



*Your kind of place.*

April 1, 2022

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 the Town Clerk Chris Vanderpool (303.805.3198; [townclerk@parkeronline.org](mailto:townclerk@parkeronline.org)) if you need additional information.

The Parker Town Council meets regularly on the first and third Mondays of each month at 7:00 p.m., preceded by an executive session at 5:00 p.m. In addition, Town Council meets for study sessions on the second and fourth Mondays at 5:00 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:** July 27, 2022, 6:00 p.m., Town Hall, Council Chambers  
**Petitions Due to Town Clerk:** August 29, 2022, 5:00 p.m.  
**Candidate Orientation:** September 7, 2022, 6:00 p.m., Town Hall, Pikes Peak Conf Rm  
**Election:** November 8, 2022  
**Initial Official Orientation:** November 21, 2022, 3:00 p.m. (onboarding schedule to be determined)  
**Swearing In:** December 19, 2022 (December 12, 2022, if no recount)

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](http://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,

Michelle Kivela  
Town Administrator

**Town of Parker Transition Team**

Jeff Toborg, Mayor, [jtoborg@parkeronline.org](mailto:jtoborg@parkeronline.org)

Laura Hefta, Councilmember, [lhefta@parkeronline.org](mailto:lhefta@parkeronline.org)

John Diak, Councilmember, [jdiak@parkeronline.org](mailto:jdiak@parkeronline.org)

Michelle Kivela, Town Administrator, 303.841.3236; [mkivela@parkeronline.org](mailto:mkivela@parkeronline.org)