

TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: September 5, 2014

The City Attorney's Office has worked on the following projects and initiatives since our last meeting:

Environmental Remediation

- Lemberger Landfill: Monthly status meeting. Work is continuing with the site as planned.
- Gravel Pit: Meetings with DNR, conversations with homeowners. The contract for new wells was put out for bid and awarded in August. New wells for the affected properties will be dug in mid-September and completed by November 1.

Business Process Improvement

- Code Enforcement: Discussion on how to proceed with property owners who continue to be delinquent on their annual permit fees.
- Special Events: Meet to review process. Continuing to revise a packet to send out to reoccurring event hosts well in advance of their event containing all necessary forms. Our goal is to have all the forms given to a citizen on their first contact with the City, streamline the departmental approval process, and route documents through the Council in a more efficient fashion.

Municipal Court

- Cover trials when contract prosecutor has conflict, including briefing in one case.
- Review billing from contract prosecutor
- Discuss revised terms with contract prosecutor. Intend to request new proposals in April (one year after initially bid).

Insurance

- Meeting with general contractor and insurance company to discuss hail damage repairs
- Prepare annual renewal for general liability, excess liability, employee crime, volunteer, auto physical damage, and worker's compensation coverage
- Conversations with Central States/Teamsters regarding their status as a grandfathered plan and a business associate agreement they asked us to sign are ongoing.

Budget

- I also completed the 2015 Budget Proposal and timely submitted it to Mayor Nickels. Notable changes include reduced staffing costs due to the decision to leave the Assistant City Attorney position vacant, increase in contractual legal costs due to the decision to contract for municipal prosecution, and a fund for condemnation. Our property insurance costs through the State of Wisconsin continue to increase significantly.