

# Attorney

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## *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. The Attorney's Office will advance this goal through continuous training and application of the City's Performance Excellence System.

### 2019 Budget Highlights

The 2019 Adopted 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).
- The Adopted Budget reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
<b>Revenue</b>						
Ordinance Enforcement	(5,684)	-	(39,469)	-	-	-
<b>Total Revenue</b>	<b>\$ (5,684)</b>	<b>\$ -</b>	<b>\$ (39,469)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
Ordinance Enforcement	810,304	911,331	849,869	943,856	991,891	991,891
Legislative Services	212,679	175,287	146,126	175,909	178,553	178,553
Counsel And Representation	1,966,101	1,872,554	2,103,011	1,920,797	1,952,907	1,952,907
<b>Total Expense</b>	<b>\$ 2,989,084</b>	<b>\$ 2,959,172</b>	<b>\$ 3,099,006</b>	<b>\$ 3,040,562</b>	<b>\$ 3,123,351</b>	<b>\$ 3,123,351</b>
<b>Net General Fund</b>	<b>\$ 2,983,401</b>	<b>\$ 2,959,172</b>	<b>\$ 3,059,537</b>	<b>\$ 3,040,562</b>	<b>\$ 3,123,351</b>	<b>\$ 3,123,351</b>

**Budget by Fund & Major**

Fund: General

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
<b>Revenue</b>						
Misc Revenue	(5,684)	-	(39,469)	-	-	-
<b>Total Revenue</b>	<b>\$ (5,684)</b>	<b>\$ -</b>	<b>\$ (39,469)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
Salaries	2,194,512	2,104,393	2,208,123	2,176,438	2,379,406	2,379,406
Benefits	628,280	632,175	624,226	642,943	629,556	629,556
Supplies	35,654	44,501	49,072	44,501	44,501	44,501
Purchased Services	121,785	170,665	210,147	170,665	173,183	173,183
Inter Departmental Charges	8,853	7,438	7,438	6,015	6,015	6,015
Inter Departmental Billing	-	-	-	-	(109,310)	(109,310)
<b>Total Expense</b>	<b>\$ 2,989,084</b>	<b>\$ 2,959,172</b>	<b>\$ 3,099,006</b>	<b>\$ 3,040,562</b>	<b>\$ 3,123,351</b>	<b>\$ 3,123,351</b>
<b>Net General Fund</b>	<b>\$ 2,983,401</b>	<b>\$ 2,959,172</b>	<b>\$ 3,059,537</b>	<b>\$ 3,040,562</b>	<b>\$ 3,123,351</b>	<b>\$ 3,123,351</b>

# Attorney

Function: Administration

## Service Overview

### Service: Counsel And Representation

#### Service Description

This service assists City officials and agencies with implementing their policies in compliance with legal requirements by preparing, publishing, and distributing formal opinions and reports on legal issues affecting City policy. This service 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.

#### 2019 Planned Activities

- Continuation of training for Attorney staff and other City agencies on key issues related to the service.
- Apply the City's Performance Excellence and Results Madison to find measures for client satisfaction with the agency's services.

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue	-	-	-	-	-	-
Expense	1,966,101	1,872,554	2,103,011	1,920,797	1,952,907	1,952,907
<b>Net Service Budget</b>	<b>\$ 1,966,101</b>	<b>\$ 1,872,554</b>	<b>\$ 2,103,011</b>	<b>\$ 1,920,797</b>	<b>\$ 1,952,907</b>	<b>\$ 1,952,907</b>

### 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.

#### 2019 Planned Activities

- Continuation of training for Attorney staff and other City agencies on key issues related to the service.
- Apply the City's Performance Excellence and Results Madison to find measures for client satisfaction with our services.

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue	-	-	-	-	-	-
Expense	212,679	175,287	146,126	175,909	178,553	178,553
<b>Net Service Budget</b>	<b>\$ 212,679</b>	<b>\$ 175,287</b>	<b>\$ 146,126</b>	<b>\$ 175,909</b>	<b>\$ 178,553</b>	<b>\$ 178,553</b>

# Attorney

Function: Administration

## Service Overview

### Service: Ordinance Enforcement

#### Service Description

This service seeks to improve the quality of life for residents 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.

#### 2019 Planned Activities

- Continuation of training for Attorney staff and other City agencies on key issues related to the service.
- Apply the City's Performance Excellence and Results Madison to find measures for client satisfaction with our services.

#### Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue	(5,684)	-	(39,469)	-	-	-
Expense	810,304	911,331	849,869	943,856	991,891	991,891
<b>Net Service Budget</b>	<b>\$ 804,620</b>	<b>\$ 911,331</b>	<b>\$ 810,400</b>	<b>\$ 943,856</b>	<b>\$ 991,891</b>	<b>\$ 991,891</b>

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Miscellaneous Revenue	(5,684)	-	(39,469)	-	-	-
<b>TOTAL</b>	<b>\$ (5,684)</b>	<b>\$ -</b>	<b>\$ (39,469)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Salaries**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Permanent Wages	2,158,058	2,234,702	2,168,320	2,306,747	2,381,715	2,381,715
Salary Savings	-	(44,126)	-	(44,126)	(44,126)	(44,126)
Salary Reimbursed	-	(128,000)	-	(128,000)	-	-
Premium Pay	303	-	-	-	-	-
Compensated Absence	9,548	16,034	16,034	16,034	16,034	16,034
Hourly Wages	25,868	25,783	23,554	25,783	25,783	25,783
Overtime Wages Hourly	37	-	-	-	-	-
Election Officials Wages	698	-	214	-	-	-
<b>TOTAL</b>	<b>\$ 2,194,512</b>	<b>\$ 2,104,393</b>	<b>\$ 2,208,123</b>	<b>\$ 2,176,438</b>	<b>\$ 2,379,406</b>	<b>\$ 2,379,406</b>

**Benefits**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Health Insurance Benefit	294,223	295,033	285,716	292,748	274,808	274,808
Wage Insurance Benefit	4,706	4,129	5,624	5,766	5,766	5,766
WRS	147,357	148,149	145,322	154,550	156,001	156,001
FICA Medicare Benefits	157,311	160,802	163,613	165,817	168,136	168,136
Home Purchase Assistance	500	-	-	-	-	-
Post Employment Health Plans	24,182	24,062	23,950	24,062	24,845	24,845
<b>TOTAL</b>	<b>\$ 628,280</b>	<b>\$ 632,175</b>	<b>\$ 624,226</b>	<b>\$ 642,943</b>	<b>\$ 629,556</b>	<b>\$ 629,556</b>

**Supplies**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Office Supplies	4,582	5,000	5,000	5,000	5,000	5,000
Copy Printing Supplies	6,008	10,000	18,451	10,000	10,000	10,000
Furniture	5,285	6,411	6,411	6,411	6,411	6,411
Hardware Supplies	2,685	3,000	1,600	3,000	3,000	3,000
Software Lic & Supplies	247	-	518	-	-	-
Postage	1,475	3,000	2,092	3,000	3,000	3,000
Books & Subscriptions	15,110	17,090	15,000	17,090	17,090	17,090
Machinery And Equipment	262	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 35,654</b>	<b>\$ 44,501</b>	<b>\$ 49,072</b>	<b>\$ 44,501</b>	<b>\$ 44,501</b>	<b>\$ 44,501</b>

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Telephone	3,785	5,000	1,038	5,000	5,000	5,000
Cellular Telephone	176	-	192	-	-	-
Systems Comm Internet	15,953	22,662	17,964	22,662	22,662	22,662
Custodial Bldg Use Charges	43,663	53,737	54,041	53,737	56,255	56,255
Comm Device Mntc	-	200	-	200	200	200
System & Software Mntc	1,576	26,200	39,954	26,200	26,200	26,200
Mileage	43	-	-	-	-	-
Conferences & Training	20,593	24,740	22,974	24,740	24,740	24,740
Memberships	10,369	14,226	11,661	14,226	14,226	14,226
Legal Services	14,350	8,300	50,599	8,300	8,300	8,300
Delivery Freight Charges	148	500	124	500	500	500
Storage Services	3,120	4,200	2,540	4,200	4,200	4,200
Advertising Services	439	500	500	500	500	500
Printing Services	1,587	4,400	2,561	4,400	4,400	4,400
Transcription Services	1,849	3,000	3,000	3,000	3,000	3,000
Other Services & Expenses	4,134	3,000	3,000	3,000	3,000	3,000
<b>TOTAL</b>	<b>\$ 121,785</b>	<b>\$ 170,665</b>	<b>\$ 210,147</b>	<b>\$ 170,665</b>	<b>\$ 173,183</b>	<b>\$ 173,183</b>

**Inter-Departmental Charges**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
ID Charge From Insurance	7,109	5,556	5,556	4,283	4,283	4,283
ID Charge From Workers Comp	1,744	1,882	1,882	1,732	1,732	1,732
<b>TOTAL</b>	<b>\$ 8,853</b>	<b>\$ 7,438</b>	<b>\$ 7,438</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>

**Inter-Departmental Billings**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
ID Billing To Monona Terrace	-	-	-	-	(32,437)	(32,437)
ID Billing To Parking	-	-	-	-	(23,143)	(23,143)
ID Billing To Sewer	-	-	-	-	(5,962)	(5,962)
ID Billing To Stormwater	-	-	-	-	(6,092)	(6,092)
ID Billing To Transit	-	-	-	-	(27,128)	(27,128)
ID Billing To Water	-	-	-	-	(14,548)	(14,548)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (109,310)</b>	<b>\$ (109,310)</b>

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

	CG	2018 Budget		Request		2019 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ASST CITY ATTY	23	14.00	1,626,077	14.00	1,711,202	14.00	1,766,816	14.00	1,766,816
ATTY CITY	21	1.00	160,114	1.00	163,944	1.00	169,272	1.00	169,272
CLERK	20	1.00	50,373	1.00	50,567	1.00	52,210	1.00	52,210
DEPUTY CITY ATTY	18	1.00	144,405	1.00	146,367	1.00	151,124	1.00	151,124
LEGAL OFFICE ASST	20	1.00	49,517	1.00	49,707	1.00	51,323	1.00	51,323
LITIGATION ASST	17	1.00	69,262	1.00	69,529	1.00	71,788	1.00	71,788
ORD REVISIONS SPEC	20	1.00	62,764	1.00	63,147	1.00	65,199	1.00	65,199
SECRETARY	17	1.00	61,973	1.00	62,211	1.00	64,233	1.00	64,233
SECRETARY	20	4.50	247,418	4.50	249,527	4.50	257,637	4.50	257,637
<b>TOTAL</b>		<b>25.50</b>	<b>\$ 2,471,902</b>	<b>25.50</b>	<b>\$ 2,566,201</b>	<b>25.50</b>	<b>\$ 2,649,602</b>	<b>25.50</b>	<b>\$ 2,649,602</b>

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.