

REGULAR WORK SESSION (Following Mtg)

- Reports & Presentations – Public Works, LWCRCo, Recreation
 - Park Equipment Discussion
 - Job Descriptions
 - SLVCOG 2018 Funding Application
 - Spring 2018 Election
 - VC Bylaws
 - Position Title Change Request

- Any Other Business

2018 BUDGET WORK SESSION (Following Mtg)

Posted 11/17/17

October Financial:

For the month of May, the Parks and Recreation Department brought in a total of **\$1,789.00** as follows

Membership Fees: \$370.00

(monthly passes, daily use, showers)

Registration Fees: \$1160

(dance, Renaissance Kids, Pep squad)

Gym Rentals: \$50.00

(Volleyball)

Special Programs: \$209.00

(Halloween Party)

Current Programs:

At the moment, we have dance, spin, open gym, and yoga for our fitness/sports at the gym. We have approximately 20 dancers, 10 spinners, 5-10 open gym attendants and 4 yoga participants each week. Dance will continue through December 12, and the other programs will go into the new year.

Our current extra circulars are Renaissance Kids, Pep Squad, and movie/ game night. Renaissance Kids and Pep squad each have close to 25 registered participants. We alternate Thursdays for each activity, so the kids participate in Renaissance Kids twice a month and pep squad practice twice a month. The pep kids also go to all the home sporting events and cheer on our Miner teams.

Gym Use

Our participant numbers have been smaller than summer months. With the nice weather still, we only have about 2-4 people come in each day for individual use.

Upcoming Programs

After the Thanksgiving holiday, we plan to begin some adult sports on Friday evenings. The rotation will include dodgeball, soccer, floor hockey and volleyball.

Once this rotation of dance ends, we hope to find another youth activity to fill that time slot.

Additional information:

Starting November 15, the gym floor is being resurfaced. The actual resurfacing will take place November 15-17, and then the sealer has to dry for 7 days before we can have any activities on the floor. Due to this and the Thanksgiving holiday, the gym will be closed to patrons November 15-25. During this time, Kristeen and I are tackling some organization and cleaning projects. We will compensate any monthly passes purchased that fall during this time.

Snow Removal Equipment
November 13, 2017

Board of Trustees:

Recently, I submitted a possible budget proposal for an ATV to use in pond maintenance and snow removal, which was denied at the time. I understand the necessity of being cautious when making large purchases for the City.

However, with the new Custodian/Groundskeeper job description, I believe it is important to revisit this topic. In Al's new job description, we have tasked him with Silver Park pond maintenance and snow removal of in various parts of town. Again, I understand the hesitation for purchasing new equipment, but as the supervisor of this position, I can't fairly ask Al to perform these tasks knowing the City doesn't possess the equipment for him to do so. My understanding is that we want to keep Al's hours down. Having him hand clear the ponds with the snow shovel would contradict this goal.

Randi, Al, Ben, Clyde and myself met and briefly discussed some options of things that may work to help with this dilemma. I think one way to alleviate this issue would be to purchase a piece of equipment that is multi-functional and can be used in more than one season. Ben mentioned the possibility of a small tractor or something comparable. Below are some possibilities of equipment that could function as snow removal and serve additional purposes for Public Works needs.

1. Kubota Backhoe \$14,900.00

-Being in fairly good shape and a newer model, this would be an investment for the long term.

2. Bobcat (with attachments) \$1544.00

-This piece is a short term solution to hold us over until a better option can be found in future seasons.

3. John Deer 1026R (with attachments) \$12,500.00

-this type of machine would last the City a while, with a smaller investment than #1

4. Massey Ferguson 1532L \$17950.00

- Being in fairly good shape and a newer model, this would be an investment for the long term.

5. Massey Ferguson GC1705 \$12995.00

--this type of machine would last the City a while, with a smaller investment than #1 and #4

6. John Deer 720 (w/plow) \$9500.00

-May not be as versatile as the others, but still would serve more than one purpose.

*pictures for each on following page

*each of these options are examples of what is available via Craigslist and other online sites. Better deals and options may be available in the SLV area by individuals.

1.



5.



2.



6.



3.



4.



MEMO

DATE: November 17, 2017
SUBJECT: November 21 WS

TO: Mayor and BOT
FROM: Randi

JOB DESCRIPTIONS

We've updated Public Works Director, Maintenance Assistant, and Custodian & Groundskeeper. This packet includes the following remaining job descriptions:

City Manager - last updated 2005.

City Clerk/Treasurer - last updated 2013.

Parks & Rec Director - last updated 2016.

Maintenance Supervisor - last updated 2001.

Administrative Assistant - last updated 2017.

Parks & Rec Assistant Director - last updated 2017.

Once again, I've updated for consistency and best practices w/ ADA and non-contract language, etc., but have left job functions alone for your review.

SLVCOG 2018 ECONOMIC DEVELOPMENT GRANT FUNDING APPLICATION

We've got a few options that have come up so far:

Main Street speaker system as requested by the Chamber of Commerce

Mainstreet bench replacements? If so, benches (10) only (\$10,500), benches and trash receptacles (10)(\$18,350), or benches, trash receptacles, and flower pots (15), (\$24,350)?

Support of Basham Park continued improvement? I think they might be wary of issuing another grant for basically the same as last year.

?

SPRING 2018 ELECTION

Already?!? Due to changes in election law a few years back, the time for candidacy is much earlier than it used to be...nomination petitions are available January 2 and must be returned by January 22. We have three offices to fill: Trustees Freer, Brink, and Kim are all reaching the end of their current term this April. Time to start making plans!

Otherwise, we have been to training and are building our election calendar. We will be authorizing a mail ballot election on December 6, 2017, and using December to advertise and recruit not only BOT candidates but PZC and VC members as well. Please let me know if you have questions about our process.

VC BYLAWS

This may want to be review only for now since the VCAB is reviewing it and making recommendations at their Nov. 29 meeting, but it was scheduled for this agenda at the retreat. I've added standardized term and policy that is very similar to the PZC regs and removed some VCAB authority that no longer really makes sense.

POSTION TITLE CHANGE REQUEST

I've completed Krisen's performance review, and I would like to request that we change her title to "Deputy Clerk" starting January 1 (once she is past the 6-month mark). I think that is a truer reflection of what she has ended up doing over the past nearly 6 months since she hasn't really been tasked with anything outside of the Clerk's office. It's also a stronger title for her resume in case she wants to continue her career in local government. If you support this change, I'll update the job description before you vote on it.

JOB TITLE: City Manager

Salary Level: DOQ
 Department: ~~General~~ Administration
 Supervisor: Board of Trustees
 Supervises: City Staff
 Approved by: Board of Trustees
 Date: ~~March 25, 2003~~

Summary of Duties: The City Manager is the chief administrative official for the City of Creede.

Essential Duties and Responsibilities: ~~include the following. Other duties may be assigned.~~

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Personnel duties include coordination and supervision of employee activities and work schedules, as well as hiring, evaluation and enforcement of Board of Trustee policies.
- **Is responsible for the overall direction, coordination, and evaluation of all departments. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. (MOVED FROM BELOW)**
- Financial responsibilities include budgeting and supervision of revenues and expenditures, as well as long range capital improvement planning. Causes an annual budget to be prepared in conjunction with the Town Board and timely filing with proper governmental agencies of same. Provides updated financial reports for monthly Town Board meetings.
- Coordinates annual audit with the City's auditors.
- Is custodian of all the town's Records and such records shall be open at all reasonable times for inspection by electors of the Town.
- Certify by his/her signature all ordinances and resolutions enacted or passed by the Town Board and cause publication of same when required and maintains an orderly record of all ordinances and resolutions.
- Coordination and inspection of municipal public works projects including streets, parks and recreation, water and wastewater
- Coordinate, research, prepare applications, monitor and report to granting agency for any grants applied for by the City.
- Prepare correspondence, reports and other office forms as deemed necessary by the day-to-day functions of the City Office and/or written or oral instructions from the Board of Trustees.
- Operates office machines and equipment, including PC computers, typewriters, calculators, adding machines, copy and fax machines where skills such as speed and accuracy are important.
- Attends all meeting of the Town Board and committee meetings as required by the Town Board.
- Provides assistance to the Board of Trustees in matters pertaining to comprehensive planning, zoning, subdivision, ordinance, resolution and state statute issues.
- Other duties as directed.

Work Schedule: The normal working hours for the City Manager is 8:00 a.m. to 4:00 p.m. Monday through Friday, with one hour for lunch, and one fifteen minute break in the morning and afternoon. Holidays as directed by the Town Board will be paid. The individual will be required to make themselves available at other hours for public duties from time to time. Paid vacation, sick leave and other personnel regulations as set forth in the City of Creede's Employee Handbook, ~~Resolution No. 36~~ and/or any amendments therefore set forth.

JOB TITLE: City Manager**Work Environment:**

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment. Makes frequent contact with department staff. Contacts are typically with the public, vendors, and outside agencies and organizations. Maintains significant amount of department-oriented confidential information.

~~**Supervisory Responsibilities:** Is responsible for the overall direction, coordination, and evaluation of all departments. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. (MOVE TO ESSENTIAL DUTIES)~~

~~**Recommended Minimum Qualifications:**~~ **QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) and equivalent from two-year college or technical school; or four to six years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Ability, and Skill:**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret technical journals, financial reports, state statutes and legal documents, as well as write reports, business correspondence and procedural manuals.
- The employee must be able to respond to common inquiries and/or complaints from the public, employees or Board of Trustees as well as to respond effectively to the most sensitive inquiries and/or complaints.
- The ability to effectively present information and respond to questions from groups of the public, employees or the Board of Trustees including sometimes controversial or complex topics.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals as well as calculate figures including percentage, area, circumference and volume.
- Knowledge of commonly accepted accounting procedures and ability to apply same.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions including the application of principles of logical thinking to a wide range of intellectual and practical problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must demonstrate PC computer skills and applications including word processing, spreadsheet and database.
- Typing at a minimum of 60 words per minute.
- Valid Colorado Drivers License

OTHER SKILLS and ABILITIES: In order to perform the essential duties of the position the following skills and abilities are required:

- Demonstrated skills of basic office methods and procedures.
- Ability to interpret mechanical, grade determinations, street layouts, and basic computer understanding.

JOB TITLE: City Manager**Physical requirements:**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

~~**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- ~~• While performing the duties of this job, the employee is frequently required to talk or hear. The employee is also required to occasionally stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell~~
- ~~• The employee may frequently lift and/or move up to 25 pounds and occasionally lift and/or move heavier loads.~~
- ~~• Specific vision abilities required by this job include distance vision, color vision, peripheral vision and depth perception, and the ability to adjust focus.~~

~~**(ABOVE)WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- ~~• While performing the duties of the job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.~~
- ~~• The noise level in the work environment can be loud and occasionally very loud.~~

C:/data/Job Descriptions/city Manager update.doc 2/27/03

JOB TITLE: Clerk/Treasurer

Salary Level: \$ _____ to \$ _____ **DOQ**
 Department: General Administration
 Supervisor: Board of Trustees
 Approved by: Board of Trustees
 Date: July 1, 2011

Summary of Duties: The Clerk/Treasurer is appointed by the Board of Trustees to keep all City records, shall take and compile action minutes of all Town Board meetings, shall issue such licenses and collect such license fees as the Town Board may instruct, and shall disburse and account funds according to accepted accounting practices.

Essential Duties and Responsibilities include the following. ~~Other duties may be assigned.~~

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Non-enterprise fund financial responsibilities include:
 - Payroll, filing all required taxes (941s, unemployment, etc.) and reports in a timely manner, processing direct deposit/online bank draft payroll & payments, vouchers payable, cash receipts, processing all accounts payable and receivable, preparation of monthly journal entries, entering same into the general journal, balancing bank reconciliations (10), grant giving management, grant receiving management, and tracking all other financial activity in QuickBooks Accounting Software.
- Enterprise fund financial responsibilities include:
 - Maintaining and operating City's utility billing system, including posting of utility payments, maintaining confidential information for the ACH payment process, posts automatic payment entries, assists with collections, tenant and owner changes for billing purposes, distribution of monthly billing and required reports, reconciliation of month-end payments & revenue, account research as needed.
- Tracks all financial activity from a variety of funds and programs and consolidating into clear monthly and annual financial statements. Acts as a contact person, gathers applicable information, and facilitates annual audit.
- Information management including minutes, agendas and pre-meeting packets for Board of Trustee meetings, Planning and Zoning Commission meetings, Virginia Christensen Advisory Committee meetings and any other official City meeting.
- Posts and publishes all official meetings, work sessions and informal gatherings of the Board of Trustees, Planning and Zoning Commission and Virginia Christensen Advisory Committee as required by the *Sunshine Laws of the State of Colorado* and post and publish all legal materials in the designated official newspaper of general circulation as directed by applicable laws.
- Acts as grant administrator of Virginia Christensen Fund and serves as a liaison between the Virginia Christensen Advisory Committee and the Board of Trustees.
- Acts as Secretary of Planning & Zoning Commission and facilitates agenda management for PZC-BOT functions.
- Responsible for other postings, publications and radio announcements as deemed necessary.
- Acts as payroll administrator. Ensures that payroll is accurate and timely. Calculates salaries, withholding, and work hours. Tracks employee vacation, personal, and other leave time. Counsels employees on employee handbook requirements.
- Acts as benefit administrator. Responsible for researching, recommending, and processing benefit programs, remitting retirement contributions, health insurance premiums, and all other related functions. Responsible for many H/R functions, such as maintaining personnel files and confidential information, keeping employee handbook current, providing all employee paperwork, and advising Manager on certain employee requirements and guidelines.

JOB TITLE: Clerk/Treasurer

- Operates office machines and equipment, including computers, typewriters, calculators, adding machines, copy and fax machines where skills such as speed and accuracy are important. Insures said equipment is in operational order and upgraded in a reasonable manner. Maintains and orders necessary office supplies.
- Receives the public and provides information or refers them to appropriate persons, answers office telephones providing a variety of general and specific information.
- Serves as the Designated Election Official for regular and special municipal elections and oversees candidate nomination, selection and appointment of election judges, ballot certification, public notification and education, ballot tabulation, and election certification; and facilitates the electorate's right of recall. Remains current on training and changing statutory requirements for election procedures.
- Is the Municipal Court Clerk and maintains the records of the "Municipal Court of Record".
- Responsible for codification and distribution of Municipal Code.
- Serves as liaison to the Liquor Licensing Authority and directs the local review of applications for compliance with local and state laws. Receives all applications; coordinates with other town officers and departments when relevant; schedules required public hearings; and forwards renewals, change of ownership and other changes in liquor license matters to the authority. Counsels applicants on requirements and procedures for securing liquor licenses.
- Performs all website maintenance, design, and upgrade functions. Posts all public documents available in a timely manner. Performs all social media maintenance.
- Serves as official Records Custodian. Maintains adherence to Colorado Municipal Record Retention Schedule. Processes all requests for public records as dictated by applicable law.
- Performs and prepares agenda topic research as requested.
- Attests Mayor's signature on all official City documents.
- Other duties as directed.

Work Schedule: The normal working hours for the Clerk/Treasurer is 8:00 a.m. to 4:00 p.m. Monday through Friday, with one hour for lunch, and one fifteen minute break in the morning and afternoon. In addition, the Clerk/Treasurer is expected to attend all Board of Trustee, Planning and Zoning Commission, and Virginia Christensen regular meetings, special meetings, and work sessions as scheduled (usually during the evening). Holidays as directed by the Town Board will be paid. Paid vacation, sick leave and other personnel regulations as set forth in the City of Creede's Employee Handbook, ~~Resolution No. 36~~ and/or any amendments therefore set forth. ~~This position is FLSA exempt.~~

Work Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment. Makes frequent contact with department staff. Contacts are typically with the public, vendors, and outside agencies and organizations. Maintains significant amount of department-oriented confidential information.

Recommended Minimum Qualifications: QUALIFICATION, KNOWLEDGE, AND SKILL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) required; Bachelor's Degree in related field strongly preferred; Certified Municipal Clerk designation strongly preferred; two to four years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Ability, and Skill:

JOB TITLE: Clerk/Treasurer**KNOWLEDGE OF:**

- Colorado State Statutes, laws, rules, and procedures specific to governing municipalities.
- Modern office practices, procedure, and equipment.
- Accounting and business arithmetic.

ABILITY TO:

- Understand and follow oral and written instructions in the English language.
- Operate a personal computer to enter and retrieve information.
- Work cooperatively with other city employees and the public, often under stressful circumstances.
- Communicate orally and in writing with defendants, co-workers, and the public in a tactful and courteous manner, both in person and by telephone.
- ~~Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements, such as keyboard, calculator, etc.~~
- ~~See well enough to operate office machines and review work products.~~
- ~~Lift and maneuver file boxes and other office items of up to 50 pounds.~~
- ~~Dexterity to allow general reaching, handling, and grasping of routine office items.~~
- Make arithmetic calculations with speed and accuracy.
- Perform alphabetical and numerical filing.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Work safely without presenting a direct threat to self or others.

Physical requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

JOB TITLE: Director of Parks & Recreation

Salary:	Salary based on experience
Department:	Parks & Recreation
Supervisor:	Town Administrator
Supervises:	Parks & recreation employees and volunteers

Summary of Duties:

The Parks & Recreation Director is responsible for a year-round community recreation program that meets the needs of Mineral County's citizens.

Essential Duties and Responsibilities:

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Develop and implement a comprehensive, multi-faceted parks and recreation program for all ages.
- Monitor and analyze level of participation and success of activities.
- Responsible for program budget.
- Responsible for marketing and communication.
- Ensure compliance with all safety rules and regulations.
- Coordinate with public works to assure public spaces and equipment are activity ready.
- Keeps a variety of records of participation, liability waivers, fees collected and billed.
- Recruit, train, supervise, assign, and schedule seasonal, temporary and part-time program staff and volunteers.
- Create and maintain a community-wide schedule of all recreation-related events.
- Performs public relations duties and responds to communication requests.
- Ability to effectively write grants.
- Performs other related duties as assigned.

Work Schedule:

Full time. Regular office hours must be kept year-round with additional hours needed to complete duties and responsibilities at the discretion of the director. The Parks & Recreation Director will be required to work nights, weekends, or holidays during certain events.

Work Environment:

Work is generally performed in both an office and outdoor environment during a wide variety of weather conditions.

Education and/or Experience Recommended Minimum Qualifications:

- High school diploma or general education degree (GED) required.
- Bachelor's Degree in related field preferred.
- 2+ years related experience or equivalent combination of education and experience.

Knowledge, Skills, and Abilities Ability, and Skill:

- Must be at least 18 years of age.
- Must possess a driver's license and clean driving record.
- Must be able to pass a background check.
- First Aid and CPR certified.
- Knowledge of equipment, facilities, operations, and techniques used in community recreation programs.
- Knowledge of basic accounting practices.
- Ability to use a personal computer and various software programs to develop reports, presentations, spreadsheets, flyers, posters, news releases, brochures, and more.
- Familiarity with a wide range of outdoor sports & activities.
- Familiarity with recreational philosophy, planning, and administration.
- Ability to develop, coordinate, and direct varied activities and programs for all ages.

- Ability to establish and maintain effective working relationships.
- Desire to work with adults, seniors, and children in a variety of recreational settings.
- Ability to use insight, knowledge, and experience to monitor program activity to help minimize problems in recreational settings.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ~~Work is generally performed in both an office and outdoor environment during a wide variety of weather conditions.~~ (Move to new section above, Work Environment). During certain programs, employee may be required to lead physical activity groups such as hiking, skiing, snowshoeing, and running. Travel may be required. While performing the duties of this job, there is light, medium and heavy work in which the employee is regularly required to stand, walk, sit, run, move quickly, climb stairs and ladders use hands to finger, handle, or grasp objects. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, balance or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally be lifting heavy weight and shoveling. The employee must be able to effectively communicate with supervisors, staff members, and patrons. Specific vision abilities required by this job include near and far vision, depth perception, color, the ability to adjust focus, and the ability to stay awake and alert while at work. Must be 18 year or older and possess a valid driver's license. The City of Creede requires pre-employment drug testing.

~~The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~
(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

JOB TITLE: Maintenance Supervisor

Salary/Hourly: ~~Hourly~~ Salary with OT at 1.5
 Salary Level: ~~\$25,000 to \$28,000 annually~~
 Department: Public Works/Water-Sewer
 Supervisor: City Manager
 Approved By: Board of Trustees
 Date:

Summary of Duties: The Maintenance Supervisor is the chief maintenance official for the City of Creede.

Essential Duties And Responsibilities: ~~including the following. Other duties may be assigned.~~

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Maintain current standing requirements with State of Colorado or any other governmental official for certification of water and waste water maintenance, monitoring, testing and day-to-day operations, including timely completion of all required reports. Reports to Board of Trustees on an as-needed or requested basis for same.
- Must have good organizational skills and capable of multiple tasking. Is responsible for planning of the maintenance schedule, implementation of same and the overall direction, coordination, and evaluation of all maintenance personnel. Carries out supervisory responsibilities in accordance with the City of Creede's policies and applicable laws. Responsibilities include training maintenance employees; planning, assigning and directing work, appraising performance; rewarding and disciplining said employees; addressing complaints and resolving problems as they relate to the maintenance department. Will ensure that Creede's operations, insofar as budgetary restrains allow, are up to the latest standards and maintain those standards, including OSHA rules, CIRSA guidelines, computerizing applicable equipment and reporting, and establishing safe working practices.
- Coordinates, schedules, supervises and undertakes activities related to water, sewer, flume, and street maintenance.
- Coordinates and interfaces with public and their needs with diplomacy and in a business-like, professional manner, ensuring the public is addressed and treated with the respect of valued clients at all times. Diplomacy will also be extended to co-workers and Trustee members.
- Supervises City of Creede maintenance personnel, including planning and coordination of maintenance personnel activities, work schedules, evaluation and enforcement of instructions from the City Manager and/or Board of Trustee policies.
- Maintains detailed written reports on monthly work performed and completed by employees of the maintenance department. This report is to be presented in writing to the Board of Trustees at each regular monthly meeting (the first Monday of each month). Maintenance Supervisor is required to attend this meeting to present this report and to answer any questions, and to attend any other scheduled Trustee meeting where the Maintenance Supervisor's attendance is requested. Attendance at Trustees meeting is considered part of the normal work function of this position, and no compensation will be granted for the time required at these meetings.
- Maintains all City vehicles and equipment (pumps, blowers, graders, backhoes, etc.) and keep a detailed maintenance log for each in a format acceptable to CIRSA (the City's insurance company), any applicable regulatory agency and/or City requirements.
- Coordinates, schedules, supervises, undertakes and inspects City public works projects including streets, parks and recreation, water and wastewater systems, maintaining a log for each as required.
- Insures that the work environment of maintenance personnel is clean and safe.
- Insures maintenance personnel are clean and safe
- Insures maintenance buildings and equipment storage yards present a neat and cared for appearance.
- Insures that all road and street signs are in place and properly located.
- Cleans street, roads, and right-of-way of snow and/or debris.
- Supervises City park maintenance, including, but not limited to, cleanliness of the City's public restrooms, operation of lighting, etc.

- Conducts periodic inspection on the flood control flume (minimum frequency: spring report at April Board meeting, and summer report at September Board meeting).
- Conduct, schedule, and supervise maintenance projects as assigned by the City Manager, Clerk and/or Town Board of Trustees.
- Other duties and responsibilities as may be assigned.
- Shall be subject to all policies, ordinances and resolutions of the City of Creede.

Work Schedule: The normal working hours for the maintenance supervisor is 7:30 a.m. to 3:30 p.m. Monday through Friday, with one fifteen-minute break in the morning. Lunch from 12:00 noon to 1:00 p.m. Holidays as dictated by the City Town Board will be paid. As maintenance supervisor, it is expected the individual to be available, or cause to have a qualified maintenance personnel available, at other hours for snow removal, water and/or sewer maintenance, and other public maintenance as may be required from time to time. These hour outside the normal working schedule to be compensated with 1.5 pay or comp time. Paid vacation, sick leave and other personnel regulations as set forth in City of Creede’s Employee Handbook, ~~Resolution No. 36~~ and/or any amendments thereto.

Work Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment. Makes frequent contact with department staff. Contacts are typically with the public, vendors, and outside agencies and organizations. Maintains significant amount of department-oriented confidential information.

~~**SUPERVISORY RESPONSIBILITIES:** Must have good organizational skills and capable of multiple tasking. Is responsible for planning of the maintenance schedule, implementation of same and the overall direction, coordination, and evaluation of all maintenance personnel. Carries out supervisory responsibilities in accordance with the City of Creede’s policies and applicable laws. Responsibilities include training maintenance employees; planning, assigning and directing work, apprising performance; rewarding and disciplining said employees; addressing complaints and resolving problems as they relate to the maintenance department. Will ensure that Creede’s operations, insofar as budgetary restrains allow, are up to the latest standards and maintain those standards, including OSHA rules, CIRSA guidelines, computerizing applicable equipment and reporting, and establishing safe working practices. (Move to Qualifications)~~

~~**Recommended Minimum Qualifications:**~~ **QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. At the discretion of the City of Creede’s Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Drugs and/or alcohol, their influence or affect will not be permitted during on-duty hours. Violation of this requirement may be cause for immediate dismissal. (Handbook rather than job description)~~

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED); or four to six years related experience and/or training; or equivalent combination of education and experience.
- Experience and skills to operate heaving equipment and ability and willingness to follow federal, state, insurance and City regulations

Knowledge, Skill, and Ability:

- General maintenance

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating instructions and maintenance manuals, as well as analyze general periodicals, professional journals and government regulations.
- Additionally must have the ability to write routine reports and correspondence.
- Must have the ability to respond to common and sensitive inquiries and/or complains from the public, employees or Trustees with diplomacy and in a business-like and professional manner.
- Ability to effectively present information in one-on-one and small group situations to the public, employees and Trustees.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals as well as calculate figures including percentage, area, circumference and volume both manually or with aid of mechanical implements.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must demonstrate basic computer skills.
- Class D water and waste water certificate or current applicable certification(s) to satisfy State requirements. Certificates must be kept current at all times.
- Valid Colorado drivers license.
- Colorado Commercial drivers license.

Physical requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

~~**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- ~~• While performing the duties of this job, the employee is frequently required to stand; sit, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and hear and talk.~~
- ~~• The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move heavier loads.~~
- ~~• Specific vision abilities required by this job include distance vision corrected to 20/20, peripheral vision and depth perception.~~

~~**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. At the discretion of the City of Creede's Town Board, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- ~~• While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to vibration, chemicals and dust.~~
- ~~• The noise level in the work environment can be loud and occasionally very loud.~~

JOB TITLE: Administrative Assistant

Salary: Part-time, hourly
Department: Administration
Supervisor: City Administrator
Supervises: N/A

Summary of Duties:

The purpose of this position is to perform moderately complex to complex secretarial, clerical, recordkeeping, and accounting and office duties for the City of Creede under general direction of the City Clerk & Treasurer with supervision by the City Manager. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Performs all other related work as required.

This position is provisional and is subject to termination every six months. Depending on the needs of the City, it may be eliminated, continued on a temporary basis, or made seasonal.

Essential Duties and Responsibilities:

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Responsible for daily utility billing tasks including collections, billing, customer maintenance, reporting, and assisting City Clerk & Treasurer with monthly utility billing system reconciliation.
- Assists City Clerk & Treasurer with accounts payable, accounts receivable, deposits, payment preparation, banking, and reconciliation.
- Assists City Clerk & Treasurer with official administrative duties on behalf of the Board of Trustees including packet preparation, publication assistance, and agenda support.
- Assists City Clerk & Treasurer with elections; orders supplies; provides public with information; publishes notices; assists in training election judges. Keeps informed about changing laws.
- Assists City Clerk & Treasurer with record maintenance. Retains records, files records, or destroys records according to the Colorado Municipal Record Retention Schedule. Performs records research and records organization according to the needs of staff or elected officials. Assists with records requests.
- Assists City Clerk & Treasurer with the processing of liquor licensing, posts notices, and advises applicants requesting liquor licenses.
- Assists City Clerk & Treasurer with website and social media maintenance.
- Assists City Clerk & Treasurer with Virginia Christensen Grant Administration.
- Answers the telephone and waits on customers at counter. Responds to questions of the public. Sorts, processes, and distributes incoming and outgoing mail.
- Assists City Clerk & Treasurer and City Manager with other projects or tasks as needed.

Work Schedule & Environment:

Part time, 20 hours per week. Flexible schedule within City office hours of Monday through Friday, 8 p.m. to 4 p.m. subject to employer negotiation. Occasionally, weekend or evening hours may be required.

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment. Makes frequent contact with department staff. Contacts are typically with the public, vendors, and outside agencies and organizations. Maintains significant amount of department-oriented confidential information.

Recommended Education and/or Experience:

- High school diploma or general education degree (GED) required.
- Bachelor's Degree in related field preferred.
- 2+ years related experience or equivalent combination of education and experience.

Knowledge, Ability, and Skill:

- General knowledge of office procedures, practices, and terminology. Working knowledge of departmental operations. Knowledge of the operations of local government and the Creede/Mineral County area helpful. Knowledge of the operation of computer software applications, with knowledge of Microsoft Office, Adobe Acrobat, and Quickbooks preferred.
- Ability to communicate effectively with staff, students, and the public. Ability to compose correspondence. Ability to follow oral and written instructions accurately. Ability to organize and prioritize multiple tasks. Must be able to operate a personal computer and display intermediate skill when using software programs for word processing, database, spreadsheets, and other software as required by the position. Ability to multitask. Ability to establish and maintain effective working relationships.
- Skill in using personal computers, popular word processing, database, accounting and spreadsheet applications. Good customer service skills. Skill in all of the above listed tools and equipment. Skill in typing and notetaking.

Physical requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

JOB TITLE: Assistant Director of Parks & Recreation

Salary:	Part time, hourly
Department:	Parks & Recreation
Supervisor:	Director of Parks & Recreation

Summary of Duties:

Assistant Director of Parks & Recreation is responsible for performing work of an administrative and professional nature under general supervision from a Program Director. This position will assist with all aspects of the Parks and Recreation department including, but not limited, to gym duties, office duties, fundraising, special events, outdoor activities, regularly scheduled programs, day/week camps, athletic programs, scheduling, and public relations. Duties and responsibilities are subject to change.

Essential Duties and Responsibilities:

The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Assist Director in creating and implementing new Parks and Recreation programs, as well as sustain and grow existing programs and services
- Fundraise for specific Parks and Recreation programs
- Ensure all gym rules and regulations are followed
- Organize 4th of July vendors
- Oversees Parks and Recreation department's involvement in 4th of July, Salsa Fest, Halloween festivities, Taste of Creede, and other annual events
- Assist Director in grant writing
- Oversee some day camps, week camps, and specific programs
- Be on duty to collect membership fees and keep the gym open during specific hours
- Assist the Director in coordinating with community members to create a comprehensive schedule for Creede recreation related events.
- Administrative duties that include answering phone calls, responding to patron concerns and questions, collecting membership fees, and being the front desk attendant.
- Work evenings and some weekends and holidays

Work Schedule:

Regular part-time gym hours must be logged year round, with additional hours needed to complete duties and responsibilities at the discretion of the director. The Administrative Assistant to the Director will be required to work nights, weekends and some holidays during certain events. Possibility for overtime during busy event times.

Work Environment:

Work is generally performed in both an office and outdoor environment during a wide variety of weather conditions.

Recommended Minimum Qualifications: ~~Education and/or Experience:~~

- High school diploma or general education degree (GED) is required
- Bachelor's Degree in related field is preferred, but not required
- Minimum of 1 year experience in related field
- Or equivalent combination of education and experience

Knowledge, Ability, and Skill: ~~Knowledge, Skills, and Abilities:~~

- First Aid and CPR certified
- Ability to effectively communicate orally and in writing
- Ability to offer creative and innovative ideas for recreation programming
- Familiarity with wide range of sports and recreational activities

- Ability to perform administrative duties such as answering phone calls, dealing with patrons and collecting membership and use fees
- Ability to establish and maintain positive relationships with coworkers, supervisors, community leaders and general public
- Possess the desire to work with individuals of all ages in various recreational settings

~~Physical Abilities:~~

Physical requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed in both an office and outdoor environment during a wide variety of weather conditions. Travel may be required. While performing the duties of this job, there is light, medium and heavy work in which the employee is regularly required to stand, walk, sit, run, move quickly, climb stairs and ladders use hands to finger, handle, or grasp objects. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, balance or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally be lifting heavy weight and shoveling. Specific vision abilities required by this job include near and far vision, depth perception, color, the ability to adjust focus, and the ability to stay awake and alert while at work.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

~~The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

Virginia Christensen Advisory Committee Bylaws

PURPOSE & PROCEDURE

The Virginia Christensen Advisory Committee (VCAB) serves at the pleasure of the Board of Trustees in an advisory capacity. The meetings and discussions necessary to provide the recommendations for distribution of funds from the Virginia Christensen Trust to the Board of Trustees are to be determined by the VCAB approved by the Board of Trustees prior to the meeting.

The Board of Trustees shall budget distributions for the upcoming year as a part of their annual budget. The Board of Trustees shall have authority to schedule additional funding rounds, cancel any given funding round, and change the regular funding cycle dates at their discretion. Generally, applications for a given funding round will be due on or near April 15th of each year.

The Board of Trustees may at its discretion cancel a particular round of funding. In such case, the Board of Trustees will notify the Virginia Christensen Advisory Committee in writing at the earliest convenient time and in no case less than two weeks prior to the scheduled funding round.

DUTIES

The Virginia Christensen Advisory Committee is an advisory body to the Board of Trustees in the matter of applications submitted for funding from the Virginia Christensen Trust. The duties of the Advisory Committee include, but are not limited to,

- Recommend any changes to procedure, criteria for the application form, applicant requirements, and other screening criteria subject to approval by the Board of Trustees
- Review of submitted applications for accuracy of the financial information, and other requested data
- Conduct a presentation meeting to review the applications with the applicants and conduct questions and answers to further clarify any portion of the application
- Provide some form of guidance, answers to the application process, or workshops to assist applicants completing the application form for submittal
- Make recommendations to the Board of Trustees in writing within two weeks of the Advisory Committee meeting determining their recommendations regarding the applications, whether recommending funding and the amount, or rejecting a given application
- Other duties as requested by the Board of Trustees related to the review, screening and recommendations process concerning applications to the Virginia Christensen Trust fund.
- Participate in any discussion or presentation of the Virginia Christensen Trust Investment Fund performance.

At no time is the Board of Trustees bound to the recommendations of the Virginia Christensen Advisory Committee, and can, in its own judgement, make distribution of funds from the Virginia Christensen Trust as they deem appropriate.

Members of the Board of Trustees are encouraged to attend any and all Virginia Christensen Advisory Committee meetings. Members of the Virginia Christensen Advisory Committee are encouraged to attend any and all Board of Trustees meetings, especially the budget meetings at which annual distributions are decided and those where recommendations made by the Advisory Committee are under consideration for final determination by the Board of Trustees.

As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct. [Move to Meetings]

MEMBERSHIP

The VCAB shall be composed of not less than five (5) or more than seven (7) members appointed by the Board of Trustees. All members of such commission shall be registered electors of Creede or Mineral County. Four (4) members of the VCAB shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number shall adjourn any meeting to a later time or date. In the absence of all members, any staff member shall adjourn any meeting to a later time or date. The term of office for a member shall be two (2) years on an overlapping tenure. A member of the VCAB may be removed by the Board of Trustees pursuant to *Removal from Office*. The VCAB shall select its own chairperson and vice chairperson from among its members. The chair or, in the absence of the chair, the vice chair, shall be the presiding officer of its meeting. In the absence of both the chair and the vice chair from a meeting, the members present shall appoint a member to serve as acting chair at the meeting. All members of the VCAB shall serve without compensation for their services.

REMOVAL FROM OFFICE. A member of the VCAB may be removed for misconduct, conduct unbecoming of a city official, violation of the state or local code of ethics, inefficiency, or with unexcused absence from two of three consecutive regularly scheduled meetings. Prior to removal, the Board of Trustees shall conduct a hearing and shall provide written notice to the VCAB member stating the grounds for removal at least three (3) days prior to the hearing.

VACANCIES. A vacancy on the VCAB shall occur whenever a member of the VCAB is removed by the Board of Trustees, dies, becomes incapacitated, or resigns. In the event a vacancy occurs, the Board of Trustees shall appoint a successor to fill the vacancy and serve the remainder of the term of the former member.

STAFF. The City Manager or City Clerk shall serve as the staff of the VCAB and shall provide the service of recording recommendations and official actions, who shall also act in the capacity of liaison between the Board of Trustees and the VCAB and administrator for the VCAB for the purpose of receiving applications, providing research, and issuing and other material for consideration by the VCAB.

MEETINGS. Meetings will be generally be scheduled approximately two weeks after applications are due. Staff will assemble application packets and distribute agenda and packet material to VCAB members no later than 10 days prior to the regularly scheduled meeting. As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct.

Virginia Christensen Advisory Committee **Bylaws** **Guidelines**

PURPOSE & PROCEDURE

The Virginia Christensen Advisory Committee (VCAB) serves at the pleasure of the Board of Trustees in an advisory capacity. The meetings and discussions necessary to provide the recommendations for distribution of funds from the Virginia Christensen Trust to the Board of Trustees are to be determined by the VCAB. ~~The Board of Trustees is to be notified of scheduled meetings at least 24 hours in advance.~~ **and approved by the Board of Trustees prior to the meeting.**

~~It shall be the duty of the Virginia Christensen Advisory Committee to set the date for each round of applications to be submitted for funding, with no less than two rounds each calendar year. It is recommended these rounds for applications be scheduled in approximately April and October of each calendar year.~~ **The Board of Trustees shall budget distributions for the upcoming year as a part of their annual budget. The Board of Trustees shall have authority to schedule additional funding rounds, cancel any given funding round, and change the regular funding cycle dates at their discretion. Generally, applications for a given funding round will be due on or near April 15th of each year.**

~~If for any reason, the Virginia Christensen Advisory Committee does not feel there is cause to have a particular round of funding, they will notify the Board of Trustees in writing, stating the cause for the cancellation of the funding round, and requesting cancellation of that particular round of funding. Said recommendation will be submitted to the Board of Trustees at the earliest convenient time prior to the scheduled funding round. In no case will the recommendation notification be presented to the Board of Trustees later than the 15th of May or the 15th of November of any given year. The Board of trustees will make the final determination as to whether to accept the Virginia Christensen Advisory Committee recommendation to cancel a round of Virginia Christensen funding applications.~~

The Board of Trustees may at its discretion ~~determine there is cause to~~ cancel a particular round of funding. In such case, the Board of Trustees will notify the Virginia Christensen Advisory Committee in writing at the earliest convenient time and in no case less than two weeks prior to the scheduled funding round.

The Board of Trustees makes the final determination of which persons sit on the Advisory Committee. The Advisory Committee may submit names for consideration, but at no time do they have the power to appoint, fill a vacancy or replace a member without the written consent of the Board of Trustees. (-Move to membership)

DUTIES

The Virginia Christensen Advisory Committee is an advisory body to the Board of Trustees in the matter of applications submitted for funding from the Virginia Christensen Trust. The duties of the Advisory Committee include, but are not limited to,

- ~~Create the~~ **Recommend any changes to procedure**, criteria for the application form, ~~including~~ applicant requirements, and other screening criteria ~~to be approved~~ **subject to approval** by the Board of Trustees
- ~~Setting the deadline date for applications for funding rounds~~
- Review of submitted applications for accuracy of the financial information, and other requested data
- Conduct a presentation meeting to review the applications with the applicants and conduct questions and answers to further clarify any portion of the application
- Provide some form of guidance, answers to the application process, or workshops to assist applicants completing the application form for submittal
- Make recommendations to the Board of Trustees in writing within two weeks of the Advisory Committee meeting determining their recommendations regarding the applications, whether recommending funding and the amount, or rejecting a given application
- Other duties as requested by the Board of Trustees related to the review, screening and recommendations process concerning applications to the Virginia Christensen Trust fund.
- Participate in any discussion or presentation of the Virginia Christensen Trust Investment Fund performance.

At no time is the Board of Trustees bound to the recommendations of the Virginia Christensen Advisory Committee, and can, in its own judgement, make distribution of funds from the Virginia Christensen Trust as they deem appropriate.

Members of the Board of Trustees are encouraged to attend any and all Virginia Christensen Advisory Committee meetings. Members of the Virginia Christensen Advisory Committee are encouraged to attend any and all Board of Trustees meetings, especially **the budget meetings at which annual distributions are decided and** those where recommendations made by the Advisory Committee are under consideration for final determination by the Board of Trustees.

~~From time to time, the Account Representative from JP Morgan in Boulder/Denver comes to Creede to make a financial presentation as to the status of the Virginia Christensen portfolio. Whenever possible, two presentations will be scheduled, a morning presentation and an evening presentation. Each presentation will be open to both the Advisory Committee and the Board of Trustees. While it is not required that Advisory Committee members attend these presentations, it is considered in the best interest of the Advisory Committee members to stay informed as to the status of the Trust account for the betterment of their recommendations to the Board of Trustees.~~

As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. **Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct. [Move to Meetings]**

~~Any miscommunication or misunderstanding between the members of the Advisory Committee and the Board of Trustees are to be brought to the attention of the City Manager. He will have the option of calling in the City Attorney for legal consultation and/or mediation. In all matters, the City Attorney will have the final decision in any given matter, subject to the vote of the Board of Trustees.~~ **? Do we need this? Seems like the board has final say here.**

MEMBERSHIP

The VCAB shall be composed of not less than five (5) or more than seven (7) members appointed by the Board of Trustees. All members of such commission shall be registered electors of Creede or Mineral County. Four (4) members of the VCAB shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number shall adjourn any meeting to a later time or date. In the absence of all members, any staff member shall adjourn any meeting to a later time or date. The term of office for a member shall be two (2) years on an overlapping tenure. A member of the VCAB may be removed by the Board of Trustees pursuant to *Removal from Office*. The VCAB shall select its own chairperson and vice chairperson from among its members. The chair or, in the absence of the chair, the vice chair, shall be the presiding officer of its meeting. In the absence of both the chair and the vice chair from a meeting, the members present shall appoint a member to serve as acting chair at the meeting. All members of the VCAB shall serve without compensation for their services.

REMOVAL FROM OFFICE

A member of the VCAB may be removed for misconduct, conduct unbecoming of a city official, violation of the state or local code of ethics, inefficiency, or with unexcused absence from two of three consecutive regularly scheduled meetings. Prior to removal, the Board of Trustees shall conduct a hearing and shall provide written notice to the VCAB member stating the grounds for removal at least three (3) days prior to the hearing.

VACANCIES

A vacancy on the VCAB shall occur whenever a member of the VCAB is removed by the Board of Trustees, dies, becomes incapacitated, or resigns. In the event a vacancy occurs, the Board of Trustees shall appoint a successor to fill the vacancy and serve the remainder of the term of the former member.

STAFF

The City Manager or City Clerk shall serve as the staff of the VCAB and shall provide the service of recording recommendations and official actions, who shall also act in the capacity of liaison between the Board of Trustees and the VCAB and administrator for the VCAB for the purpose of receiving applications, providing research, and issuing and other material for consideration by the VCAB.

MEETINGS

Meetings will be generally be scheduled approximately two weeks after applications are due. Staff will assemble application packets and distribute agenda and packet material to VCAB members no later than 10 days prior to the regularly scheduled meeting. As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct. [Move to Meetings]

2018 Proposed Budget

11/17/2017

1 GENERAL FUND		2016	2017	2017	2018-A		
2 Revenues		Actual	Proposed	Revised-8	Proposed		
3	General Property Tax	1410.10	82,507	85,000	88,101	93,699	
4	Delinquent Taxes	1410.20	105	-	-	-	
5	Delinquent Interest	1410.30	383	300	320	350	
6	Specific Ownership Tax	1410.50	7,639	8,000	7,790	7,789	
7	1/2 City Sales Tax	1410.61	118,412	100,000	124,756	130,000	
8	County Sales Tax	1410.62	165,791	140,000	170,017	174,352	
9	Franchise Tax	1410.80	29,509	25,000	32,804	32,800	
	P & R Program Fees	1420.11	-	-	370	11,500	
	Donations	1420.12	-	-	-	1,000	
	Gym Income other	1420.20	-	-	800	-	
	Gym Program Fees	1420.21	-	-	20,000	11,500	
	Gym Rental & Lease	1420.22	-	-	1,500	1,200	
	Gym Donations	1420.24	-	-	700	750	
	Misc. Activities	1420.30	-	-	4,000	-	
14	Liquor Licenses	1440.30	3,438	5,000	4,000	4,000	
15	Building Permits	1440.40	4,494	5,000	10,000	5,000	
16	Building Use Tax	1440.50	7,608	8,000	11,307	9,000	
17	Highway User's Tax	1450.10	20,877	20,000	20,000	21,000	a
18	Motor Vehicle Sales Tax	1450.20	794	200	200	225	b
19	Cigarette Tax	1450.30	1,168	1,200	1,200	1,200	
20	Motor Vehicle Fees	1450.40	3,060	2,500	2,500	3,000	
21	Severance Tax	1450.50	6,397	6,000	-	-	
22	Mineral Lease Royalty	1450.60	231	200	-	-	
23	Road and Bridge	1450.70	4,003	4,000	4,035	4,000	
24	Fuel Tax Refund	1450.80	323	300	300	300	
25	Grants	1450.90	-	-	-	-	
26	Court Fines	1460.00	-	-	-	-	
27	Interest Income	1470.00	1,585	900	7,000	7,000	
29	Recreation Fees	1480.10	6,818	8,000	100	-	
31	Recreation Donations	1480.30	1,262	500	-	-	
35	Miscellaneous	1490.90	25,505	20,000	25,000	25,000	
36	Operating Revenues		491,909	440,100	536,800	544,665	

2018 Proposed Budget

11/17/2017

39 Expenses		Actual	Proposed	Revised	A	
40 Administrative Salaries	1510.10	51,002	56,000	56,000	74,609	
41 Taxes	1510.21	4,039	4,500	4,500	5,533	
42 Benefits	1510.23	10,542	11,000	11,000	12,586	
43 Operating Supplies	1510.31	2,834	4,000	4,000	4,000	
44 Postage	1510.32	284	500	500	500	
45 Telephone	1510.33	2,517	3,000	3,000	3,000	
46 Dues & Subscriptions	1510.34	190	3,000	3,000	2,000	c
47 Printing & Advertising	1510.35	1,281	1,500	1,500	2,000	
48 Donations	1510.36		5,000	5,000	3,000	d
49 Building & Plant	1510.40	896	2,000	2,000	2,000	
50 Insurance & Bonds	1510.50	6,997	10,800	10,800	6,500	e
51 Professional Services	1510.60	45,942	35,000	30,000	40,000	f
52 Training [Travel-Lodging-Fees]	1510.70	883	2,000	1,000	2,500	g
53 Board of Trustees	1511.00	18,352	18,353	18,353	18,353	
54 Judicial	1512.00	-	-	-	2,000	
55 Elections	1513.00	1,295	-	-	3,000	
56 Treasurers Fees	1514.00	1,660	2,500	2,500	2,500	
57 Miscellaneous (+1519)	1519.00	8,879	10,000	10,000	12,000	h
58 Emergency Management	1520.50	10,000	-	-	-	
59 CMAC	1510.37	-	2,000	2,000	2,000	
60 Noxious Weed Control	????	-	-	-	12,400	
61 RRROW Appraisal					14,000	
62 Safety Officer					30,000	
63 Admin Expenses		167,593	171,153	165,153	254,481	

63 PUBLIC WORKS		2016 Actual	2017 Proposed	2017 Revised	A	
65 Public Works Payroll	1530.10	52,287	70,500	75,000	78,534	
66 Taxes	1530.21	4,155	6,000	6,000	5,264	
67 Benefits	1530.23	15,089	16,500	16,500	17,970	
68 Operating Expenses	1530.31	3,672	5,000	6,100	6,405	
69 Telephone	1530.33	682	1,000	1,000	1,100	
70 Repairs & Maintenance	1530.40	1,354	5,000	5,000	4,000	i
71 Insurance & Bonds	1530.50	6,292	6,500	6,500	6,500	j
72 Streets & Alleys	1530.70	15,034	20,000	25,000	25,000	
73 Cat Lease	1530.71	15,510	24,000	24,000	23,300	k
74 Electricity	1530.81	14,434	17,000	14,500	16,000	l
75 Propane	1530.82	3,620	7,000	5,000	3,000	t
76 Miscellaneous	1530.90	20	5,000	5,000	5,000	
77 PW Expenses		132,149	183,500	189,600	192,073	

2018 Proposed Budget

11/17/2017

77 Parks & Recreation	A				
78 Custodial Payroll	1540.10	13,694	-	-	25,000
79 Custodial Taxes	1540.21	1,077	-	-	2,468
80 Park Supplies	1540.50	16,525	15,000	87,000	15,000
81 Park Electricity	1540.51				2,500
82 Park Propane	1540.52				800
83 Recreation Other	1550.00	-	-	-	-
84 Recreation Payroll	1550.10	-	-	44,157	44,890
85 Recreation Taxes	1550.21	-	-	3,600	3,569
86 Recreation Benefits	1550.23	-	-	10,000	9,800
87 Recreation Expenses	1550.30	-	-	16,000	16,000
88 Recreation Payroll	1580.10	28,439	44,000	-	
89 Recreation Taxes	1580.21	2,229	3,000	-	
90 Recreation Benefits	1580.23	3,155	9,000	-	
91 Recreation Supplies + 1550.30	1580.50	6,348	15,000	-	
92 Gym Utilities	1550.41	15,173	16,000	16,000	16,500
93 Gym Repairs & Maintenance	1550.42	10,435	12,000	5,000	7,000
94 Donations	1580.60	-	-	-	-
95 Hatchery Utilities	1580.80	-	-	-	-
96 P&R Expenses		97,075	114,000	181,757	143,527

96 Total Operating Expenses		396,817	468,653	536,510	590,081
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97					
98 Operating Income/Loss					
99 Operating Revenues		491,909	440,100	536,800	544,665
100 Operating Expenses		396,817	468,653	536,510	590,081
101 Operating Income/Loss		95,092	(28,553)	290	(45,416)

101 **GENERAL FUND (Cont.)**

102 Non-Operating					
103 Transfer In [Parks -from VC]	1498.00	16,000	10,000	10,000	10,000
104 Transfer in [Recreation - from VC]	1499.00	38,000	40,000	40,000	40,000
105 Non-Operating Revenues		54,000	50,000	50,000	50,000

107 Transfer Out (to CI)	1598.20	-	-	-	-
108 Non-Operating Expenses		-	-	-	-

109					
110 Total Revenues		545,909	490,100	586,800	594,665
111 Total Expenses		396,817	468,653	536,510	590,081
112 Net Income/Loss		149,092	21,447	50,290	4,584
113 Fund Balance Beginning of Year		1,067,446	1,218,266	1,218,266	1,227,261
114 Fund Balance End of Year		1,216,538	1,239,713	1,268,556	1,231,845

2018 Proposed Budget

11/17/2017

115 CAPITAL IMPROVEMENT		2016	2017	2017	
116 Revenues		Actual	Proposed	Revised	
117 1/2 City Sales Tax	2410.00	118,438	100,000	100,000	120,000
118 Interest	2470.00	1,614	1,500	3,500	3,500
119 Total Revenues		120,052	101,500	103,500	123,500
120					
121 Expenses					
122 Capital Improvements	2510.00	64,903	75,000	75,000	99,000
123 New Pavilion		-	20,000	20,000	20,000
124 Flume Repair	2501.00	-	465,000	6,000	459,000
125 Total Expenses		64,903	560,000	101,000	578,000
126					
127 Operating Revenues		120,052	101,500	103,500	123,500
128 Operating Expenses		64,903	560,000	101,000	578,000
129 Operating Income/Loss		55,149	(458,500)	2,500	(454,500)
130					
131 Non-Operating					
132 Transfer in (VC)	2420.00	40,000	40,000	40,000	40,000
133 Transfer from Fund Balance + Grants	2497.00	-	465,000	6,000	459,000
134 Non-Operating Revenues		40,000	505,000	46,000	499,000
135					
136 Total Revenues		160,052	606,500	149,500	622,500
137 Total Expenses		64,903	560,000	101,000	578,000
138 Net Income/Loss		95,149	46,500	48,500	44,500
139 Fund Balance Beginning of Year		568,511	198,660	198,660	247,160
140 Fund Balance End of Year		663,660	245,160	247,160	291,660
141					
142 VIRGINIA CHRISTENSEN		2016	2017	2017	
143 Revenues		Actual	Proposed	Revised	
144 Community Investments	8300.00				30,000
145 Required Minimum Distribution	8460.00	74,508	184,000	174,914	75,000
146 Market Adjust / Interest	8470.00	98,523	-	-	98,000
147 Operating Revenues		173,031	184,000	174,914	203,000
148 Expenses					
149 Distributions	8510.00	52,856	70,000	87,749	75,000
150 Management Fee		-	-	-	-
151 Operating Expenses		52,856	70,000	87,749	75,000
152					
153 Operating Revenues		173,031	184,000	174,914	203,000
154 Operating Expenses		52,856	70,000	87,749	75,000
155 Operating Income/Loss		120,175	114,000	87,165	128,000
156					
157 Transfer to Capital Improvement	8520.00	40,000	40,000	40,000	49,914
158 Transfer to Parks	8540.00	16,000	10,000	10,000	10,000
159 Transfer to Arts & Recreation	8550.00	38,000	40,000	40,000	40,000
160 Transfer to Community Investments			-	-	30,000
161 Non-Operating Expenses		94,000	90,000	90,000	129,914
162					
163 Total Revenues		173,031	184,000	174,914	203,000
164 Total Expenses		146,856	160,000	177,749	204,914
165 Net Income/Loss		26,175	24,000	(2,835)	(1,914)
166 Fund Balance Beginning of Year		4,139,139	4,165,314	4,165,314	4,162,479
167 Fund Balance End of Year		4,165,314	4,189,314	4,162,479	4,160,565

2018 Proposed Budget

11/17/2017

168 CONSERVATION TRUST		2016	2017	2017	
169 Revenues		Actual	Proposed	Revised	
170 Lottery Funds	3410.00	3,167	2,600	2,100	2,500
171 Interest	3470.00	27	35	12	15
172 Operating Revenues		3,194	2,635	2,112	2,515
173					
174 EXPENDITURES:					
175 Park 3	3500.40	-	10,000	10,000	-
176 Operating Expenses		-	10,000	10,000	-
177					
178 Non-Operating					
179 Transfer from Fund Balance					7,500
180 Non-Operating Revenues					7,500
181					
182					
183 Total Revenues		3,194	2,635	2,112	10,015
184 Total Expenses		-	10,000	10,000	-
185 Net Income/Loss		3,194	(7,365)	(7,888)	10,015
186 Fund Balance Beginning of Year		12,282	15,476	15,476	7,588
187 Fund Balance End of Year		15,476	8,111	7,588	17,603

S

- a confirmed estimate
- b corrected from B2A
- c meeting adjustment
- d meeting adjustment
- e meeting adjustment
- f meeting adjustment
- g meeting adjustment
- h meeting adjustment
- i meeting adjustment
- j meeting adjustment
- k meeting adjustment
- l meeting adjustment
- m meeting adjustment
- n meeting adjustment - 7.95%
- o meeting adjustment
- p meeting adjustment
- q meeting adjustment
- r meeting adjustment
- s meeting adjustment
- t revised down based on average B2A
- u revised from Randi
- v revised from Randi
- w revised from Randi
- █ need to adjust