

TO: Personnel Committee  
FROM: Kathleen M. McDaniel, City Attorney  
RE: City Attorney's Office Update  
DATE: July 2, 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: Monthly call pushed to 7/8 due to holiday, no update at this time.
- Gravel Pit: Council voted to approve water main extension, working to notify homeowners and proceed with project.

### **Business Process Improvement**

- Citations: BPI held June 10-11, with follow-up on June 22. The following action items were identified and will be discussed at a follow-up meeting in early August:
  - Shorten initial appearance date from six weeks to five weeks
  - Integrate CityLaw software to save paralegal time on data entry
  - Identify and train backup for court clerk
  - Research amnesty/discount on outstanding payments
  - Research credit card field payment ability
  - AEGIS read-only access for staff

### **Municipal Court and External Legal Services**

- Review billing from contract prosecutor, which is under the budgeted amount.
- Cover municipal court hearings when prosecutor has conflict
- Begin reviewing RFP for contract prosecution services in August

### **Insurance**

- Reviewed claims filed against the City.
- CVMIC has created a property insurance company with WMIC and the League to address the issues with LGPIF rate increases and closing.

### **Labor Relations**

- Fire Contract: Revised final offer to arbitrator due July 6.
- Police Grievance - Smoking Surcharge: Still awaiting arbitration award.

### **Open Records Requests**

- No unusual or burdensome reports at this time.

### **Monthly Reporting**

- Since our last meeting on June 1
  - 35 Requests for Legal Services were received
  - 17 new litigation matters were opened
  - 72 new citations were sent over for prosecution