

August 10, 2025

Alicia Melendez  
Human Resources Director  
645 Holbrook Street  
Erie, CO 80516

Dear Ms. Melendez,

Working in a leadership role with a municipality dedicated to leading and innovating while serving the public good is a long-term goal of mine. I am at a juncture in my career where I would like to transition my public law experience into a leadership role. Throughout my career I have provided exceptional support to elected officials, city leadership, as well as city employees.

Life in Colorado is rapidly evolving; however, Erie is rising to the challenge. Capitalizing on a vibrant community, while guiding and growing sustainably, Erie is well positioned to provide a high quality of life for its citizens and community. In this environment, I would be able to use the broad municipal skill set I have developed to serve residents as well as employees. In my career, I have managed complex, sensitive matters in highly visible settings, including events that received both state and national attention.

During my tenure at Arapahoe County, I handled death penalty cases, notorious crimes such as the Aurora theater shooting and provided advice and support in two employment related Department of Justice investigations of the county. I am also experienced in regulatory matters and assisted the Gilbert Fire Department with developing its HIPAA compliance program. Working for Chandler, I continued to have a diverse municipal practice. I conducted contract negotiations on behalf of several large departments, drafted ordinances and resolutions to carry out the City Council's legislative priorities, and assisted in creating the transportation master plan as well as an update to the Americans With Disabilities Act transition plan. While serving the public in Denver, I negotiated a master department wide agreement with Denver Health and Hospital Authority, represented Community Planning during adjustment hearings, and was asked to guide and mentor attorneys new to the practice of law as they work to develop client-counseling and transactional skills. In my career, I have worked to foster a collaborative atmosphere and positive working relationships. My resume demonstrates that I have been consistently rewarded for hard work with increased responsibilities.

This application includes my resume for your consideration. Serving the legal needs of Erie is something I would find exceptionally rewarding. I would welcome the opportunity to interview with you and your team.

Sincerely,

Breena N. Meng

## BREENA N. MENG

### **PROFESSIONAL EXPERIENCE**

**Senior Assistant City Attorney, Denver, Colorado**

*January 2022 - present*

- Draft ordinances, resolutions, and other municipal documents.
- Coordinate legal and policy initiatives with the Mayor's Office and City departments to ensure alignment with the Mayor's goals.
- Lead a team of attorneys and support staff advising the Denver Department of Public Health and Environment related to administrative and operational issues, including on administrative enforcement and searches, open records requests, and negotiations with outside vendors.
- Review contracts and procurement processes, including drafting contracts, negotiating terms and agreements for Denver Department of Public Health, General Services, City Council staff offices, and the Office of the Independent Monitor.
- Review contracts and procurement processes, including drafting contracts, negotiating terms and agreements for Denver Department of Public Health, General Services, City Council staff offices, and the Office of the Independent Monitor.
- Review and draft real estate documents, including permanent and temporary easements as well as license agreements.
- Advise on compliance with privacy regulations, including HIPAA, Part 2 substance abuse records, as well as state and federal regulations required by funding agencies.
- Provide legal advice for Board of Public Health and Citizens Oversight Board, including open meeting act requirements and parliamentary processes.
- Represent Community Planning and Development before the Board of Adjustment for Zoning Appeals.
- Provide legal research and drafting support to section leadership on issues relating to local emergencies, including the shelter and housing of newcomers as well as persons experiencing homelessness.

**Assistant City Attorney, Chandler, Arizona**

*March 2019 – January 2022*

- Counseled City officials regarding municipal law issues as well as drafted ordinances, leases, licenses, and other municipal documents.
- Served as Acting City Attorney when the City Attorney was unavailable.
- Reviewed contracts and procurement processes, including negotiated terms or agreements for commercial services such as SaaS or business enterprise services.
- Advised Neighborhood Resources Department, including grant application and implementation, Community Development Block Grants, public housing and Section 8 vouchers, as well as advised the code enforcement division.
- Reviewed and advised on environmental law regulation and compliance issues affecting City operations, including Part 58 certifications.
- Provided legal opinions and advice on open meeting act requirements and parliamentary processes for City's boards and commissions, including the Human Relations Commission, the Neighborhood Advisory Committee, and the Housing and Human Services Commission.
- Counseled the Fire Department on operational issues and reviewed policies.

- Provided training for various municipal departments on current legislation, case law updates, and courtroom testimony and procedure.

**Assistant Town Attorney, Gilbert, Arizona**

*May 2014 – March 2019*

- Advised executive and senior level staff on administrative and operational issues, including 2 officer-involved shootings, and incidents with serious injury or significant property damage.
- Counseled police and fire departments on human resources and employment matters, including discrimination and harassment claims arising under the ADA, ADEA, FMLA, FLSA, Title VII, and the First Amendment.
- Coordinated with other departments on First Amendment issues, including parades, political rallies, protests, and picketing.
- Developed, revised, and reviewed contracts, intergovernmental agreements, and memoranda of understanding.
- Developed HIPAA compliance program, including administrative regulations, for the fire department.
- Designed and conducted training for the police department, fire department, prosecutor's office, and municipal court staff.
- Supervised outside counsel on litigation matters.
- Reviewed and coordinated department responses to public records requests and subpoenas.
- Reviewed proposed legislation and consulted with various department heads on its potential impact.
- Supervised outside counsel and managed outside counsel budget.

**Assistant County Attorney, Arapahoe County, Colorado**

*September 2008 – May 2014*

- Advised the Sheriff's Office executive and senior level staff on operational issues, including a mass casualty event, a school shooting, and 2 death penalty cases.
- Litigated federal claims as well as pendent state law claims, including subpoena responses.
- Assisted with Department of Justice complaints, including an ADA claim and ICRA claim.
- Reviewed policies, contracts, and memorandums of understanding of elected officials.
- Litigated property tax disputes before the Board of Assessment Appeals and Colorado Court of Appeals.
- Represented the County during bankruptcy proceedings and negotiated with creditors and trustees.
- Assisted with election law coverage for the County Clerk and Recorder.
- Responded to statutory notices of claims and litigated notice requirements.
- Conducted training for elected officials and offices on legal and regulatory issues.
- Coordinated CORA and CCJRA records requests and subpoena responses for elected officials and department directors.
- Prepared briefs for clients before the 10th Circuit Court of Appeals, Colorado Court of Appeals, and Colorado Supreme Court.

**Arapahoe County District Court, 18th Judicial District, Colorado** *May 2007 – September 2008*  
Law Clerk, the Honorable J. Mark Hannen

- Researched and drafted court opinions in a mixed civil and criminal docket.
- Drafted bench memos in preparation for criminal hearings on criminal law and procedure.

## **SELECTED PUBLICATIONS AND PRESENTATIONS**

*Marijuana Past, Present, and Future – Marijuana for the Public Lawyer*, Chair for the Public Lawyer's Section Arizona State Bar Convention, June 2021

*E-Scooters: Panel Discussion on Opportunities and Pitfalls*, Arizona City Attorneys Association, May 2019

*Taxing Costs of Electronic Discovery – A Review*, University of Denver College of Law Review, June 2013

*Open Records and E-Discovery*, Presentation to Colorado County Attorneys Association, June 2013

*Professionalism and E-Discovery: Considerations Post-Zubulake*, The Colorado Lawyer, June 2012

*State and Federal Rules Regarding Redacting and Discovery*, Presentation to Colorado County Attorneys Association, June 2012

*Conflicts and Other Ethical Issues in School Law*, Presentation to Colorado School Board Association, June 2012

*The Carnegie Report: Improving Law School Through a Clinical Approach to Teaching*, The Colorado Lawyer, March 2011

## **MEMBERSHIPS**

Arizona Association of Defense Counsel, member 2016 – 2022  
Board Member, 2018 – 2022

Arizona Law Enforcement Attorneys Association, member 2014 – 2019  
President, 2017 – 2019

Arizona State Bar, Public Lawyers Section, member 2014 – 2022  
Executive Council, 2020 – 2022

Defense Research Institute, member 2014 – present

Ladder Down Leadership, Development and Mentoring Program, participant 2016 class  
Facilitator 2017 – present

Maricopa County Community Colleges Foundation, Scholarship Committee Member, 2016 – 2022

## **EDUCATION**

**University of Denver School of Law**, Denver, CO

Juris Doctor, [REDACTED]

Awards: First place award at the Barrister's Cup Competition - [REDACTED], Quarterfinalist at Wechsler National Moot Court Competition - [REDACTED] Finalist at National Appellate Court Competition - [REDACTED]

[REDACTED] Recipient of Best Brief Award and Semi-Finalist at the Barrister's Cup Competition -  
[REDACTED]

**Arizona State University**, Tempe, AZ

Bachelor of Science, Finance and Bachelor of Arts, Political Science, [REDACTED]

Honors: Dean's List, recipient of numerous debate and individual speaker awards