

# OFFICE OF THE TOWN ATTORNEY

INTRODUCTION AND REVIEW OF 2024



# MEET THE TEAM!



Mike Hyman  
Town Attorney



Kaitlin Parker  
Assistant Town Attorney



Sarah Jean Rodger  
Assistant Town Attorney



Stacey Song  
Assistant Town Attorney



Ljubitzza (Yubi) Ghiardi  
Legal Operations &  
Risk Manager



Uyen Tran  
Paralegal



Ashley Costigan  
Legal Specialist

# RESPONSIBILITIES

## Agreements

- Services
- Equipment Acquisitions
- Construction
- Performers and Artists
- Historic Preservation
- Public Finance
- Intergovernmental
- Water Leases
- Employment
- Economic Assistance
- Land Use
  - Development
  - Redevelopment
  - Subdivision
  - Improvements
  - Public Improvements
- Property
  - Acquisitions
  - Leases
  - Easements
  - Right of Way
  - Right of Entry
  - Encroachments
  - Licenses
  - Deeds
  - Escrows

## Town Council

- Ordinances
- Resolutions
- Agenda Memos
- Municipal Code Amendments
- Election Questions
- Metro District Reviews
- General Advice

## Client Relations

- Boards and Commissions
- Development Meetings
- Department Meetings
- Management Level Meetings
- Policy Review
- Personnel Matters
- General Legal Advice related to Town business

# RESPONSIBILITIES CONT.

## Risk Management

- CIRSA
- Litigation
- Property/Casualty
- Loss Control
- Safety
- Reporting
- Restitution Management
- Insurance Renewal
- Insurance Audits

## Prosecution Assistance

Engages the Municipal Prosecutors and assists with all Municipal Court prosecutions

## Miscellaneous Items

- Property Acquisition
- Eminent Domain
- Tax and Licensing
- Zoning Violations
- Open Records Requests
- Quasi-Judicial Hearings
- Monitoring Defense Counsel

# LEGAL DOCUMENTS PREPARED IN 2024

Month Request Received	Contracts	Ordinances	Resolutions
January	58	5	11
February	55	1	15
March	54	0	16
April	68	0	8
May	70	1	10
June	54	2	15
July	49	5	13
August	58	9	9
September	46	5	11
October	69	5	8
November	94	2	7
December	81	2	9
<b>Total</b>	<b>756</b>	<b>37</b>	<b>132</b>

## Real Property

100\*

\*Legal documents can take several months to be finalized due to internal and external reviews.

# CONTRACTS PREPARED BY DEPARTMENTS/DIVISIONS

Departments	Contracts
Communications	7
Development Services	25
DoIT	37
Facilities	40
Finance	10
Fire	26
Human Resources	10
Legal	3
Municipal Court	3
Parks and Recreation	136
Police	37
Public Works	165
Town Clerk	2
Town Manager	34
Water	221

**TOTAL**

756

## 2024 TRENDS

- Large contract request volume in Q4
- Real Property needs have increased as the Town:
  - Expanding roadways
  - New developments
  - Expanding water services
  - Increasing dedicated open spaces

## 2024 SIGNIFICANT PROJECTS

- Crystal Valley Interchange (CVI)
- Lost Canyon Open Space
- Pine Canyon Pre-Annexation and Planned Development
- Dawson Trails (Highway Interchange and Development)
- Fifth St. Widening
- Reuter-Hess Pipeline
- Highway 85 Corridor Sanitary Improvements
- Four Corners Intersection Improvements
- Expansion of Plum Creek Water Purification Facility (PCWPF)
- Second CRW Reservoir
- Renovation of Cantril School

# THANK YOU & QUESTIONS

