

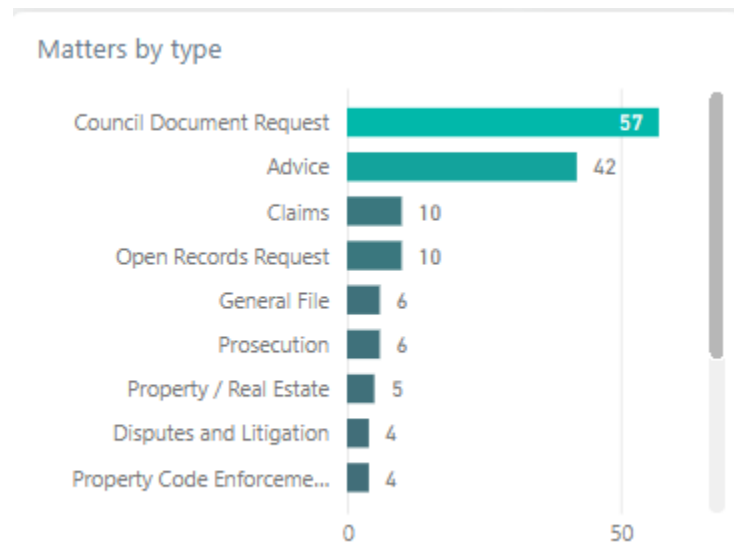
# City Attorney's Office Monthly Report

May, 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. s. 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. However, many requests for legal services originate in email, by phone, or in-person, and have not historically been added to LawVu. We are working to ensure that most of the work is LawVu-documented but quick questions, conversational issues, and the like will remain outside the scope of this report. CAO welcomes suggestions for data inclusion or exclusion in future reports.

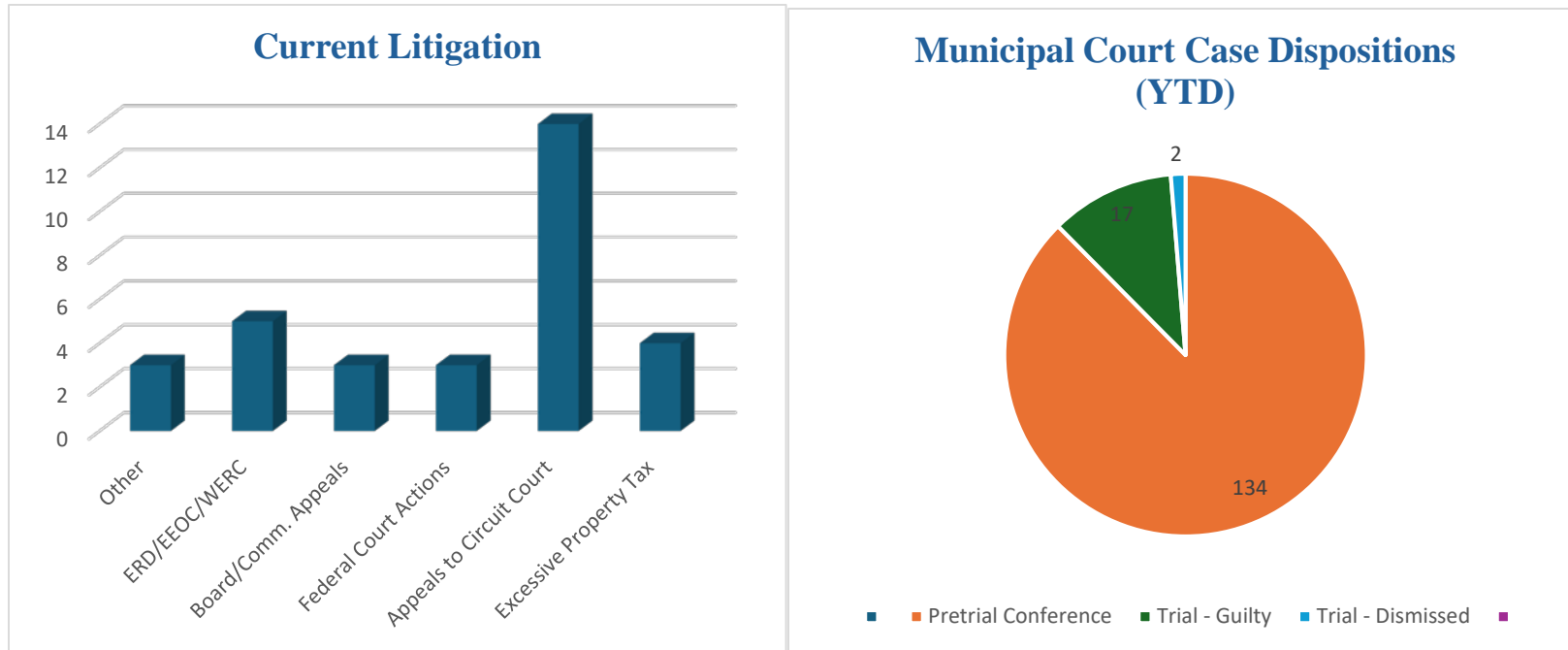
### Matters by Type (YTD):



### Matters by Department (YTD):

Department	Total Matters
Public Works	38
Clerk	21
Planning/ Building Inspection	19
Administrator	10
Finance	9
	8
Fire	6
Mayor	6
Municipal Court	6
Human Resources	5
Police	5
Legal	4
Common Council	3
Transit	3
Facilities and Grounds	2
Library	2
Uptown Social	2
Wastewater	2
Assessor	1
Water Utility	1

As of 5/5/25, CAO has 107 active LawVu-documented matters excluding municipal court appeals. 43 matters were created and 51 were completed so far in Q2. The average completion time has reduced from 24 days to 3 days between Q1 and Q2. Completion time varies depending on the nature of the issue. Litigation matters will remain open for months while straightforward matters may close the day they were created. In addition to documented requests for legal services, CAO maintains an open-door policy to provide on-demand staff support, and serves as general counsel in various meetings.



All litigation, except appeals to circuit court, is handled by outside counsel. CAO works collaboratively with our retained counsel and with City Administration to develop case strategies and to facilitate efficient case and caseload management. Appeals to circuit court are handled by CAO from time of filing through jury trial.

Municipal Court matters are handled almost exclusively by CAO. Approximately 84% of citations are disposed of prior to or at Initial Appearance. The remaining citations are next scheduled for a pretrial conference before they are scheduled for municipal court trial. Year to date, 134 cases have resolved during the pretrial conference phase and 65 cases are currently scheduled for pretrial conference. 19 cases have resolved at municipal court trial and twelve cases are currently scheduled for trial.

**Claims:** In 2025, eight claims against the City were opened. Three have closed, of which the City paid one and denied payment for two. Four Notice of Claims were carried over from 2024.