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OLUWASEUN CHRIS IBITOYE
KEVIN P. TODT
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Assistant City Attorneys

August 26, 2025

Sent Via Email

krurban@milwaukee.gov

Board of City Service Commissioners
c/o Kristin Urban, Special Deputy
Department of Employee Relations
City Hall, 200 E. Wells Street, Room 706
Milwaukee, WI 53202

Re: First Request to Extend Probation - Oluwaseun Chris Ibitoye

Dear Special Deputy Urban,

Pursuant to City Service Rule VII, Section 8, the Office of the City Attorney respectfully requests to extend the probationary period of Oluwaseun Ibitoye, hired as an Assistant City Attorney I on October 7, 2024, and subject to a 12-month period of probation scheduled to end October 7, 2025.

Mr. Ibitoye is growing his subject matter knowledge, but requires additional time to develop his ability to consistently meet overall job requirements. He has been provided with specific feedback from management and input from the municipal courts before which he regularly appears. Mr. Ibitoye has also received training opportunities that should permit him to meet specific and measurable performance goals which have been provided to him. With focused attention and consistent effort, Mr. Ibitoye is expected to evolve into an effective contributor to a team environment in the Ordinance Enforcement Division. For the foregoing reasons, we respectfully request approval of this request to extend Mr. Ibitoye's probation for an additional 6-month period ending April 7, 2026.

Thank you for your consideration. If you need further information, please contact me (ext. 3821, lgilmo@milwaukee.gov).

Very truly yours,

A handwritten signature in blue ink, appearing to read "Lisa Gilmore".

Lisa Gilmore, J.D.
City Attorney Human Resources Administrator

C: elmoor@milwaukee.gov





CS-58
r. 07.09.24

REPORT ON PROBATIONARY SERVICE

Board of City Service Commissioners

Copy to:
- Employee
- Department

INSTRUCTIONS: Complete this form and return the original to the Department of Employee Relations – derpersonnelforms@milwaukee.gov before the end of the probationary period. Refer to Civil Service Rule VIII, Section 8 – Probationary Periods.

1. Employee's Name (First, MI, Last) Oluwaseun Chris Ibitoye		2. Employee ID 038643
3. Job Title Assistant City Attorney		4. Department/Division City Attorney's Office/OED
5. Appointment Date 10/7/2024	6. Date Probationary Period Ends 10/7/2025	<input type="checkbox"/> 6a* Modified Probation End Date
* 6a - When ending probation period early, check box in 6a (above right) and enter the new end date. See instructions on second page for additional details.		
7a. Complete First Review by:	8a. Complete Second Review by:	9a. Complete Final Review by:
7b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u>MJR</u> KNOWLEDGE <u>BJR</u> INITIATIVE <u>BJR</u> DEPENDABILITY <u>MJR</u> INTERPERSONAL RELATIONSHIPS <u>MJR</u>	8b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY _____ KNOWLEDGE _____ INITIATIVE _____ DEPENDABILITY _____ INTERPERSONAL RELATIONSHIPS _____	9b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY _____ KNOWLEDGE _____ INITIATIVE _____ DEPENDABILITY _____ INTERPERSONAL RELATIONSHIPS _____
7c. Supervisor's Comments: As a first-year attorney, Chris should focus on consistent, advanced preparation, and showing initiative to deepen professional relationships and seek training opportunities. More info attached.	8c. Supervisor's Comments:	9c. Supervisor's Comments:
7d. Employee's Initials/Date <u>OCI</u> <u>3/25/25</u>	8d. Employee's Initials/Date	9d. Employee's Initials/Date

Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples that describe performance at the MEETS JOB REQUIREMENTS level. These are provided as reference points for evaluating performance. Indicate your rating for each factor by entering the appropriate letters (O, EJR, MJR, BJR, U) in the boxes in items 7b through 9b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED). Comments should be recorded in the boxes in items 7c through 9c for any factors that are rated **BELOW JOB REQUIREMENTS** OR **UNSATISFACTORY**. Attach additional page(s) as necessary.

O = OUTSTANDING EJR = EXCEEDS JOB REQUIREMENTS MJR = MEETS JOB REQUIREMENTS BJR = BELOW JOB REQUIREMENTS U = UNSATISFACTORY

Factor	"MEETS JOB REQUIREMENTS" Standards and Expectations
A. PRODUCTIVITY	<ul style="list-style-type: none"> ▪ Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available. ▪ Demonstrates skill and proficiency in carrying out assignments. ▪ Work product is accurate, thorough and effective, and meets quality standards. ▪ Work output matches expectations within established timelines.
B. KNOWLEDGE	<ul style="list-style-type: none"> ▪ Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently. ▪ Understands the purposes, objectives, practices and procedures of the department. ▪ Demonstrates understanding of job procedures, methods, facts, and information related to assigned work.
C. INITIATIVE	<ul style="list-style-type: none"> ▪ Plans, organizes and prioritizes workload with little or no assistance. ▪ Offers suggestions on improving work methods and procedures. ▪ Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits. ▪ Accepts additional challenges and responsibilities, and adapts to changes.
D. DEPENDABILITY	<ul style="list-style-type: none"> ▪ Accepts responsibility for completing assignments and meeting deadlines. ▪ Reliably completes assignments on time with minimal follow-up from supervisor. ▪ Consistently punctual and regular in attendance and follows policy when requesting and reporting time off. ▪ Practices workplace safety rules and procedures on a consistent basis.
E. INTERPERSONAL RELATIONSHIPS	<ul style="list-style-type: none"> ▪ Establishes and maintains effective and productive working relationships with peers. ▪ Works cooperatively with supervisor(s) and as part of a team. ▪ Builds and maintains customer satisfaction by responding to the needs of internal and external customers. ▪ Readily accepts and applies constructive feedback to improve job performance.

10. In view of the performance of the employee rated above:

I certify that the employee's service has been satisfactory and that the appointment should become regular.

I am terminating the employee's appointment before the completion of the probationary period effective _____.
[Termination Notice form CS-80 must be received in DER with this form.]

I recommend that the probationary period be extended for _____ months. The employee has been notified of this request and has been counseled regarding improvement needed. [This requires City Service Commission action. The Commission does not grant extensions for City Laborers. Send this request to the Employee Relations Director at least 30 days prior to the end of the probationary period.]

SUPERVISOR (PRINT NAME) <u>Julie P. Wilson</u>	SIGNATURE <u>Julie P. Wilson</u>	TITLE <u>Deputy City Attorney</u>	DATE <u>3/25/25</u>
DEPARTMENT HEAD (PRINT NAME) <u>Erin...</u>	SIGNATURE <u>Erin...</u>	TITLE <u>CITY ATTORNEY</u>	DATE <u>7/8/25</u>

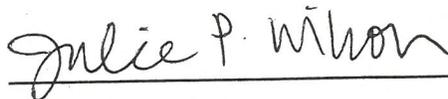
Attachment to 3/23/25 Report on Probationary Service

Oluwaseun Chris Ibitoye, Employee ID 038643

During the next probationary review period, please focus on the following:

- Reflect on the shadowing and mentoring opportunity provided by another ACA's coverage of your three-week gun/property returns rotation. Provide written bullet points or schedule a meeting to debrief with me about what you learned, how you will implement those lessons into your own legal practice, and what further training opportunities you would like to pursue.
- If you have not yet had the opportunity, identify and observe at least one jury trial in Circuit Court before handling your first OWI jury trial. Ideally, this would be an OWI trial handled by a more experienced CAO colleague so that you may discuss in more detail how they prepared. If that is not an option, ask support staff to assist you in identifying other trial observation opportunities. Be prepared to discuss what you learned or any questions you may have at a bi-weekly attorneys meeting.
- Focus on achieving just, consistent, and well-informed case outcomes. Do not look for simple or non-confrontational ways to resolve challenging cases.
 - "Take one to the mat." If you identify a difficult case – one that may be possible but difficult to prove at trial – arrange to partner on that case with Al, Alex, or Meighan.
 - Bring a challenging case to a bi-weekly meeting. Explain what you have done to date to develop the case and seek input of more experienced colleagues on how to proceed.
- Focus on preparation
 - Use your calendar to anticipate rotations and your assignments, identify the work needed to sufficiently prepare for each, and structure time around when such works need to be slotted in order to be appropriately prepared to deliver high-quality outcomes. If this is a skill you are still developing, use experienced colleagues as mentors and check in regularly (daily, weekly) to plan out your work time.
 - Bring at least one property return and one pre-trial matter to a bi-weekly meeting. Discuss how you prepared and what happened.
 - Bring at least one set of direct or cross-examination questions you have developed for a trial to a bi-weekly meeting. Present and solicit feedback on how you prepared.
- Be more engaged with your colleagues, particularly your more experienced colleagues. Seek out informal opportunities to discuss their work and yours. This may be in-person conversations or Teams meetings/calls, and may be aided by in-person, open-door work times.
- Continue to learn about your craft, both as to the substantive law and advocacy/negotiation skills

Julie P. Wilson, Deputy City Attorney



Oluwaseun Chris Ibitoye, Assistant City Attorney



REPORT ON PROBATIONARY SERVICE

Board of City Service Commissioners

Copy to:
- Employee
- Department

INSTRUCTIONS: Complete this form and return the original to the Department of Employee Relations – derpersonnelforms@milwaukee.gov before the end of the probationary period. Refer to Civil Service Rule VIII, Section 8 – Probationary Periods.

1. Employee's Name (First, MI, Last) Oluwaseun Chris Ibitoye		2. Employee ID 038643
3. Job Title Assistant City Attorney		4. Department/Division City Attorney's Office/OED
5. Appointment Date 10/7/2024	6. Date Probationary Period Ends 10/7/2025	<input type="checkbox"/> 6a* Modified Probation End Date
<i>* 6a - When ending probation period early, check box in 6a (above right) and enter the new end date. See instructions on second page for additional details.</i>		
7a. Complete First Review by:	8a. Complete Second Review by:	9a. Complete Final Review by:
7b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u> MJR </u> KNOWLEDGE <u> BJR </u> INITIATIVE <u> BJR </u> DEPENDABILITY <u> MJR </u> INTERPERSONAL RELATIONSHIPS <u> M J R </u>	8b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u> BJR </u> KNOWLEDGE <u> BJR </u> INITIATIVE <u> BJR </u> DEPENDABILITY <u> BJR </u> INTERPERSONAL RELATIONSHIPS <u> M J R </u>	9b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u> </u> KNOWLEDGE <u> </u> INITIATIVE <u> </u> DEPENDABILITY <u> </u> INTERPERSONAL RELATIONSHIPS <u> </u>
7c. Supervisor's Comments: As a first-year attorney, Chris should focus on consistent, advanced preparation, and showing initiative to deepen professional relationships and seek training opportunities. More info attached.	8c. Supervisor's Comments: As an ACA's time in the CAO advances, more is expected of them. Chris is not yet achieving his potential or fully embracing the feedback and training received re: preparedness and procedures. This unfairly displaces work onto others, and inconveniences the courts and defendants. Chris has a short runway remaining to develop better work habits.	9c. Supervisor's Comments:
7d. Employee's Initials/Date	8d. Employee's Initials/Date <u> O.C.I. 7/25/25 </u>	9d. Employee's Initials/Date

Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples that describe performance at the MEETS JOB REQUIREMENTS level. These are provided as reference points for evaluating performance. Indicate your rating for each factor by entering the appropriate letters (O, EJR, MJR, BJR, U) in the boxes in items 7b through 9b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED). Comments should be recorded in the boxes in items 7c through 9c for any factors that are rated *BELOW JOB REQUIREMENTS OR UNSATISFACTORY*. Attach additional page(s) as necessary.

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B. KNOWLEDGE	<ul style="list-style-type: none"> ▪ Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently. ▪ Understands the purposes, objectives, practices and procedures of the department. ▪ Demonstrates understanding of job procedures, methods, facts, and information related to assigned work.
C. INITIATIVE	<ul style="list-style-type: none"> ▪ Plans, organizes and prioritizes workload with little or no assistance. ▪ Offers suggestions on improving work methods and procedures. ▪ Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits. ▪ Accepts additional challenges and responsibilities, and adapts to changes.
D. DEPENDABILITY	<ul style="list-style-type: none"> ▪ Accepts responsibility for completing assignments and meeting deadlines. ▪ Reliably completes assignments on time with minimal follow-up from supervisor. ▪ Consistently punctual and regular in attendance and follows policy when requesting and reporting time off. ▪ Practices workplace safety rules and procedures on a consistent basis.
E. INTERPERSONAL RELATIONSHIPS	<ul style="list-style-type: none"> ▪ Establishes and maintains effective and productive working relationships with peers. ▪ Works cooperatively with supervisor(s) and as part of a team. ▪ Builds and maintains customer satisfaction by responding to the needs of internal and external customers. ▪ Readily accepts and applies constructive feedback to improve job performance.

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I am terminating the employee's appointment before the completion of the probationary period effective _____. [Termination Notice form CS-80 must be received in DER with this form.]

I recommend that the probationary period be extended for 6 months. The employee has been notified of this request and has been counseled regarding improvement needed. [This requires City Service Commission action. The Commission does not grant extensions for City Laborers. Send this request to the Employee Relations Director at least 30 days prior to the end of the probationary period.]

SUPERVISOR (PRINT NAME) <u> Julie P. Wilson </u>	SIGNATURE <u> Julie P. Wilson </u>	TITLE <u> Deputy City Atty </u>	DATE <u> 9/8/25 </u>
DEPARTMENT HEAD (PRINT NAME) <u> EVAN GOYKE </u>	SIGNATURE <u> FRANK COE </u>	TITLE <u> CITY ATTORNEY </u>	DATE <u> 9/8/25 </u>

Attachment to 7/18/25 Report on Probationary Service

Oluwaseun Chris Ibitoye, Employee ID 038643

A. PRODUCTIVITY	<ul style="list-style-type: none">Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available.Demonstrates skill and proficiency in carrying out assignments.Work product is accurate, thorough and effective, and meets quality standards.Work output matches expectations within established timelines. <p>Chris is demonstrating some poor work habits that result in unsatisfactory productivity. Significant improvement is needed in time and task management to allow for better preparation. Currently lack of preparation is resulting in court appearances of extended length, inconveniencing the court and defendants.</p> <p>When seeking input from more experienced colleagues, account for the time needed for them to turn attention to your work. For example, it is unfair to give colleagues very little time to provide feedback on a draft brief on the day the brief is due, particularly when the motion had been filed and the hearing set months earlier. In the O'Connor case, that resulted in a poor quality final product. Chris should work hard to be prepared for trial in that case with the support of City Attorney Goyke.</p> <p>Enter notes into CATS on a timely basis.</p> <p>A lack of productivity in one rotation creates additional work for the ACA rotating into that calendar, as well as for the "in-office" ACA.</p>
B. KNOWLEDGE	<ul style="list-style-type: none">Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently.Understands the purposes, objectives, practices and procedures of the department.Demonstrates understanding of job procedures, methods, facts, and information related to assigned work. <p>While Chris is still growing in his knowledge of the work of the OED Section, he is not yet demonstrating command of things on which he has received training and feedback. Chris needs to display clearer, more concise communications with his colleagues, the courts, and defendants or their counsel to instill confidence in his knowledge of the matters he is handling.</p>
C. INITIATIVE	<ul style="list-style-type: none">Plans, organizes and prioritizes workload with little or no assistance.Offers suggestions on improving work methods and procedures.Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits.Accepts additional challenges and responsibilities, and adapts to changes. <p>It is essential for Chris to take accountability for maturing as an ACA. If unsure about a procedure, consult with colleagues rather than making assumptions. If technology issues arise, proactively address them with IT support. Proactively check the citations needing review and pitch in. Communicate your need/possible need for coverage or assistance on a timely basis rather than as the time crunch occurs. Match your communication style to the need being addressed (i.e., consider when to email or call someone and what follow-up may be required to complete the task started.)</p>
D. DEPENDABILITY	<ul style="list-style-type: none">Accepts responsibility for completing assignments and meeting deadlines.Reliably completes assignments on time with minimal follow-up from supervisor.Consistently punctual and regular in attendance and follows policy when requesting and reporting time off.Practices workplace safety rules and procedures on a consistent basis. <p>More attention to processes and details is needed. Follow-through is the responsibility of the ACA. Use check lists or calendar entries or whatever system matches with your work style to ensure those responsibilities are met.</p>
E. INTERPERSONAL RELATIONSHIPS	<ul style="list-style-type: none">Establishes and maintains effective and productive working relationships with peers.Works cooperatively with supervisor(s) and as part of a team.Builds and maintains customer satisfaction by responding to the needs of internal and external customers.Readily accepts and applies constructive feedback to improve job performance. <p>Chris is a very likable person and meets job requirements in this category. This note is included to say that improved work habits will promote deeper interpersonal relationships by becoming more of a team player.</p>

Oluwaseun C Ibitoye

Julie P. Wilson

DEPARTMENT OF EMPLOYEE RELATIONS

Employee Job Performance Improvement Plan

Employee Name: Oluwaseun Chris Ibitoye Job Title: Assistant City Attorney I Supervisor: Deputy City Attorney Julie Wilson

Review Period: From October 8, 2025 To April 7, 2026

Date of Meeting: September 8, 2025

Follow-up Date: In 3 months

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
Productivity	<p>Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available.</p> <p>Demonstrates skill and proficiency in carrying out assignments.</p> <p>Work product is accurate, thorough and effective, and meets quality standards.</p> <p>Work output matches expectations within established timelines.</p>	<p>Some poor work habits are resulting in unsatisfactory productivity. Significant improvement is needed in time and task management to allow for better preparation. Currently lack of preparation is resulting in court appearances of extended length, inconveniencing the court and defendants.</p> <p>A lack of productivity in one rotation creates additional work for the ACA rotating into that calendar, as well as for the "in-office" ACA.</p>	<p>When seeking input from more experienced colleagues, account for the time needed for them to turn attention to your work.</p> <p>Enter notes into CATS on a timely basis.</p> <p>Devote adequate advanced and detailed preparation to the assignments in each rotation. Plan ahead for those tasks which cannot be prepared for with minimal time invested.</p>
Knowledge	<p>Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently.</p> <p>Understands the purposes, objectives, practices and procedures of the department.</p> <p>Demonstrates understanding of job procedures, methods, facts, and information related to assigned work.</p>	<p>While Chris is still growing in his knowledge of the work of the OED Section, he is not yet demonstrating command of things on which he has received training and feedback.</p>	<p>Chris needs to display clearer, more concise communications with his colleagues, the courts, and defendants or their counsel to instill confidence in his knowledge of the matters he is handling.</p> <p>Embrace the role of prosecutor in setting the direction and tone of negotiations with defendants.</p> <p>Embrace feedback from staff, colleagues, supervisors, and courts regarding performance and demonstrate growth in areas in which training and feedback are</p>

			<p>received.</p> <p>Use any unscheduled or unexpectedly free time to shadow and debrief with colleagues.</p> <p>Focus on achieving just, consistent, and well-informed case outcomes. Invest the necessary time to tackle challenging cases.</p>
Initiative	<p>Plans, organizes and prioritizes workload with little or no assistance.</p> <p>Offers suggestions on improving work methods and procedures.</p> <p>Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits.</p> <p>Accepts additional challenges and responsibilities, and adapts to changes.</p>	Chris is not meeting the expected pace for maturing and taking accountability for work as an ACA I.	<p>If unsure about a procedure, consult with colleagues rather than making assumptions.</p> <p>If technology issues arise, proactively address them with IT support.</p> <p>Proactively check the citations needing review and pitch in.</p> <p>Communicate the need/possible need for coverage or assistance on a timely basis rather than as the time crunch occurs.</p> <p>Match communication style to the need being addressed (<i>i.e.</i>, consider when to email or call someone and what follow-up may be required to complete the task started.)</p> <p>Be more engaged with colleagues through open door work and informal discussions.</p>
Dependability	<p>Accepts responsibility for completing assignments and meeting deadlines.</p> <p>Reliably completes assignments on time with minimal follow-up from supervisor.</p>	More attention to processes and details is needed. Follow-through is the responsibility of the ACA.	<p>Use check lists, calendar entries, or other systems for accountability that match with individual work style to ensure responsibilities are met.</p> <p>Anticipate rotations and your assignments, identify the work needed to sufficiently prepare for each, and structure time around when such works need to be slotted in order to be appropriately prepared to deliver high-quality outcomes.</p>

			Seek assistance of support staff as needed.
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Supervisor's Comments: The feedback reflected in this document has been communicated in probationary evaluation meetings and check-ins, as well as feedback from the courts. Chris should continue to dedicate efforts to meeting job expectations.

Employee's Comments: _____

Signature of Supervisor: Julie P. Nixon Date: 9/8/25
Signature of Employee: Olumayor C. Obitayo Date: 4/8/25