



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: January 8, 2025
SUBJECT: Town Administrator's Report to the Board of Trustees

1. Board of Trustees Retreat. During the December 10, 2024, BOT meeting, the Mayor Pro Tem recommended a "Board Retreat" to set policy and projects for the upcoming year(s). A follow-up email on December 11, 2024, sought guidance as to dates for the retreat, a location for the retreat, and whether a third-party facilitator would be required. Staff are respectfully requesting an update as to how to proceed with this important matter.
2. Director of Community Development. On October 28, 2024, Zach Higgins resigned as Community Development Director for the Town of Elizabeth. His final day was December 9, 2024. Since then, the Town Administrator and Staff have been making decisions on behalf of the department. As mentioned in the December 3, 2024, memo to the Board, and in prior correspondence, there are really three (3) ways to proceed: (1) a more traditional director, with a background in planning and development; (2) a director with an emphasis more on economic and community development for infill projects; or (3) fill as a contract position. Staff are respectfully requesting direction as to which way to proceed.
3. Site Selection for the Elizabeth Community and Senior Activity Center. As discussed previously, the Town received a grant for the engineering associated with the planning for this facility. The specific location of the Center will dictate the foundation, and consequently, site selection becomes important. The grant funds must be committed and expended by August of this year to comply with the grant. Staff are requesting directions on how to address the site issue, and if the Board seeks to continue with engineering the previously approved plans. In the alternative, Staff would recommend that the \$200,000 previously secured from DOLA be returned.
4. Saturday Workshop. Over the past several years, the Board has held a Saturday workshop in either late January or early February of each year. Last year the workshop was held on February 10, 2024 and included the following topics: (1) EPD Operations and Staffing; (2) Annexation and Comprehensive Plan Analysis; (3) The Community and Senior Activity Center; (4) Data Driven Development through Placer AI; and (5) Expansion of Trees/Tree Farm in the Community. On December 27, 2024, Staff recommended either January 25th or February 8th as dates for a meeting. If the Board would like to have a Saturday Workshop to cover topics such as Main Street Streetscape, the Depot Parking Lot, or any other matters, we should plan to set a meeting time on the calendar.