



## TOWN ATTORNEY

March 9, 2023

Annual Salary: \$147K-\$185K

### THE COMMUNITY

The Town of Timnath (pop. 8,000+, elev. 4,865, 5.05 sq. mi.) is a rapidly growing, safe, family-oriented community located in the plains at the base of the Rocky Mountains in beautiful Northern Colorado, north of Denver and south of Cheyenne, WY.

Due east of Fort Collins in Larimer County, Timnath sits at a major regional crossroads, the intersection of I-25 and Harmony Rd., one of the busiest in the state. The Town's location provides easy access to nearby amenities, including Colorado State University, the University of Northern Colorado in Greeley, and many others. Denver's world-class urban culture, major sports venues, and Denver International Airport are an hour's drive south.

Multiple neighborhoods have grown from the farms and ranches of Timnath's agricultural roots, and residents still love the small-town feel and true neighborliness here. The area offers a variety of outdoor recreational activities including boating, cycling, hiking, mountain biking, camping, fly fishing, swimming, golfing, and more. The Town has an impressive catalog of parks and open space, including the Timnath Reservoir and the Community Park. The Cache la Poudre River flows peacefully here, and the nearby Poudre River Trail is a popular destination. Rocky Mountain National Park, a jewel of the national parks system, is about an hour away.

The Poudre School District serves the Town with two elementary schools and a middle school and high school. The district has received considerable state and national recognition. The Poudre Valley Hospital, Banner Health Center, and UC Health Medical Center of the Rockies are next door in Fort Collins and Loveland, and all offer excellent medical care.

Although the Town does not have a chamber of commerce or economic development entity, Timnath succeeded in welcoming two of the nation's largest retailers, Costco and Wal-Mart, which account for approximately 85% of the Town's sales tax revenue. Local businesses and several national franchises serve the local population.

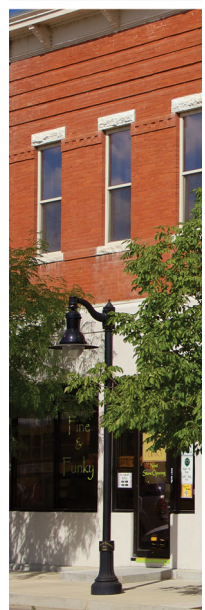
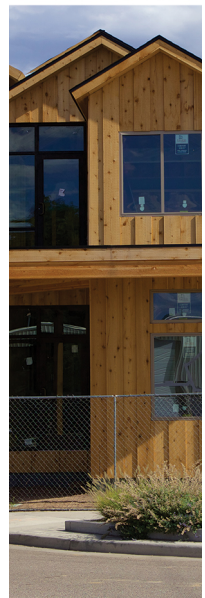
For more information about the Town of Timnath, please visit [timnath.org](http://timnath.org).

## THE ORGANIZATION

Incorporated on July 6, 1920, Timnath adopted its home rule charter on November 3, 2015. The charter calls for a council-manager form of government and establishes a five-member town council, consisting of the mayor and four council members, all of whom are elected at large on a nonpartisan basis to four-year, staggered terms without limit. The town council chooses the mayor pro-tem from among their number for a two-year term. Currently there are no wards or council districts, but when Timnath reaches 15,000 electors, the council will expand to seven members, with three members elected by district, and three at large.

The Town's major operations include public works, engineering, town clerk, municipal court, community development, building, code enforcement, animal control, parks and recreation, and administrative services, including management, legal, finance, human resources, and information technology. Currently, many of these major services, are contracted. The Timnath Police Department and Larimer County Sheriff's Office provide law enforcement, the Poudre Fire Authority provides fire protection services. The Poudre Valley Rural Electric Authority and Xcel Energy provide electricity and natural gas utilities. Multiple districts provide water and sewer services. Timnath's FY 2023 General Fund Budget of \$44 million supports 60 FTEs, as well as several contracted positions. The 2023-27 five-year capital improvement plan contemplates \$83 million in projects. The Town just completed construction of a new police station.

Timnath faces legal issues usually found in much larger communities. Eight or nine active developments regularly generate major land use applications, and the underlying development and subdivision agreements are complex. The Town also has an outsized number of metropolitan and improvement districts related to development. Town council also serves as the governing board of the Timnath Development Authority (urban renewal authority). More than 75% of the Town is in the URA plan area.





## SUMMARY OF POSITION

Timnath's next Town Attorney is an experienced municipal lawyer or an attorney with extensive land use experience, with high integrity, unassailable character, unquestionable ethics, and sound legal judgment. Technically competent in all respects, they are experienced in the practice areas customary to local government, with special emphasis on annexation, home rule, impact fees, intergovernmental agreements, land use, planning and development, special districts (including service plans), subdivision improvement agreements, tax increment financing, real estate transactions, and urban renewal. In addition, a strong foundation in as many of the following practice areas as possible is preferred: drafting (ordinances, code, charter, etc.), elections, employment law, local budget and audit laws, municipal finance, open meetings (including parliamentary procedure), public records, real property, right of way acquisition, sales taxes, TABOR, and water law, among others.

## RESPONSIBILITIES

The next Town Attorney will protect the Town, emphasizing prevention and education as the path to minimizing risk and liability in every context, including in employment matters and as the Police legal advisor.

The desired candidate will be a clear and concise writer and speaker (no "legalese"), articulate, and intellectually honest. The successful candidate must be diplomatic and politically astute but apolitical, with strong situational awareness.

They will be a proactive problem-solver, committed to the council-manager form of government and to providing Town Council with legal options consistent with the council's policy priorities. They will be approachable and collaborative and passionate about the law and the Town of Timnath.

## COMPENSATION

The annual salary range for this position is **\$147,805 - \$184,756** depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are offered:

- Medical, dental, vision, voluntary life, AD&D, and supplemental accident insurance.
- The Town pays 100% of employee medical coverage, 90% employee and spouse, 90% employee and child/children, and 80% employee and family.
- An Employee Assistance Program is provided at no cost to employees. Retirement benefits customary to the position are offered through COPERA (mandatory) and Mission Square (optional).
- The Town offers education reimbursement plans and a cafeteria plan for employees.
- This position enjoys paid vacation, personal leave, and eleven paid holidays.
- Professional license fees, bar association membership dues, and continuing legal education expenses, and reasonable costs of professional conference attendance are provided.
- Relocation assistance is subject to negotiation.

NOTE: The Town Council will decide whether to hire its next Town Attorney as a full-time employee consistent with this recruitment document or to continue to contract for legal services. Confidentiality of all applicants, therefore, will be maintained throughout the finalist interview process and until such time as a preferred candidate may be identified.



## SEARCH SCHEDULE

Filing Deadline: **April 7, 2023**

Preliminary Interviews: **April 17, 2023**

Recommendation of Candidates: **May 1, 2023**

Finalist Interview Process: **May 15, 2023**

These dates have been confirmed, the Town would appreciate that you plan your calendar accordingly.

## RECRUITMENT PROCESS

Please submit your cover letter and resume to [hbernstein@timnathgov.com](mailto:hbernstein@timnathgov.com).

Please do not hesitate to contact Hope Bernstein if you have any questions regarding this position or the recruitment process.

**HOPE BERNSTEIN, aPHR**

HR Generalist

Town of Timnath

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[Hbernstein@timnathgov.com](mailto:Hbernstein@timnathgov.com)

