



Legal Department

January 11, 2007

TO: Doug Baker, City Administrator

FROM: Karen Kirkpatrick, City Attorney

RE: Quarterly Report – for Fourth Quarter Ending December 31, 2006

Besides getting settled into my office and meeting other City staff, my first quarter here has been a busy one. Attached is a list of new projects and/or requests that came into the City Attorney's office during the 4th quarter of 2006.

I'd like to highlight some of those projects, as well as some of the projects that have been carried over from earlier reports. The bulleted list below also describes some of the other activities that I have completed during the past quarter.

- Worked with outside counsel in preparation of condemnation actions for property acquisition for the Littlerock Road widening project.
- Familiarized myself with the files and issues in the All American Bottled Water case and issues with obtaining water rights, including attending meetings with staff, City Attorneys from Olympia and Lacey, outside counsel, and the Department of Ecology.
- Familiarized myself with the files and issues in the Pilot Travel Center appeal matter, including working with outside counsel and attending court hearings.
- Worked with outside counsel regarding the collection efforts in the Harborside matter. A suit was brought against the surety. That matter has reached settlement and formal documents are being processed.
- Co-chaired the annual United Way campaign.
- Attended training opportunities in Public Records and Government Takings.
- Appeared in a lawsuit brought jointly against the City and the Port and assisted WCIA-assigned counsel. The City has been dismissed out of one of the suits brought and is currently seeking voluntary dismissal on the other.
- Familiarized myself with the files and issues in the suit against Puget Sound Energy, including working with outside counsel and attending hearings at the WUTC.
- Reviewed contracts for various departments.

- Assisted the Planning Department staff with their presentation to the Boundary Review Board.
- Revised and updated the standard service provider agreement.
- Drafted a department routing slip to help insure documents needing review by multiple departments gets the necessary review.
- The Legal Department also handled 848 court matters during the quarter, including 10 hearings at the Thurston County District Court.

Attachment

LEGAL DEPARTMENT REPORT ON NEW PROJECTS/REQUESTS

For Period of October - December, 2006

To: Doug Baker, City Administrator

From: Karen Kirkpatrick, City Attorney

Date: January 11, 2007

RE: Report for Fourth Quarter, Ending December 31, 2006

The following is a listing of the new projects and requests for legal services received by this office during the period of October through December, 2006:

Department	Proj #	Project Type	Description
Administration			
	2006-103	Information	Photo Enforcement Program
	2006-109	Draft Agreement	Use of Council Chambers by Port
	<i>Total for Administration</i>		2
Development Services			
	2006-108	Issue	Closure of Kimmie Street
	<i>Total for Development Services</i>		1
			1

Department	Proj #	Project Type	Description
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Finance

2006-102	Claim	Arthur West
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<i>Total for Finance</i>			1
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Legal

2006-097	Litigation	Jerry Dierker, Adam West v. Port of Olympia, Tumwater
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2006-098	Condemnation	Littlerock Road Widening Project (General File)
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2006-099	Issue	Olympic Pipeline / wellhead safety
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2006-101	Condemnation	Doelman/Beaver Creek Acquisition Co. - condemnation of water rights (Ordinance O2006-035)
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2006-104	Information	Federal Hwy Grant Projects
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<i>Total for Legal</i>			5
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Planning & Facilities

2006-100	Review/Issue	J&W Homes/Davis Annexation/Littlerock Road
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2006-107	Review	Appraisal of cooper kettle for museum
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<i>Total for Planning & Facilities</i>			2
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