



TOWN COUNCIL STUDY SESSION AGENDA
January 5, 2026
5:00 PM

I. Study Session Items

1. Town Communications Update - Hogan - 60 minutes
2. Commission Standard Operating Procedures - Kivela/Lawson - 30 minutes
3. Greater Parker Foundation Update - Lawson/Barrington/Wilks - 15 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Emily Hogan, Deputy Town Manager
DATE: January 5, 2026
SUBJECT: Town Communications Update

ISSUE:

Staff will provide Council with an update on the Town's communications and community engagement activities, including a recap of 2025 initiatives and work planned for 2026.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Staff will provide Council with an update on the Town's communications and community engagement activities, including a recap of 2025 initiatives and work planned for 2026.

RECOMMENDATION:

For information and discussion only.

REQUESTED DIRECTION:

For information and discussion only.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Michelle Kivela, Town Manager
Michael Lawson, Deputy Town Manager
DATE: January 5, 2026
SUBJECT: Commission Standard Operating Procedures

ISSUE:

The Town Council gave consensus to publish the new Commissions Standard Operating Procedures Manual ("the Manual") in July 2025. Some of the requirements of the new Manual will benefit from possible revisions. The proposed revisions are intended to accomplish the following:

1. Create a more effective interview process for prospective commissioners and the Town Council;
2. Address whether term limits should be considered as a method for giving more individuals the opportunity to serve on commissions;
3. Improve the process for disclosing and discovering conflicts of interest among commissioners; and
4. Make minor technical fixes.

Town staff will request the direction of the Town Council on each of these items.

FISCAL/BUDGET IMPACT:

There is no fiscal impact for this item.

BACKGROUND:

In summer 2025, Town staff developed a Commission Standard Operating Procedures Manual ("the Manual") to establish consistent policies and procedures for the Town's various commissions. This Manual was presented to Council on July 28, 2025, where it received consensus to be published. The Manual was published on August 4, 2025 and made available on the Town's website. The Manual serves as a single, authoritative resource designed to bring uniformity to key processes that previously varied among commissions. Additionally, it provides a convenient reference to support the onboarding of new commissioners, ensuring clarity and efficiency in governance.

A link to the Manual is

here: <https://www.parkerco.gov/DocumentCenter/View/30218/Commissions-Standard-Operating-Procedures-Manual>.

RECOMMENDATION:

Several requirements within the Commission Standard Operating Procedures Manual are recommended for revision. Recommendations related to each requirement will be presented by Town staff.

REQUESTED DIRECTION:

Provide a consensus of the Town Council on each of the areas recommended for revision by Town staff.

ATTACHMENT:

None