



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.