

TOWN ATTORNEY ENGAGEMENT SCOPE

Purpose:

To establish a proper chain of command and to help keep the town attorney's cost to a minimal while still providing legal counsel when necessary.

Town's legal needs:

- General Legal Counsel: Provide advice on municipal law, governance, and compliance with state and federal laws.
- Litigation Support: Representation in legal proceedings, including administrative hearings, mediation, or court cases.
- Contract Review and Negotiation: Review, draft, and negotiate contracts and agreements involving the town.
- Ordinance and Policy Development: Assist in drafting and reviewing local ordinances and policies.
- Real Estate Matters: Provide guidance on property acquisitions, sales, and leases.
- Labor and Employment Law: Advise on employment policies, collective bargaining, and disputes.
- Public Records Compliance: Guidance on the Utah Public Records Act/GRAMA Request and related matters.

Procedures:

- The mayor will be the primary contact to the town attorney.
- The mayor will request the presence of the town attorney at town council meetings as needed.
- A Town Council member can make a request to the mayor to have the town attorney present at a TC meeting. If the mayor denies the request three or more council members can override the mayor's decision.
- Planning Commission Chairman can request to the mayor to have the town attorney present at a PC meeting. If the mayor denies the request three or more council members can override the mayor's decision.
- If the town clerk/recorder or Finance Director has a legal question they can go to the mayor with the question. If the mayor needs the town attorney's input, he can contact the town attorney or refer said employee to contact the town attorney directly in regards to the issue in question.
- At anytime if a town council member feels that the mayor is not acting in the best interests of the town, they can contact the town attorney directly but only after meeting with the mayor in an attempt to resolve the issue.