

2020 YEAR IN REVIEW



175

Pieces of
legislation

25

City Council
Meetings

43

Committee
Meetings

65

Sets of minutes
prepared by the
Clerk of Council

CRUNCHING THE NUMBERS

It has been another busy year for the Beachwood Law Department. To put it in numbers, here is what the Law Department completed, in conjunction with Council, the Mayor's Office, and numerous other departments, in 2020:

250+

Outside vendor
contracts reviewed
and/or drafted

379

Public Records
Requests responded to

1178

Cases prosecuted in Mayor's
Court and Shaker Municipal
Court

Implemented a streamlined Contract drafting and approval process for all Community Services Activity Vendor Contracts.

Drafted a Diversity and Inclusion Procurement Process to invite a more diverse group of interested Contractors and Vendors

Fully implemented the JustFOIA system

Updated our Public Records Request website page with further information and instructions

Comprehensive revisions to the City's Building Code

Drafted Council rules and adopted them on January 4, 2021

OTHER ACTIVITIES

Created a City Law Department Legal Opinion and Research File with Legal Opinions gathered from other Departments

Fully implemented an electronic database of all new and existing City contracts for easy access and to ensure that all contracts are fully executed and have the requisite insurance certificates

Handled the sale of the Old Fire Station 2 which included a rezoning and a development agreement

Negotiated the sale of part of the Service garage (closing pending)

Drafted CRA Expansion Legislation; Stormwater Updates; Building Code Updates, and CIC Incorporation

Negotiated a CRA Compensation Agreement with the School District

Negotiated a Shared Services Agreement with the School District

Navigated the Pandemic with the drafting of the Mayor's emergency declaration and oversaw and provided research and legal guidance on numerous Federal, State, and Local Laws and Orders impacting City employees and City residents

Working with outside counsel for pending Collective Bargaining Negotiations (pending)

NATHALIE:

WHITNEY:

Assisting in establishing a recording mechanism for Mayor's Court proceedings

Collaborated with the Beachwood School Board related to improving security and communications with the City and the Police Department

Sat as a member of the selection committee in hiring a Police Chief

Modified Shaker Heights Municipal Court hearings to virtual hearings in response to COVID-19

Took over the issuance of Discovery from Police Records Department

Increased over the phone Mayor's Court plea discussion to minimize personal appearance at Mayor's Court

Conducted 7 Bid Openings

Assisted in implementing V8 of CivicClerk after several months of Beta testing

Worked with SWAGIT to switch to fully virtual City Council Meetings in response to the COVID-19 emergency

Conducted application intake, drafted correspondence, and scheduled interviews for the 2020 Lateral Transfer Police Patrol Officer Civil Service Testing