



CITY OF MANITOWOC

WISCONSIN, USA
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TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: July 30, 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 staffed Tauren Beggs to the project. He is also assigned to the Gravel Pit project and is familiar with the City.
- Gravel Pit: Council voted to approve water main extension, working to notify homeowners and proceed with project.

Business Process Improvement

- Citations: Follow-up meeting to be held in August
- Litigation paperwork flow from Clerks: Rapid Improvement Process will be scheduled in August

Municipal Court and External Legal Services

- Review billing from contract prosecutor, which is under the budgeted amount.
- Cover municipal court hearings when prosecutor has conflict
- Reviewing RFP for contract prosecution services in August, will provide draft to Committee for comment at September meeting

Insurance

- Reviewed claims filed against the City.
- Preparing renewal for liability insurance
- Working to update property insurance coverage so that we are prepared to transition when the new company is created.

Labor Relations

- Fire Contract: Settled.
- Police Grievance - Smoking Surcharge: Still awaiting arbitration award.

Open Records Requests

- Liz Neuser requested an email from an employee related to snowplowing services.
- The Police union requested a copy of the Fire contract.

Monthly Reporting

- Since my July 2 report:
 - 13 Requests for Legal Services were received
 - 12 new litigation matters were opened
 - 56 new citations were sent over for prosecution
- Our software allows me to report on closed files. We are working on closing old files that were not closed in the software even though the work is complete, and will be providing monthly reports on files closed starting in August.

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