

# City Attorney's Office Monthly Report

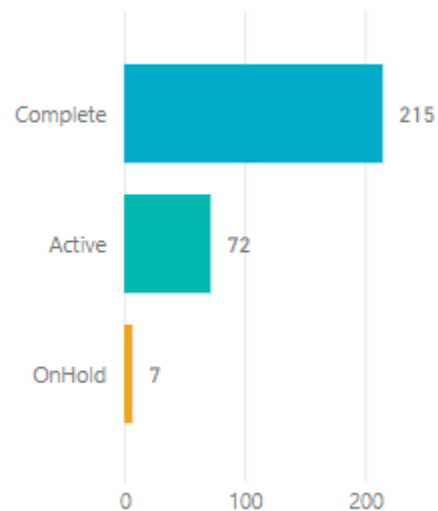
July, 2025

**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.

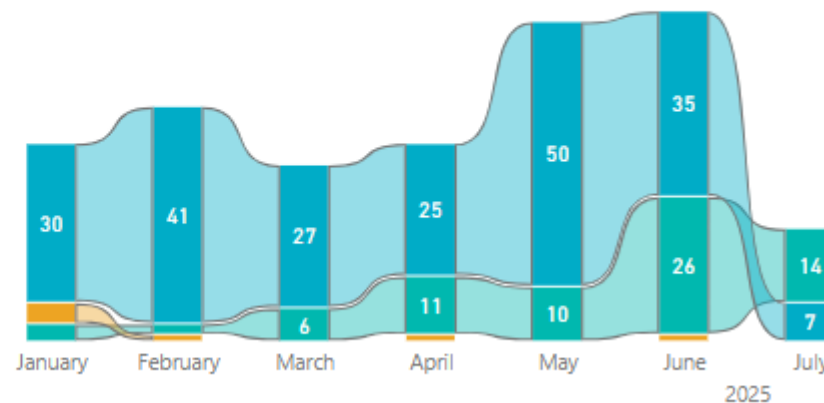
## Matters by Status (YTD)

Matters by status



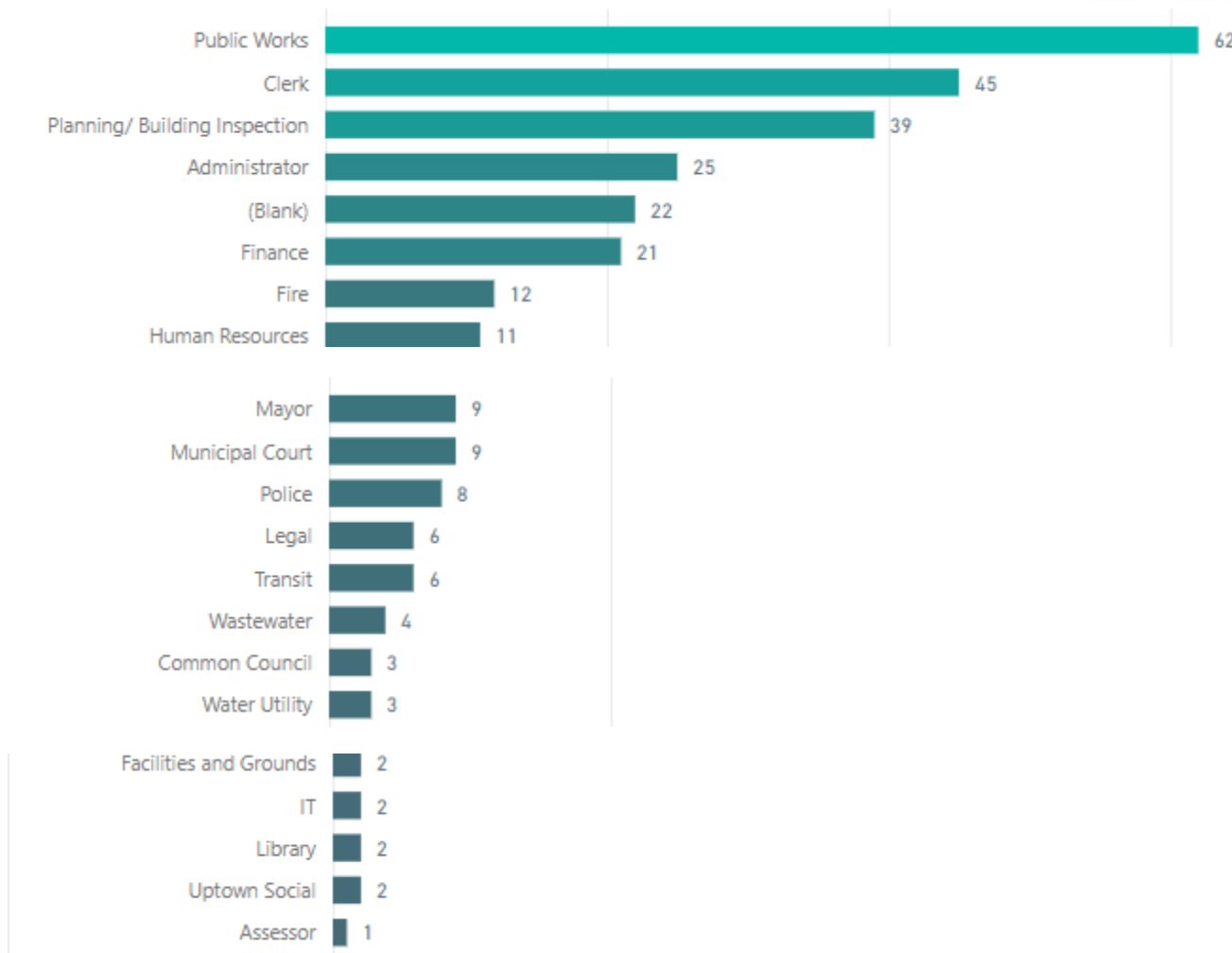
Matters by status over time

Status ● Active ● Complete ● OnHold



## Matters by Department (YTD)

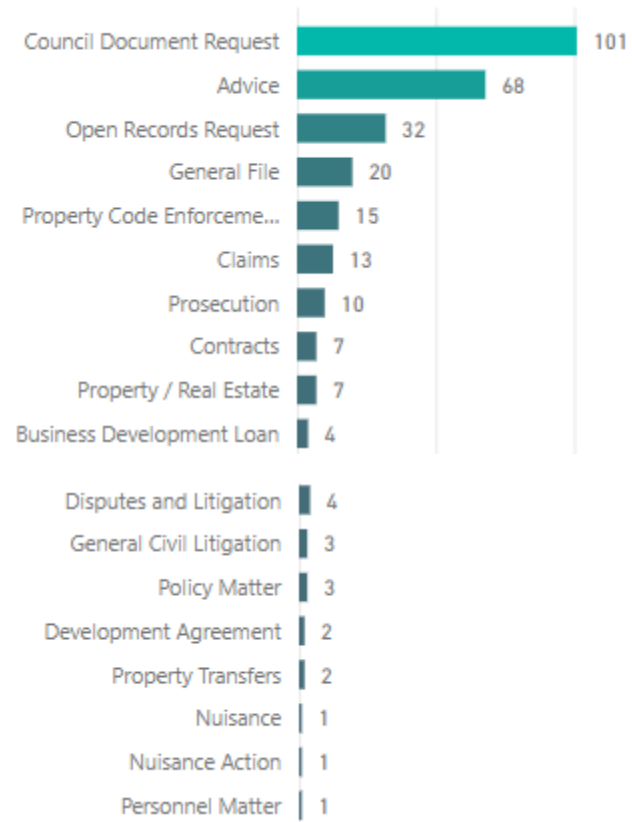
Total Matters by Department



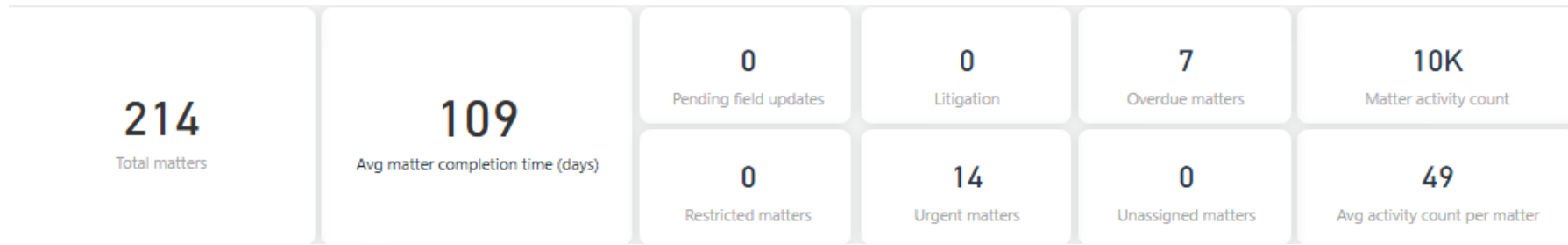
Note: “Blank” refers to matters created by CAO staff that are not easily attributable to a single department.

## Matters by Type (YTD)

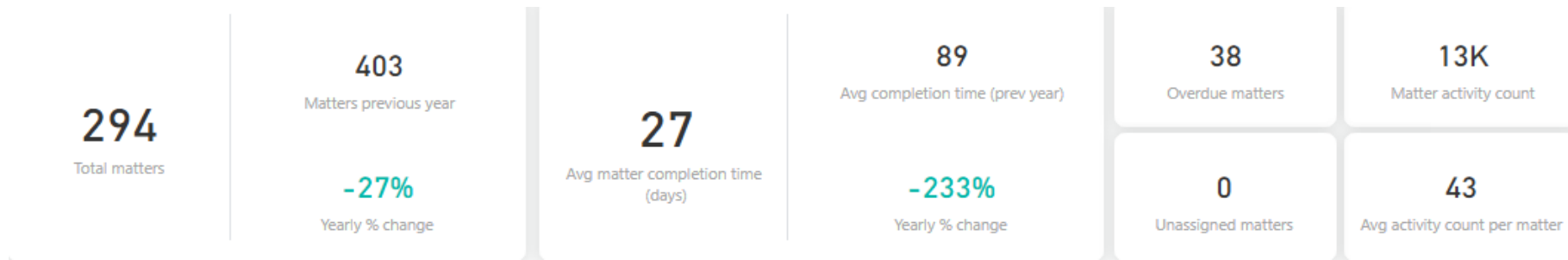
Matters by type



### 1/1/24-7/1/24 Matter Summary



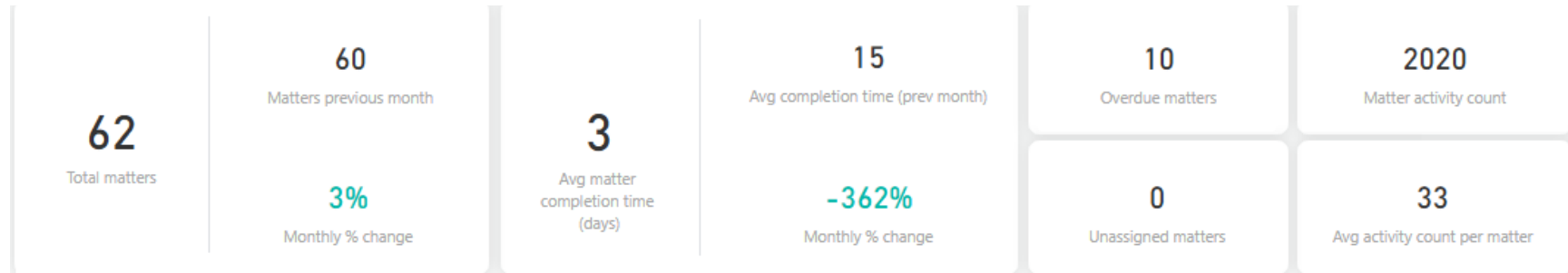
### 1/1/25-7/1/25 Matter Summary



**Summary:** We've seen several differences since midyear 2024. First, the CAO average completion time has reduced from 109 to 27. Historically, matters would remain open from the time of submission until the time when a certified copy was received after Council action. We now close matters once they've been submitted for agenda inclusion and feel that this approach better represents the department's turnaround on projects. We also see a marked increase in the total matter count, which is a result of better documenting the various issues that are brought forward outside of LawVu.

The number of overdue matters has risen. Overdue matters include claims, municipal prosecution of cases transferred to circuit court, records requests, and large projects. Claims and municipal prosecution matters are typically our longest matters because our work is directed by outside factors. Large projects will typically take back seat to Council documents and pressing matters. We continue seeing a high number of records requests, many involving multiple departments and excessive volumes of potentially responsive records that must be located, reviewed for release, and organized. We continue working with outside legal counsel to address time-consuming projects that our reduced staff has minimal capacity for. We have also participated in more meetings than during the first half of 2024, which reduces desk time but provides better value to the City as we're able to contribute to topics and projects much earlier, allowing for better planning and troubleshooting. We appreciate being invited to the table to collaboratively solve problems with our colleagues.

### June, 2025 Matter Summary



June was another busy month for the CAO. We are pleased that our report reflects timely matter completion and high output as these benchmarks of customer service have been a department priority.

#### Litigation Activity Since 6/1/25

- No new lawsuits have been filed since our last report.
- Seven municipal prosecutions in circuit court have been closed through stipulated disposition. Six have been filed since our last report.
- Winkleman v. City of Sheboygan Police Department was dismissed with prejudice based upon the City's Motion to Dismiss.
- Justin Daniels v. City of Sheboygan Police and Fire Commission was an inactive case recently dismissed based upon the City's Proposed Order to Dismiss.
- CVMIC v. Tyrone Austin was closed after a default judgment entered against the Defendant.

**Municipal Prosecution Activity Since 6/1/25.** 36 pretrial conferences were conducted in June -- 28 of those cases resolved by stipulation. Eight municipal court trials took place, seven of which resulted in a guilty verdict and one resulted in a not guilty verdict.

**Licensing Activity.** The CAO, Clerks, and PD have completed their review of licenses that expire midyear. In June, approximately 175 beverage operator applications were reviewed. We have identified several tools that will improve productivity and shorten review time and are taking steps to implement those improvements.

**General Summary.** We have completed our standardization of Standing Committee agendas and minutes and have completed our transition to the new Council cycle of direct referrals. We will next consider documents for other categories of committees, boards, and commissions to identify areas where we may standardize or improve.