'50" W, a distance of 45.38 feet to the point of a tangent curve;

Thence 73.69 feet along the arc of a tangent curve to the left, having a radius of 90.00 feet, a central angle of 46°54'37", having a chord bearing of S 12°59'32" W, and a chord distance of 71.65 feet;

Thence S 10°27'47" E, a distance of 491.24 feet to the point of a tangent curve;

Thence 26.29 feet along the arc of a tangent curve to the right, having a radius of 85.00 feet, a central angle of 17°43'09", having a chord bearing of S 01°36'12" E, and a chord distance of 26.18 feet, more or less, to the **Point of Beginning**.

The above described parcel TE-03 contains 0.406 acres (17,677 sq. ft.), more or less.



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Exhibit "F"

Project Number: CRP M039-010

Parcel Number: TE-04

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-04 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.186 Acres (8118 sq. ft.), more or less, located in the East One-Half of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the North Line of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado, whence the Northeast Corner of said Section 34 bears N 322°46'46", a distance of 1579.72 feet.

From said point of beginning the Northwest Corner of said Robinson Ranch Subdivision – Filing No. 1 bears S 89°10'43" W, a distance of 33.05 feet. Said Northwest Corner of Robinson Ranch Subdivision being marked by a found #4 Rebar with no cap;

Thence N 89°43'09" E, along the North Line of Robinson Ranch – Filing No. 1 (Reception No. 1999095271), a distance of 7.06 feet;

Thence S 10°31'22" E, a distance of 99.58 feet to an angle point;

Thence S 31°56'47" E, a distance of 30.04 feet to an angle point;

Thence S 02°05'00" E, a distance of 74.77 feet to an angle point;

Thence S 10°31'22" E, a distance of 146.69 feet to an angle point;

Thence S 34°01'54" E, a distance of 95.36 feet to an angle point;

Thence S 31°06'16" E, a distance of 136.82 feet to an angle point;

Thence S 12°17'34" W, a distance of 67.40 feet to an angle point;

Thence S 37°53'11" W, a distance of 71.38 feet to an angle point;

Thence S 10°31'22" E, a distance of 31.79 feet to an angle point;

Thence S 09°06'06" E, a distance of 117.85 feet to an angle point;

Thence S 04°16'00" E, a distance of 100.34 feet

Thence N 10°27'47" W, a distance of 222.91 feet to the point of a tangent curve;

Thence 49.12 feet along the arc of a tangent curve to the right, having a radius of 60.00 feet, a central angle of 46°54'37", having a chord bearing of N 12°59'32" E, and a chord distance of 47.76 feet;

Thence N 36°26'50" E, a distance of 45.38 feet to the point of a tangent curve;

Thence 109.01 feet along the arc of a tangent curve to the left, having a radius of 90.00 feet, a central angle of 69°23'54", having a chord bearing of N 01°44'53" E, and a chord distance of 102.47 feet;

Thence N 32°57'04" W, a distance of 167.20 feet to the point of a tangent curve;

Thence 52.85 feet along the arc of a tangent curve to the right, having a radius of 135.00 feet, a central angle of 22°25'42", having a chord bearing of N 21°44'13" W, and a chord distance of 52.51 feet;

Thence N 10°31'22" W, a distance of 253.65 feet to the point of a tangent curve;

Thence 16.16 feet along the arc of a tangent curve to the left, having a radius of 90.00 feet, a central angle of 10°17'14", having a chord bearing of N 15°40'00" W, and a chord distance of 16.14 feet;

Thence N 20°48'37" W, a distance of 22.82 feet to an angle point;

Thence N 00°16'51" W, a distance of 28.35 feet, more or less, to a point on the North Line of Robinson Ranch – Filing No. 1 (Reception No. 1999095271), and to the **Point of Beginning**.

The above described parcel TE-04 contains 0.186 acres (8118 sq. ft.), more or less.



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Exhibit "G"

Project Number: CRP M039-010

Parcel Number: TE-05

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-05 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.027 Acres (1159 sq. ft.), more or less, located in the East One-Half of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at a point on the Easterly Right of Way line of Colorado State Highway 83 (Parker Road) as defined in Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, from said point, the Northeast Corner of said Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005", bears N 12°57'09" E, a distance of 2809.08. From said point of beginning, a found 3.25" Aluminum Cap being Colorado Department of Transportation Right of Way Marker No. 415 of Federal Aid Project No. FR 083-1 (39) & State Project No. CY47-0083-21, and an angle point in said Right of Way, bears N 102°05'W, a distance of 184.80 feet.

Thence N 10°05'02" W, continuing along said Easterly Right of Way line of Colorado State Highway 83 (Parker Road), a distance of 123.20 feet to a point of a tangent curve;

Thence 33.38 feet along the arc of a tangent curve to the right, having a radius of 85.00 feet, a central angle of 22°30'01", having a chord bearing of N 04°37'18" E, and a chord distance of 33.17 feet;

Thence N 15°52'19" E, a distance of 21.33 feet to an angle point;

Thence S 74°07'41" E, a distance of 15.01 feet to an angle point;

Thence S 15°52'19" W, a distance of 26.01 feet to an angle point;

Thence S 86°50'17" W, a distance of 14.97 feet to an angle point;

Thence S 10°05'02" E, a distance of 159.45 feet to the point on a non-tangent curve;

Thence 14.21 feet along the arc of a non-tangent curve to the right, having a radius of 28.43 feet, a central angle of 28°38'56", having a chord bearing of N 30°54'22" W, and a chord distance of 14.07 feet, more or less, to the **Point of Beginning**.

The above described parcel TE-05 contains 0.027 acres (1159 sq. ft.), more or less.



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Exhibit "H"

Project Number: CRP M039-010

Parcel Number: TE-07

Project Code: 25906

Date: 11/22/2024

DESCRIPTION

A Tract or Parcel of land No. TE-07 of the Department of Transportation, State of Colorado, Project Code 25906, Project Number CRP M039-010 containing 0.138 Acres (5992 sq. ft.), more or less, located in the East One-Half of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian, said Tract or Parcel being a portion of Tract "D", Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado.

Basis of Bearings Statement:

The East Line of Section 34, Township 6 South, Range 66 West of the 6th Principal Meridian. Said line being monumented on the North end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 29412 Dated "2005" and on the South end by a found #6 Rebar with 3.25" Aluminum Cap, PLS 22561 Dated "2018 - Aztec". Said line bears S 00°11'06" E. All bearings being reported hereon are relative to said monumented line.

Beginning at an angle point of Tract "D" and a point on the Northerly Right of Way of J. Morgan (95' Right of Way), Robinson Ranch Subdivision – Filing No. 1, recorded on November 11th, 1999, at Reception No. 1999095271, in the records of the Clerk & Recorder's Office, Douglas County, State of Colorado, whence the Northeast Corner of said Section 34 bears N 04°24'E, a distance of 2740.52 feet;

Thence along the Northerly Right of Way of said J Morgan (95' Right of Way) the following two (2) courses:

- 1.) **Thence** N 87°18'57" W, a distance of 172.24 feet to a point of a non-tangent curve;
- 2.) **Thence** 84.97 feet along the arc of a non-tangent curve to the left, having a radius of 497.50 feet, a central angle of 09°47'09", having a chord bearing of S 87°47'30" W, and a chord distance of 84.87 feet;

Thence N 08°07'23" W, departing the Northerly Right of Way of said J Morgan (95' Right of Way), a distance of 41.10 feet to an angle point;

Thence S 89°12'52" E, a distance of 104.80 feet to an angle point;

Thence S 56°28'48" E, a distance of 51.90 feet to an angle point;

Thence S 87°18'57" E, a distance of 124.42 feet to a point on the Westerly Right of Way Line of South Robinson Ranch Court (Rec. No. 1999095271);

Thence S 45°23'03" W, along the Westerly Right of Way Line of said South Robinson Ranch Court (Rec. No. 1999095271), a distance of 13.61 feet, more or less, to the **Point of Beginning**.

The above described parcel TE-07 contains 0.138 acres (5992 sq. ft.), more or less.



Prepared by:

Darren Leveille, P.L.S. 38051
For and On Behalf of Cobb, Fendley and Associates
8585 Concord Center Drive,
Building 1, Suite 300,
Englewood, CO 80112
Phone: 720.216.1922

EXHIBIT “I”

1. The PARTIES have come to an agreement on the use, acquisition and conveyance a Public Sidewalk Easement and Temporary Construction Easements (collectively, the “Easements”), and surface improvements, if any, identified in this Memorandum of Agreement for the construction of certain public improvements known as the Parker Road Sidewalk Improvements (the “Project”);
2. GRANTEE through its right-of-way negotiators and GRANTOR have negotiated the terms of this Agreement through negotiations in good faith which have resulted in an agreement as to just compensation for the Easements, but such Agreement is subject to formal approval by the Town Council of the Town; and
3. GRANTEE desires to begin construction within the Easements in advance of the formal approval of this Agreement and thus before the closing date of this Agreement, and thus the PARTIES agree that GRANTOR shall be granted a temporary right of entry to the Easements (“Temporary Right of Entry”) to expedite construction.
4. GRANTOR does hereby grant this Temporary Right of Entry for use during construction of the Project, together with all rights and privileges as are necessary or incidental to the reasonable and proper use in and to, over, under and across the Easements.
5. Said Temporary Right of Entry shall expire and be of no further force or effect once the closing on the Easements has occurred. To the extent permitted by law, and subject to No. 6 below, the PARTIES will adhere to all the terms negotiated in this Agreement.
6. In the event the Town Council does not approve the Memorandum of Agreement, the Town will be required as a matter of law to pay just compensation for the Easements in accordance with this Agreement.



Request for Town Council Action

Date: May 19, 2025
Submitted By: Kelsey Hall, Assistant Town Attorney
Reviewed By: Michelle Kivela, Town Manager
Title: **UNAUTHORIZED CAMPING ON PUBLIC PROPERTY PROHIBITED**
Department: **Town Attorney, Kelsey Hall**

EXECUTIVE SUMMARY

This item, if passed, would update the Town's existing ordinance regarding unauthorized camping within the Town and approve a resolution adopting a policy for campsite abatement in order to better clarify what conduct is prohibited, to provide guidance to staff as to the steps that need to be taken if someone is illegally camping, and to govern the disposition of property left behind at an illegal campsite.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Section 8.07.100 of the Parker Municipal Code prohibits camping on public property within the Town. Staff proposes that this Code Section be updated in order to better clarify what conduct is prohibited, the steps that need to be taken when an individual is found to be camping illegally, and to govern the process for abating illegal campsites, including the disposal of property left therein. Therefore, if passed, this ordinance would 1) update the definition of "camping" to provide greater clarity with respect to actions that violate the ordinance; 2) prohibit the storage of personal property on public property; 3) clarify language for the Town's police officers that enables them to determine next steps if an individual who is camping or storing property illegally does not accept services or assistance when offered; 4) explain the process for providing notice that a campsite will be abated; and 5) provide guidance on how abatement of an illegal campsite may proceed. Additionally, Town Council will be presented with a policy (Resolution No. 25-041) to accompany this ordinance that will further detail the procedures for abating an illegal campsite.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 5.06.40.2
2. Resolution No. 25-041

RECOMMENDED MOTION

I move to approve Ordinance No. 5.06.40.2 on second reading.

I move to approve Resolution No. 25-041.

ORDINANCE NO. 5.06.40.2, Series of 2025

TITLE: A BILL FOR AN ORDINANCE TO AMEND SECTION 8.07.100 OF THE PARKER MUNICIPAL CODE CONCERNING UNAUTHORIZED CAMPING ON PUBLIC PROPERTY PROHIBITED

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

Section 1. Section 8.07.100 of the Parker Municipal Code is amended to read as follows:

8.07.100 Unauthorized camping on public property prohibited.

* * *

(b) In this Section, the ~~following~~ words and phrases below shall have the meanings respectively ascribed to them as follows:

~~*Camp* means to reside or dwell temporarily in a place, with shelter. The term "shelter" includes, without limitation, any tent, tarpaulin, lean-to, sleeping bag, bedroll, blankets, or any form of cover or protection from the elements other than clothing. The term "reside or dwell" includes, without limitation, conducting such activities as eating, sleeping, or the storage of personal possessions.~~

~~*Personal property* means any item that is reasonably recognizable as belonging to a person and that has apparent utility, including, without limitation, personal identification, eyeglasses, money or jewelry.~~

~~*Camp or camping* means using a public place for living accommodation purposes. Camp or camping does not include incidental napping or picnicking in a public place. Factors to consider when determining whether a person is using a public place for living accommodation purposes include whether an individual is:~~

~~a. Remaining for prolonged or repetitious periods of time, not associated with ordinary recreational use of a public place.~~

~~b. Sleeping or making preparations to sleep, including the lying down of bedding, blankets, sleeping pads, sleeping bags, or other materials for the purpose of sleeping.~~

~~c. Occupying a shelter outdoors.~~

~~d. The presence or use of a campfire, camp stove, or other heating source or cooking device, except for those grills that are already fixtures of parklands owned by the Town, or as expressly permitted by the Town's rules and regulations.~~

e. Keeping or storing property, other than certain personal property, such as a purse, backpack, or picnic supplies, that is also incidental to temporarily being in a public place.

Public place means any street, alley, sidewalk, pedestrian or transit mall, bike path, greenway, or any other structure or area encompassed within the public right-of-way; any park, parkway, ~~mountain park~~, or other recreational facility; or any other grounds, buildings, or other facilities owned or leased by the Town or by any other public owner, regardless of whether such public property is vacant or occupied and actively used for any public purpose.

Shelter means any cover or protection from the elements other than clothing, such as a tent, shack, sleeping bag, lean-to, tarpaulin, enclosure, or other structure or material used for living purposes.

Store, stored, storing, or storage mean to put property aside or accumulate for use when needed, to put for safekeeping, and/or to place or leave in any public place. Moving property to another location in a public place or returning property to the same area on a daily or regular basis shall be considered storing and shall not be considered to be removing property from a public place.

(c) It shall be unlawful for any person to camp upon any public ~~property place~~, except ~~in a location where camping has been expressly allowed pursuant to a permit or as otherwise when expressly~~ authorized by the Town.

(d) It shall be unlawful for any person to store property upon any public place. With the prerule notice as specified in Subsection (f) below, the Town may impound or dispose of any property left at the location of the unauthorized stored property.

(~~e~~) No officers of the Town of Parker Police Department shall issue a citation under this Section, make an arrest based on a violation of this Section, or otherwise enforce this Section against any person unless:

(1) The officer orally requests or orders the person to refrain from the alleged violation of this Section and, if the person fails to comply after receiving the oral request or order, the officer tenders a written request or order to the person warning that if the person fails to comply the person may be cited or arrested for a violation of this Section; and

(2) The officer attempts to ascertain whether the person is in need of medical or human services assistance, including, but not limited to, mental health treatment, drug or alcohol rehabilitation, or homeless services assistance. If the officer determines that the person may be in need of medical or human services assistance, the officer shall make reasonable efforts to contact and obtain the assistance of a designated human service outreach worker, who in turn shall assess the needs of the person and, if warranted, direct the person to an appropriate provider of medical or human services assistance in lieu of the person being cited or arrested for a violation of this Section. If the officer is unable to obtain the assistance of a human services outreach worker, if the human services outreach worker determines that the person is not in need of

medical or human services assistance, or if the person refuses to cooperate with the direction of the human services outreach worker, the officer may proceed to cite or arrest the person for a violation of this Section so long as the warnings required by Paragraph (1) of this Subsection have been previously given. If the person refuses any offered services, the officer may use discretion to determine the appropriate next steps, to include a citation, arrest, or, if appropriate, an involuntary mental health hold.

(3) Officers may make an arrest of the individual, if appropriate, for other criminal conduct occurring not under this Section for outstanding warrants.

(ef) Cleanup-Abatement of unauthorized ~~camping-campsites~~ and storage of property. Upon violation of this Section, ~~officers~~ the appropriate Town staff, or such individuals specifically contracted by the Town for this purpose, may remove and store ~~all unclaimed personal~~ property found at an unauthorized ~~camping~~ campsite in accordance with the Town's policies and procedures. Illegal items, such as illicit drugs and any items that reasonably appear to be evidence of a crime, will be turned over to the appropriate law enforcement agency. ~~Any items otherwise not regarded as having apparent utility or that are in an unsanitary condition will be immediately discarded.~~ Removal of personal property under this Section shall be executed pursuant to the following procedure:

(1) At least seventy-two (72) hours prior to the proposed ~~cleanup~~ abatement date, the Town will post a notice stating the campsite is prohibited and the date and time of the ~~cleanup~~ abatement. The notice will be posted in the general vicinity of the personal property to be removed.

~~(2) In the event of the existence of a condition posing an imminent danger of damage or injury to or loss of life, limb, property or health, the Town shall provide a notice of cleanup no more than twenty-four (24) hours prior to the proposed cleanup date.~~

(32) Personal property-Property removed from ~~illegal camp sites~~ shall unauthorized campsites may be stored in a secure location ~~and shall be held for~~ a period of ~~at least~~ thirty (30) days from the date the ~~cleanup-abatement~~ occurred, in accordance with the Town's policies and procedures for campsite abatement.

(43) An individual may claim ownership of an item of ~~personal~~ property within thirty (30) days from the ~~last~~ date that the ~~cleanup-abatement~~ occurred. The Town will not return items reasonably believed to be marijuana or natural medicine, as defined under state law, or products containing marijuana or natural medicine, and will dispose of such products in accordance with its Parker Police Department policies and procedures for the disposal of illicit substances.

(54) After the thirty- (30-) day storage period elapses, unclaimed ~~personal~~ property will be disposed of by either discarding, recycling, or otherwise disposing of such items as determined by the Chief of Police.

(g) Abatement when no notice is required. No notice shall be required if any campsite or property on a public place: (i) is a “high-risk area” as defined in this section; (ii) constitutes evidence of a crime or contraband; (iii) interferes with any activity in a public place for which the Town has issued a permit; (iv) obstructs a public street or right-of-way; (v) interferes with the Town’s or other governmental entity’s operations; or (vi) constitutes a threat to the public health, safety, or welfare.

A high-risk area means an area or location on public property designated by the Town as a high-risk area. Any area located on a public place may be designated as a high-risk area if it poses an ongoing threat to public health or safety, which may include, but is not limited to, any of the following circumstances:

- a. The death of, or the serious bodily injury to, any person in an unauthorized campsite due to the conditions present;
- b. Where criminal activity has or is being committed;
- c. Where fires have occurred that result in a response by emergency responders;
- d. Where evidence of rodent infestation has been found;
- e. Where human fecal matter has been found;
- f. Where hypodermic needles have been found;
- g. Where there is evidence of unauthorized electrical connections;
- h. Where there is evidence of an unauthorized public utility connection;
- i. Where the campsite layout prevents access by emergency services;
- j. Where no adequate evacuation route is present in the campsite due to the layout of the campsite;
- k. Where a public health order or a public health code violation is observed; or
- l. That physically undermines or erodes public infrastructure.

(h) The Town Manager shall develop a policy for the storage of property removed from an abated campsite. The policy shall be presented to the Town Council for approval by resolution. The policy shall address the types of property that may be stored, the length of the storage period for property, and the location and accessibility of the storage facility. All property recovered from an unauthorized campsite will be disposed of in accordance with such policy, as may be amended from time to time.

(i) For purposes of this Section, the property remaining at an unauthorized campsite after the notice period required by this Section has elapsed does not constitute lost or abandoned personal property for purposes of Chapter 8.14 of the Code.

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

RESOLUTION NO. 25-041, Series of 2025

TITLE: A RESOLUTION TO ADOPT THE TOWN OF PARKER UNAUTHORIZED CAMPSITE AND PERSONAL PROPERTY ABATEMENT POLICY AND PROCEDURE

WHEREAS, the Town Council is authorized by the Town Charter to promulgate policies to guide various functions of the Town to be administered by the Mayor or Town Manager;

WHEREAS, Ordinance No. 5.06.40.2, Series of 2025, provides that the Town Manager shall develop a policy for the storage of property removed from an abated campsite to be presented to Town Council for approval, and to be adopted contemporaneously with Ordinance 5.06.40.2, Series of 2025; and

WHEREAS, the Town Council desires to adopt the Town of Parker Unauthorized Campsite and Personal Property Abatement Policy and Procedure.

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

Section 1. The Town Council of the Town of Parker hereby adopts the Town of Parker Unauthorized Campsite and Personal Property Abatement Policy and Procedure, which is attached hereto as **Exhibit A** and incorporated by this reference.

RESOLVED AND PASSED this ____ day of _____, 2025.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

EXHIBIT A

Town of Parker

Unauthorized Campsite and Personal Property Abatement Policy and Procedure

1. Summary

This policy establishes the procedures for collecting, storing, and disposing personal property recovered from abated unauthorized campsites within the Town.

2. Applicability

This policy applies to all property recovered from unauthorized campsites that have been abated.

3. Definitions

Campsite means any article or cluster of articles of property reasonably indicating that one or more individuals are or have used Town-owned property for living accommodation purposes. Factors to consider when determining if a site is being used for living accommodation purposes include: 1) remaining in the area for prolonged or repetitious periods of time, not associated with ordinary recreational use of a public place; 2) sleeping or making preparations to sleep, such as the lying down of materials for the purpose of sleeping; 3) the existence of an outdoor shelter; 4) the presence of a campfire, camp stove, or other heating source or cooking device, except for those grills that are already fixtures of parklands owned by the Town; or 5) the indication that property is being stored on site, other than certain personal property such as a purse, backpack, or picnic supplies, that is incidental to temporarily being in a public place.

Designated individual means an individual, group, or entity to whom the Town has given express authorization to complete an abatement, which may include Town staff, Town police officers, and contractors.

Personal property means an item that is readily apparent as belonging to an individual and has apparent utility in its present conditions. Examples of personal property include, but are not limited to, important documents such as government-issued identification, structurally sound tents, clothing, shoes, tarpaulins, sleeping bags, bedrolls, blankets, backpacks, luggage, assembled bicycles, tools, jewelry/watches, medications, toiletries, glasses, purses/handbags, and strollers. Personal property does not include building materials, metal, shopping carts, disassembled bicycles, makeshift shelters, rigid plastic, garbage/trash, debris, litter, waste, illegal items, drug paraphernalia, or materials that have been contaminated with hazardous materials, such as bodily fluids.

Essential personal property means any and all personal property that cumulatively is less than two (2) cubic feet in volume, which, by way of example, if the amount of property capable of being carried within a backpack. Essential personal property includes important documents, medications, glasses, shoes, phones, electronic devices, camping equipment, blankets, and clothing.

Shelter means any cover or protection from the elements such as a tent, shack, sleeping bag, lean-to, tarpaulin, enclosure, or other structure or material used for living purposes.

Store, in the context of a campsite, means to put property aside or accumulate for use when needed, to put for safekeeping, and/or to leave on any Town-owned property. Moving property to another location on Town-owned property or returning property to the same area on a daily or regular basis shall be considered storing and shall not be considered to be removing the property from the public area.

4. **Policy**

Upon discovery of a campsite on Town-own property, the Town shall post a notice in the vicinity of the campsite, as described below. On the abatement date described in the notice, designated individuals may remove and store all essential personal property found left at the campsite following in accordance with this policy. Illegal items, such as illicit drugs and items that reasonably appear to be evidence of a crime, will be turned over to the appropriate law enforcement agency. Any items otherwise not regarded as being personal property or that are in an unsanitary condition, even if they would otherwise be considered essential personal property, will be immediately discarded. Designated individuals shall abate the property left at the campsite in accordance with this policy and, if the designated individuals are contractors hired by the Town, they shall also follow best practices consistent with industry standards.

In the event that abatement of a campsite occurs following the arrest of an individual in the vicinity of the campsite, other Town policies and procedures may apply in addition to this policy with respect to the storage and disposal of property.

5. **Notice**

a. At least seventy-two (72) hours prior to the proposed cleanup date, the Town will post notice, an example of which is attached hereto as ***Exhibit A***. The notice will be posted in the general vicinity of any unauthorized campsite, or unattended personal property to be removed.

i. The notice shall contain:

1. A statement that the campsite is prohibited pursuant to the Parker Municipal Code;
2. The date the notice was posted;
3. The date and time the abatement will occur;
4. That all property will be removed during the abatement and only essential personal property, if not in an unsanitary or hazardous condition, will be stored;
5. The location and hours of the facility where individuals may come to retrieve their essential personal property;
6. A statement that such essential personal property may be retrieved at no cost;
7. A phone number for individuals to call with questions; and
8. The length of time the essential personal property will be stored.

b. Notice is not required if the Town determines that the campsite or any of the property thereon: i) is a “high risk area” as defined in this section; ii) constitutes evidence of a crime or contraband; iii) interferes with any activity in a public place for which the Town has issued a permit; iv) obstructs a public street or right-of-way; v) interferes with the Town’s

or other governmental entity's operations; or vi) constitutes a threat to the public health, safety, or welfare.

i. A "high-risk area" means an area or location on public property designated by the Town as a high-risk area. Any area located on a public place may be designated as a high-risk area if any of the following circumstances exist:

1. A campsite or location that poses an ongoing threat to public health or safety, which may include, but is not limited to, any of the following circumstances:
2. The death of, or the serious bodily injury to, any person in an unauthorized camp site due to the conditions present;
3. Where criminal activity has or is being committed;
4. Where fires have occurred that resulted in a response by emergency personnel;
5. Where evidence of rodent infestation has been found;
6. Where human fecal matter has been found;
7. Where hypodermic needles have been found;
8. Where there is evidence of unauthorized electrical connections;
9. Where there is evidence of an unauthorized public utility connection;
10. Where the campsite layout prevents access by emergency services;
11. Where no adequate evacuation route is present in the campsite due to the layout of the campsite;
12. Where a public health order or a public health code violation is observed; or
13. That physically undermines or erodes public infrastructure.

c. The Town shall take photographs of the notice(s) posted at the unauthorized campsite or unattended property, noting the date and time.

6. Types of Property That Shall be Stored

- a. Purpose. Due to limited storage capacity at Town facilities, the Town will only store those items listed below in order to maximize the available space for essential personal property recovered from campsites.
- b. Government Issued Documents. Government Issued Documents found and recovered from an abated camp will be stored at The Town of Parker Police Department. The term "government issued documents" includes, but is not limited to, ID cards, driver's licenses, resident cards, birth certificates, passports, documents with an individual's social security number, applications for employment or services, and medical records.
- c. Essential Personal Property. Essential personal property may include items such as important documents like government issued documents, medications, glasses, shoes, phones, electronic devices, camping equipment, blankets, and clothing.

7. Types of Personal Property That Need Not be Stored

- a. All other property. Individuals in a campsite who move on or before the day of the abatement may leave behind items of personal property as well as trash and debris. Any personal property remaining at an unauthorized campsite following the applicable notice

period that is not required to be stored pursuant to this policy may be disposed of by designated individuals.

- b. Large Items. The Town is not responsible for storing any property that cannot fit within a 2 cubic foot plastic bin.
- c. Unsanitary or contaminated property. The Town shall not store property that is unsanitary, contaminated, dirty, or infested. This may include food, hazardous materials, combustible materials, and property that is wet or contaminated with human or animal waste.
- d. Illegal property and evidence. The Town shall segregate any items that are illegal or that reasonably appear to be evidence of a crime and shall handle them in accordance with the Town's policies and procedures for such items.

8. Identification of Property That Shall be Stored

- a. While abating a campsite, designated individuals will recover unclaimed personal property remaining in the campsite for storage pursuant to this policy, and turn this property over to the Parker Police Department. Designated individuals shall sort through the campsite in accordance with this policy and, for contractors, in accordance with industry-standard best practices in addition to this policy, for personal property that may be stored pursuant to this policy. If essential personal property is readily apparent at a campsite, it must be segregated for storage.
- b. In determining whether articles at a campsite are essential personal property subject to storage, designated individuals shall abide by the following protocol:
 - i. Any items that present an immediate risk to public health or safety, including but not limited to, discarded drug paraphernalia such as used syringes, medical waste, and perishable food items may be disposed of immediately. If it appears that the items may be evidence of a crime, the Police Department shall be contacted prior to disposal.
 - ii. Any trash or litter, such as used napkins, dirty diapers, food wrappers, or used food containers, empty cans, used Styrofoam containers or paper cups, cigarette butts, etc. may be disposed of immediately.
 - iii. Designated individuals shall bring any weapons found to the attention of a Parker police officer and it will be up to the police officer to determine how the weapon will be stored, in accordance with the Town of Parker Police Department's policies and procedures.
 - iv. Any items of property that meet the definition of essential personal property, including personal documents and identifications, and that are readily apparent as such, will be collected and stored in compliance with the other provisions of this Policy.
 - v. Designated individuals will take particular care to identify, collect, and store sensitive personal items and documents, such as wallets and purses, medications, birth certificates, identification cards, drivers' licenses, and healthcare documents.

- vi. If there is any question concerning whether an item should be considered trash or storable essential personal property, the Town or designated individual will assume that the property has apparent utility and qualifies for storage.
- c. Designated individuals will photograph property left at campsites during the abatement process in order to document which property is disposed of and which property is retained for storage.

9. **Storage Procedures**

- a. Essential personal property to be stored shall be provided to the Parker Police Department for cataloging and storage.
- b. Essential personal property shall be stored for a period of not less than thirty (30) days after the abatement occurred.
- c. An individual may claim ownership of an article of stored essential personal property within thirty (30) days from the date that the abatement occurred. The Town will not return articles reasonably believed to be illicit substances, products containing illicit substances, or items believed to be evidence of a crime. Such items will be handled and stored or disposed of in accordance with the Town of Parker Police Department's policies and procedures.
- d. After the thirty (30) day storage period elapses, unclaimed essential personal property will be disposed of by the Town as determined by the Town.



Request for Town Council Action

Date: May 19, 2025
Submitted By: Kelsey Hall, Assistant Town Attorney
Reviewed By: Michelle Kivela, Town Manager
Title: **ORDINANCE NO. 3.372.4 - Second Reading**
A Bill for an Ordinance to Amend Section 13.08.040 of the Parker Municipal Code Concerning Sensitive Lands Avoidance
Department: Town Attorney, Kelsey Hall

EXECUTIVE SUMMARY

This ordinance, if passed, will update Section 13.08.040 of the Code to ensure that campsites located within the floodplain, which are unlawful in the Town, are abated the same way as other illegal campsites within the Town, pursuant to Section 8.07.100 of the Code.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Section 13.08.040 of the Code prohibits individuals from camping within the floodplain. Illegal campsites may be subject to abatement, including the storage and disposal of property left at such campsites after adequate notice has been provided. This ordinance, if passed, would ensure that abatement follows the process set forth in Section 8.07.100 of the Code, and any policy adopted by the Town Council governing such abatement.

FINANCIAL IMPACT

None.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Ordinance No. 3.372.4

RECOMMENDED MOTION

I move to approve Ordinance No. 3.372.4 on second reading.

ORDINANCE NO. 3.372.4, Series of 2025

TITLE: A BILL FOR AN ORDINANCE TO AMEND SECTION 13.08.040 OF THE PARKER MUNICIPAL CODE CONCERNING SENSITIVE LANDS AVOIDANCE

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

Section 1. Section 13.08.040 of the Parker Municipal Code is amended to read as follows:

13.08.040 Sensitive lands avoidance.

(a) Floodplain regulations.

* * *

(6) Requirements for flood hazard reduction.

* * *

c. Unauthorized camping prohibited in designated floodplains.

* * *

2. General.

a) It shall be unlawful for any person to camp in a floodplain.

b) The Town may remove and store all property found at an unauthorized campsite in accordance with Section 8.07.100 of this Code. ~~unclaimed personal property found at an unauthorized camp site. Illegal items, such as illicit drugs and any items that reasonably appear to be evidence of a crime, will be turned over to the appropriate law enforcement agency. Any items otherwise not regarded as having apparent utility or that are in an unsanitary condition will be immediately discarded. Removal of personal property under this Section 13.08.040(a)(6)c shall be executed pursuant to the following procedure:~~

~~1) — At least seventy-two (72) hours prior to the proposed cleanup date, the Town will post a notice stating the date and time of the cleanup. The notice will be posted in the general vicinity of the personal property to be removed.~~

~~2) In the event of the existence of a condition posing an imminent danger of damage or injury to or loss of life, limb, property or health, the Town shall provide a notice of cleanup no more than twenty four (24) hours prior to the proposed cleanup date.~~

~~3) Personal property removed from illegal camp sites shall be stored in a secure location and shall be held for a period of at least thirty (30) days from the date the cleanup occurred.~~

~~4) An individual may claim ownership of an item of personal property within thirty (30) days from the last date that the cleanup occurred. The Town will not return items reasonably believed to be marijuana or products containing marijuana, and will dispose of such products pursuant to its Parker Police Department policies and procedures for the disposal of illicit substances.~~

~~5) After the 30-day storage period elapses, unclaimed personal property will be disposed of by either discarding, recycling, or otherwise disposing of such items, as determined by the Chief of Police.~~

* * *

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

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

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

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2025.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney



Request for Town Council Action

Date: May 19, 2025

Submitted By: Bob Exstrom, Project Manager

Reviewed By: Michelle Kivela, Town Manager

Title: **Agreement for Purchase of Goods and Professional Services (Town Hall Expansion Office Furniture RFP 24-023)**

Amount: \$1,500,000

Contractor: Projex, Inc.

Department: Engineering and Public Works, Bob Exstrom

EXECUTIVE SUMMARY

This item is to award a contract (RFP 24-023) with PROJEX for the purchase of new office and ancillary furniture associated with the Town Hall addition and renovation project in the amount of \$1,500,000.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Anderson Mason Dale (AMD) Architects developed a request for proposal (RFP) for the various furniture components required of the Town Hall addition and renovation project. The RFP had different categories for vendors to submit proposals including good, better, and best options.

Proposals were received until 2:00 p.m. on December 12, 2024, and a total of ten responses were received. Upon evaluation by the selection committee, two vendors including PROJEX and Workplace Resources were shortlisted and invited to advance in the selection process.

The next step in the selection process included meeting with key representatives and visiting their furniture showrooms. The final step included additional Q&A and submitting supplement information. Upon final evaluation, the selection committee selected PROJEX as the most qualified vendor.

Since January, the project team, under the guidance of AMD's interior designer, has been meeting frequently to select products, finishes, fabrics, and colors that coordinate with the new décor of the addition and renovation spaces. The design process included the installation of three mockup offices on the 2nd floor of Town Hall in the former HR area. Staff were invited to try out the furniture, including voting on their preferred task chair among three options. IT staff installed equipment at all three workstations for testing purposes. As a final step in the design process, employee feedback was coordinated with the vendor and pricing was finalized.

The office spaces in the new addition will be furnished using new furniture, and the ancillary spaces (i.e., lobbies, conference rooms, lounge areas, collaboration spaces, breakrooms, etc.) will be furnished using new furniture. As a refresher, the departments moving into the new addition include Town Clerks, Community Development, Engineering/Public Works, Economic Development/P3, Finance, and Human Resources.

The office spaces in the renovated Town Hall will be furnished using existing furniture and the ancillary spaces (i.e., lobbies, conference rooms, lounge areas, collaboration spaces, breakrooms, etc.) will be furnished using new furniture. As a refresher, the departments moving into the renovated space include Information Technology, Cultural, Municipal Courts, Town Manager's Office, Legal, and Parks & Recreation.

The total price of the furniture package is \$1,500,000 (including a 3.40% contingency) and generally includes products, freight, design & PM services, and installation. The furniture is warranted by the manufacture and terms/conditions vary by component. See table below.

Scope	Addition	Renovation	Total
Office & Ancillary Furniture	\$940,977.24	\$322,630.37	\$1,263,607.61
Freight	\$24,142.15	\$17,356.74	\$41,498.89
Design & PM Services	\$12,393.50	\$12,393.50	\$24,787.00
Installation	\$99,033.74	\$21,783.73	\$120,817.47
Subtotals	\$1,076,546.63	\$374,164.34	\$1,450,710.97
Contingency Held Outside Contract (3.40%)			\$49,289.03
GRAND TOTAL			\$1,500,000.00

Upon Council's award of this contract, PROJEX will enter into agreements with their manufacturers starting the fabrication process, which is estimated to take up to 12 weeks. Upon completion of each construction phase, the furniture will be transported to the jobsite starting the assembly process, which is estimated to take up to 3 weeks.

Staff recommends that Council award this contract tonight so that contracts can be signed and the furniture ordered to avoid any schedule delays.

FINANCIAL IMPACT

Funding has been appropriated for this contract in the 2024 Town Hall Expansion fund (303-4194). The proposed contract amount includes a 3.40% contingency held outside the contract by the Town for unforeseen conditions.

STRATEGIC GOAL(S)



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation, as a part of the regular agenda.