

AFFIDAVIT
(SWORN STATEMENT)

RECEIVED
OCT 12 2022

BY: Dylan G
@ 3:56 pm

Date: October 12 2022

My legal name is **Hillary Leitch** ("Affiant") and acknowledge I am:

- a.) Age: 41 years old
- b.) Address: 9566 Quintero Street, Commerce City, Colorado, 80220
- c.) Residency: Colorado

Being duly sworn, hereby swear under oath that: I am a citizen of the United States

I am at least 18 years of age

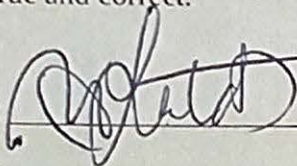
I am a resident of Commerce City for 12 months immediately preceding the appointment

I am a registered a voter

I am not currently serving a criminal sentence, including probation or parole, for a felony or an offense comparable to a felony in the military.

Under penalty of perjury, I hereby declare and affirm that the above-mentioned statement is, to the best of my knowledge, true and correct.

Affiant's Signature: _____



Date: _____

10/12/2022

NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

Colorado

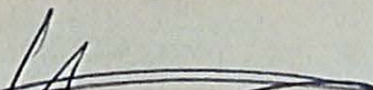
County of _____

Adams

On 12 October, 20 22, before me, Kristopher Klockenteger, personally appeared Hillary Leitch who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Colorado that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Hillary Leitch

Commerce City, Colorado, United States

 hillaryleitch@gmail.com

 720.297.4417

 [linkedin.com/in/hillary-leitch-38b8a232](https://www.linkedin.com/in/hillary-leitch-38b8a232)

Summary

I am about to close the chapter on my master's program in organizational leadership. This has shaped me in ways that I never imagined. I have realized the mistakes I have made before, how I can be a better leader, and most importantly, how I can positively impact an organization. This program has created a thirst in me to teach, coach, lead, mentor and share what I have learned. I have taken my years of project management and my current role of office manager and used those experiences, along with my educational training to be an impactful leader.

Experience

Office Manager

Comfort Pros of Colorado LLC.

Jul 2020 - Present (2 years 4 months +)

Office Manager does not do my role and responsibilities justice. I manage everything from scheduling, licensing, permitting, equipment orders, inventory management, fleet management, payroll, and anything else that comes my way. We are a small family business where we all wear multiple hats. We have a strong customer base and customer service is our number one priority. Everything decision that I make is based around our customer retention, loyalty, and satisfaction.

Project Manager

Tolin Mechanical Systems

Jan 2014 - Jun 2020 (6 years 6 months)

Responsible for managing over \$8 million in annual activity within our Denver operations group.

- Implemented paperless initiative for sales and operations to decrease paper waste and drive efficiency during handover meetings.
- Increased gross profit in the Denver division of project operations between 2015-2019 by 5% each year.
- Consistently exceeded gross profit and activity planned goals each year.
- Drove efficiency initiatives by developing better planning procedures, internal project hand off meetings, bi-weekly sales and operation co-op meetings and monthly technician safety and check in meetings.
- Developed and nurtured customer relationships which resulted in repeat project work.
- Managed individual projects with a valuation of upwards of \$1-\$2+ million.
- Responsible for overseeing the project from inception to completion which included client meetings, scheduling, manpower allocation, equipment procurement, quality control, engineering and safety compliance.

Education

Regis University

Master of Science - MS, Organizational Leadership

2020 - 2022



Colorado State University

Project management certificate

2018 - 2018



Regis University

BS, Applied Psychology

2009 - 2013

Skills

Project Management • Time Management • Strategic Planning • Business Analysis • Negotiation • Account Management • Coaching • Leadership Development • Public Speaking • Leadership

Honors & Awards



Psi Chi - Regis University

May 2013

Psychology Honor Society

1. Why are you applying to be on the City Council?
 - a. I am sure most respond that they want to give back to their community, which is something that I do indeed want to do. But for me, I want to be a part of changing the perception of Commerce City. I want it to be a place that people plant their roots and want to live here for years to come. I do not want Commerce City to be seen as the farm league of housing. Where homeowners come to buy an affordable house until they can move on to better cities. I've said this to other council members, but at the end of the day people just want a cool place to live. Where we can live, work, and have recreational opportunities. I do not have a specific agenda; I simply want to be part of making this city as best as it can be and advocate for those living here.
2. How is your experience and background relevant to being on the City Council?
 - a. I have a mix of educational and professional experience, in addition to, advocacy work done within the city. I currently run the office for a residential HVAC company and the owner happens to be my brother. We are true family owned and operated business. I have been running the operations side of his business for over two years. I previously work for a commercial mechanical contractor as a project manager for six years. I have even further project management experience beyond that. I am currently completing my organizational leadership master's program at Regis University with an expected graduation in the Spring of 2023. I also found my voice and have been a strong advocate for my neighborhood. I have learned more than I expected in my master's program. I have grown and morphed into a leader that I am really proud of. It has changed and broaden my perspectives and given me the ability to understand people and situations much clearer. I am also naturally organized and a fantastic planner. I am great at taking a big idea, breaking it down into manageable steps and executing it. All these experiences bring a new view and perspective to city council.
3. What are your thoughts on the relationship between the Historic City and the Northern Range?
 - a. Historic City and the Northern Range have different needs and challenges. It would be naïve to believe that you can address them similarly. There are issues that the Historic City has that the Northern Range does not and vice versus. You must approach both differently and openly. It should ultimately be about what the people in those areas need and want. City council should be out in the communities listening and asking questions so that they can make informed decisions about the direction of their parts of the city.
4. What do you believe to be the three most pressing challenges or concerns in the Commerce City community?
 - a. The three most pressing challenges I see for Commerce City are people's health, safety, and balanced development. Those living near Suncor are facing a crisis and it needs to be addressed. They deserve better and as a city council member I hope to advocate for those people. Suncor is a necessity for our economy, but it can operate without affecting the health of the residents. Next, Commerce City needs to do better in the way of public safety. This ranges from trying to control or deter crimes, enforcing speed limits, improving response times, and creating safer driving conditions. And lastly, development in the Northern Range is a balancing act of getting enough homeowners to

attract businesses, but also being proactive and seeking out partnerships and showing those people why they should invest in our city.

5. What do you see as the three biggest opportunities for Commerce City right now?
 - a. This is a tough question because it is not simple and quite complex. Commerce City is a unique city in which two areas are physically separated. The Historic City has an opportunity to move towards modernization and away from industrialization. And the Northern Range has opportunities with its location to Pena Blvd and E-470 to attract people visiting Colorado. There are great partnerships with Denver that Commerce City can capitalize on, specifically on boosting the attractiveness of commercial developers.
6. What concerns, if any, do you have about serving on the City Council?
 - a. I am not sure that I have any specific concerns about serving on the City Council.
7. What does Quality Community for a Lifetime mean to you?
 - a. Quality Community for a Lifetime means to me the investment in our youth. Our youth are our future as many say. But the importance of helping them achieve success beyond high school is incredibly important. This also ties back to why I want to serve on City Council. I have a strong belief that if we invest in our community, they are more likely to stay here. When people have roots, they are more likely to take pride in where they live. Together that builds a strong community. I am aware that the Quality Community Foundation also issues grants to non-profits and that benefits the city as well. But I really believe that the investment in our youth is so impactful for years to come.
8. What local government or non-profit boards or commissions have you served on?
 - a. I am a director of the Buffalo Highlands Metro District and I am the Chairperson on the Buffalo Highlands neighborhood relations committee.
9. Have you participated in the Commerce City Civics Academy?
 - a. No, I have not participated in the Commerce City Civics Academy.
10. How long have you resided in Commerce City?
 - a. I have lived in Commerce City for a little over three years.
11. What is your favorite place in Commerce City?
 - a. I cannot pin down just one place that is my favorite in Commerce City. I love the arsenal, the wildlife and the beauty of it. I love that Dicks Sporting Goods park resides in Commerce City. I've attended multiple events there, including many 4th of July celebrations. My grandparents and their families lived in Commerce City for much of my childhood. My great aunt lived near the old dog racetrack. My great uncle owned a car dealership and my grandparents lived nearby. My brother planted roots in Harvest Meadows many moons ago, before King Soopers was around. I've been in and around Commerce City for so many years of my life. The Anythink Library is a beautiful building and a fantastic resource for many in Commerce City. And I've had countless dinners at El Jardin. I did not specifically answer the question because there are too many great places to just pick one.