



## **The City of Cut Bank**

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### Report to the City Council

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DATE ISSUED: March 28, 2024

ATTENTION: City Council Members, Agenda of April 1, 2024

SUBJECT: City Attorney Monthly Report

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On March 28, 2024, I offered Charleen Alexander the Legal Assistant position after interviewing her. She accepted. She will start April 1<sup>st</sup>. I am very excited to have her back. Her experience in the office and willingness to learn new skills will be a great asset to the City Attorney's Office.

The City Attorney's Office is continuing to work towards its plan of efficiency and organization. Criminal matters are proceeding as usual. Jennifer Stutz will act as special deputy for the City in a jury trial on April 4, 2024. Chief Schultz and I met and agreed that utilizing SharePoint is the most efficient way for document sharing between the Police Department and the City Attorney's office. With Charleen back, the Office will implement new processes for criminal cases to calendar more efficiently.

This last month I looked at internal procedures for handling inquiries from the Mayor, City Council, department heads, and the police department. For inquiries that only require a quick response, a follow-up email will be provided. A memorandum will be drafted and sent for inquiries that require more detailed legal analysis. The City Attorney's Office will keep these memorandums on file so they can be used for future research.

I met with Linda this last month about pending civil inquiries. We also checked the Departments Heads. I now have a current list of everything pending and will continue to research and work on those matters.



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I am still currently working on drafts of resolutions for city hiring practices. These have taken me longer than I anticipated. I apologize to Council for not having them completed for this meeting. The goal is to have them done and to Council by April 12<sup>th</sup>.

I will start this month going through the resolution books. I will help organize the resolution books into categories. This is a big project but will help me become familiar with Cut Bank local governance, in addition to making the resolution books user friendly for research.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Whitney Bugni'. The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Whitney Bugni, Cut Bank City Attorney