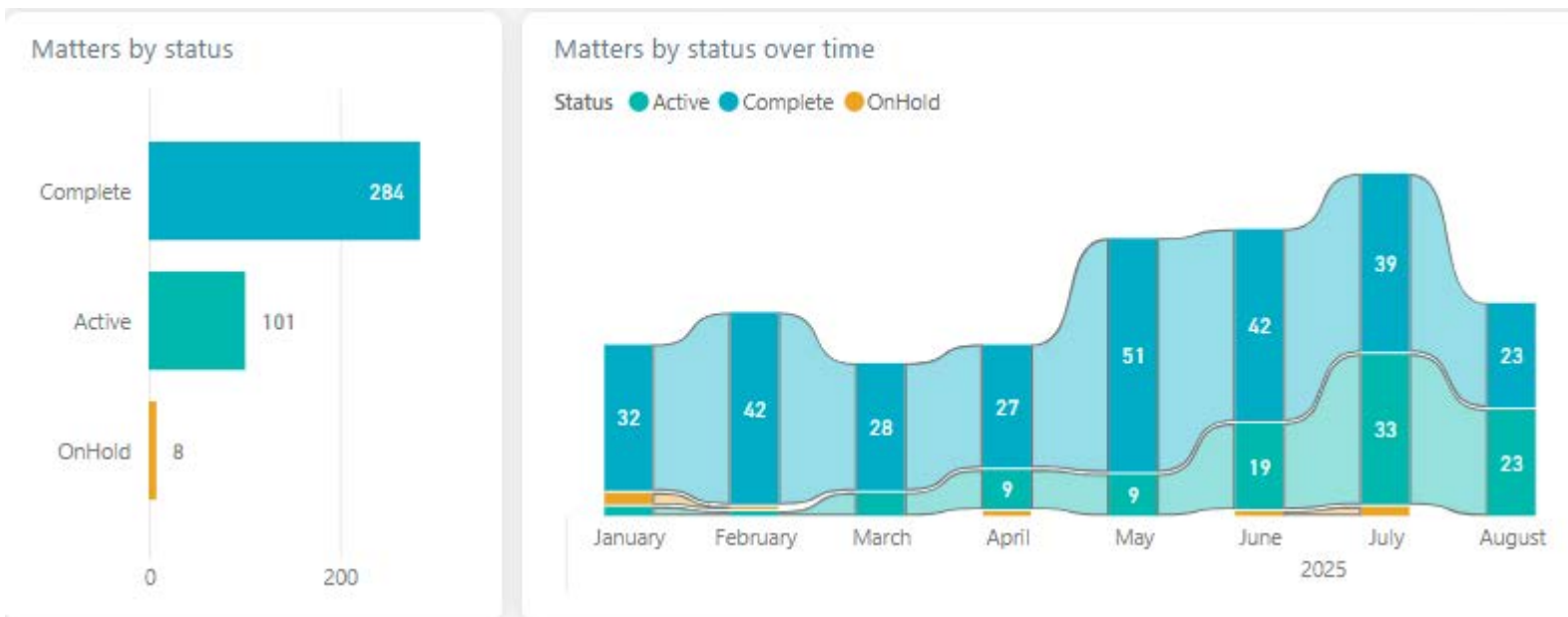


# City Attorney's Office Monthly Report

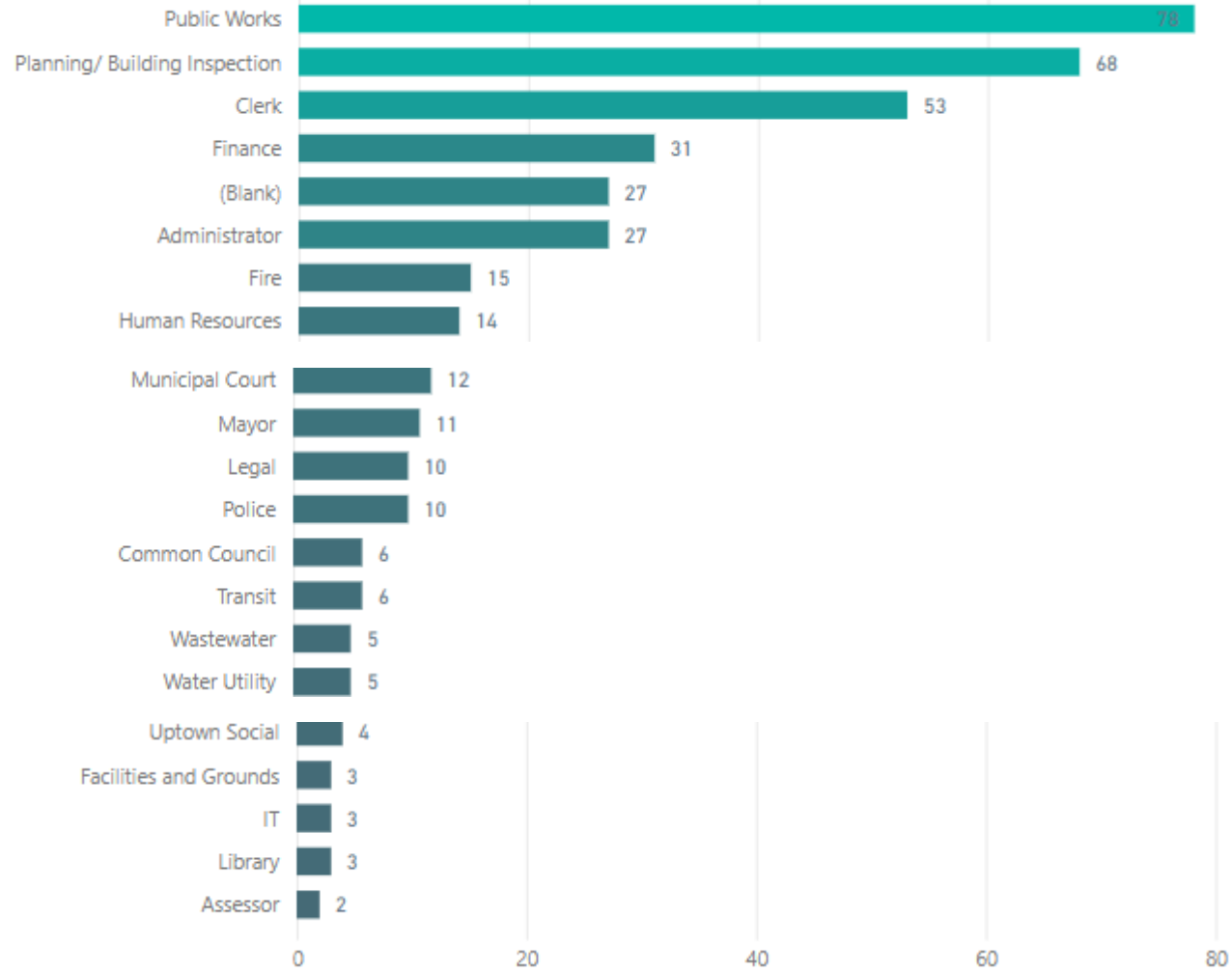
September, 2025

**Purpose:** The City Attorney's Office ("CAO") provides support to all City departments, elected and appointed officials, and staff on a range of issues pursuant to Wis. Stat. § 62.09(12). In addition to providing legal, strategy, and risk-management advice, the CAO drafts, edits, and reviews legal documents; prepares and reviews Council documents; represents the City in litigation; prosecutes municipal ordinance violations; drafts and reviews ordinances, resolutions, and policies. This report is intended to provide a summary of many of those tasks.

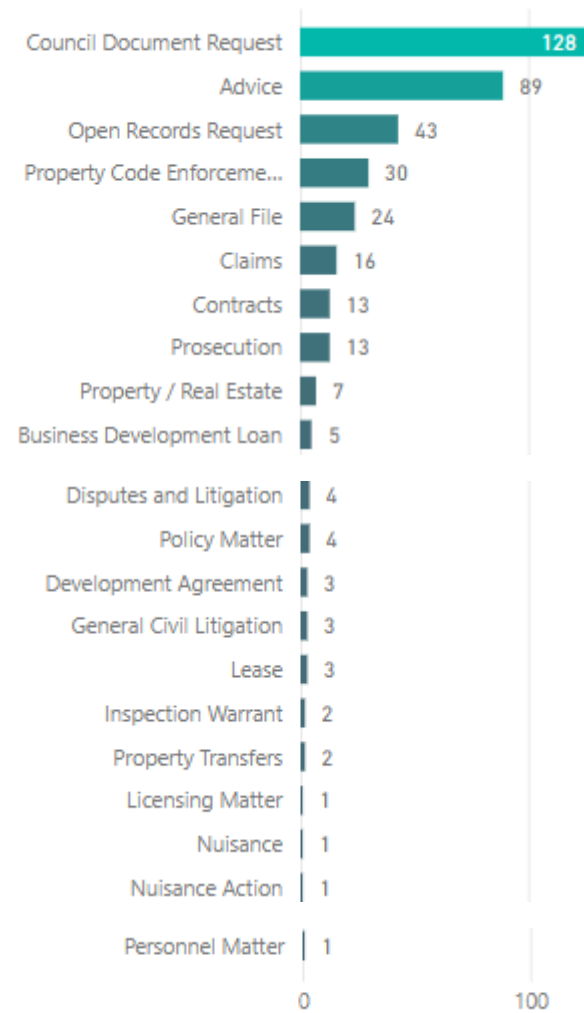
**Scope:** Much of the CAO's work is managed via LawVu, our document and project management software. We are working to include legal services requests received via email, phone, or in-person within the LawVu management software to improve reporting accuracy. Quick questions, conversational issues, and the like will remain outside the scope of this report. CAO welcomes suggestions for future reporting metrics or modifications.



Total Matters by Department



## Matters by type



### July Matter Summary

|               |                                   |                       |                |                    |                               |
|---------------|-----------------------------------|-----------------------|----------------|--------------------|-------------------------------|
| 74            | 3                                 | 0                     | 0              | 17                 | 2949                          |
| Total matters | Avg matter completion time (days) | Pending field updates | Litigation     | Overdue matters    | Matter activity count         |
|               |                                   | 0                     | 4              | 0                  | 40                            |
|               |                                   | Restricted matters    | Urgent matters | Unassigned matters | Avg activity count per matter |

### August Matter Summary

|               |                                   |                       |                |                    |                               |
|---------------|-----------------------------------|-----------------------|----------------|--------------------|-------------------------------|
| 46            | 3                                 | 0                     | 0              | 6                  | 991                           |
| Total matters | Avg matter completion time (days) | Pending field updates | Litigation     | Overdue matters    | Matter activity count         |
|               |                                   | 0                     | 2              | 0                  | 22                            |
|               |                                   | Restricted matters    | Urgent matters | Unassigned matters | Avg activity count per matter |

### Litigation Update:

- [In the Estate of Gertrude Florian](#). During an August 27<sup>th</sup> hearing, the City's petition for appointment of a personal representative to administer the estate was granted.
- [Myles v. City of Sheboygan/Shoreline Metro](#). The Department of Workforce Development – Equal Rights Division closed the case on August 12<sup>th</sup> after the time to appeal the DWD-ERD's July 21<sup>st</sup> decision to dismiss the case expired.

[Municipal Prosecution Activity Since 8/1/25](#): 56 pretrial conferences were conducted in August. 47 of them resolved by stipulation. No municipal trials took place.