

RESOLUTION NO. 18-054, Series of 2018

TITLE: A RESOLUTION TO ADOPT THE TOWN OF PARKER POLICY MANUAL

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

WHEREAS, the Town Council desires to adopt a policy manual that consolidates applicable Town Council policies that were previously adopted by Town Council or may be adopted by the Town Council in the future into a reference manual that is both accessible and transparent; and

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


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

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

Section 2. The Town Council hereby repeals Resolution No. 08-029, Series of 2008, Resolution No. 11-009, Series of 2011, and any other resolution adopted by Town Council that conflicts with this Resolution.

RESOLVED AND PASSED this 20th day of August, 2018.

TOWN OF PARKER, COLORADO


Mike Waid, Mayor

ATTEST:

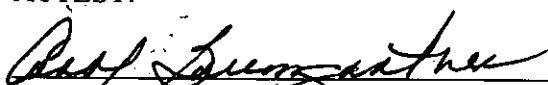

Carol Baumgartner, Town Clerk

EXHIBIT A



PARKER
C O L O R A D O

Town of Parker Policy Manual

Approved by the Parker Town Council

Effective Date: August 20, 2018

The Parker 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 Mayor or Town Administrator. The purpose of the Town of Parker Policy Manual is to consolidate applicable Town Council policies adopted by Town Council resolution into a reference document that is both accessible and transparent.

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Town of Parker, Colorado

POLICY STATEMENT

TITLE Establishing the Town of Parker Policy Manual	PAGE 1 of 2	POLICY NUMBER 0-1
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

The Parker 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 Mayor or Town Administrator. The purpose of the Town of Parker Policy Manual is to consolidate applicable Town Council policies adopted by Town Council resolution into a reference document that is both accessible and transparent.

POLICY STATEMENT

1. The “Town of Parker Policy Manual” is hereby established, which contains policies adopted by resolution of the Town Council.
2. 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 “Town of Parker Policy Manual.”
3. Each policy statement will include: a) the purpose of the policy, b) the policy statement, and c) other criteria or procedural sections as needed.
4. The Town Administrator shall be responsible for the administration of the Town of Parker Policy Manual.

PROCEDURE

1. Drafts of proposed policy statements and proposed amendments to existing policy statements shall be referred to the Town Administrator for review, evaluation, and recommendation to Town Council.
2. As part of the administrative responsibilities of the Town Administrator, the Town Council delegates to the Town Administrator the following additional administrative duties:
 - Updates to the Table of Contents

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- Cleanup/update a policy statement that does not change the substance of the policy statement.
 - 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 Administrator and Town Attorney will review the Town of Parker Policy Manual for needed additions, changes, and deletions deemed appropriate, subject to approval by the Town Council. However, recommended revisions or new policy statements may be brought forward for Town Council consideration at any other time during the year.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Mission, Vision, Parker Principles and Core Values Policy Statement	PAGE 1 of 3	POLICY NUMBER 0-2
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

The Town of Parker’s Mission, Vision, Core Values and Principles form the foundation of the organization. By adopting them formally, Town Council is conveying their commitment to promoting these defining statements.

POLICY STATEMENT

Vision

The Town of Parker’s vision is to 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 be at the forefront for services, civic engagement, and quality of life.

Mission

The mission of the Town of Parker is 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.

Parker Principles

The Parker Principles are incorporated into the management philosophy and operational protocols of the organization. The principles were developed jointly between Town Council and executive staff. They represent the basic philosophies and guidelines for how the Town Council and Town staff will conduct their business and activities.

To assist Town Council in performing its mission, the following "Parker Principles" have been adopted:

- We carry out our duties to enhance the health, safety and welfare of our community through responsible policy, fiscal decision-making and effective implementation of decisions.

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- We achieve a hometown feeling by creating a friendly environment that welcomes diverse groups and interests in our community.
- We acknowledge that the roles and expertise of the Town Council and Town staff are mutually dependent on each other for achieving our goals.
- We abide by the Town goals and core values to guide our decisions and activities.
- We treat people equally and fairly, and acknowledge the importance of every person's skills and contributions to our organization.
- We conduct the Town's business with honesty, integrity, transparency and consistency.
- We hold ourselves accountable for making well-informed decisions, based on relevant information and the consideration of short-term and long-term effects.
- We communicate openly and honestly by sharing information, ideas and knowledge in order to do our work effectively.
- We recognize the value of all members of our organization and community by treating them with empathy, respect, professional courtesy, and by considering diverse opinions.

Core Values

We provide the services and information our customers need and expect from a full-service municipality while maintaining a personal, friendly approach one would expect in a small town. We place a premium on teamwork and participation while encouraging creativity and individual initiative. We believe that through collaboration, leadership can occur at all levels. We take our commitments seriously and reach positive solutions.

Teamwork

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

Commitment to Quality Service

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

Integrity

- Embrace a culture of honor and trustworthiness
- Exhibit conduct that inspires public confidence

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- Manage the Town's business honestly and directly
- Honor commitments and promises
- Be reliable, dependable and accountable for our actions
- Learn from our mistakes

Innovation

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

Town of Parker, Colorado

POLICY STATEMENT

TITLE Flag Policy Statement	PAGE 1 of 1	POLICY NUMBER 0-3
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

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

POLICY STATEMENT

It is the policy of the Town of Parker that flags should be displayed in conformance with the protocol in the United States Flag Code ([4 U.S.C. Ch. 1](#)). The Town of Parker adheres to federal law and flag protocol to guide how flags are flown at Town facilities. This policy outlines adherence to federal law and flag protocol based on proclamations by the President of the United States or the Governor of Colorado.

There are four designated days each year that the United States flag is flown at half-staff in accordance with federal laws:

- **Peace Officer Memorial Day** - May 15 (unless it falls on Armed Forces Memorial Day, the third Saturday in May, then it will fly at full-staff)
- **Memorial Day** - last Monday in May (at half-staff until noon and then raised to full-staff)
- **National Day of Service and Remembrance** (formerly Patriot Day) - Sept. 11
- **Pearl Harbor Remembrance Day** - Dec. 7

The President of the United States has the authority to order the flags flown at half-staff for occasions such as the death of public officials or world leaders, on the birthday or anniversary of the death of a public official or following a national tragedy, such as 9/11. The President's orders may state that flags are to be flown half-staff at all public buildings, or only at federal and state buildings.

The Governor of the State of Colorado also has the authority to order the United States flag and the Colorado state flag lowered to half-staff at federal and state buildings in Colorado for occasions deemed appropriate. The Town of Parker recognizes this gubernatorial proclamation and will also display flags at half-staff.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Community Event In-Kind Contribution Policy	PAGE 1 of 3	POLICY NUMBER 0-4
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

BACKGROUND

The Town of Parker acknowledges that community events hosted within the Town by various groups and organizations improve the social, cultural and economic well-being of the community. Parker has a long-standing tradition of supporting community events through various in-kind contributions including staff hours, equipment, security, and municipal facility/park use. The Town Council also recognizes that requests for in-kind contributions should be treated in a consistent, fair and equitable manner subject to local needs, priorities and Council budget approval.

PURPOSE

The purpose of this policy is to enrich the community by providing in-kind contributions through a budget figure deemed appropriate by the Town Council during each annual budget process. The policy will:

- Provide Council and Staff with clear direction in considering and responding to requests for assistance;
- Secure an open and transparent decision-making process for requests for donations;
- Provide an equitable and accessible process for groups and organizations seeking donations;
- Establish an annual calendar for processing requests; and
- Provide a process which allows staff to conduct meaningful comparison of request.

POLICY STATEMENT

In-kind contributions are based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the cash funds. Although cash funds are not provided, it is recognized that such donations involve a direct expenditure, foregoing revenue for the Town and staff hours. Each community event application will include the estimated value of in-kind contributions for the proposed community event under consideration.

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Staff will consider requests for in-kind community events that benefit the community.

Community Benefit Criteria:

- Promote the cultural, heritage, social or environmental well-being of the community; or
- Provide a public service, or otherwise promote the health, safety or enrichment of the community; or
- Promote the education and training for people within the community

Eligibility – To be considered, must meet the following criteria.

1. Applicants must be located within the Town of Parker or within the 80134 or 80138 ZIP codes.
2. Each request must define a specific benefit for the Parker community.
3. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations.
4. Individuals are not eligible.
5. Applications from school teams/clubs are eligible if a teacher, leader or coach sponsors the application.

Types of In-Kind Donations:

- Use of municipally owned park or facility (Cultural Department and Parks, Recreation and Open Space Department policies apply)
- Municipal staff support for an event
- Use of municipally owned equipment
- Use of municipally owned materials

PROCEDURE

1. Applications must be submitted by July 1 for the following calendar/budget year. Applications received outside of the annual process may be considered if the application can demonstrate that they could not have foreseen the need at the time of the annual process.
2. All requests should be directed in writing to the Town Administrator or designee through the completion of a Community Event In-Kind Contribution Application.
3. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
4. Organizations and/or charities whose primary focus is not within the Town of Parker shall not be considered.
5. The in-kind contribution is not intended to be the sole source of funding; the applicant must demonstrate a reasonable effort to raise funds from sources other than the Town of Parker.
6. In-kind contributions made by the Town are not a commitment to continue such contributions in the future.

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7. Any applicant who receives an in-kind contribution is required to submit a post-event report within two months after the event which articulates the success of the event and how the in-kind contributions were utilized. If the report is not submitted, further requests will not be considered.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Budget Policy Statement	PAGE 1 of 2	POLICY NUMBER 1-1
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

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

POLICY STATEMENT

Elected Official Compensation:

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 Compensation:

1. Supplies and general business items under \$100 may be purchased and approved by the Town Administrator for payment.
2. Items over \$100 will be reviewed and approved in advance by the Town Council. Requests for advance approval of an expense item should be submitted in writing and approval will be indicated by the signature of the Mayor, or Mayor Pro Tem in absence of the Mayor, or Acting Mayor in the absence of the Mayor or Mayor Pro Tem.
3. Technology equipment provided for or purchased by an elected official is to be used for a four year-term and will be on a four-year replacement schedule, based on re-election status. Total reimbursement for technology equipment and associated costs shall not exceed \$2,500 over a four-year period. Please see “Elected Official Technology Policy” for more information.
4. Councilmembers should submit items for reimbursement to the Town Administrator’s Office to be compiled into an expense report. The report will be completed and returned to the Mayor or Councilmember for approval and signature. For Councilmember reimbursements, the report will be given to the Mayor to review and approve. For the Mayor, the report will be reviewed and approved by the Finance Director. All completed

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reports will then be sent to the Finance Department to process the reimbursement with payroll.

5. Meals and meeting expenses outside of the Elected Official Travel Policy:
 - a) Expenses limited by the amount of the budget for these line items
 - b) Event attendance: Parker/Douglas County event attendance to be approved in advance and will be appropriate based on the elected official's committee assignment. 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).
 - c) Expense reports are to be submitted to the Town Administrator 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.
 - d) Any expenses not approved in advance by the Town Council are subject to review and possible denial.

Budget Reallocations

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

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Media Policy Statement	PAGE 1 of 2	POLICY NUMBER 1-2
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

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

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, the Town Administrator, and the Communications Department.

In the Event of Direct Media Contact

Elected official are likely to be contacted by the media on a variety of issues. When possible, please speak to Communications Department staff prior to speaking with the media to coordinate specific messaging on the issue. When speaking to the media prior to speaking with staff, please inform Communications Department 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.

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.

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Staff Contact Information

Elise Penington, Communications Director

303.805.3113 – direct line

720.323.2888 - cell phone

epenington@parkeronline.org

ca@parkeronline.org (goes to the entire Communications Department)

General Town and Town Council Media Inquiries

Chris Peters, Professional Standards Commander

303.805.6517 – direct line

303.574.9136 – cell phone

cpeters@parkeronline.org

Police Media Inquiries

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Purchasing Card Policy Statement	PAGE 1 of 4	POLICY NUMBER 1-3
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

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 Statement and Elected Officials Travel Policy Statement.

POLICY STATEMENT

Card Issuance

Town purchasing cards may be issued to an elected official upon request and 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.

At the time the card is issued, the elected official must have completed Purchasing Card Training 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.

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.

Upon receipt of the Town purchasing card, the elected official will need to activate the account by calling the toll-free number printed on the card. For verification purposes, the elected official will be asked to provide an identifying piece of information. 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

Elected officials shall use purchasing cards for the acquisition of products and services 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, fax, mail orders or internet purchases.

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When using the Town purchasing card with merchants, 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, fax and mail orders, instruct the merchant to send a receipt only.

Purchasing Card Limitations and Restrictions

The Town Administrator 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 Program, this should be discussed with the Town Council and Town Administrator.

The Town's purchasing card program also allows for merchant category blocking. If a particular merchant category is blocked (*i.e.*, jewelry stores), and an elected official attempts to use the card at such a merchant, the purchase will be declined. Management has made an effort to ensure that the 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 Purchasing Card Program Administrator.

Lost or Stolen Purchasing Cards

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, immediately report this information to the Purchasing Card Program Administrator.** 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 forty-eight (48) hours of notice to the Town's issuing bank.

Authorized Payments

The Purchasing Card Program is intended for maintenance, repair, operating and other purchases needed during the course of business. These purchases may include:

- Office supplies and forms;
- Books and subscriptions;
- Computer supplies (*i.e.*, software);
- Day timers and calendars;
- Professional membership dues;
- Hardware and tools;
- Hotel registrations; and
- Conference/seminar registrations.

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Elected Official Purchasing Card Policy Statement	3 of 4	1-3

Unauthorized Purchases

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

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.

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 Administrator's Office.

Receipts

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

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. A Business Meal/Town Function Form may also be used to record the purpose of the meeting and persons in attendance.

Reconciliation and Coding Purchases

Upon receipt of the monthly purchasing card statement, the Town Administrator's Office will review the statement, using the banking portal, to ensure all the transactions posted are legitimate transactions made by the elected official.

Using the bank reporting system, the Town Administrator's Office will code each transaction and attach the receipts.

Disputed or Fraudulent Charges

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 Administrator's Office to resolve the disputed transaction.

Acceptance of Rebates or Extra Compensation

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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, submit the paperwork or information to Finance for approval and processing.

The Town appreciates elected officials' willingness to travel and be away from their families for the benefit of the Town; therefore personal frequent flyer accounts may be used when traveling.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Technology Policy Statement	PAGE 1 of 2	POLICY NUMBER 1-4
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

The purpose of this policy statement is to establish standards for the Town of Parker elected officials regarding the purchase and use of Information Technology to successfully perform their duties.

POLICY STATEMENT

Information Technology (IT) staff are responsible for assisting with computer needs and purchases and for delivering computer and technology support to the elected officials. IT staff will be available to discuss Town-related computer and software needs that allow elected officials to access the Town’s on-line Town Council meeting packets, email and other documents or services required to successfully perform the duties of elected official.

- Technology equipment purchased by an elected official is to be used for a four-year term and will be on a four-year replacement schedule, based on re-election status.
- Total reimbursement for technology equipment and associated costs shall not exceed \$2,500 over a four-year period. This amount includes the following: the initial equipment and accessories purchased, purchased warranties, monthly access fees and all software installed on the equipment.
- An expense report requesting reimbursement for the cost of the equipment and related services must be completed and submitted to the Finance Department. A copy of the receipt(s) and service agreements must be attached to the expense report. The Finance Department will reimburse the elected official via payroll and will be responsible for tracking the total expenditure amount. The responsibility for any service, repairs or warranty issues rests with the owner.
- The equipment will depreciate over the four-year term, on a straight-line basis, to \$0. At the end of the elected official’s four-year term, the equipment may be kept for personal use. If the equipment is kept for personal use, any Town-owned software will be uninstalled. In the event the elected official does not serve the entire four-year term, the equipment may be purchased from the Town at the un-depreciated amount or it may be returned to the IT Department as Town property.

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Elected Official Technology Policy Statement	2 of 2	1-4

- 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.
- 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.
- 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.
- IT staff will provide training for the elected official on the use of technology required to successfully complete duties supporting Town business. This will include on-line meeting packets, use of email and use of any necessary software.
- For any support issues, please contact the Town's IT Help Desk at 303.805.3145 or afterhours at 303-805-3232 ext. 3232 or by email sysaid@parkeronline.org. If equipment needs to be left at Town Hall for service, the IT staff will communicate an estimated return time.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Travel Policy Statement	PAGE 1 of 8	POLICY NUMBER 1-5
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

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

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.

Generally, overnight stays in the Denver Metro area (including Boulder and Golden) or for destinations that are near but outside the Denver metro area (for example, Colorado Springs, Greeley, Brighton, Loveland) are not considered required; however, Town Council may approve the overnight stay given the circumstances (for example, conferences that have activities well into the evening).

Elected officials may contact the Town Administrator'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.

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.

All travel and similar expenses must be reasonable, necessary and for Town business.

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Elected Official Travel Policy Statement	2 of 8	1-5

Authorization for Travel

All out-of-town travel for elected official will be approved in advance by the Town Council. Documentation of expenses will require itemized receipts for all expenditures, except per diem.

A Travel Authorization and Advance Form must be completed and signed by the elected official and the Town Administrator. The approved Travel Authorization and Advance Form must be completed and forwarded with all backup documentation to the Finance Department before travel. Backup documentation includes, but is not limited to:

- Conference registration
- Transportation reservations (airline, bus, or other travel)
- Lodging reservation
- Conference/Training agenda showing meals that may or may not be included
- Proof of mileage driven for reimbursement (Google maps or similar)
- Any other documentation that will support travel expenses

Travel outside of the Continental United States must be approved by the Town Administrator.

Unauthorized Expenses

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town
- Alcoholic beverages and tobacco products
- Laundry or cleaning
- In-room movies, room service or other personal services
- Sporting and entertainment activities
- Personal clothing
- Prescriptions and over-the-counter medication
- Personal telephone calls except as stated in the “Telephone Calls While Traveling” section of this policy statement
- First class airfare
- Rental of luxury or sports vehicles or insurance for rental vehicles
- Expenses stated in this policy as unauthorized, ineligible or prohibited
- All other personal expenses not for the benefit of the Town

Authorized Expenses: Transportation

Air, Bus and Rail

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First class airfare is specifically prohibited.

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- 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.
- Fares are normally purchased using the elected official's Town purchasing card or Town check.
- When the elected official is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

Personal Vehicle

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.**

- Mileage shall be calculated based on actual road distances.
- Mileage incurred using a personal vehicle for assigned meetings outside of the Town, are reimbursed at the standard (IRS) mileage rate.
- 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 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 as a result of traveling by personal vehicle are not authorized expenses.
- Gasoline purchases are NOT allowed for personal vehicles.

Vehicle Rental

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.
- Circumstances warranting vehicle rentals must be documented by the individual requesting permission and approved by the Town Council for elected official.
- Only mid-sized vehicles or smaller are allowed. Large vehicles, such as mini vans, are allowed if five (5) or more elected official are traveling together. Luxury and sports vehicles are specifically prohibited.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Elected official must obtain a copy of the Town's insurance card from the Town Administrator's Office. Any additional insurance coverage purchased will be at the elected official's expense.
- The Risk Management division must be notified of accidents immediately.
- 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.

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- 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.

Public Ground Transportation

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

Parking

- Reasonable and economical parking expense is 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.
- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- 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.

Toll

Toll expenses are allowed and may be paid using a Town purchasing card. Alternatively, the elected official may receive reimbursement provided detailed receipts are submitted.

Authorized Expenses: Lodging

When lodging is necessary, intermediate and moderately priced hotels and single occupancy hotel rooms are the standard.

- When attending a conference, 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, elected official should select the low to moderately priced hotels.
- 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.
- 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.
- 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 for separately using personal funds.

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- 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.
- Lodging is normally purchased using a Town purchasing card or Town check. The elected official may receive reimbursement provided detailed receipts are submitted.
- Sharing of rooms by elected officials is not required.

Authorized Expenses: Meals While on Travel

(Note: For non-travel business meals, see Section 3.4)

- Meals while on travel are an allowed expense.
- Town purchasing cards may not be used for meals while on travel.
- Elected official must pay for meals using personal funds and then seek reimbursement under the per diem rate method described below. Alternatively, a travel advance may be requested.
- Oftentimes, the conference or travel-related event will provide some or all of the meals. When this occurs, the elected official must not seek reimbursement for the portion of the per diem rate related to the provided meal. The choice to eat on your own when a meal is provided by the conference or event is not an allowable expense.

Per Diem Rate Method

- 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 Finance intranet page, the GSA website, www.gsa.gov/perdiem, or contact the Finance Department.
- **Detailed receipts are not required.**
- The Town allows the use of per diem for meals and incidental expenses only, not lodging.
- 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.
- Partial day per diem is distributed as follows: breakfast – 20%, lunch – 30%, dinner – 50%.
- If the elected official chooses to stay extra nights, the Town will only pay for per diem through the end time of the conference or event.
- The amount of partial day per diem should be determined using the following departure and arrival times.

Trip Departure	
Leave Town	Per diem allowed
before 8 a.m.	breakfast, lunch and dinner
between 8 a.m. and 1 p.m.	lunch and dinner
between 1 p.m. and 7 p.m.	dinner
after 7 p.m.	no per diem

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Trip Return	
Arrive in Town	Per diem allowed
before 7 a.m.	no per diem
between 7 a.m. and 11 a.m.	breakfast
between 11 a.m. and 5 p.m.	breakfast and lunch

Telephone Calls While Traveling

Calls for Town Business

Because hotel telephone rates may be extremely expensive, care should be taken to avoid using the hotel's long-distance carrier.

The Town prefers that cell phones be used when making Town business calls. If an elected official does not have a cell phone or if cell phone service is unavailable, then care should be taken when using hotel phone service so as to limit the cost to the Town.

Personal Phone Calls

Personal phone calls charged to the hotel bill must be paid by the elected official at time of check-out and are not to be charged to the Town purchasing card. Elected official may request reimbursement for personal phone calls for up to an average of five dollars (\$5) per day of travel.

Travel Advances

Before Travel

- An elected official may receive a travel advance for mileage, parking, meal per diem or other out-of-pocket travel-related expenses.
- Lodging and transportation are to be paid for by the elected official's Town purchasing card or Town check.
- Travel advances are optional and may be requested through the Town Administrator's Office using the space provided for on the Travel Authorization and Advance Form.
- To ensure that the travel advance is ready, the Town Administrator'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.
- Travel advances will be sent via direct deposit to elected official on the last business day of the week prior to the date of departure.

After Travel

- An Expense Report must be submitted to the Town Administrator's Office if the travel advance included any unsubstantiated expenses. Advances for parking, toll, cab fare, and all related expenses, are examples of unsubstantiated expenses. A

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receipt for these types of expenses must be obtained and submitted with the Expense Report.

- 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.
- Any amount of the advance that was 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

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.*

Approvals

- The elected official must obtain all appropriate approvals before any travel expense occurs.
- The elected official must sign the Expense Report and Travel Authorization and Advance Form.
- Town Council is responsible for verifying and approving all travel expenses for elected official to ensure they are appropriate for Town business, and that they are reasonable and in accordance with this and other Town policies.

Other Business Expenses: Meals (Non-Travel-Related), Mileage and Communication Devices

Meals

This policy refers to business meals. It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of this policy 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 must be used when incurring expenses to the Town. All such expenses must be thoroughly documented. **All meals must be reasonable, necessary and for Town business.**

- Business meals are allowed on Town purchasing cards.
- The business purpose and persons for whom meals are paid must be explained on the reimbursement request or Purchasing Card Statement for all meals. A Business Meal/Town Function Form may also be used to record the purpose of the meeting and persons in attendance.
- Detailed itemized receipts should accompany all Purchasing Card Statements or requests for reimbursement.

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- In the event an itemized receipt is not available, the signed credit card slip must be obtained and a Business Meal/Town Function Documentation Form must be completed indicating that no alcoholic beverages were purchased whether the elected official used the Town purchasing card or was using a personal credit card and requesting a reimbursement.
- Only actual costs are allowed, including a tip up to twenty percent (20%).
- The cost allowed per elected official or other persons involved in the meeting must be reasonable based on circumstances and location.
- Meals paid for by elected official with their own funds may be reimbursed upon submission of an Expense Report Form.

Mileage for Use of Personal Vehicle

- An elected official may seek reimbursement via an Expense Report Form, based on the established IRS mileage rate, for the use of their personal vehicle while conducting Town business.
- Mileage shall be calculated based on actual road distances.
- Gasoline purchases are NOT allowed for personal vehicles.

Long Distance Telephone Calls

- Long distance telephone calls are only allowed for Town business.
- Long distance telephone calls for personal business are not allowed.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Staff Contact by Elected Officials	PAGE 1 of 1	POLICY NUMBER 1-6
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

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 Administrator Ordinance”). The goal of this policy is to ensure compliance with the Administrator Ordinance and maintain the appropriate protocols between elected officials, the Town Administrator and Town staff. It is our desire to have a productive working relationship between all parties.

POLICY STATEMENT

1. This policy statement applies to action requests from elected officials that require a commitment of staff time or other Town resources to complete (such as research, preparation of legislation, reports, operational action, presentations, and related projects).
2. This policy statement does not apply to simple inquiries from elected officials directed to the Town Administrator or a department director regarding the status of on-going operations or projects that can be addressed with a verbal response.
3. All requests requiring an expenditure of staff time or resources will be directed to the Town Administrator, based on agreement and direction provided by at least two councilmembers.
4. It is the policy of the Town Administrator to share the results of all information requests (except simple status inquiries and general discussion) with all elected officials, regardless of which elected official initiated the request.
5. The Town Administrator's Office shall be the main point of contact for all elected official support (questions, clerical, research, and related projects). When in doubt, inquiries or requests should be directed to the Town Administrator's Office.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Study Session Policy Statement	PAGE 1 of 1	POLICY NUMBER 1-7
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

This policy statement outlines that the Town Administrator is responsible for setting Study Session agendas. The goal of this policy is to provide elected officials with a process for adding Study Session items to the agenda and for establishing and limiting the amount of time and information that can reasonably be covered during a Study Session.

POLICY STATEMENT

1. The Town Administrator's office is the primary contact for adding Study Session items to the Study Session Agenda. The Town Administrator will place reports, updates and routine items on the agenda at the Town Administrator's discretion.
2. To place an item on the Study Session Agenda, direction will be provided to the Town Administrator based on the agreement of at least two elected officials.
3. Items pertaining to the Town goals and elected official requests will receive priority.
4. Guests and outside presenters will generally be scheduled first on the agenda.
5. Staff will provide packets to the elected officials through the electronic agenda system by 5 p.m. the Friday before a scheduled Study Session. As much information as possible will be provided to elected officials in advance.

Town of Parker, Colorado

POLICY STATEMENT

TITLE Town Council Public Hearing Procedure Policy	PAGE 1 of 2	POLICY NUMBER 1-8
EFFECTIVE DATE August 20, 2018	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 18-054		

PURPOSE

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

POLICY STATEMENT

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

TOWN COUNCIL PUBLIC HEARING PROCEDURE

ACTOR	ACTION
1. Mayor	Open public hearing and specify time. Brief explanation of: 1) purpose of public hearing; and 2) the order of business, which should be as follows: a) staff presentation; b) applicant presentation; c) public testimony; d) closing comments, applicant; and e) closing comments, staff.
2. Mayor	Request presentation from staff.
3. Mayor/ Councilmembers	Address questions to staff.
4. Mayor	Applicants are requested to come to podium, state their name and address, make presentation, and respond to questions from the Mayor/Councilmembers (30 minutes allocated).
5. Mayor/ Councilmembers	Address questions to Applicant/staff that are directly related to the application(s).

TITLE Town Council Public Hearing Procedure Policy	PAGE 2 of 2	POLICY NUMBER 1-8
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ACTOR	ACTION
6. Mayor	Request members of the public interested in the application to come to the podium, state their name and address, and speak and respond to questions from the Mayor/Councilmembers (3 minutes allocated per speaker).
7. Mayor	May request further information from staff and/or Applicant if needed.
8. Mayor	Closes the hearing to the public (specify the time) and open for debate and discussion of the evidence among Mayor/Councilmembers.
9. Mayor	Closes debate among Councilmembers.
10. Mayor	Requests Town Council motion/decision on the matter.
11. Mayor	States the Town Council's decision or states that the Town Council's decision will be rendered within a specified time or reasonable time, as provided by the applicable ordinance.