

# OFFICE OF THE TOWN ATTORNEY



# Office of the Town Attorney's Responsibilities

The Town Attorney is appointed by and reports to Town Council. Our job is to provide high-quality, proactive legal advice to Town Council and Town staff in a variety of areas.



The Town Attorney's office is responsible for providing legal review and oversight on all agenda items, contracts and major projects undertaken by Town Council and all Town departments. In addition, the Town Attorney supervises the prosecution of municipal offenses and coordinates the work of any outside legal council.

# Office of the Town Attorney's Team



**Mike Hyman**  
Town Attorney



**Jenny Nelson**  
Assistant Town Attorney



**Lena McClelland**  
Assistant Town Attorney



**Lindsay Jordan**  
Assistant Town Attorney



**Tiffany Ramaekers**  
Legal Operations & Risk Manager



**Ahnjoulie DeBoyes**  
Legal Assistant

# Office of the Town Attorney's Responsibilities

## Agreements

- **Service Contracts**
  - Consultant
  - Contractor
- **Property**
  - Purchase/Sale
  - Leases
  - Easement
  - Rights of Way
  - Right of Entry
  - Encroachment
  - License
- **Intergovernmental**
- **Water Delivery**
- **Employment**
- **Economic Assistance**
- **Land Use**
  - Development
  - Subdivision Improvements
  - Annexation
- **Construction Contract**
- **Performers and Artists**
- **Historic Preservation**
- **Deeds**
- **Escrows**
- **Redevelopment**
- **Public Finance**

## Town Council

- **Town Attorney Guidance/ Advice**
- **Resolutions**
- **Ordinances**
- **Agenda Memos**
- **Municipal Code**
- **Legal Reports**
- **Granicus reviews**
- **Election Questions**
- **Metro District review**

## Client Relations

- **Management Team**
- **Department meetings**
- **Developer meetings**
- **Boards/Commissions**
- **Personnel matters**
- **General Advice**

# Office of the Town Attorney's Responsibilities

## Risk Management

- CIRSA
- Workers Compensation
- Property/ Casualty
- Loss Control
- Safety
- Reporting
- Insurance Renewal
- Insurance Audits
- Restitution management

## Prosecution Assistance

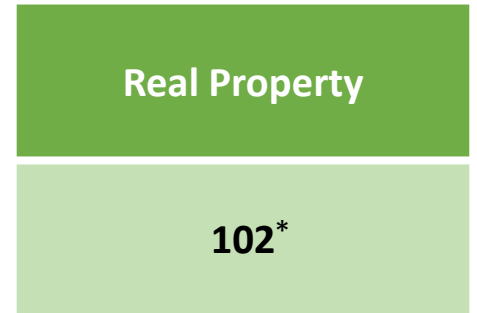
- Discovery
- Subpoenas
- Evidence
- Victim impact statements
- Document Privacy Redactions

## Miscellaneous Items

- Property Acquisition
- Eminent Domain
- Tax and Licensing
- Open Records
- Criminal Justice Records
- Zoning Violations
- Open meetings
- Quasi-judicial hearings
- Litigation

# Legal Documents Prepared in 2021

Month	Contracts	Resolutions	Ordinances
January	68	3	3
February	29	9	0
March	23	21	3
April	40	9	2
May	17	11	2
June	15	9	1
July	13	12	2
August	16	5	5
September	9	9	5
October	21	8	2
November	18	5	0
December	93	12	9
<b>Total</b>	<b>362</b>	<b>113</b>	<b>34</b>



\*Due to internal and external reviews, various legal instruments concerning development and use of real property take several months to finalize.

# Thank You

