

TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: October 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: No update at this time
- Gravel Pit: Construction on the water main has started. An open house will be held for impacted property owners in December.

Business Process Improvement

- Citation: The only outstanding items are a software upgrade that is being implemented now and a backup being appointed for the Municipal Court Clerk.
- Agendas and Minutes: The initial meeting was held this month. Documents will now be attached as PDFs and agendas will be reviewed by the chair prior to being published.

Litigation and Prosecution

- Review billing from contract prosecutor, which is under the budgeted amount
- Cover municipal court hearings when prosecutor has conflicts
- Received potential settlement offer on 1512 Washington

Insurance

- Reviewed claims filed against the City.
- Working on property insurance transition

Continuing Education

- Attended IMLA 80th Annual Seminar. Received useful training and information on body cameras that I will work to implement with MTPD. I also received a sample contracts manual that I am considering revising as one of my 2016 goals.

Open Records Requests

- No unusual requests received.

Monthly Reporting

- Since my October 2 report:
 - 16 Requests for Legal Services were received, 22 were closed
 - 4 new litigation matters were opened, 0 were closed
 - 40 new citations were sent over for prosecution, 0 were closed, 1 was diverted. October court files have not been completely entered into CityLaw at this time so the closed file number is a bit low.