

Attorney

Agency Overview

Agency Mission

The mission of the Attorney's Office is to provide legal representation to the City of Madison as an entity, including ordinance enforcement, legislative counsel services, and general counsel services.

Agency Overview

The Agency is responsible for drafting and revising the City's ordinances, enforcing ordinances, providing legislative counsel to the City, Common Council, City Boards, Committees and Commissions, and representation to the City in legal matters. The goal of the Attorney's Office is to enhance existing services and improve accessibility to online ordinances.

2018 Budget Highlights

The 2018 Executive Budget includes funding for:

- System maintenance of MUNICODE, the City's online tracking system for the General Ordinances (\$25,000)
- Continuation of the summer law clerk programs (\$25,000)
- Transferring the Common Council Legislative Analyst to the Common Council (\$85,000)

Attorney**Function:****Administration***Budget Overview***Budget by Service (All Funds)**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Ordinance Enforcement	(38,957)	-	(9,851)	-	-
Total Revenue	\$ (38,957)	\$ -	\$ (9,851)	\$ -	\$ -
Expense					
Counsel & Representation	1,830,717	1,892,946	1,964,029	1,869,297	1,872,554
Legislative Services	203,631	219,513	213,106	173,810	175,287
Ordinance Enforcement	741,286	841,432	842,824	908,736	911,331
Total Expense	\$ 2,775,633	\$ 2,953,891	\$ 3,019,960	\$ 2,951,843	\$ 2,959,172
Net General Fund	\$ 2,736,676	\$ 2,953,891	\$ 3,010,109	\$ 2,951,843	\$ 2,959,172

Budget by Fund & Major

Fund: General

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Misc Revenue	(38,957)	-	(9,851)	-	-
Total Revenue	\$ (38,957)	\$ -	\$ (9,851)	\$ -	\$ -
Expense					
Salaries	2,081,258	2,133,121	2,182,537	2,104,393	2,104,393
Benefits	535,112	602,019	630,207	631,473	632,175
Supplies	32,401	76,501	39,763	44,501	44,501
Purchased Services	120,056	133,397	158,600	162,623	170,665
Inter Departmental Charges	6,806	8,853	8,853	8,853	7,438
Total Expense	\$ 2,775,633	\$ 2,953,891	\$ 3,019,960	\$ 2,951,843	\$ 2,959,172
Net General Fund	\$ 2,736,676	\$ 2,953,891	\$ 3,010,109	\$ 2,951,843	\$ 2,959,172

Attorney

Function: Administration

Service Overview

Service: Counsel And Representation

Service Description

This service assists City officials and agencies with carrying out their policies in compliance with legal requirements by preparing, publishing, and distributing formal opinions and reports on legal issues affecting City policy. This service also informs officials and agencies of current legal developments, prepares and presents formal and informal training sessions for City officials and staff, answers informal legal questions from City officials, staff, and committees, and attends meetings of staff teams and public bodies to provide legal advice. Additionally, this service assures courts uphold the decisions of the Mayor and the Council and of authorized policy decisions made by city agencies that may result in potential liability. The goal of this service is to reduce the City's risk of legal liabilities.

2018 Planned Activities

- Continuation of training for Attorney staff and for other City agencies on key issues related to the service
- Apply Racial Equity and Social Justice Initiative (RESJI) principles

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	-	-	-	-	-
Expense	1,830,717	1,892,946	1,964,029	1,869,297	1,872,554
Net Service Budget	\$ 1,830,717	\$ 1,892,946	\$ 1,964,029	\$ 1,869,297	\$ 1,872,554

Service: Legislative Services

Service Description

This service ensures that Madison ordinances accurately express the policies chosen by the Mayor and Common Council, ensures that current ordinances are easily available to the public, advises City officials on legal issues with existing or proposed legislation, and provides parliamentary and procedural advice to the Common Council and other City bodies. The goal of this service is to reduce the City's risk of legal liabilities and improve accessibility to online ordinances.

2018 Planned Activities

- The major initiative associated with this service is the MUNICODE upgrade
- Continuation of training for Attorney staff and for other City agencies on key issues related to the service

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	-	-	-	-	-
Expense	203,631	219,513	213,106	173,810	175,287
Net Service Budget	\$ 203,631	\$ 219,513	\$ 213,106	\$ 173,810	\$ 175,287

Service: Ordinance Enforcement

Service Description

This service seeks to improve residents' quality of life by helping enforcement agencies deter conduct that is dangerous or interferes with public health and welfare. This is done through prosecuting civil enforcement actions, including nuisance and injunctive actions, providing advice and training to enforcement staff, researching legal issues raised by new enforcement techniques, reviewing recent case law developments and changes in state law, identifying legal solutions to enforcement problems and drafting appropriate ordinance amendments, and conducting appellate proceedings. The goal of this service is reduce the City's risk of legal liabilities and to maintain City services.

2018 Planned Activities

- Continuation of training for Attorney staff and for other City agencies on key issues related to the service

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	(38,957)	-	(9,851)	-	-
Expense	741,286	841,432	842,824	908,736	911,331
Net Service Budget	\$ 702,329	\$ 841,432	\$ 832,973	\$ 908,736	\$ 911,331

Attorney

Function:

Administration*Line Item Detail***Agency Primary Fund: General****Misc Revenue**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Miscellaneous Revenue	(38,957)	-	(9,851)	-	-
TOTAL	\$ (38,957)	\$ -	\$ (9,851)	\$ -	\$ -

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Permanent Wages	2,050,058	2,263,204	2,150,862	2,234,702	2,234,702
Salary Savings	-	(44,126)	-	(44,126)	(44,126)
Salary Reimbursed	-	(128,000)	-	(128,000)	(128,000)
Premium Pay	-	7,500	-	-	-
Compensated Absence	8,867	8,760	8,836	16,034	16,034
Hourly Wages	21,485	25,783	22,062	25,783	25,783
Overtime Wages Hourly	-	-	79	-	-
Election Officials Wages	848	-	698	-	-
TOTAL	\$ 2,081,258	\$ 2,133,121	\$ 2,182,537	\$ 2,104,393	\$ 2,104,393

Benefits

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Health Insurance Benefit	245,835	260,029	292,836	291,637	295,033
Wage Insurance Benefit	4,955	5,178	4,369	4,129	4,129
WRS	136,090	150,750	146,373	150,360	148,149
FICA Medicare Benefits	147,232	161,037	162,920	161,285	160,802
Home Purchase Assistance	1,000	-	-	-	-
Post Employment Health Plans	-	25,025	23,708	24,062	24,062
TOTAL	\$ 535,112	\$ 602,019	\$ 630,207	\$ 631,473	\$ 632,175

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Purchasing Card Unallocated	-	-	10,676	-	-
Office Supplies	4,031	5,000	4,026	5,000	5,000
Copy Printing Supplies	4,986	12,000	6,075	10,000	10,000
Furniture	7,448	8,411	2,600	6,411	6,411
Hardware Supplies	728	28,000	2,033	3,000	3,000
Postage	1,719	3,000	1,280	3,000	3,000
Books & Subscriptions	13,490	20,090	13,073	17,090	17,090
TOTAL	\$ 32,401	\$ 76,501	\$ 39,763	\$ 44,501	\$ 44,501

Attorney**Function:****Administration***Line Item Detail***Agency Primary Fund: General****Purchased Services**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Telephone	2,869	5,000	5,970	5,000	5,000
Cellular Telephone	-	-	160	-	-
Systems Comm Internet	18,901	19,662	19,662	22,662	22,662
Custodial Bldg Use Charges	46,826	45,695	45,695	45,695	53,737
Comm Device Mntc	-	200	-	200	200
System & Software Mntc	720	1,200	26,200	26,200	26,200
Mileage	109	-	-	-	-
Conferences & Training	19,526	27,740	27,740	24,740	24,740
Memberships	12,579	12,000	12,030	14,226	14,226
Legal Services	6,161	8,800	8,800	8,300	8,300
Delivery Freight Charges	176	500	500	500	500
Storage Services	2,899	4,200	3,118	4,200	4,200
Advertising Services	-	-	112	500	500
Printing Services	3,977	2,400	2,400	4,400	4,400
Transcription Services	2,633	3,000	2,985	3,000	3,000
Other Services & Expenses	2,680	3,000	3,229	3,000	3,000
TOTAL	\$ 120,056	\$ 133,397	\$ 158,600	\$ 162,623	\$ 170,665

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Charge From Insurance	5,053	7,109	7,109	7,109	5,556
ID Charge From Workers Comp	1,753	1,744	1,744	1,744	1,882
TOTAL	\$ 6,806	\$ 8,853	\$ 8,853	\$ 8,853	\$ 7,438

Attorney**Function: Administration***Position Summary*

	CG	2017 Budget		2018 Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ASST CITY ATTY	23	14.00	1,565,688	14.00	1,626,077	14.00	1,626,077
ATTY CITY	21	1.00	159,881	1.00	160,114	1.00	160,114
CLERK	20	1.00	49,355	1.00	50,373	1.00	50,373
COMM CO LEG ANAL	18	1.00	74,176	-	-	-	-
DEPUTY CITY ATTY	18	1.00	141,576	1.00	144,405	1.00	144,405
LEGAL OFFICE ASST	20	1.00	48,553	1.00	49,517	1.00	49,517
LITIGATION ASST	17	1.00	67,906	1.00	69,262	1.00	69,262
ORD REVISIONS SPEC	20	1.00	61,119	1.00	62,764	1.00	62,764
SECRETARY	17	1.00	60,532	1.00	61,973	1.00	61,973
SECRETARY	20	4.50	263,474	4.50	247,418	4.50	247,418
TOTAL		26.50	\$ 2,492,260	25.50	\$ 2,471,902	25.50	\$ 2,471,902

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.