



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: April 1, 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: A meeting is set with the DNR next week.

Business Process Improvement

- Citations: The only outstanding item is a backup being appointed for the Municipal Court Clerk.

Litigation and Prosecution

- Review final billing from contract prosecutor, which is under the budgeted amount
- Cover municipal court hearings when prosecutor has conflicts
- Review nuisance properties with Police Department

Insurance

- Reviewed claims filed against the City.
- Property insurance: working on finalizing arts endorsement and coverage issues with K-9s

Open Records

- A voluminous requests were received from a corporation regarding permits and we are working with the requestors to determine if they intend to prepay or wish to reduce the scope of their requests.
- Elizabeth Neuser requested a large amount of information regarding fire hydrants and water mains.

Office Staffing

- Elizabeth Majerus accepted our offer for the Staff Attorney position and began on Monday, March 14.
- Planning for absence of City Attorney due to maternity leave in fall continues.

Monthly Reporting

- Since my March 8, 2016 report:
 - 9 Requests for Legal Services were received, 20 were closed
 - 0 new litigation matters were opened, 1 was closed
 - 36 new citations were sent over for prosecution, 8 were closed, 0 were diverted.

