



Town of Frederick
Board of Trustee Agenda
Tuesday, September 1, 2020

**Frederick Board of Trustees
Work Session
Virtual Zoom Meeting
401 Locust Street
Frederick, CO 80530**

5:30 P.M.

1. In-House Attorney Position
2. Mayor and Trustee Reports

Topic: Work Session

Time: Sep 1, 2020 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93900821912?pwd=d00rNm9QZjVUbkhvK1A5cTFxSUUpdz09>

Meeting ID: 939 0082 1912

Passcode: 209300

One tap mobile

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+19294362866,,93900821912# US (New York)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

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+1 346 248 7799 US (Houston)

Meeting ID: 939 0082 1912

Find your local number: <https://zoom.us/u/acYrS8ZmFb>

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Town Attorney

EXEMPT:	Yes	CLASSIFICATION:	Full-Time
REPORTS TO:	Board of Trustees	DEPARTMENT:	Administration

NATURE OF WORK

The Town Attorney is responsible for handling a broad range of advanced legal matters involving municipal law. Provides legal advice and guidance to the Board of Trustees and to members of the Town staff on a variety of topics. May provide oversight and supervision to support staff in the legal department. This position reports directly to the Board of Trustees.

ESSENTIAL DUTIES

The duties listed herein are illustrative of the essential duties of the job and do not include other nonessential or peripheral duties that may be required or assigned.

- Provides assistance and legal advice to the Board of Trustees, other boards and commissions, and staff members related to a broad range of advanced legal matters involving municipal law, including but not limited to: construction and other contracts; real property; state and federal constitutional law; zoning and land use; liquor licensing; taxation; open records; election law; municipal code interpretation, drafting and enforcement; governmental liability and immunity; human resources law and enforcement.
- Drafts Town ordinances, resolutions, policies, contracts and other legal documents.
- Confers with staff regarding Town-wide and departmental policies and procedures as needed.
- Confers and coordinates with outside counsel regarding litigation on behalf of the Town.
- Works cooperatively with outside counsel that may be retained in certain specialty areas such as water rights, urban renewal and economic development.
- Advises Board of Trustees and staff members of potential problems or concerns and makes recommendations for changes or improvements.
- Provides verbal and written information as requested, including legal opinions. Researches, interprets and applies laws, court decisions and other legal authority in the preparation of opinions and briefs.
- Reviews and negotiates contracts and agreements with third parties.
- Effectively manages workload and ensures that responsibilities comply with the Frederick municipal code, state statutes, Town policies and procedures, and applicable state and federal regulations.
- Attends all Board meetings, work sessions, planning commission meetings and other functions as requested by the Board of Trustees. Meetings and work sessions are typically held during evening hours each week.
- Oversees the office of the Town Prosecutor.
- Prepares and maintains the department's annual budget.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of labor relations, civil litigation, and municipal, state, federal and constitutional law affecting municipal government.
- Knowledge of a broad array of legal matters related to labor and employment, land use and planning, water rights, public finance, public contracts, public records, governmental liability, and municipal code.
- Ability to communicate effectively verbally and in writing; ability to compose clear and concise reports, written opinions, briefs and all other correspondence.
- Skilled in managing situations requiring diplomacy, fairness, firmness and sound judgement.
- Ability to evaluate controversial situations and present options in a clear and concise manner.
- Knowledge of, and ability to effectively communicate potential or pending changes to state and/or federal laws that may impact the Town.

EDUCATION, EXPERIENCE AND TRAINING

- J.D. degree from an accredited U.S. law school and admitted to practice before the Colorado Supreme Court.
- At least 5 years of experience in the practice of municipal law.
- Previous experience managing a law office or legal department is required, including the supervision of staff.

WORKING ENVIRONMENT / PHYSICAL REQUIREMENTS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, see and hear, and to use hands to finger, handle, touch or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time. The noise level is usually moderate.

The Town of Frederick is an equal opportunity employer, and does not discriminate on the basis of age, race, color, ancestry, religion, creed, national origin, gender, physical or mental disability, sexual orientation, gender identity, or veteran status. The Town complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment shall be extended to all persons and the Town shall promote equal opportunity and treatment through fair and equitable hiring practices. The Town of Frederick Administration Building is located at 401 Locust Street, Frederick, CO 80530.

Salary and Benefits Costs Related to In-House Attorney Position

Attorney:

Salary comparisons were drawn from:

- Brighton
- Parker
- Broomfield
- Windsor
- Greeley
- Thornton
- Westminster
- Longmont
- Commerce City
- Fort Collins
- Colorado Springs
- Aurora
- Denver
- Greenwood Village
- Grand Jct.

Given the data, it is recommended that salary should be placed at Grade 45.

Minimum: \$160,190 Midpoint: \$200,238 Maximum: \$240,285

Incumbent would be placed at or near the midpoint of the range if they come with at least 5 – 7 years of applicable experience as a municipal attorney.

Assuming a midpoint salary, the Town could expect to budget approximately \$260,000 in salary and benefits costs per year.

Paralegal:

Salary comparisons were drawn from:

- Thornton
- Loveland
- Fort Collins
- Aurora
- Colorado Springs
- Denver
- Pueblo
- Sterling
- Vail

Given the data, it is recommended that salary should be placed at Grade 23.

Minimum: \$54,761 Midpoint: \$68,451 Maximum: \$82,142

Incumbent would be placed at or near the midpoint of the range if they come with at least 5 – 7 years of applicable experience.

Assuming a midpoint salary, the Town could expect to budget approximately \$89,000 in salary and benefits costs per year.

Legal Secretary:

Salary Comparisons were drawn from:

- Thornton
- Commerce City
- Lakewood
- Longmont
- Broomfield
- Westminster
- Aurora

Given the data, it is recommended that salary should be placed at Grade 21.

Minimum: \$49,670 Midpoint: \$62,088 Maximum: \$74,505

Incumbent would be placed at or near the midpoint of the range if they come with at least 5 – 7 years of applicable experience.

Assuming a midpoint salary, the Town could expect to budget approximately \$81,000 in salary and benefits costs per year.

Administrative Assistant:

The Administrative Assistant position is currently on our salary matrix at Grade 13. This position would be appropriate only if the attorney doesn't require assistance specific to the legal profession, and/or doesn't require that the assistant have any legal knowledge or experience. The Administrative Assistant position would provide assistance strictly with non-specific administrative tasks such as filing, answering phone calls, making travel and meeting arrangements, etc.

Minimum: \$33,618 Midpoint: \$42,023 Maximum: \$50,428

Incumbent would be placed at or near the midpoint of the range if they come with at least 5 – 7 years of applicable experience.

Assuming a midpoint salary, the Town could expect to budget approximately \$55,000 in salary and benefits costs per year.