



March 1, 2018

Dear Prospective Councilmember:

Thank you for considering service to the Town of Parker as an elected official. Serving the citizens of Parker as a Councilmember is an important responsibility. Please review the enclosed materials and feel free to contact any member of our transition team (listed below) or Town Clerk Carol Baumgartner (303.805.3198; townclerk@parkeronline.org) if you need additional information.

The Parker Town Council meets regularly on the first and third Mondays of each month at 7 p.m., preceded by a dinner session at 5:30 p.m. In addition, Town Council meets for study sessions on the second and fourth Mondays at 5:30 p.m. These meetings are open to the public and the Town Council encourages candidates to attend the meetings to become more familiar with current issues facing the Town and how the meetings are conducted.

Please mark your calendars with the following important dates:

Pre-Candidate Orientation:	August 1, 2018, 6:00 p.m., Town Hall
Petitions Due to Town Clerk:	August 27, 2018, 5:00 p.m.
Candidate Orientation:	September 5, 2018, 6:00 p.m.
Election:	November 6, 2018
New Official Orientation:	November 19, 2018, 3:00 p.m.
Swearing In:	December 17, 2018

Once the signatures on your petition have been verified, we will conduct a candidate orientation session and e-mail you additional information on a weekly basis. This information will include Town Council agendas, updates, and calendars. Please make sure the Town Clerk has your current e-mail address and/or mailing address to ensure timely delivery of these materials.

If you need general information about the Town, our website (www.parkeronline.org) has a wide variety of resources. Also, please do not hesitate to contact me or another member of our Transition Team with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Kivela".

Michelle Kivela
Town Administrator

Town of Parker Transition Team

Josh Martin, Councilmember, jmartin@parkeronline.org

Debbie Lewis, Councilmember, deblewis@parkeronline.org

Michelle Kivela, Town Administrator, 303.841.3236; mkivela@parkeronline.org