

TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: January 28, 2016

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: Construction on the water main is now complete. Our consultant is working on designs for the remediation solution.

Business Process Improvement

- Citations: Our software update has occurred. 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, prepared claims report for Finance in February.
- Property insurance has been transitioned from LGPIF to MPIC

Open Records

- No unusual requests received, but we have received a high volume of correspondence related to the Halbach Murder.
- Records training was conducted on 1/28 for administrative staff. Two more trainings are being held on 2/4.

Office Staffing

- We had 17 applicants for the Staff Attorney position. Interviews will be conducted on 2/3 and 2/5.
- I am anticipating taking a medical leave later this year and will work with the HR Department and Mayor to ensure appropriate coverage is in place. I will report back to this committee once plans have been finalized.

Monthly Reporting

- Since my December 4, 2015 report:
 - 16 Requests for Legal Services were received, 30 were closed
 - 0 new litigation matters were opened, 11 were closed
 - 78 new citations were sent over for prosecution, 62 were closed, 23 were diverted.