

TO: Personnel Committee  
FROM: Kathleen M. McDaniel, City Attorney  
RE: City Attorney's Office Update  
DATE: March 8, 2016

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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: No major updates to report.
- Gravel Pit: Our consultant continues to work on designs for the remediation solution. A meeting is set with the DNR in early April.

#### **Business Process Improvement**

- Citations: The only outstanding item is a backup being appointed for the Municipal Court Clerk.

#### **Litigation and Prosecution**

- Review billing from contract prosecutor, which is under the budgeted amount
- Cover municipal court hearings when prosecutor has conflicts
- Continuing to discuss property transfer of 1512 Washington

#### **Insurance**

- Reviewed claims filed against the City.
- Work with MPIC (property insurance) to update fine arts endorsement as the Rahr-West recently received a new appraisal

#### **Open Records**

- No unusual requests received.
- Three additional records trainings were conducted for front-line staff. Over 35 employees attend.

#### **Office Staffing**

- Elizabeth Majerus accepted our offer for the Staff Attorney position and will start on Monday, March 14.

#### **Monthly Reporting**

- Since my January 28, 2016 report:
  - 39 Requests for Legal Services were received, 29 were closed
  - 12 new litigation matters were opened, 5 were closed
  - 41 new citations were sent over for prosecution, 30 were closed, 3 were diverted.