



Wauwatosa, WI

Government Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, May 20, 2025

6:00 PM

Council Chambers and Zoom:
<https://servetosa.zoom.us/j/82923188685>,
Meeting ID: 829 2318 8685

Special Meeting

*Agenda amended on 5-19-25

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

GOVERNMENT AFFAIRS COMMITTEE ITEMS

1. *Consideration of appointment of Jennifer Tate to the position of City Attorney, effective June 9, 2025 [25-0897](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Wauwatosa, WI

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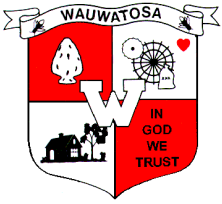
Staff Report

File #: 25-0897

Agenda Date: 5/20/2025

Agenda #: 1.

*Consideration of appointment of Jennifer Tate to the position of City Attorney, effective June 9, 2025



CITY OF WAUWATOSA

Human Resources Department

To: Government Affairs Committee

From: Jim Archambo, City Administrator; Beth Mbow, HR Director

Date: May 16, 2025

Subject: Consideration of Confirmation of Appointment of Jennifer Tate to the position of City Attorney

Issue:

Request to confirm the appointment of Jennifer Tate as City Attorney.

Wauwatosa ordinance 2.76.010 states that the City Administrator shall, after the necessary selection procedures (merit based) have been followed, submit recommendations to the Mayor and Common Council for appointees to various department director positions wherein the appointment authority is reserved by ordinance to the mayor with confirmation by the Common Council. This memorandum is intended to provide a description of the selection process and the recommended candidate's background and qualifications.

Background:

The position (description attached) was advertised to a wide variety of local, regional and national sources. In addition, the Human Resources team conducted pointed outreach.

We received 15 applications in total, of which nine candidates stood out in terms of related experience, knowledge and abilities.

We conducted two rounds of interviews with key stakeholders as interview panelists: City Administrator Jim Archambo, Deputy City Administrator Melissa Cantarero Weiss, Human Resources Director Beth Mbow, Finance Director John Ruggini, Public Works Director David Simpson, as well as, a subject matter expert City Attorney from a neighboring community.

The interviews focused on commitment to public service, related technical knowledge and experience, strategic vision related to the City's mission, leadership, communication and more. The second interview process included a candidate presentation and timed written exercise.

The top two candidates met with Mayor McBride and City Administrator Archambo for a third interview.

We were very fortunate to have a very strong candidate pool with a group of candidates with diverse legal experience and expertise. At the conclusion of the process, the decision was made that Jennifer Tate is the best candidate for the position.

Jennifer has most recently served as an Assistant Attorney General for the Wisconsin Attorney General's Office and prior as an Assistant District Attorney for Milwaukee County. Her previous experience also includes being an Assistant City Attorney for the Milwaukee City Attorney's Office. She holds a Bachelor's degree in Communication Studies and Psychology and a Juris Doctorate in Law from Saint Louis University School of Law.

Ms. Tate brings strong and broad experience, knowledge, and a passion for public service to our City Attorney's Office. Ms. Tate's resume will be emailed confidentially with further details of her qualifications.

Recommendation

In accordance with ordinance 2.76.10, it is the recommendation of the City Administrator to appoint Jennifer Tate as our next City Attorney. Staff has reviewed the process and selection with Mayor McBride who endorses this appointment. To finalize the process, the appointment is subject to Council confirmation.



City of Wauwatosa City Attorney

SALARY	See Position Description	LOCATION	Wauwatosa, WI
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
DEPARTMENT	Attorney	DIVISION	Attorney
OPENING DATE	04/07/2025	FLSA	Exempt

Position Overview

The City Attorney is a highly skilled lawyer with a passion for public service. The City Attorney brings a mix of analytical and proactive legal skills paired with a solid background in governmental affairs to direct and manage the City Attorney's office. This position serves as the chief legal advisor, strategically manages all legal activities and civil litigation for the City, and has the responsibility for providing high-quality, cost-effective legal advice and services. The City Attorney collaborates across the organization to produce the highest quality results while working towards accomplishing the City's vision, goals, and strategic plan.

The City Attorney is statutorily defined as an officer of the City and also serves as the City's parliamentarian. Successful candidates will possess a J.D. and the following:

- Two to five years of direct supervisory experience required in guiding, managing, and inspiring a team.
- Ten to eleven years experience of professionally responsible and managerial legal experience, with two to five years of litigation experience related to public sector law, litigation, advisory, and transactional governmental matters.

Please see our recruitment brochure for more details on this position and the City of Wauwatosa:

<https://www.wauwatosa.net/home/showdocument?id=6140>

The starting pay for this position ranges from \$129,272 - 165,173 annually, depending on experience and qualifications. This is complemented by an excellent benefits package, a robust wellness program, an on-site fitness center, a free workplace clinic, paid parental leave, generous paid holidays and vacation, a pension plan, volunteer time off, a flexible workplace environment and the opportunity to work with dedicated professionals who have a passion for public service. (Click the Benefits tab to find out more!)

Essential Functions

- Represents the City in all matters requiring legal representation, including litigation and administrative hearings; controversial and complex litigation; negotiations; legislative activities; and bankruptcy proceedings. Manages outside counsel representing the city on cases the City Attorney selects for delegation.
- Effectively and proactively collaborates with City Administration to understand operational issues, identify and evaluate potential legal implications, and provide guidance and recommendations to facilitate City-wide initiatives.
- Actively partners with staff and outside counsel to manage litigation activities in all cases where the City is represented. Participates in proceedings and advises as to appropriate courses of action during litigation decision-making processes, including property tax litigation, police and other civil rights claims, liability claims, and municipal court.
- Responds to extensive and varied legal questions with appropriate legal advice in order to support ongoing City operations or planning.
- Researches and reviews ideas presented by City leadership for practicality and legality.
- Maintains deep familiarity with legal environment surrounding municipal law in order to address current issues facing City in the most expedient manner.

- Reviews all liability claims when received for impact and assignment. Analyzes trends, identifies potential legal risks, and develops innovative strategies to mitigate or eliminate exposure to legal liability.
- Supports Common Council activities and meetings with training and procedure/parliamentarian duties. Interprets impact of votes and discussions, drafts ordinances and resolutions, researches procedural and substantive suggestions for viability and legal parameters required. Advises on how city ordinances, resolutions, state, and/or federal law relate to or inform policy discussions and decisions.
- Reviews, comments, and approves all contracts entered into by City staff prior to execution. Drafts new or modified contractual agreements where necessary, and partners with staff to craft forms for City use moving forward.
- Serves as an active participant in development projects by evaluating, negotiating, and completing development and property transactions on behalf of the City and the Community Development Authority (CDA).
- Assures presence of adequate and appropriate resources for ongoing legal work of the department. Monitors expenditures and adjusts when necessary. Participates in annual budgeting process as part of Administrative Services team, and develops the department operating budget.
- Directs work of Department staff, provides leadership and accountability. Fosters employee engagement, leads performance management, provides mentorship, oversees their timekeeping, and is responsible for hiring and retention.
- Participates in forming effective emergency management strategies and leadership of specified activities within the emergency management plan during times of activation of the EOC, including filling other roles as necessary and assigned by plan.
- Represents the City Attorney's Office at any required meetings, including Common Council, Standing Council Committees, and the Plan Commission.

Minimum Requirements

Education and Experience Requirements:

- Juris Doctorate from an accredited college or university.
- Two to five years of direct supervisory experience required in guiding, managing, and inspiring a team.
- Ten to eleven years experience of professionally responsible and managerial legal experience, with two to five years of litigation experience related to public sector law, litigation, advisory, and transactional governmental matters.
- Extensive expertise in municipal law and the role of a municipal attorney.
- A successful track record as a City or County Attorney, Deputy/Assistant Attorney, or experience in a private law firm advising City/County clients is preferred.
- Must be a Licensed Attorney in the State of Wisconsin.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Considerable knowledge of municipal law and government processes; statutes and laws of Wisconsin and judicial interpretation and precedent; municipal laws and ordinances.
- Ability to prepare complex briefs, sound opinions, and pleadings.
- Is a collaborative, approachable, and skilled communicator with a passion for public service.
- Exceptional judgement and discretion.
- Possesses high ethical standards.
- Fully embraces the values of the City of Wauwatosa.
- Ability to quickly develop and maintain trusting, effective, and positive working relationships.
- Strong, confident supervisory and engaging, progressive leadership skills.
- Has a team-focused management style and will completely support the efforts to achieve high performance in every part of Wauwatosa's government.
- Demonstrated track record of setting a positive example of competence, professionalism, trust, energy, and strong work ethic.
- Robust working knowledge of governmental policies, processes, and procedures.
- Ability to read, analyze, and interpret complex legal documents, financial reports, and other documentation.
- Ability to respond promptly and completely to common legal inquiries or complaints from customers, regulatory agencies, or members of the business community with appropriate legal response.
- Ability to define multifaceted problems, collect data, establish facts, and draw valid conclusions.
- Must be available for periodic call-ins during emergency situations.

In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Additional Information

Interested applicants should apply on the City's website: wauwatosa.net/careers. The position will be open until filled with the first review of applicants on April 18, 2025.

Benefits

City of Wauwatosa



Full-Time Employee Benefits

Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

Total Rewards & Flexibility

- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.

Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.

Employer

City of Wauwatosa

Address

4/7/25, 9:29 AM

Job Bulletin

7725 W North Avenue

Phone

Wauwatosa, Wisconsin, 53213

(414) 479-8992

Website

<http://www.wauwatosa.net>

City of Wauwatosa, WI

Position Recruitment Brochure

City Attorney



Contact:

City of Wauwatosa Human Resources Department
Beth Mbow, Human Resources Director
7725 W North Avenue, Wauwatosa, WI 53213
(414) 479-8955
bmbow@wauwatosa.net





Job Summary: City Attorney

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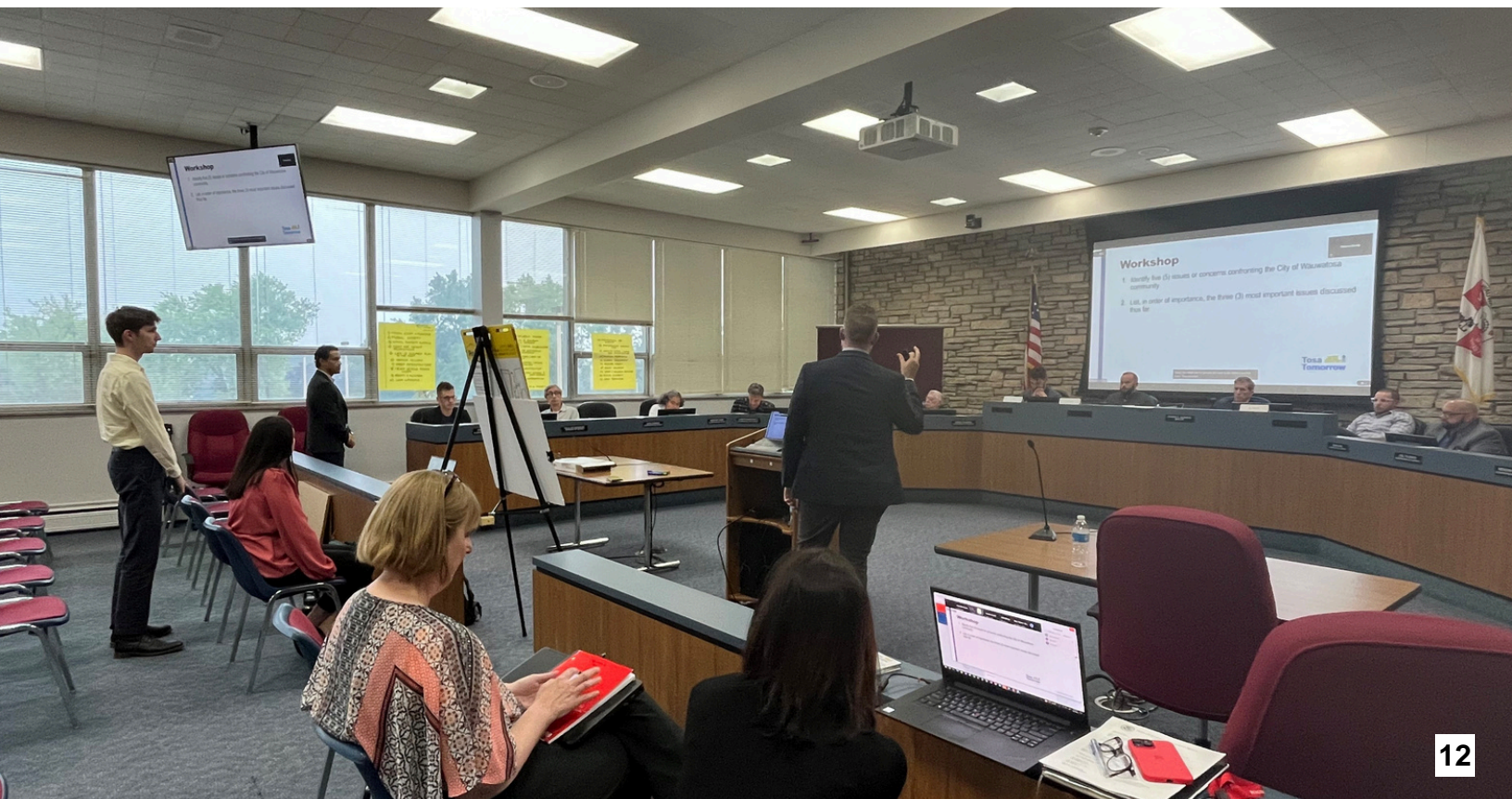
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Essential Functions and Responsibilities (Continued)

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About Wauwatosa

- Wauwatosa is Wisconsin's 14th largest city with 48,387 people. However, during the day, Wauwatosa becomes Wisconsin's 4th largest city. Our population more than doubles to 112,000.
- Positioned at the heart of the Metro-Milwaukee region, Wauwatosa serves as a prominent hub for retail and office development. We're home to the Milwaukee Regional Medical Center, Mayfair Mall, and several large employers in medical research, information technology, and advanced manufacturing.



To learn more, please find:

- **City of Wauwatosa Municipal Code:** Provides detailed information on local ordinances, policies, and governance structure. Go to wauwatosa.net/MunicipalCode.
- **Council and Committee Agendas & Minutes:** Offers insights into current issues, decision-making processes, and legal matters impacting the city. Go to wauwatosa.net/MeetingPortal.
- **Wauwatosa Comprehensive Plan:** Outlines the city's long-term vision, including development goals and community priorities. Go to wauwatosa.net/plan.
- **City Budget Documents:** Provides context on financial planning, resource allocation, and legal considerations tied to city initiatives. Go to wauwatosa.net/budget.

How to Apply

To find out more, please find the full job description and consider applying at wauwatosa.net/careers. If applying, you will be asked to complete a brief online form and include a cover letter and resume. This position will be open until filled with the first review of applications on April 18, 2025.

Questions

Please contact Beth Mbow, HR Director, at bmbow@wauwatosa.net or (414) 479-8955.

Benefits & Compensation

Comprehensive and competitive benefits package:

- Health insurance, including Health Reimbursement Account (HRA)
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Compensation

- The salary range for this position is \$127,272 to \$165,173.

