



TOWN COUNCIL STUDY SESSION AGENDA
March 9, 2026
5:00 PM

I. Study Session Items

1. Legislative Update - William Mutch/Hogan - 30 minutes
2. My Mainstreet Annual Update - Tony DeSimone - 45 minutes
3. Town Council Code of Ethics and Elected Officials Guidelines Discussion - Hall - 1 hour

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Emily Hogan, Deputy Town Manager
DATE: March 9, 2026
SUBJECT: Legislative Update

ISSUE:

Staff is presenting a legislative briefing on the 2026 legislative session of the Colorado General Assembly.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The Town has established a framework for legislative advocacy and takes positions on major policy issues under consideration at the federal, state and local levels that may impact the Town and its residents and businesses. The Town supports legislation that is consistent and furthers advancement of the priorities and objectives found in the Strategic Plan. Conversely, the Town opposes legislation that inhibits achievements of the Strategic Plan and its objectives. These positions are captured in the Town's Legislative Policy Agenda, which is adopted annually.

Advocacy positions to be taken by the Town include:

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

The Council serves as the Town's legislative review body and is apprised of bills throughout the session and receives regular updates from staff and the Town's lobbyist. The lobbyist (Mutch

Government Relations) is contracted to provide legislative advocacy services to the Town. In addition to maintaining a daily presence at the State Capitol when in session, the lobbyist acts as a policy advisor, strategic consultant, coalition organizer and legislative advocate on behalf of the Town.

RECOMMENDATION:

Staff requests a consensus of the Town Council to identify any bills to track or take a position on.

REQUESTED DIRECTION:

Staff requests a consensus of the Town Council to identify any bills to track or take a position on.

ATTACHMENT:

1. 2026 Legislative Policy Agenda 110425
2. Legislative Briefing Memo 030926

2026 TOWN OF PARKER LEGISLATIVE POLICY AGENDA



PARKER
COLORADO

TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

INTRODUCTION

The Town of Parker's 2026 Legislative Policy Agenda ("Agenda") establishes positions taken by the Town Council on major policy issues under consideration at the federal, state, and local levels that may impact the Town and its residents and businesses. The Agenda builds on the Town's existing values, priorities, and objectives identified in its Strategic Plan. With the Strategic Plan as its foundation, the Agenda is given the flexibility to represent the Town's interest in a wide range of policies, even if the policies in question are not explicitly addressed on the Agenda.

Mission and Vision

Mission

To enrich the lives of residents by providing exceptional services, engaging community resources and furthering an authentic hometown feel. We promote transparent governing, support sustainable development, and foster a strong, local economy.

Vision

Be the pre-eminent destination community of the Denver Metro area for innovative services with a hometown feel. We will be an area leader in economic and community development, and strive to be at the forefront for services, civic engagement, and quality of life.

Strategic Priorities

Support an Active Community

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



Foster Community Creativity and Engagement

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



Enhance Economic Vitality

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



Provide a Safe and Healthy Community

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



Innovate with Collaborative Governance

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



Develop a Visionary Community through Balanced Growth

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



TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

INTRODUCTION

Legislative Policy Agenda

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

Limitations on Legislative Involvement

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

Revisions to the Legislative Policy Agenda

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

The Council approves the Agenda each year via resolution.

Support of Other Organizations

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

Legislative Review Process

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

Individual Advocacy and Free Speech

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

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

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

Advocacy for New Legislation

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

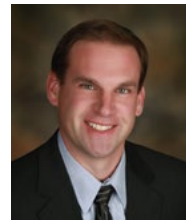
Town of Parker Officials



Joshua Rivero
Mayor



Anne Barrington
Councilmember



John Diak
Councilmember



Erik Frandsen
Councilmember



Laura Hefta
Councilmember



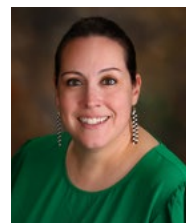
Todd Hendreks
Councilmember



Brandi Wilks
Councilmember



Michelle Kivela
Town Manager



Emily Hogan
Asst. Town Manager

For contact information, please see page 6.

TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

2026 LEGISLATIVE PRIORITIES

Home Rule Authority and Local Control

Strategic Priority: All

- The Town supports local control and municipal government home rule authority.
- The Town supports collaboration with local municipalities and counties as certain issues require statewide and multi-jurisdictional response, which are best addressed through early and meaningful engagement.
- The Town supports retention of authority for all municipalities to set local tax rates, expand municipal taxing authority and equitably share new state revenue with municipal governments.
- The Town opposes state legislation that creates unfunded mandates on local municipalities without state funding or other sources of revenue.
- The Town supports property tax policies that do not reduce local government revenue and allow municipalities the flexibility to retain excess revenue and modify debt service mill levies, among other tools.
- The Town opposes federal legislation that negatively impacts municipalities' ability to issue tax exempt municipal bonds including private activity bonds assigned to partnering agencies.
- The Town of Parker opposes budget cuts at the state or federal level that result in reduced funding for local governments, such as transportation, public safety, etc.

Land Use and Building

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

- The Town supports local control and determination of local land use issues.
- The Town supports municipal home rule authority to establish appropriate building, energy and fire codes to ensure safe, sound construction activity and opposes state mandates that supersede local control.
- The Town supports municipal discretion concerning the imposition of development fees and requirements.

- The Town supports municipal discretion to adopt, update and enforce local building codes, including those that meet or exceed state standards.
- The Town opposes delegation of municipal land use authority to state agencies or preemption of municipal land use controls.

Economic Development

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

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



TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

2026 LEGISLATIVE PRIORITIES

Employment

Strategic Priority: Promote a Safe and Healthy Community

- The Town opposes initiatives that have the potential to compromise officer safety.
- The Town opposes efforts to undermine local control and create mandates for local governments related to personnel policies and benefits structures.
- The Town opposes the reduction and loss of qualified immunity for government officials.
- The Town supports limitations on the liability of municipalities and their officers and employees.

Energy and Environment

Strategic Priority: Develop a Visionary Community Through Balanced Growth

- The Town opposes preemption of municipalities in setting and implementing long-term renewable energy goals.
- The Town opposes unfunded federal and state mandates on energy sources that would create unnecessary economic burden on municipalities, local businesses or residents or would reduce energy supply in a significant manner.
- The Town supports reasonable and practical application of air and water pollution control laws by federal and state agencies and encourages restraint in modifying legislation and regulations that have a fiscal impact on municipalities.
- The Town supports practices to assure public health, safety and environmental protection and the protection of domestic water sources.
- The Town opposes state preemption of local government authority to adopt environmental ordinances.

Housing

Strategic Priority: Support an Active Community

- The Town opposes mandated affordable housing requirements that infringe upon local home rule authority or pose a safety issue.
- The Town supports incentives and voluntary measures to promote a full range of housing options including attainable and affordable housing based upon sound planning and policy.

- The Town opposes state preemption of local authority to adopt and enforce ordinances that regulate use of public spaces and rights-of-way.
- The Town supports increasing local governments' ability to regulate, manage or generate alternative sources of funding for affordable housing, including public-private partnerships.
- The Town supports an adequate supply of diverse housing options and continued public and private sector support for such an effort.
- The Town supports the creation of an adequately financed statewide housing trust fund.
- The Town supports solutions at the state level to limit litigation on construction defects to encourage a variety of housing types, particularly for-sale multifamily housing.

Public Health and Safety

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

- The Town supports legislation that clarifies that strangulation committed using a deadly weapon (including body parts) could be charged as a crime of violence with enhanced sentencing procedures.
- The Town supports legislation that expands resources for those with mental health needs.
- The Town supports the greatest amount of local control possible for regulating nutraceutical supplements.



TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

2026 LEGISLATIVE PRIORITIES

Public Health and Safety (con't)

- The Town supports federal, state and county funds for those agencies that serve as a resource to municipal emergency services.
- The Town supports state and community-based intervention, prevention and rehabilitation programs and state initiatives that respect the key role of communities and local government officials.
- The Town supports ensuring that municipal governments retain flexibility in implementing federal and state criminal justice programs.

Transportation

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

- The Town opposes state transit planning that results in mandates for local governments and infringes upon local home rule authority.
- The Town supports better geographic distribution in transit services provided to communities by RTD to ensure the Parker area has equitable access to multi-modal transit options that meet the needs of its residents.
- The Town supports greater transportation safety and increased funding for multi-modal transportation systems. The Town supports cooperation among Colorado Department of Transportation, transit agencies, counties, municipalities and interested stakeholders in improving Colorado's transportation system.
- The Town supports legislation and regulatory action that maintains or increases the level of funding provided by the state or passed through the state by the federal government to transportation activities at the local level.
- The Town opposes legislation to transfer maintenance responsibility of state-owned roads to municipalities without adequate short and long-term funding to meet these additional responsibilities.
- The Town supports incentives and voluntary programs to support a Complete Streets approach to transportation design and infrastructure improvements to improve safety, increase travel options and support the development of a multi-modal transportation system.



Water and Wastewater

Strategic Priority: Innovate with Collaborative Governance

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



TOWN OF PARKER - 2026 LEGISLATIVE POLICY AGENDA

LEGISLATIVE DELEGATIONS

Town of Parker <i>(all Councilmembers serve at large)</i>		
Name	Email	Phone
Joshua Rivero, Mayor	jrivero@parkerco.gov	(303) 841-0353
John Diak, Mayor Pro Tem	jdiak@parkerco.gov	(303) 841-0353
Anne Barrington, Councilmember	abarrington@parkerco.gov	(303) 841-0353
Erik Frandsen, Councilmember	efrandsen@parkerco.gov	(303) 841-0353
Laura Hefta, Councilmember	lhefta@parkerco.gov	(303) 841-0353
Todd Hendreks, Councilmember	thendreks@parkerco.gov	(303) 841-0353
Brandi Wilks, Councilmember	bwilks@parkerco.gov	(303) 841-0353
Michelle Kivela, Town Manager	mkivela@parkerco.gov	(303) 841-0353
Emily Hogan, Asst. Town Manager	ehogan@parkerco.gov	(303) 841-0353
Michael Lawson, Asst. Town Manager	mlawson@parkerco.gov	(303) 841-0353
William Mutch, Town Lobbyist	william@mutchgr.com	(720) 308-3497

United States Congress		
Name	Email	Phone
Michael Bennet, Senator	scheduler@bennet.senate.gov	(202) 224-5852
John Hickenlooper, Senator	andres.carrera@hickenlooper.senate.gov	(202) 224-5941
Lauren Boebert, Rep. (CO 4)	boebert.scheduling@mail.house.gov	(202) 225-4761

State General Assembly		
Name	Email	Phone
Lisa Frizell, Senator (SD 2)	lisa.frizell.senate@coleg.gov	(303) 866-2949
Anthony Hartsook, Rep. (HD 44)	anthony.hartsook.house@coleg.gov	(303) 866-4869

Douglas County		
Name	Email	Phone
Abe Laydon, Commissioner (District 1)	bocc@douglas.co.us	(303) 660-7400
George Teal, Commissioner (District 2)	bocc@douglas.co.us	(303) 660-7400
Kevin Van Winkle, Commissioner (District 3)	bocc@douglas.co.us	(303) 660-7400



MEMORANDUM

TO: Mayor and City Council

FROM: Emily Hogan, Deputy Town Manager
William Mutch, Mutch Government Relations

DATE: March 9, 2026

SUBJECT: Legislative Briefing

Purpose

This memo provides a brief update on recent legislative activity that may impact the Town of Parker, including key bills, trends and next steps.

Overview

The Colorado General Assembly is currently in session with several measures under consideration that could affect municipalities.

Key Legislative Items

1. HB26-1290: Criminal Offense of Assault

- **Summary:** Changes requirements concerning criminal offense of assault. Broadens definition of emergency medical care provider, lower intent standard for certain assaults and clarifies penalties for strangulation assault against certain public servants and medical care providers.
- **Status:** Introduced in House & assigned to Judiciary on February 23.
- **Potential Impact:** Could lower burden for prosecutors in certain second-degree assault cases involving public servants, resulting in stronger cases when police officers are victims. Elevates repeat strangulation offenses to clearer 'violent crime' status. Expanded felony protection for EMS staff.
- **Town Position:** Staff recommends support.
- **CML Position:** TBD.

2. SB26-129: Mitigate Impacts of Tax Increment Financing

- **Summary:** Requires taxing entities to review impact reports and submit either a certification of agreement or technical rebuttal. Creates similar requirement for Downtown Development Authorities. Additionally, each year Legislative Council staff must prepare a report on how tax increment financing affects state/local share of education funding, including how much property tax revenue would have gone to education instead of TIF arrangements.
- **Status:** Introduced in Senate & assigned to Local Government/Housing on February 25.
- **Potential Impact:** Increased administrative burden without any benefit. Could also result in greater scrutiny and potential delays related to TIF projects.
- **Town Position:** Staff recommends moving to oppose position (currently monitor).

- CML Position: Likely opposed, need to confirm with Exec Board.
3. **SB26-093: Worker's Compensation Insurance Coverage Verification**
- Summary: Requires workers' compensation insurance verification or proof of rejection be submitted by applicants, general contractors, and all subcontractors before a local licensing or permitting authority may issue or renew a building or construction permit or contractor's license. Local licensing or permitting authorities must investigate coverage-related complaints.
 - Status: Introduced in Senate and assigned to Business, Labor & Technology on February 10.
 - Potential Impact: Increased administrative burden. Town already issues contractor license with verification of liability/worker's compensation coverage for those listed on the application (or sign waiver). We do not check coverage for general contractor's subs. Would require active Certificate of Insurance monitoring.
 - Town Position: Staff recommends oppose.
 - CML Position: Oppose.
4. **SB26-062: Rodenticide Use Restrictions**
- Summary: Bans the use of first- and second-generation anticoagulants and glue traps unless a time limited exemption is allowed by the Department of Agriculture.
 - Potential Impact: Would likely increase cost of Town's pest control vendor due to limitations on types of traps that would be allowed. Current pest control service contract for all facilities is around \$25,000 per year. Cost could more than double if passed.
 - Status: Introduced In Senate & assigned to Agriculture & Natural Resources on January 28.
 - Town Position: Staff recommends oppose.
 - CML Position: Monitor.
5. **HB26-1102: Funding for Colorado DRIVES Account**
- Summary: Redirects fees from Highway Users Tax Fund (HUTF) to Colorado Driver License, Record, Identification and Vehicle Enterprise Solution (DRIVES) account. DRIVES is intended to provide improved customer service and reduce wait times at the DMV for driver/vehicle services, as well as business licensing and revenue accounting.
 - Potential Impact: While the Town impact would be minimal (approx. \$5,000 annually), any dollar amount diverted from the fund's original intent is of concern.
 - Status: Introduced In House & assigned to Finance on February 3. Referred amended to House Committee of the Whole on February 26.
 - Town Position: Staff recommends oppose.
 - CML Position: Oppose.
6. **SB26-098: State & Local Noise Abatement Authority**
- Summary: Current law sets statewide noise limits, with certain exceptions. The bill adds exemptions for property owned or controlled by the state or local governments, activities permitted by a local license that regulates sound, and nonprofit-owned property used for cultural, entertainment, athletic, or patriotic events.
 - Potential Impact: Intended as a cleanup of ruling in Hobbs v. City of Salida, the bill would protect local authority of noise regulation by allowing local ordinances to be stricter than state standards and providing flexibility for local events/cultural activities without blanket statewide noise limits.

- Status: Introduced In Senate & assigned to Local Government & Housing on February 11.
 - Town Position: Staff recommends support.
 - CML Position: Support.
- 7. HB26-1257: Local Regulation of Massage Facilities**
- Summary: Expands local authority to regulate massage facilities by broadening the definition of illicit businesses, allowing stricter local regulations and licensing requirements without a fee cap or grandfathering, and permitting additional grounds for license denial or revocation. It also requires local bans on disqualified owners and clarifies that regulating illicit massage operations is a mixed local and statewide concern.
 - Potential Impact: While still large undertaking for staff as result of HB24-1371, the bill removes some restrictions now in place and allows for broader local discretion when denying/revoking a license. Could charge more for licenses/renewals to lessen impact of unfunded mandate.
 - Status: Introduced In House & assigned to Transportation, Housing & Local Government on February 18.
 - Town Position: Staff recommends support.
 - CML Position: Support.
- 8. HB26-1255: Social Media Duty to Report & Search Warrants**
- Summary: Requires an operator of a social media platform to provide a streamlined process to allow a law enforcement agency to contact the platform concerning a search warrant and requiring an operator to report to a local law enforcement agency if the platform receives a notice that a user has posted content that threatens imminent and specific harm to themselves or another individual, expresses an intent to commit a crime, or attempts to entice an individual to commit a crime.
 - Potential Impact: Would streamline process for law enforcement to serve search warrants on social media providers to get info, also requires social media platforms to report to law enforcement within 24 hours of potential threats.
 - Status: Introduced In House & assigned to Judiciary on February 18.
 - Town Position: Staff recommends support.
 - CML Position: TBD.
- 9. HB26-1272: Extreme Temperatures Worker Protections**
- Summary: Requires the Colorado Department of Labor and Employment (CDLE) to begin collecting statewide data on temperature-related workplace injuries and emergencies by 2027 and create a public reporting platform. By 2028, the state must publish a model Temperature-Related Injury and Illness Prevention Plan (TRIIPP). Employers whose workers are exposed to extreme heat or cold must develop and submit a TRIIPP to the division by September 1, 2028, and the division will establish procedures for how often plans must be updated and how they will be reviewed. The department must also create temperature-safety training standards and ensure affected workers receive appropriate training.
 - Potential Impact: Increased administrative burden. Staff also has concerns that the definitions are too ambiguous and difficult to enforce.
 - Status: Introduced In House & assigned to Health & Human Services on February 19.
 - Town Position: Staff recommends oppose.
 - CML Position: Oppose.

Notable Trends & Observations

1. Major themes this session include land use preemption, unfunded mandates, state budget crisis, federal funding changes, and public safety reform.

Next Steps

1. Staff will continue to monitor relevant legislation and provide updates as bills advance.
2. Council direction may be requested if a formal position or advocacy action becomes necessary.
3. Additional briefings can be scheduled as the session progresses.



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Kelsey Hall, Assistant Town Attorney
DATE: March 9, 2026
SUBJECT: Town Council Code of Ethics and Elected Officials Guidelines Discussion

ISSUE:

Chapter 2.05 of the Parker Municipal Code contains the Code of Ethics that is applicable to Town Councilmembers and the Mayor. It has not been updated in any significant way since it was originally drafted. In order to better clarify the ethical obligations of Councilmembers and the Mayor, and the process for addressing violations of the Code of Ethics, staff have drafted an updated ordinance and Code of Conduct to address common situations that may present ethical issues. These documents are intended to complement the Elected Official Guidelines Manual, which also provides guidance on these and similar topics.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Articles III and IV of the Town Charter and Chapter 2.02 of the Town of Parker Municipal Code (the "Code") describe the roles and responsibilities of the Mayor and Councilmembers. Additionally, Chapter 2.05 of the Code explains the ethical responsibilities of the Mayor and Town Councilmembers when acting in their official roles. Previously, members of Town Council had requested clarification on the specific roles and responsibilities of the Mayor and Town Councilmembers, respectively. Chapter 2.05 of the Parker Municipal Code was originally drafted in 1994. Since then, it has not been updated, except through the adoption of Resolution No. 06-101 and periodic updates to Articles III and IV of the Charter. In order to better clarify the roles and responsibilities of the Mayor and Councilmembers, and to provide clear guidance on common situations that can give rise to ethical considerations, staff recommend overhauling Section 2.05 of the Code and adopting a Code of Conduct and Ethics. These updates are intended to complement the Elected Official Guidelines Manual.

The proposed Code updates include the following:

1. Updates to regulations concerning gifts to officials.

Elected officials are already prohibited from accepting gifts or any item of value that would tend to influence a reasonable person in their position. The new language specifically incorporates relevant provisions of Resolution 06-101 and supersedes the provisions that are not included in the ordinance. For example, it includes a list of examples that are not considered to be a violation of the Code of Ethics. This is intended to ensure that all relevant guidance is in one place and easy to find.

2. Deceptive use of Town name and logo.

This language prohibits elected officials from using the Town's name and logo for non-official purposes. For example, the language would prohibit an official from using the Town's name and logo in their individual capacity for campaign or political purposes unless used to describe an office for which the individual is a candidate. Additionally, this language would prohibit the use of the Town's name and logo in a way that conveys the false impression that the Town or the Town Council approves or sponsors a particular business, activity, political issue, etc. The intention is to create a clear separation between an official's individual activities and opinions and their official activities and opinions.

3. Advisory opinions.

Under the new Code language, before engaging in any conduct that may violate the provisions of the Code of Ethics, an elected official may seek an advisory opinion regarding the proposed conduct. The elected official would contact the Town Manager and the Town Attorney, who would then refer the question to outside legal counsel to create the opinion. If the elected official then relies on the opinion in good faith, they cannot be found to have violated the Code of Ethics.

4. Independent ethics counsel.

In the event that the Mayor or a Councilmember is accused of violating the Code of Ethics, the complaint would be investigated by an independent ethics counsel. This counsel would then render written recommendations to the Town Council upon conclusion of their investigation as to whether to proceed with a hearing or to dismiss the complaint. The independent ethics counsel would be a contractor with a five-year term and would not be the same individual who renders advisory opinions.

5. Complaint process.

The Town would set up a complaint submission form to receive complaints. The form would be kept confidential throughout the entirety of the investigatory process. Complaints must be made within 180 days of an ethics violation, or 180 days from when the complainant became aware of such violation. Complaints would go directly to the Town Attorney or the independent ethics counsel. Complaints may be dismissed if they meet any of the listed reasons in the Code.

Upon receipt of a complaint, the independent ethics counsel would investigate and make written findings within 14 days of concluding their investigation. They shall then issue a confidential written recommendation to the remaining Town Councilmembers that includes specific findings of fact and a recommendation as to whether a violation of the Code of Ethics appears to have occurred. This recommendation shall be confidential. If there are no Code violations, the independent ethics counsel may dismiss the complaint in whole or in part, or may stay the proceedings if necessary to allow law enforcement or other authorities to work through any actions in progress.

Finally, if the independent ethics counsel does recommend that a violation has occurred, the Town Council may choose to schedule a hearing, which would be presided over by an independent hearing officer. The hearing officer shall make findings of fact, and the Town Council shall ultimately decide if a violation occurred. The accused individual shall be notified of the complaint and given an opportunity to respond in writing. If the accused individual is a member of Town Council, they will automatically be recused from any vote concerning the matter. The Code provides detailed hearing procedures, including the burden of proof, limited

discovery, and the conduct of the hearing.

6. Penalties for violations.

In the event that an elected official is found by the Town Council to have violated the Code of Ethics, they may be subject to the following penalties:

- a. Censure by formal resolution of the Town Council.
- b. Monetary fine (if the ethical violation involved a financial benefit to the individual).
- c. Removal from internal or external boards, committees, or commissions, and prohibition against representing the Town at community functions.
- d. Refusal to pay for optional memberships, affiliations, and conferences.

7. Adoption of the Code of Conduct.

Finally, the ethics ordinance would adopt by reference a Code of Conduct and Ethics for elected officials. The Code of Conduct and Ethics is intended to serve as a handbook for the Town's elected officials that discusses the following topics:

- a. Roles and responsibilities of the Mayor and Town Councilmembers.
- b. General conduct standards.
- c. Conflicts of interest.
- d. Participation in events with outside entities.
- e. Support for commercial enterprises.
- f. Gifts.
- g. Travel expenses.
- h. Campaign activity.
- i. Conduct of elected officials in a variety of settings.
- j. Interactions with Town staff.

Staff believe that this would be a useful resource when onboarding new Councilmembers or Mayors, and as a quick-reference guide for common situations. Additionally, the Town can treat ethical issues consistently by following the guidance set forth in the Code of Conduct and Ethics.

In addition, the Elected Official Guidelines, which were approved by Resolution in 2025, complements the Code of Conduct and Ethics. The Guidelines establish general administrative procedures adopted by the Town Council to govern the roles and responsibilities of elected officials, defined as the Mayor and members of the Town Council. Pursuant to the Town Charter, the Town Council is authorized to promulgate policies to guide various municipal functions. These policies are administered by the Town Manager.

The Guidelines consist of the following policies:

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

11. Complaints Against Town Council Appointed Officials
12. Elected Official Travel Policy Statement

RECOMMENDATION:

Staff recommend bringing forward the ordinance to update the Code of Ethics and to adopt the Code of Conduct and Ethics at an upcoming Town Council meeting.

REQUESTED DIRECTION:

Provide direction on whether staff should bring an ordinance and Code of Conduct forward at a future Town Council meeting for its consideration.

ATTACHMENT:

1. Code of Conduct and Ethics for Elected Officials_draft_2.24.2026
2. Ordinance Draft
3. Town of Parker Elected Official Guidelines

CODE OF CONDUCT AND ETHICS FOR ELECTED OFFICIALS

I. Introduction

Articles III and IV of the Town Charter and Chapter 2.02 of the Town of Parker Municipal Code (the “Code”) describe the roles and responsibilities of the Mayor and Councilmembers. Additionally, Chapter 2.05 of the Code (the “Code of Ethics”) explains the ethical responsibilities of the Mayor, Town Councilmembers, and individuals appointed to Town boards and commissions (collectively, “Officials”) when acting in their official roles. This Code of Conduct and Ethics is intended to supplement the Town Code, Charter, and [Elected Official Guidelines](#) by describing the manner in which Officials should treat one another, Town staff, constituents, and anyone else they interact with while serving in their official capacity. It further defines the roles and responsibilities of the Officials and clarifies the Code of Ethics.

II. General Provisions

Officials shall comply with both the letter and the spirit of the standards contained in the Code of Ethics and this Code of Conduct and Ethics. This means that Officials may not do indirectly what they cannot do directly. Officials should therefore interpret these standards broadly.

Among other things, Officials shall:

- Adhere to the highest ethical principles, including adherence to the standards set forth in this Code of Conduct and Ethics;
- Never discriminate or engage in preferential treatment, including by dispensing special favors;
- Never vote or render a final decision on any manner in which the Official has a conflict of interest, as determined by a vote of the remaining Officials when a potential conflict is disclosed;
- Never accept gifts, favors, or benefits that might reasonably be construed as influencing the performance of governmental duties or as a reward for official actions taken;
- Not extend promises binding on the duties of office;
- Refrain from assisting any person or entity for compensation in obtaining any contract or benefit from the Town;
- Refrain from engaging in activities that would create a conflict of interest, or that would prevent, or be perceived as preventing, the Officer’s effective discharge of their official duties;
- Never use information received confidentially in the performance of official duties for making private profit; and
- Uphold the State and Federal Constitutions, laws, ordinances, and regulations.

III. Roles and Responsibilities

Please also refer to the Code, Charter, and the Handbook for Municipal Elected Officials, published by the Colorado Municipal League (“CML”) for additional resources regarding the roles and responsibilities of elected officials.

1. Mayor

- Recognized as the head of the Town government for legal and ceremonial purposes.
- Presides over meetings of the Town Council.
- Executes and authenticates legal instruments, such as ordinances, resolutions, and contracts, on behalf of the Town Council.
- Casts tie-breaking vote but otherwise has no voting authority.
- Has veto authority, subject to an override vote of Town Council.
- Serves as the spokesperson for Town Council on matters and taking positions as approved by Town Council.
- Represents the Town on the Metro Mayor’s Caucus, committees, and may serve as liaison to boards, commissions, and community groups to foster positive working relationships and communication between the Town and external agencies.
- Act as a representative of the citizens and act as an information conduit to citizens.

2. Mayor Pro-Tem

- Elected by the Town Council as soon as practicable after a general election.
- Performs the duties of the Mayor if the Mayor is absent or disabled.

3. Town Councilmembers

- Retain all powers not otherwise conferred by Charter provision or ordinance.
- Enact and provide for the enforcement of ordinances.
- Appoint the Town Attorney, Town Manager, Municipal Judge, and direct and evaluate these positions.
- Approve the Town budget and make policy-level decisions.
- Appoint all members to Town boards and commissions.
- Represent the Town on committees, and serve as liaisons to boards, commissions, and/or community groups to foster positive working relationships and communication between the Town and external agencies.
- Act as a representative of the citizens and act as an information conduit to citizens.
- Represent the Town at ceremonial functions if the Mayor is not able to do so and/or upon approval by Town Council.

4. All Councilmembers and the Mayor

- Fully participate in Town Council meetings and other official meetings and duties while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda, including by reading the packet.

- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in the Town government.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities.

IV. Conflicts of Interest

The Mayor and Councilmembers must disclose all actual and potential conflicts of interest to Town Council. Officials serving on a board or commission must disclose all actual and potential conflicts of interest to the commission on which they sit. Upon disclosure, the remaining Officials shall vote on the disclosed conflict to determine if there is an actual conflict that disqualifies the Official from voting. Officials are not authorized to recuse themselves from a vote; instead, the responsibility for disqualifying an Official from a vote lies solely with Town Council or the commission on which the Official sits, as applicable.

Due to the significant contacts and work conducted with other governmental entities, Pursuant to Section 3.11 of the Charter, no Official may serve in any other elected office or position, including the appointment to fill a vacancy in an elected office/position. Additionally, since the Mayor and Councilmembers are non-partisan pursuant to Section 2.5 of the Charter, those Officials may not serve in any partisan position in order to protect the non-partisan character of Town Council and the Mayor's office.

V. Political/Election-Related Events with Outside Entities

A private entity may wish to involve an Official or group of Officials in a political or election-related event that it is hosting. An Official may cooperate and appear at the event by, for example, speaking, serving as an honorary chair, or signing letters of invitation on behalf of (and on the stationary of) the private entity or event organizer, so long as the identity of the actual host is made clear. Officials may only be involved in their private and individual capacity, and must make clear that they are acting in this capacity and not as a Town Official. Town Councilmembers and the Mayor may such attend events in their official capacity if approved by the remaining Councilmembers and upon review of the Town Manager and the Town Attorney to advise on any potential conflicts. Officials may not use any Town resources for the event, including attempting to assign employees to assist with the event; using official letterhead or other expressions or symbols of official Town sponsorship; or using Town resources to create or send invitations. The separate identity of the event sponsor should be made clear to all participants, and no Official should take personal credit for an activity actually sponsored or hosted by another individual or organization. Instead, invitations and other event materials should make it clear that the private individual or entity is conducting the activity "in cooperation with" or "in conjunction with" the Official. When in doubt, the Official should discuss the event with the Town Manager and Town Attorney to determine if their presence in their official capacity would be appropriate.

VI. Support for Commercial Enterprises

Officials should take care to never discriminate by dispensing special favors. Thus, Officials should not attempt to do more for one individual or business than they would be willing to do for other, similarly situated individuals or businesses. Officials should avoid becoming too closely affiliated with a particular enterprise, to prevent any appearance that they are accruing benefits by virtue of influence improperly exerted from their position as an elected or appointed official of the Town.

VII. Gifts

Pursuant to Article XXIX of the Colorado Constitution, C.R.S. §24-18-104, as amended, and Section 2.05.040 of the Code, Officials shall not accept a gift of substantial value or a substantial economic benefit that would tend to improperly influence a reasonable person in their position to depart from the faithful and impartial discharge of their public duties, and which the Official knows or should know is primarily for the purpose of rewarding the Official for official action taken by the Official. In general, no Official shall accept, either directly or indirectly, any gift or thing of value having either a fair market value or aggregate actual cost of \$50 or greater in a calendar year. This amount is adjusted every four years based on CPI, however \$50 remains a good rule of thumb.

Officials may accept trivial items; however, all gifts or items accepted should be reported to the Town on the designated form, no matter the value.

VIII. Travel

The Mayor and Town Councilmembers shall abide by the Elected Official Travel Policy.

IX. Campaign Activity

Elected Officials are subject to the Fair Campaign Practices Act when engaging in campaign activities for elected office or when advocating for or against ballot issues or other candidates. Officials must also abide by the Code of Ethics and this Code of Conduct and Ethics when engaging in campaigning/elections activities since those activities may have a bearing on their official duties. General rules include:

- Officials are prohibited from using any official Town resources for campaign or political purposes, even if it is de minimis;
- Campaign work must be done on the Official's own time and outside of their Town office, and without the use of any Town resources;
- Officials are prohibited from using images of staff members in campaign materials, as staff may not make endorsements in their official capacity;
- Officials may not solicit, receive, or accept campaign contributions or other consideration of any kind in exchange for actions taken in the Official's official capacity, or on the basis of other political considerations.

Under this Code of Conduct and Ethics, Officials must take reasonable steps to ensure that any outside organization over which the Official exercises control – including the Official’s own authorized campaign committee, an issue committee, or other committee – operates in compliance with applicable law.

1. Use of Town Resources

Official resources of the Town must be used for the performance of official business of the Town and not used for personal, campaign, or political purposes. Town resources include office equipment, office space, telephones (including phones paid for or provided by the Town), Town email accounts, technology paid for or provided by the Town, office supplies, and Town staff time.

Prohibited activities under this section include, but are not limited to, the solicitation of contributions; the drafting of campaign materials such as speeches, statements, and press releases; the creation or issuance of correspondence related to the campaign; the holding of a meeting on campaign business; contact with citizens for campaign purposes. The misuse of funds and other Town resources is a very serious matter. Depending on the circumstances, such conduct may result in disciplinary action, or civil or criminal liability.

The standards in this section apply not only to Official campaigns for re-election, but also to any campaign or political undertaking, including if the Official is a candidate or is merely seeking to support or assist (or oppose) a candidate or ballot issue.

2. Letters, News Releases, Other Printed Materials, and Emails

No documents may be printed on official Town letterhead or from a Town email account unless the document is an official Town document. No campaign materials or emails may be printed on Town letterhead, or use the Town logo, or be sent from an official Town email address. Further, Town email addresses and phone numbers should not be listed as contact information for the public on a campaign website, social media page, flyer, etc.

Officials must also avoid engaging in any conduct that creates an impression that the Town, including Town Council or the Mayor, is sponsoring or approving any of the Official’s political activities, such as the use of the Town’s name or logo in campaign materials or solicitations. The words “Town of Parker,” “Town Council,” or “Mayor of the Town of Parker” or any similar combination may be used only when the context is clear that the Official is seeking the office of Town Councilmember or the Mayor. The letterhead and envelope of campaign or political materials may use personal titles such as “Councilmember” or “Mayor” or the Official’s title. Communications may not be sent on letterhead that resembles official Town letterhead, even if it is not official Town letterhead and contains a disclaimer to that effect.

3. Elected Official Social Media Pages and Websites

Elected Officials must abide by the Elected Official Social Media Policy.

4. Use of Images of Town Staff

Town staff are prohibited from engaging in political activity while on duty, on Town property, or while acting in their official capacity. Officials must therefore avoid using images of Town staff in their campaign materials, except when staff are appearing in their individual capacity and with the staff member's permission. Officials should avoid giving the impression that they have been "endorsed" by a Town Department or Town staff member.

5. Contributions Linked to Official Actions

No solicitation or acceptance of a campaign or political contribution may be linked to any action taken or to be taken by an Official in their official capacity. A corollary of this rule is that Officials must not take or withhold any official action on the basis of the campaign contributions or support of the involved individuals, or their partisan affiliation. Officials are likewise prohibited from threatening punitive action on the basis of such considerations.

X. General Policies and Protocol Related to Conduct

1. Ceremonial Events.

Town staff will handle requests for a Town representative at ceremonial events. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if the event organizers would like a Councilmember to attend instead. If so, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to individual Councilmembers at their homes are presumed to be for unofficial, personal consideration.

2. Endorsement of Candidates.

Officials individually have the right to endorse candidates for elected office; however, Town Council as a whole may not make such endorsements as an official action, nor may Officials make endorsements in their official capacity. It is inappropriate to mention endorsements during Town Council meetings or at other official Town meetings or functions.

3. Intergovernmental Relations.

The Town values intergovernmental relations with neighboring communities and other governmental entities. As a result, Officials should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations with the full Council's approval.

XI. Conduct Standards Specifically

1. Official Conduct with Other Officials. The Town, including Town Council and its various boards and commissions, is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office in order to promote the best interests of the community. In all cases, this common goal should be acknowledged, even as Officials may not always come to consensus on issues presented to Town Council or Town boards and commissions for consideration. Officials must adhere to the

Elected Official Meeting Protocol Policy. That policy should be read in conjunction with this section.

A. In Public Meetings

- i. Practice civility, professionalism, and decorum in discussions and debate. It is the responsibility of the Mayor to keep Councilmembers on track during public meetings. Likewise, it is the Chair's responsibility to keep commission members on track during public meetings. Councilmembers and commission members should honor efforts by the Mayor and Chair, respectively, to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's or Chair's actions, those objections should be voiced politely and with reason.
- ii. Demonstrate effective problem-solving approaches. Officials have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Officials should therefore strive to effectively work as a team to achieve a common goal by acting professionally in resolving disagreements and avoiding personal attacks when engaging in official Town business.
- iii. Be punctual and keep comments relevant to the topics discussed. Officials have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Officials be punctual and start meetings on time in order to respect the time of the other Officials, members of the public, staff, and others invited to attend the meeting such as applicants and experts. It is equally important to focus discussions on the issues relevant to the topic at hand, allowing for adequate time to fully discuss scheduled issues. To help effectively manage time, Officials should avoid repeating themselves or points made by other Officials.

B. In Private Encounters and Executive Sessions

- i. Continue respectful behavior in private. The same level of respect and consideration on differing viewpoints that is deemed appropriate for public discussions should be maintained in private conversations and executive sessions.
- ii. Be aware of the insecurity of writings and recordings. Technology allows words written or spoken without much forethought to be distributed widely. This includes text messages, written notes, emails, voicemails, instant messages, and other forms of communication. Consider if you would be comfortable with words in those messages being read or heard by members of the public before you write or say them, because all of these methods of communication will likely be considered public records subject to disclosure to the public, if requested via an Open Records Request.
- iii. Even private conversations can have a public presence. Elected and appointed officials are always on display; people around them who they may or may not know may monitor their actions, mannerisms, and language. People may eavesdrop on conversations held in public settings, like a restaurant or coffee shop; parking lot

debates will be watched; and casual comments between individuals before and after public meetings noted.

2. Official Conduct with Town Staff. Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Town Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

A. Treat staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

B. Limit contact to specific Town staff. Officials must follow the Staff Contact by Elected Officials Policy and related procedures. Questions for Town staff and/or requests for additional background information should be directed to the Town Manager or Town Attorney. The Town Manager should be copied on or informed of any request.

Requests for follow-up or directions to staff should be made only through the Town Manager or Town Attorney when appropriate. When in doubt about whether staff contact is appropriate, Officials should ask the Town Manager for direction. Materials supplied to an Official in response to a request will generally be made available to all Officials in the same body (Town Council, commission, etc.) so that all have equal access to information.

When assisting members of the public in response to requests for information, Officials should direct the individual to the Town Manager, rather than any specific staff member or department director.

C. Do not disrupt Town staff from their jobs. Officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

D. Never publicly criticize an individual employee. Officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

E. Do not get involved in administrative or operational functions. Officials other than the Town Manager, Town Attorney, and Municipal Judge must not attempt to influence Town staff on the making of appointments, the award of contracts, the selection of consultants, processing of development applications, granting of Town licenses and permits, etc. Such Officials should only consider those matters brought to the Town Council at an official meeting.

F. Do not attend meetings with Town staff unless requested by staff. Even if the Official does not say anything, the Official's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do their job objectively.

G. Limit requests for staff support. Requests for additional staff support – even in high-priority or emergency situations – should be made to the Town Manager, who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

H. Do not solicit political support from staff. Officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens, support political candidates but all such activities must be done outside of the workplace.

3. Official Conduct with the Public.

A. In Public Meetings. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Officials towards an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- i. Be welcoming to speakers and treat them with respect. Speaking in front of Town Council or a commission can be a difficult experience for some people. Some issues the Council and the commissions consider may affect peoples' daily lives and homes. Some decisions may be emotional. The way Officials treat people during public hearings can affect their stress level and how they react at the hearing.
- ii. Actively listen. Officials should strive to be active listeners when people are giving testimony during a public hearing. It is fine to look down at documents or make notes, but attention should generally be focused on the speaker. Officials should be aware of facial expressions and body language when listening to public testimony so that they can avoid giving the impression that they are not actively listening or are not impartial.
- iii. Ask for clarification, but avoid debate and argument with the public. Only the Mayor or Chair, not individual Councilmembers or commission members, can interrupt a speaker during a presentation. However, if a speaker is off-topic, Councilmembers or commission members may request that the Mayor or Chair redirect the speaker.

If a speaker behaves inappropriately or goes off-topic, it is the Mayor's or Chair's responsibility to try to focus the speaker and to maintain the order and decorum of the meeting. Questions by Officials should seek to clarify and expand information. Officials should not belittle the speaker. Personal opinions and inclinations about upcoming votes should not be revealed until the public hearing is closed.

- iv. No personal attacks of any kind, under any circumstances. Officials should always strive to maintain professionalism, even in the face of negative comments or criticisms by members of the public. Officials should avoid making personal attacks on the speaker. If Officials choose to respond to topics they heard during public comment during the updates and comments section of the agenda, they should attempt to keep their comments general and professional rather than singling out particular speakers.

B. In Unofficial Settings

- i. Make no promises on behalf of Town Council. Officials will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise that Town staff will do something specific (e.g. fix a pothole, plant flowers in a median, etc.).
- ii. Make no personal comments about other Officials. It is acceptable to publicly disagree about an issue. It is unacceptable to make derogatory comments about other Officials, their opinions, or actions. Remember that as Officials, you serve as models for community members. Honesty and respect for the dignity of each individual should be reflected in Officials' words and actions. Officials should adhere to the Elected Official Meeting Protocol Policy, including directly discussing personal conflicts outside of a meeting.
- iii. Make no insinuation that your office entitles you to special power or privilege. Officials must always refrain from insinuating that they hold special authority or privilege as a result of their status as an elected or appointed official. Examples of prohibited actions include, but are not limited to, attempting to avoid receiving a traffic ticket or citation for another Code violation by referencing their official position (i.e., "do you know who I am?"); attempting to intimidate or sway members of the public ("I have a lot of power in this Town, so you would do best to respect me."); or attempting to receive perks like free drinks, concert tickets, etc. at a local or Town-owned bar or venue.

4. Official Conduct with Other Public Entities.

- A. Be clear about representing the Town of personal interests.** If an Official appears before another governmental agency or organization to give a statement on an issue, the Official should clearly state if their statement reflects a personal opinion or is the official stance of the Town. Even if the Official is representing their own personal opinion, they should keep in mind that this may still reflect upon the Town as an organization.

If the Official is representing the Town, the Official must support and advocate for the official Town position on the issue, not the Official personal viewpoint.

If the Official is representing another organization with a position that is different from the Town's official position, the Official should disclose this conflict of interest to the Town Council so that they can vote on whether there is an actual conflict of interest that would prevent the Official from voting on the issue. Officials should be clear about which organizations they represent and inform the Mayor and Town Council of their involvement.

- B. Correspondence also should be equally clear about representation.** Town letterhead and Town email addresses may be used when an Official is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record. Town letterhead and email

addresses should not be used for correspondence when an Official is expressing a personal point of view.

5. Mayor and Councilmember Conduct with Other Boards and Commissions. The Town has established several boards and commissions as a means of gathering additional community input. Citizens who serve on boards and commissions become more involved in the Town and serve as advisors to Town Council. They are a valuable resource for the Town's leadership and should be treated with appreciation and respect.

- A. **The Mayor and Councilmembers must express only personal opinions at board or commission meetings.** The Mayor and Councilmembers may attend any board or commission meeting, which are always open to the public. However, if the board or commission is conducting a public hearing, the Mayor and Councilmembers are strongly encouraged to remove themselves from the proceedings in order to avoid a perception that they are influencing the outcome of the proceedings. Any public comments made by the Mayor or a Councilmember at a board or commission meeting should be clearly expressed as an individual opinion and not as the Town Council's official position. However, the Mayor and Town Councilmembers are discouraged from making public comments at board and commission meetings, even in their individual capacity, as this may create the perception that the Official is unfairly affecting the process.
- B. **Limit contact with board and commission members.** It is inappropriate for the Mayor or a Councilmember to contact a board or commission member to lobby on behalf of an individual or entity that has business before the board or commission. Officials should contact staff if they desire to clarify a position or action taken by the board or commission.
- C. **Remember that boards and commissions serve the community, not individuals.** The Town Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Town Council. However, board and commission members do not report to individual Councilmembers or the Mayor, nor does any individual Councilmember or the Mayor have the authority to remove a board or commission member if they disagree about an issue. Appointment to a board or commission is based on criteria such as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should never be used as a political "reward."
- D. **Be respectful of diverse opinions.** One of the primary roles of boards and commissions is to represent the many points of view in the community and to provide the Town Council with advice based on a full spectrum of concerns and perspectives. Officials must be fair to and respectful of all citizens serving on the Town's boards and commissions.
- E. **Keep political support away from public forums.** Board and commission members may offer political support to an Official in their individual capacity, but not while acting in their official capacity, such as during an official meeting or while conducting official duties. Conversely, Officials may support board and commission members who are running for office in their individual capacity, but not while acting in their official capacity.

- F. Inappropriate behavior can lead to removal.** Inappropriate behavior by a board or commission member should be noted to the Mayor, and the Mayor should counsel the offending Official. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Town Council and the individual may be subject to removal from the board or commission.

6. Official Conduct with the Media.

Officials may be contacted by the media for background, interviews, and quotes.

The Mayor is the official spokesperson for the Town Council and is the designated representative to present and speak on the Town's official positions. If the media contacts an individual Official, the Official should contact the Town Manager for next steps.

When speaking to the media, it is advised that an Official never go "off the record." While most members of the media represent the highest levels of journalistic integrity and ethics, it isn't worth the risk to have words disseminated in the media that were not intended to be official quotes. Additionally, Officials should be intentional about the words they use when speaking to the media. Comments can be taken out of context or misconstrued. Officials should be cautious about using humor, sarcasm, or wordplay, and should always refrain from using personal slurs, curse, words, or other inappropriate language when conducting interviews.

XII. Sanctions

1. Public Disruption. Members of the public whose conduct disrupts a public meeting, who do not cease the disruptive behavior after a warning, may be removed from the meeting and barred from further participation at that meeting.
2. Inappropriate Staff Behavior. Officials should notify the Town Manager when any staff member does not engage in appropriate conduct in their dealings with Officials, other Town staff, or the public. These employees may be disciplined in accordance with the Town's policies and procedures.
3. Official Behavior and Conduct. Officials who intentionally and repeatedly engage in improper conduct, including violations of this Code of Ethics and Conduct may be subject to the sanctions described in Chapter 2.05 of the Parker Municipal Code.

ORDINANCE NO. _____, Series of 2026

**TITLE: A BILL FOR AN ORDINANCE REPEALING AND REPLACING
CHAPTER 2.05 OF THE PARKER MUNICIPAL CODE CONCERNING
THE CODE OF ETHICS FOR THE MAYOR, TOWN COUNCIL, BOARDS,
COMMISSIONS, AND OTHER APPOINTED AUTHORITIES**

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

Section 1. Amendment. Chapter 2.05 of the Parker Municipal Code is hereby repealed in
its entirety and replaced as follows:

2.05.010 Legislative Intent.

- (a) The purpose of this Chapter is to establish a Code of Ethics to ensure that all Town officials adhere to the highest levels of ethical conduct, honesty, integrity, and accountability. Officials should comply with both the letter and spirit of this Code of Ethics and strive to avoid situations that create impropriety or the appearance of impropriety.
- (b) This Chapter is intended to establish the procedure for officials to obtain advisory opinions regarding whether any conduct by that person would constitute a violation of this Code of Ethics prior to engaging in such conduct.
- (c) This Chapter is also intended to establish procedures for the initiation, review, investigation, and determination of complaints against Town officials.
- (d) This Chapter codifies the provisions of Resolution No. 06-101, Series of 2006, and expressly supersedes and repeals any provisions of that resolution not contained herein.
- (e) The various provisions of this Chapter are cumulative, and not exclusive, and shall not be construed to limit any administrative, civil or criminal action or proceeding which may be instituted by the Town pursuant to Colorado statutes.

2.05.020 Definitions.

For the purpose of this Chapter the terms listed below shall have the following meaning:

Commission Member means any person appointed to a Town board or commission by the Town Council or the Mayor under authority of the Charter, ordinance or State law, including regular and alternate members, or the Mayor or Councilmembers when acting in their capacity as Parker Authority for Reinvestment board members (collectively referred to as *Commission*).

Commission means any board or commission or other appointive body or authority of the Town created pursuant to the Town Code or Charter.

Confidential or privileged information means information and materials not available to the general public under applicable laws, ordinances, and regulations, which information is obtained by reason of the official's position with the Town. "Confidential or privileged information" specifically includes, without limitation, matters required by state or federal law or regulation to be kept confidential, attorney-client communications, information or

materials subject to any common law or statutory privilege, and other matters which may be discussed in executive session.

Conflict of interest means an interest held by an official or their relative, which interest interferes with or influence of which may reasonably be perceived as interfering with or influencing the conduct of the duties or exercise of the powers of the official on behalf of the Town. “Conflict of interest” also means any conflict of interest specifically designated by this Chapter.

Councilmember means a member of the Town Council, not including the Mayor, (collectively referred to as *Council*).

Day means a calendar day.

Direct official action is any action that an official could take that involves any of the following, but does not include acts that are purely ministerial (e.g., pro forma signing of documents, approval as to form, attestation, etc.) or any excusal from voting:

- (1) Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease, concession, franchise, grant, vendor, or other formal agreement to which the Town is a party. Direct official action occurs only if the person making the recommendation is in the formal line of decision making; and
- (2) Selecting or recommending vendors, concessionaires, or other types of entities to do business with the Town.

Matters pending before the Town means a matter currently under formal review or consideration over which the Town has authority to review, regulate, decide, or adjudicate, including, without limitation, a contract, gift, sale of property, legislation, inspections, permitting, land use matters, licensing, administrative approvals, and any related processing, review, approval, appeal, deliberation, solicitation, implementation, revocation, suspension, or similar action relating thereto.

Mayor means the Mayor of the Town of Parker. *Official* means the Mayor, any Commission Member, or Town Councilmember.

Ownership interest means the ownership of any part of a business entity by an official, by an official’s relative, or by any of their ownership in a fiduciary capacity of any securities or of any beneficial interest in securities of a business entity, where the aggregate amount of ownership by the official or their relative(s), in any capacity, amounts to ten percent (10%) or more of any class of the securities of the business entity then outstanding or constitutes a controlling interest in the business entity.

Person means any individual, corporation, business trust, estate, trust, limited liability company, partnership, labor organization, association, political party, committee, joint venture, institution, foundation, or other legal entity, whether organized for profit or not.

Quasi-judicial hearing process means any public hearing related to a quasi-judicial matter and includes, without limitation, preparations necessary for such hearing, including review of written staff reports, agendas, proposed resolutions and ordinances, scheduling, posting or publishing notice, and requesting and receiving legal advice.

Relative means a spouse, domestic partner, partner in a civil union, child, parent, sibling, in-law, grandparent, step parent, step-child, step-sibling, grandchild, and other familial relationships that are sufficiently close to be of a similar nature to those listed herein. “Relative” shall include all relationships listed herein as they relate to domestic partners or partners in a civil union.

Thing of value means any tangible or intangible benefit, including, without limitation, a gift, favor, compensation, payment of expense, reward, discount, gratuity, loan, reduced interest rate, or forbearance of a loan. 2.05.030 Restrictions generally.

- (a) No official shall take any direct action, receive any confidential information, or influence any other Town official or employee to take or abstain from any direct official action relating to any matter pending before the Town in which the official has a conflict of interest.
- (b) Officials shall not vote or render a final decision on an issue that directly affects a business or project in which the official either has a financial interest or is engaged as counsel, consultant, representative or agent.
- (c) Officials shall not assist any person for a fee or other compensation in obtaining any contract, claim, license, permit, permission, approval or other economic benefit from the Town.
- (d) Officials shall not hold a substantial financial interest in any business or enterprise which is a party to a Town contract made by the Town Council or commission upon which the official has been appointed or elected, except that this Subsection shall not apply to a Town sponsorship or scholarship program that benefits the Town.
- (e) Officials shall not accept a fee, contingent fee or any other compensation for promoting or opposing passage of legislation, except the official’s official compensation as provided by the Town Charter, ordinance or contract.
- (f) Officials shall not appear on behalf of any private person, business or entity before the Council or board upon which the official has been appointed or elected.
- (g) Officials shall not use any Town resources for electioneering purposes, including the use of an official Town email account, phone number, webpage, social media page, office space, or other resources that are available to the official only due to their status as an official.
- (h) Officials shall adhere to the Town of Parker Code of Conduct and Ethics, which is hereby adopted by this ordinance, and which may be modified by resolution.

2.05.040 Gifts to Officials.

(a) Officials shall not solicit or accept any gift, compensation, reward, gratuity or any item of value (collectively, a “gift”) which would tend to influence a reasonable person in the official’s position to depart from the faithful and impartial discharge of their public duties; or which the official knows or which a reasonable person in a similar position should know is primarily for the purpose of influencing public action. For purposes of this section, a gift shall include any payment, entertainment, subscription, forbearance, service or any other thing of value, rendering or deposit of money, compensation received for private services rendered at a rate substantially exceeding the fair market value of such services, or a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans, which is

transferred to an official directly or in trust for their benefit without the official giving adequate and lawful consideration in exchange.

- (b) The receipt of any of the following shall not be a violation of this Code of Ethics, provided that the gift is 1) not connected to any Town business or the official's position within the Town; and 2) cannot reasonably be considered to be a bribe or means of improper influence on a direct, official action taken by the official:
 - (1) A campaign contribution, as defined by law;
 - (2) An unsolicited item of trivial value less than fifty dollars (\$50.00), such as a pen, calendar, plant, book, notepad, or similar item.
 - (3) An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - (4) Unsolicited informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - (5) Admission to, necessary expenditures for travel to, and the cost of food or beverages consumed at, a reception, meal, or meeting by an organization before which the recipient appears to speak or to answer questions as part of a scheduled program;
 - (6) A gift from an individual who is a relative or personal friend of the recipient;
 - (7) Waiver or reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is offered to such official, which is not extraordinary when viewed in light of the position held by such official; and
 - (8) Payment for speeches, appearances, or publications reported pursuant to C.R.S. §24-6-203.

2.05.050 Appearances by officials.

- (a) Officials shall not appear in their personal capacity, including on behalf of a third party, before the Council or commission upon which they are a member. If the official is affiliated with a person or organization appearing before the Council or commission, it is conclusively presumed that there is a conflict of interest, and the official must comply with Section 2.05.060 below.
- (b) No official shall appear on behalf of another person concerning any matter before the Municipal Court, unless ordered to do so by subpoena of the Court.
- (c) Nothing in this Section shall be construed as prohibiting official from addressing a Council or commission of which they are not a member.

2.05.070 Participation in civil lawsuits.

Officials who are attorneys shall not represent or affiliate with law firms that represent persons in their transactions with the Town, unless the Town Council permits otherwise.

2.05.080 Deceptive use of Town name and logo.

- (a) Officials shall not, in their individual capacity, including for campaign or political purposes, use the words "Town of Parker," "Town Council," "Mayor of the Town of

Parker,” or similar combinations of words on any letterhead or envelope. Provided, however, that these words may be used if it is clearly in the context of the official describing the office for which the official is running.

- (b) Officials shall not use the words “Town of Parker,” “Town Council,” “Mayor of the Town of Parker,” or similar combinations of those words, or the Town’s trademarks or logo for the purpose of conveying a false impression of sponsorship or approval by the Town Council, or the Town or any of its departments or employees.
- (c) Any solicitation by an official or any entity or committee controlled by the official that reasonably could be interpreted as implying any Town connection, approval, or endorsement must carry a disclaimer on both internal documents and on the envelope, conspicuously stating that it is not an official mailing of the Town of Parker. This includes solicitations that include the Town’s logo, or citation to an official Town department or program. Additionally, the solicitation may not include a false representation that Town benefits or services will be affected by any contribution or failure to contribute.

2.05.090 Disclosure of conflict of interest.

- (a) Officials who have any personal or property interest, or any other kind of interest which may conflict or interfere with, influence or be perceived by the public as influencing the official’s conduct shall prior to acting or voting disclose the nature of the conflict.
- (b) The remaining members of the Council or commission shall establish by a majority vote whether the interest does in fact constitute a conflict of interest. In deciding whether there is a conflict of interest, Town Council or the commission shall consider, among other criteria, the following:
 - (1) Whether the conflict of interest impedes independence of judgment;
 - (2) The effect of the official’s participation on the public confidence in the integrity of the governing body;
 - (3) Whether the official’s participation is likely to have any significant effect on the ultimate disposition of the matter; and
 - (4) The official’s fiduciary obligations to the Town.
- (c) If the majority concludes that there is no conflict, then the official may perform the official act involved. However, the official shall state for the record the nature of the interest at the time of performing the act. Such disclosure shall constitute an affirmative defense to a violation of this Chapter.

2.05.100 Disqualification from voting and influencing.

- (a) If a majority of the Town Council or the commission concludes there is a conflict, the official shall be disqualified from acting or voting on the matter or any related business. In addition, the disqualified official shall refrain from attempting to influence the decisions of other members of the Council or commission in voting on the matter, and refrain from participating in any manner in the deliberations of the Town Council or commission.
- (b) The disqualification of the official shall not preclude the existence of a quorum, nor result in the loss of a quorum, of the Town Council or the commission. However, the disqualification of an official from voting on an issue that requires the affirmative vote of a specific number

of votes shall automatically be reduced by the number of officials disqualified, except for matters before the Town Council.

2.05.110 Advisory opinions.

Before engaging in any conduct that may violate the Code of Ethics, officials may request in writing an advisory opinion as to the application of this Chapter to any anticipated or proposed conduct. The request shall be submitted to the Town Attorney's Office and the Town Manager's Office, and referred to outside legal counsel of the Town Attorney's choosing. Provided that all pertinent facts and circumstances are fully disclosed in the written request for an advisory opinion, such official shall be entitled to rely upon the advisory opinion issued for purposes of determining compliance with this Code of Ethics. No official shall be found to have violated the Code of Ethics if, in good faith, the person has acted in accordance with an advisory opinion issued pursuant to this section. A copy of the advisory opinion, with the official's personal or identifying information removed, shall be provided to the Town Attorney's office as well as to Council or the commission on which the official sits.

2.05.120 Independent ethics counsel.

- (a) Town Council shall contract with an independent ethics counsel, whose purpose shall be to oversee the complaint, investigation, and enforcement process in response to ethics complaints against officials submitted pursuant to this section, and to render written recommendations to Town Council regarding the same. The independent ethics counsel's contract shall be for a term of five (5) years unless mutually amended by the Town and the counsel.
- (b) The independent ethics counsel shall be approved by resolution. The independent ethics counsel shall be an attorney licensed to practice law in Colorado, and in good standing.
- (c) The independent ethics counsel shall not be the same attorney that provides advisory opinions pursuant to Section 2.05.110 of this Chapter.

2.05.130 Filing of complaints against officials.

- (a) *Complaints generally.* Complaints against an official must be filed in good faith using the Town's complaint submission form, and shall be kept confidential throughout the investigatory process. A complaint may only be considered for matters occurring within the last one hundred eighty (180) days, or within one hundred eighty (180) days of discovery of the alleged violation, and shall be filed with the Town Attorney or the independent ethics counsel. For purposes of clarity, complaints may be made for allegations of conduct occurring more than one hundred eighty (180) days prior to the complaint, so long as the complainant became aware of such conduct within one hundred eighty (180) days of making the complaint.
- (b) *Complaint requirements.* A complaint shall set forth the following to the best of the complainant's ability.
 - (1) The name of the person, either individually or on behalf of an organization, submitting the complaint and such person's contact information, including the mailing address, telephone number, and email address. A complaint submitted anonymously may be dismissed by the independent ethics counsel;
 - (2) The identity of the individual(s) alleged to have committed a violation of the Code of Ethics;

- (3) A full description of the facts known to the person filing the complaint which are alleged to constitute a violation of the Code of Ethics, including reference to the applicable Code of Ethics provisions at issue;
- (4) The identities and contact information, if known, of other persons who have knowledge of such facts; and
- (5) The signature of the person submitting the complaint with the following statement:
 “The undersigned hereby certifies that the information contained within this complaint is true to the best of my knowledge, information, and belief. I have not filed this complaint for the purpose of harassment or to falsely disparage the individual(s) claimed to have committed violations of the Code of Ethics.”

2.05.140 Dismissals of frivolous complaints against officials.

The independent ethics counsel may dismiss frivolous claims without further action for any of the following reasons:

- (a) The independent ethics counsel has no jurisdiction over the person(s) named in the complaint (i.e., the person is not a Town official);
- (b) The alleged violation, even if true, would not constitute a violation of the Code of Ethics;
- (c) The allegations were previously asserted in another complaint that is already being considered or was resolved by the independent ethics counsel;
- (d) The alleged violation, even if true, is minor in nature and fails to justify the use of public resources to prosecute;
- (e) The allegations involve actions or events that occurred more than one hundred eighty (180) days prior to the date of the filing of the complaint;
- (f) The complainant became aware of the conduct giving rise to the complaint more than one hundred eighty (180) days prior to the date of the filing of the complaint;
- (g) The complaint is, on its face, groundless, or in bad faith;
- (h) The individual who is the subject of the complaint previously obtained an advisory opinion from the Town Attorney that identifies the conduct as not being in violation of the Code of Ethics;
- (i) The complaint does not include the required factual information or signature affirming the complaint’s veracity as required by this Chapter; or
- (j) The complaint was filed anonymously.

2.05.150 Review of complaints against officials.

- (a) *Investigation.* The independent ethics counsel shall take such steps as are necessary to investigate complaints not dismissed as frivolous pursuant to this Chapter. During the investigation, if potential violations of the Code of Ethics not raised in the original complaint are discovered, the independent ethics counsel may amend the scope of the investigation and the subject(s) of the investigation shall be notified of the additional potential violations as soon as practicable.

- (b) *Findings.* Within fourteen (14) days of the conclusion of their investigation of a complaint, the independent ethics counsel shall issue a confidential written recommendation to the Town Council containing the investigative findings. The independent ethics counsel's recommendation shall include specific findings of fact and a recommendation, with citation to specific provisions of the Code of Ethics, regarding whether or not, by a preponderance of the evidence, one (1) or more violations of the Code of Ethics appear to have occurred. The written recommendation to Town Council is work product prepared for elected officials and therefore is not subject to disclosure under the Colorado Open Records Act.
- (c) *Follow-up actions.* The independent ethics counsel, after their investigation, may find that there are no violations of the Code of Ethics and dismiss the complaint, or may recommend to Town Council that they proceed to a hearing. The independent ethics counsel may:
 - (1) Dismiss the complaint due to insufficient evidence to proceed if the standard of proof cannot be met;
 - (2) Dismiss all or any part of the complaint because there is no substantial likelihood of success on the merits through an adversarial hearing;
 - (3) Stay proceedings after referring the matter for action by law enforcement, regulatory, or other authorities with jurisdiction over the matter; or
 - 4) Dismiss the complaint in the interests of justice where proceeding with the matter would be contrary to the interests of the Town or its residents.The issuance of findings and dismissal of the complaint by the independent ethics counsel are a final action.
- (d) *Hearing.* Following the receipt of the independent ethics counsel's investigative findings, Town Council may choose to schedule a hearing whereby a pre-selected hearing officer, licensed to practice law in the State of Colorado and in good standing, shall preside over the hearing and make penalty and sanction recommendations to the Town Council. The hearing officer's findings of fact shall be final. In all cases the determination of the Council as to whether there has been a violation shall be final.

2.05.160 Notice of allegations of ethics violations; mandatory recusal.

- (a) The independent ethics counsel shall notify the accused official, the complainant, and the Town Attorney of the ethics charges in writing within fourteen (14) days after an independent hearing officer is appointed. Such notice shall be sent by physical and electronic mail to the accused official's last-known physical and electronic mail addresses. Notices shall be deemed received as follows: (i) for electronic mail, when transmitted, if transmitted on a business day and during normal business hours, and otherwise on the next business day following transmission; and (ii) for regular mail, three (3) days after being deposited in the U.S. mail.
- (b) The accused official shall be given fourteen (14) days from the date the notice is sent to respond in writing to the independent ethics counsel and the hearing officer, either admitting the violation(s) or requesting a public hearing. The hearing officer shall consider the accused official's failure to respond within fourteen (14) days to be an admission of guilt and may then move to recommend that Town Council impose sanctions. The time for

response may be extended or the matter may be reconsidered upon a showing of good cause for failure to timely respond.

- (c) If the accused official is a member of Town Council, such person is automatically recused from the vote to appoint the hearing officer and is required to refrain from voting on or taking any direct, official action concerning the matter, or from interfering or attempting to interfere with the investigation or proceedings.
- (d) If the accused official is subject to a criminal investigation or a criminal charge is pending against the accused official and the investigation or charge is related to the conduct underlying the allegations of ethics violations, the accused official may submit a request to stay the proceedings until the conclusion of the criminal investigation or charges. The hearing officer has sole discretion to stay the proceedings pursuant to a request under this subsection.

2.05.170 Hearing procedures.

- (a) *Legal representation.* The independent ethics counsel will prosecute the charges. The accused official or official is entitled to be represented by legal counsel at their own expense.
- (b) *Burden of proof.* The prosecution bears the burden to establish, by clear and convincing evidence, the existence of a violation of the Code of Ethics.
- (c) *Hearing date.* Within fourteen (14) days after the accused official has requested a hearing, the hearing officer, accused official or their attorney and the prosecution shall confer and select a hearing date. The hearing shall be held no later than sixty (60) days from the date the accused official requested the hearing. The hearing officer may continue the hearing in their sole discretion and may grant a request for continuance by the accused party or the prosecution for good cause.
- (d) *Discovery.* Within ten (10) days of requesting a hearing, the accused official shall be entitled to a copy of the summary of the investigation and the confidential written recommendation to Town Council, which copy shall be provided upon written request. At least ten (10) days before the hearing, the accused party and the prosecution shall exchange copies of any other relevant documents and other tangible things within their possession, and a list, including any known contact information, of all persons who have relevant information or knowledge about the matter with a short statement regarding the relevant facts or opinions about which they have information or knowledge. Each party has an ongoing duty to supplement disclosures in a timely manner when additional information is received.
- (e) *Subpoenas.* At the request of the accused party, the prosecution, or in the hearing officer's discretion, the hearing officer, shall have the power to issue subpoenas for documents and witnesses to make statements and produce documents. Requests for subpoenas by the accused party or the prosecution must be submitted to the hearing officer no later than twenty (20) days prior to the hearing. Subpoenas must be served in accordance with the rules governing service followed by courts of general jurisdiction within the state.
- (f) *Witnesses and exhibits.* At least five (5) days before the hearing, the parties shall exchange and submit to the hearing officer a proposed list of witnesses and a list of proposed exhibits to be introduced at the hearing. The hearing officer shall have the sole discretion to exclude

any witness or exhibit disclosed to the opposing party fewer than five (5) days prior to the hearing.

- (g) *Hearing presentation.* The hearing officer shall have sole discretion to determine the hearing procedures. However, at a minimum, the hearing procedures shall include affording each side the opportunity to make opening statements and closing arguments, to call and cross-examine witnesses, and to introduce evidence. Testimony by telephone or video may be permitted at the discretion of the hearing officer.
- (h) *Hearing matters and evidence.* The hearing officer shall determine all pre-hearing matters; preside over the hearing; administer oaths; and decide all points of order, procedure, and evidence. The hearing is an administrative hearing and, as such, need not be conducted according to the Colorado Rules of Civil Procedure or the Colorado Rules of Evidence. The hearing officer may admit any relevant evidence of probative value, including hearsay or unauthenticated documents, and may exclude or strike evidence that is incompetent, immaterial, irrelevant, cumulative, or unduly repetitious.
- (i) *Record.* A record of the hearing shall be made by the Town as the official record of proceedings, and retained with all exhibits admitted into the hearing with the Town Clerk for no less than the time require by the applicable records retention schedule.
- (j) *Hearing officer decision.* The hearing officer will render a decision with findings of fact, a summary of the evidence supporting each finding, conclusions of law, a determination of whether or not the accused party violated the Code of Ethics, and may recommend any sanction(s) pursuant to Section 2.05.180 of this Chapter. In recommending a sanction, the hearing officer's decision may consider the severity of the offense; the credibility of the witnesses and reliability of the evidence; the presence or absence of any intention to conceal, deceive, or mislead; whether the violation was deliberate, negligent, or inadvertent; and whether the incident was isolated or part of a pattern.
- (k) *Formal council action.* As soon as practicable after receipt of the hearing officer's decision, the Town Council shall, in a public meeting, adopt the hearing officer's findings of fact and determination whether a Code of Ethics violation occurred. Town Council may affirm, reject, or modify the hearing officer's recommended sanctions. Adoption of the hearing officer's findings of fact and determination as to whether a violation occurred, as well as the imposition of any sanctions shall be expressed in a written resolution passed by Town Council. Town Council's resolution shall be the final agency action.

2.05.180 Violations and penalties.

- (a) Officials who violate any of the provisions of this Chapter may be subject to the following penalties:
 - (1) *Censure.* Censure is a formal official reprimand by Town Council of one of its members, an individual appointed to a Commission, or a Council appointee. This penalty carries no fine or suspension of the rights of the official. The censure shall be in the form of a formal resolution approved by Town Council.

- (2) *Monetary fine.* A monetary fine is appropriate if the official who committed an ethics violation financially benefitted from their action(s) or a relative or other third party financially benefitted from the action(s) of the individual who committed the violation. The monetary fine shall be no more than double the amount of the financial equivalent of any benefits obtained by the unethical action(s).
- (3) *Removal from committees or other duties.* The Town Council may remove one of its members from serving on internal or external boards, committees, or commissions, if such position is held due to the individual's status as a Councilmember. Additionally, the Town Council may choose to prohibit the individual from representing Town Council at community functions, such as ribbon cuttings, that Councilmembers normally attend in their official capacity.
- (4) *Refusal to pay for conferences and memberships.* The Town Council may refuse to pay for optional memberships, affiliations, and conferences, including conference fees and, event fees, or other travel expenses related to attending conferences or membership events for a Councilmember that has violated the Code of Ethics.

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 _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

Town of Parker, Colorado
Elected Official Policy Statement



**Town of Parker Elected Official
Guidelines**

Approved by the Parker Town Council

Adopted Date: July 7, 2025

Town of Parker, Colorado
Elected Official Policy Statement

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0-1 Establishing the Elected Official Guidelines

Title	Establishing the Elected Official Guidelines
Pages	2
Policy Number	0-1
Adopted Date	May 19, 2025
Amended Date	N/A
Approved by Council Action	Resolution No. 25-035

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.

Town of Parker, Colorado
Elected Official Policy Statement

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.

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0-2 Elected Official Budget Policy Statement

Title	Elected Official Budget Policy Statement
Pages	3
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; Resolution No. 25-035

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

Town of Parker, Colorado

Elected Official Policy Statement

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.

Town of Parker, Colorado

Elected Official Policy Statement

Budget Reallocations

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

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0-3 Elected Official Media Policy Statement

Title	Elected Official Media Policy Statement
Pages	2
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

Town of Parker, Colorado

Elected Official Policy Statement

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

0-4 Elected Official Social Media Policy

Title	Elected Official Social Media Policy
Pages	4
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; Resolution No. 25-035

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.

Town of Parker, Colorado
Elected Official Policy Statement

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:
 - a. Content that incites illegal activity:
 - b. Obscene or profane content
 - c. Content fostering, promoting or perpetuating illegal discrimination
 - d. Libelous or defamatory content
 - e. Content containing specific or imminent threats
 - f. Content in violation of intellectual property rights or privacy laws
 - g. Content not germane to the subject matter of the post
2. 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.
3. 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:

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

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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.

4. Before deleting a comment or blocking a user for violation of this policy, elected officials shall consult with the Town Attorney's Office.
5. 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.
6. 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.
7. 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

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people where the image is not specifically focused on any Town staff member can be posted (unless it is an employee event).

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0-5 Elected Official Purchasing Card Policy Statement

Title	Elected Official Purchasing Card Policy Statement
Pages	5
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; Resolution No. 25-035

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.**

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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

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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.

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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.

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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.

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0-6 Staff Contact by Elected Officials

Title	Staff Contact by Elected Officials
Pages	6
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; Resolution No. 25-035

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.

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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. All requests for simple information should be directed to the Department Director or the Town Manager's Office.
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.

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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. Please refrain from contacting mid-level supervisors or front line staff for such requests.
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

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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.

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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.

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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 agendizing, 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.

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0-7 Elected Official Meeting Protocol

Title	Elected Official Meeting Protocol
Pages	5
Policy Number	0-7
Adopted Date	May 19, 2025
Amended Date	N/A
Approved by Council Action	Resolution No. 25-035

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.

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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

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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

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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

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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. Council members 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.

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0-8 Elected Official Technology Policy Statement

Title	Elected Official Technology Policy Statement
Pages	5
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; Resolution No. 25-035

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.

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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

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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.

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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.

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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.

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0-9 Council Liaison Policy

Title	Council Liaison Policy
Pages	4
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.

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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.
4. Assignments should:
 - a. Take into consideration a Councilmember's personal interests and expertise, along with their involvement in a particular subject area.

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- 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.

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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.

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0-10 Appointee Evaluation Procedure Policy

Title	Appointee Evaluation Procedure Policy
Pages	2
Policy Number	0-10
Adopted Date	May 19, 2025
Amended Date	N/A
Approved by Council Action	Resolution No. 25-035

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.

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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

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0-11 Complaints Against Town Council Appointed Officials

Title	Complaints Against Town Council Appointed Officials
Pages	3
Policy Number	0-11
Adopted Date	October 2, 2023
Amended Date	N/A
Approved by Council Action	Resolution No. 23-038

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.

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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 compiled 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.

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- 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.

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0-12 Elected Official Travel Policy Statement

Title	Elected Official Travel Policy Statement
Pages	12
Policy Number	0-12
Adopted Date	August 20, 2018
Amended Date	July 7, 2025
Approved by Council Action	Resolution No. 18-054; Resolution No. 23-038; Resolution No. 25-035

PURPOSE

This document provides guidance for elected officials and applies to all travel expenses for which Town funds are disbursed, including lodging, transportation, mileage, meals and other travel-related expenses.

POLICY STATEMENT

1. Travel is defined as a trip in-state or out-of-state, made for Town business that requires air transportation and/or requires or could require an overnight stay. Travel that "could require an overnight stay" means a two-day or longer conference held in a location that is close enough to the Town that the elected official could choose either to stay overnight or to drive to and from the conference each day.
2. Elected officials may contact the Town Manager's office to request assistance with travel and training plans, including registration, lodging and travel arrangements. If an elected official wishes to make his or her own travel arrangements, he or she may do so with the understanding that payment may only be for the lowest airfare rate available where travel out of state is concerned.

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3. It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of travel and meal privileges does not provide the prudent and frugal management of public funds that the public has the right to expect. Therefore, good judgment and common sense should be used when incurring expenses to the Town. All such expenses must be thoroughly documented.
4. All travel and similar expenses must be reasonable, necessary and for Town business.

Travel and Training Allowances for Elected Officials

Councilmember Travel and Training Allowances

1. Each year, as part of the budget development process, the Town Manager will review the Town Council travel and training budget and make recommendations for adjustments as needed. Each Councilmember is allotted 13.33% of the total Town Council travel and training budget each year; the Mayor is allotted 20% annually, or such other amount as may be determined by the Town Council as the budget allows, for attendance at meetings/conferences.
2. If any individual Councilmember exceeds their allotted travel and training budget amount, a request may be made to another member of Council for use of that member's remaining funds. Any requests to use funds from another Councilmember shall be submitted in writing via email to the Town Manager's Office, which will then be scheduled for discussion by the Council at a Study Session.

Approval for Conference Attendance

1. Councilmembers must receive approval from a consensus of the full Council before attending a conference. Councilmembers are encouraged to request approval as early as possible in advance of the conference in question.
2. It is recommended when multiple Councilmembers attend the same conference there be coordination between Councilmembers to attend as many of the

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sessions offered as possible rather than multiple Councilmembers attending the same session. This practice ensures the Town gets the best value for money for conference expenses.

Approval for Committee Assignments and Offices

1. Councilmembers must receive approval from a consensus of the full Council before volunteering to serve on committees or subcommittees of membership organizations. Examples include but are not limited to Colorado Municipal League or National League of Cities. Similarly, approval must be given for a Councilmember to volunteer as an officer for a committee or subcommittee of a membership organization.

Post-Travel Reporting

1. After attending a conference, seminar, or any other travel or training function for which the Town has paid, each elected official will provide a written report to the Town Manager's Office. The report must be made within 30 days of completion of the conference, seminar, or other training and travel functions. Councilmembers will use the official reporting form (Appendix A). All reports will be distributed with the quarterly travel expenditures reports detailed in the section below. The date, cost, and title of the event will also be disclosed with the quarterly report, regardless of whether a report is provided by the 30-day deadline.

Quarterly Travel Budget Reporting

1. The Finance Director will provide the Town Council with a Town Council travel expenditure report on a quarterly basis via email agenda so each Councilmember can track their travel expenses. If the cumulative annual travel and meeting budget for Town Council is exceeded, any additional travel requires Town Council approval.

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Authorization for Travel

1. Documentation of expenses will require itemized receipts for all expenditures, except per diem.
2. A Travel Authorization and Advance Form must be completed and signed by the elected official and the Town Manager. The approved Travel Authorization and Advance Form must be completed and forwarded with all backup documentation to the Town Manager's Office before travel. Backup documentation includes, but is not limited to:
 - a. Conference registration
 - b. Transportation reservations (airline, bus, or other travel)
 - c. Lodging reservation
 - d. Conference/Training agenda showing meals that may or may not be included
 - e. Proof of mileage driven for reimbursement (Google maps or similar)
 - f. Any other documentation that will support travel expenses
3. Travel outside of the continental United States must be approved by the Town Council.

Unauthorized Expenses

1. The following expenses are specifically unauthorized and will not be permitted:
 - a. All expenses of family members or other persons not on business for the Town
 - b. Alcoholic beverages and tobacco products
 - c. Laundry or cleaning
 - d. In-room movies, room service or other personal services
 - e. Sporting and entertainment activities
 - f. Personal clothing
 - g. Prescriptions and over-the-counter medication

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- h. Personal telephone calls except as stated in the “Telephone Calls While Traveling” section of this policy statement
- i. First class or business class airfare
- j. Rental of luxury or sports vehicles
- k. Expenses stated in this policy as unauthorized, ineligible, or prohibited
- l. All other personal expenses not for the benefit of the Town

Authorized Expenses

Transportation

1. Air, Bus and Rail
 - a. Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First class or business class airfare is specifically prohibited.
 - b. Travel by bus or rail should be purchased at the lowest coach fare available. Extended travel time costs, such as extra meals and travel time, should be considered when authorization for this type of travel is requested.
 - c. Fares must be purchased using the elected official’s Town purchasing card.
 - d. When the elected official is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.
2. Personal Vehicle
 - a. During travel, mileage incurred by an elected official using a personal vehicle can be reimbursed at the standard Internal Revenue Service (IRS) mileage rate subject to a maximum amount as discussed below.
 - b. Mileage will be calculated based on actual road distances.
 - c. Mileage incurred using a personal vehicle for assigned meetings outside of the Town, are reimbursed at the standard (IRS) mileage rate.
 - d. Mileage incurred for out-of-state travel, for which commercial airline would normally be used, will be reimbursed for actual road mileage up to the

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lowest available commercial airfare. A written airfare quote (internet printout acceptable) must be submitted with the Expense Report for reimbursement. Lodging, meals and other travel expenses are only allowed to the extent they would have been incurred had the elected official traveled by air. Extra lodging, meals and other travel expenses incurred because of traveling by personal vehicle are not authorized expenses.

- e. Gasoline purchases are NOT allowed for personal vehicles.

3. Vehicle Rental

- a. Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available. This may include buses, subways, taxis, or ride sharing services.
- b. Only mid-sized vehicles or smaller are allowed. Large vehicles, such as mini vans, are allowed if five (5) or more elected officials are traveling together. Luxury and sports vehicles are specifically prohibited.
- c. Insurance should be purchased from the car rental company.
- d. The Town's Risk Management Division must be notified of accidents immediately.
- e. Vehicles may be rented using a Town purchasing card with prior notification to the Purchasing Card Program Administrator. The elected official may receive reimbursement provided detailed receipts are submitted.
- f. Gasoline may be purchased using a Town purchasing card with prior notification to the Purchasing Card Program Administrator. The elected official may receive reimbursement provided detailed receipts are submitted.

4. Public Ground Transportation

- a. A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility or restaurant is allowed only when necessary and appropriate to the trip. Ground

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transportation may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement; provided a detailed receipt is submitted.

5. Parking

- a. Reasonable and economical parking expenses are allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or economical parking and should not be used. Elected officials should consider if it is more economical to take a taxi or ride sharing service to and from their home to the airport or to park at the airport for the duration of their trip.
- b. Hotel or other public parking expenses are allowed.
- c. Valet parking is not allowed unless required.
- d. Parking may be paid using a Town purchasing card. Alternatively, the elected official may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

6. Toll

- a. Toll expenses are allowed and the elected official may receive reimbursement provided detailed receipts are submitted.

Lodging

1. When lodging is necessary, moderately priced hotels and single occupancy hotel rooms are the standard.
2. When attending a conference, an elected official will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, an elected official should select the low to moderately priced hotels.
3. Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the elected official's expense.

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4. If an elected official chooses to stay extra nights, the Town will only pay for lodging through the end time of the conference or event.
5. Extra costs in lodging due to an elected official's guests must be at the elected official's expense. These and other personal expenses (personal phone calls, room service, in-room movies and the like) must be paid separately using personal funds.
6. Lodging that is connected to a sporting or recreation type activity (such as golf), regardless of whether it is related to Town business, is not permitted and must be at the elected official's expense.
7. Lodging is purchased using a Town purchasing card.
8. Sharing of rooms by elected officials is not required.

Meals While Traveling

1. Elected officials will receive an advance of a per diem for their travel prior to departing for their trip. The advance assumes all travel authorizations are secured by the elected official with sufficient time for the per diem advance to be processed and be deposited along with their regular payroll.
2. Town purchasing cards may not be used for meals while on travel, as per diem payments are provided to cover the cost of meals while traveling.
3. Oftentimes, the conference or travel-related event will provide some or all meals. When this occurs, the elected official must not seek reimbursement for the portion of the per diem rate related to the provided meal. Per diem payments will be prorated based on the number of meals assumed provided as part of the conference. A meal purchased separately on one's own when a meal is provided by the conference or event is not an allowable expense.

Per Diem Rate Method

1. The Town will utilize the federal per diem rate method as published by the U.S. General Services Administration. For rates and additional information, view the

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Finance intranet page, the GSA website, www.gsa.gov/perdiem, or contact the Finance Department.

2. Detailed receipts are not required.
3. The Town allows the use of per diem for meals and incidental expenses only, not lodging.
4. Incidental expenses include fees and tips for porters, baggage handlers and other personal service employees. These expenses are part of the "meals and incidental expenses reimbursement" rates provided by the IRS.
5. Per diem payments will be reduced by the following percentages if meals are provided by the conference: breakfast – daily per diem reduced by 20%; lunch, 30%; dinner, 50%.
6. If the elected official chooses to stay extra nights, the Town will only pay per diem through the end time of the conference or event.
7. The amount of partial day per diem should be determined using departure and arrival times in Table 1 below.

Table 1 – Per Diem Allowances

Trip Departure	
Leave Town	Per Diem Allowed
Before 8:00 AM	Breakfast, lunch, and dinner
Between 8:00 AM and 1:00 PM	Lunch and dinner
Between 1:00 and 7:00 PM	Dinner

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After 7:00 PM	No per diem
Trip Return	
Arrive in Town	Per Diem Allowed
Before 7:00 AM	No Per Diem
Between 7:00 and 11:00 AM	Breakfast
Between 11:00 AM and 5:00 PM	Breakfast and lunch
After 5:00 PM	Breakfast, lunch, and dinner

Telephone Calls While Traveling

1. Because hotel telephone rates may be extremely expensive, care should be taken to avoid using the hotel's long-distance carrier.
2. The Town prefers that cell phones be used when making Town business calls.

Travel Advances

Before Travel

1. An elected official may receive a travel advance for mileage, parking, meal per diem or other out-of-pocket travel-related expenses.
2. Lodging and transportation are to be paid for by the elected official's Town purchasing card or Town check.

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3. Travel advances are optional and may be requested through the Town Manager's Office using the space provided for on the Travel Authorization and Advance Form.
4. To ensure that the travel advance is ready, the Town Manager's Office must receive the request at least two (2) weeks before the date of travel. Requests received later than two (2) weeks before the date of travel may result in the advance not being ready and available prior to the elected official's departure.
5. Travel advances will be sent via direct deposit to the elected official on the last business day of the week prior to the date of departure.

After Travel

1. An Expense Report must be submitted to the Town Manager's Office if the travel advance includes any unsubstantiated expenses. Advances for parking, toll, cab fare, and all related expenses, are examples of unsubstantiated expenses. A receipt for these types of expenses must be obtained and submitted with the Expense Report following the conclusion of the trip.
2. An Expense Report is not required if the travel advance was only for mileage and/or meal per diem and there was not an excess advance.
3. Any amount of the advance in excess of the actual allowed travel expenses ("excess advance") must be returned to the Town. Excess advances include when an elected official cancels or shortens the trip or when an elected official receives an advance for a full day per diem and it turns out that the lunch portion was provided by the conference (i.e., included in the registration fee).

Substantiation and Documentation

1. All expenses must have detailed and itemized documentation (receipts, invoices, brochures, etc.) that substantiates the business purpose of the expense.

RECEIPTS ARE NOT REQUIRED FOR PER DIEM.

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Appendix A

Town Council Travel and Training Report

Elected Official Name

Date and Location of Travel or Training

Description of Travel or Training

Total Amount Expended (include airfare, hotel, registration, and all reimbursements)

How did travel or training benefit the citizens of the Town of Parker?
