

TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: December 4, 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: DNR conducted a site visit and is in agreement with our long term plan for monitored natural attenuation. We are now seeking EPA approval.
- Gravel Pit: Construction on the water main has started and will be complete by the end of the year. An open house was held on Saturday, December 5.

Business Process Improvement

- Citation: The only outstanding items are a software upgrade (waiting for improvements from vendor) and a backup being appointed for the Municipal Court Clerk.
- Agendas and Minutes: Work continues.

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.
- Working on property insurance transition, resolution will be at Public Infrastructure on December 7.

Open Records Requests

- No unusual requests received.

Monthly Reporting

- Since my October 30 report:
 - 21 Requests for Legal Services were received, 16 were closed
 - 11 new litigation matters were opened, 17 were closed
 - 30 new citations were sent over for prosecution, 10 were closed, 2 were diverted.