

TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: October 2, 2015

In addition to drafting legislation as requested by City departments, the City Attorney's Office has worked on the following projects and initiatives since our last meeting:

Environmental Remediation

- Lemberger Landfill: The DNR has not scheduled a site visit yet. The meeting in Madison is still being planned as well.
- Gravel Pit: Water main project has been bid out and awarded. Meetings are being held with impacted homeowners.

Business Process Improvement

- Citation: The only outstanding items are a software upgrade that should occur in early October and a backup being appointed for the Municipal Court Clerk.
- Neighborhood Improvement Action Team: The group has discussed obtaining special inspection warrants problem properties and will be using that process this month.

Litigation and Prosecution

- Review billing from contract prosecutor, which is under the budgeted amount
- Cover municipal court hearings when prosecutor has conflicts
- Met with outside counsel to discuss proposal to assist City with environmental litigation
- Prepare for and attend hearing on 1512 Washington St. The City prevailed.

Insurance

- Reviewed claims filed against the City.
- Filed renewal for liability insurance
- Awaiting quote on property insurance from the joint venture between CVMIC, the League, and WMIC.

Labor Relations

- Fire Grievance: Advise HR Director, Fire Chief, and Personnel Committee as needed.

Open Records Requests

- No unusual requests received.

Monthly Reporting

- Since my September 4th report:
 - 30 Requests for Legal Services were received, 12 were closed
 - 12 new litigation matters were opened, 1 was closed
 - 54 new citations were sent over for prosecution, 3 were closed, 1 was diverted