



TOWN COUNCIL STUDY SESSION AGENDA
April 6, 2026
4:00 PM
PARKER WATER & SANITATION DISTRICT OFFICES
13939 ANCESTRY DRIVE, PARKER, CO

I. Study Session Items

1. HOA Summit Briefing - Sullivan - 5 minutes
2. Review of Council Action Forms - Hogan - 30 minutes

II. Staff Updates



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Cheri Sullivan, Civic Programs Specialist
DATE: April 6, 2026
SUBJECT: HOA Summit Briefing

ISSUE:

Staff is providing an update on the day-of-event details, including agenda, run of show, seating and presentation.

FISCAL/BUDGET IMPACT:

None. All items in the update utilize the existing budget.

BACKGROUND:

The 2026 HOA Summit will take place on Thursday, April 9, from 6–8 p.m. at the PACE Center. The Summit provides an opportunity for HOA board members and property managers to meet with the Mayor, Town Council, and fellow HOA representatives to discuss issues and concerns affecting HOAs in the Town of Parker.

RECOMMENDATION:

No direction is needed at this time.

REQUESTED DIRECTION:

No action is needed at this time.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Emily Hogan, Deputy Town Manager
DATE: April 6, 2026
SUBJECT: Review of Council Action Forms

ISSUE:

Staff is providing an overview of proposed updates to the Town's Council Action Forms.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Staff uses the Council Action Form (CAF) when preparing agenda materials for study sessions and Council meetings. The current forms have been in use for several years. Staff has identified opportunities to improve how agenda information is organized and presented. Staff is proposing changes to the forms for both study sessions and Council meetings.

RECOMMENDATION:

Staff is seeking feedback from Council on the updated Council Action Forms.

REQUESTED DIRECTION:

Staff is seeking feedback from Council on the updated Council Action Forms.

ATTACHMENT:

1. Guidelines for Study Session Discussions and Topics 2019
2. Sample CAF 2026
3. Sample CAF Study Session 2026
4. Sample CAF 2017



Staff Guidelines for Study Session Discussions and Topics

- 1. At the beginning of the discussion, clearly define the purpose of the discussion and/or what you are trying to accomplish:**
 - a. Inform or Advise: The purpose is to inform or advise the elected officials of an incident, an issue, an upcoming program or other similar items.
 - b. Provide Status Update: The purpose is to provide the status of a project or provide an update on a previously discussed item.
 - c. Seek Council Direction: The purpose is it to seek direction from the elected officials on how staff should proceed on a particular issue or project?
 - d. Make staff recommendation
- 2. Provide background information:** Place the item in context with the current presentation. Has it been discussed previously at a study session or in a department liaison meeting? Is this an ongoing problem? How has it been addressed previously?
- 3. Communicate municipal or industry best practices:** If the item presented is consistent with municipal or industry best practices or is based on professional judgment, convey that information in the presentation. Provide examples or supporting data.
- 4. At the end of the presentation, confirm the direction, feedback or next steps provided by Council.** Reaffirm or restate the direction by articulating the outcome of the discussion. For example, “What I heard the Town Council say was that you would like staff to proceed with _____. Is that correct?” “Can we confirm that the next step is to _____?”

PROPOSED CAF SAMPLE FOR COUNCIL MEETING



Request for Town Council Action

Date: February 19, 2026
Submitted By: Chris Vanderpool, Town Clerk
Reviewed By: Michelle Kivela, Town Manager
Title: **ORDINANCE NO. 1.234.1 - First Reading**
A Bill for an Ordinance Showing a Sample Council Action Form
Department: Town Clerk, Chris Vanderpool
Second Reading: March 2, 2026

EXECUTIVE SUMMARY

This is a concise summary that will give the reader an understanding of the issue without reading the entire report. It should state the matter to be considered by Council. May include planning criteria if needed. It should be no more than five to six sentences.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Background / Prior Actions – Relevant history, prior actions taken by Council or Boards and Commissions, policies, or circumstances.

Analysis and Discussion - Key considerations and staff analysis, impacts, benefits, consequences, key issues or what it is addressing. Can include alternatives/options that were previously evaluated by staff.

If there is a planning memo or similar document, attach the document and provide a short summary for this section only.

Recommended action or expected outcome.

Content should be:

- Brief and to the point
- Focus on the key message – remove anything nonessential
- Use bullet points whenever possible instead of paragraphs
- Aim for clear, plain language (avoid jargon)
- If more detail is required, break into sections with headers
- Prioritize readability and scan-ability over narrative flow

FINANCIAL IMPACT

Fiscal Impact - Costs, revenues, funding sources (i.e. fund/dept code, funding partners, grants, etc.), budget impacts, and budget status (i.e. budget amendment needed).

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



SUPPORT AN
ACTIVE COMMUNITY

These are also pre-programmed to be used for consistency. Identify the strategic goal that relates to the item. You will use the **Insert Image** button and make your selection.

ATTACHMENTS

1. Ordinance 1.234.1

RECOMMENDED MOTION

I move to introduce Ordinance No. 1.234.1 on first reading, as part of the consent agenda, and schedule second reading for March 2, 2026. The recommended motions are pre-programmed in CivicClerk and are to be used for consistency purposes. You will use the **Insert Text Snippet** to find the necessary motion for your item.

PROPOSED CAF SAMPLE FOR STUDY SESSION



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Chris Vanderpool, Town Clerk

DATE: February 19, 2026

SUBJECT: Sample Study Session Memo Template

ITEM OVERVIEW:

Executive Summary - Brief overview of the issue and identify if summary is provided for Council's awareness or information or if requesting direction.

Strategic Alignment - How the item supports adopted strategic priorities and long-term objectives.

Content should be:

- Brief and to the point - no more than five to six sentences or bullet points
- Focus on the key message – remove anything nonessential
- Use bullet points whenever possible instead of paragraphs
- Aim for clear, plain language (avoid jargon)
- If more detail is required, break into sections with headers
- Prioritize readability and “scan-ability” over narrative flow

BACKGROUND AND ANALYSIS:

Background/Prior Actions - Relevant history, prior Council actions, policies and circumstances.

Analysis and Discussion - Key considerations, staff analysis, risks, benefits, and legal/policy implications.

Alternatives/Options - Reasonable alternatives (including no action), with high-level pros and cons statement.

FINANCIAL AND POLICY IMPACTS:

Fiscal Impact - Costs, revenues, funding sources (i.e. fund/dept code, grants, etc.), budget impacts, and budget status (i.e. budget amendment needed).

Other Impacts (if applicable) - Operational, legal, or policy considerations not already addressed.

COUNCIL DISCUSSION:

Questions for Council - Key discussion points or areas where direction is needed.

ATTACHMENT:

None

EXISTING CAF SAMPLE



Request for Town Council Action

Date: August 21, 2017

Submitted By: Chris Vanderpool, Deputy Town Clerk

Reviewed By: Michelle Kivela, Town Administrator

Title: **Ordinance No. 1.234.1 - A Bill for an Ordinance showing a sample Council Action Form. This is the title that shows on the agenda. You can start the item, please let the Town Attorney's Office know that you need an ordinance or resolution created. They will give the item the proper file. You can continue to fill out the information boxes that follow. Please hit the "Save" button when done.**

EXECUTIVE SUMMARY

This is a concise summary that will give the reader an understanding of the issue without reading the entire report. It should be no more than three or four sentences

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Include purpose, background, issues and analysis. Provide prior actions taken by Council, or Boards and Commissions. Direct it towards a general audience that may not have comprehensive information on the issue. Include various options and scenarios that were considered. When relevant and possible, provide a range of options to varying degree or scale. Include an analysis of pros and cons (opportunities and challenges).

If there is planning memo or similar document, attach the document and provide a short summary for this section only.

FINANCIAL IMPACT

If there is a financial impact, please describe here.

STRATEGIC GOAL(S)



Select the Strategic Goal icon that relates to your agenda item. Click on the **Insert Image** box for your selection.

ATTACHMENTS

None

RECOMMENDED MOTION

Enter the appropriate motion using the **Insert Text Snippet** button above. Once you have selected the appropriate motion, it will drop in here and you can update the motion with the correct dates.

I move to approve Ordinance No. 1.234.1 on first reading and to schedule second reading for XX, XX, 2017, as part of the consent agenda.