

# 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.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- An increase to Hourly Wages in all services (\$24,000) to extend the summer law clerk program funded by eliminating a vacant 0.5 FTE Legal Secretary position (\$31,000).
- A reduction in Supplies (\$5,000) to fund anticipated increases in employee payouts (\$3,000) and to provide for employee engagement activities (\$2,000).

**Attorney****Function: Administration***Budget Overview*

## Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
General	2,932,701	3,123,351	2,968,044	3,149,254	3,302,352
<b>TOTAL</b>	<b>\$ 2,932,701</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,044</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

## Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Ordinance Enforcement	742,947	991,891	776,700	987,523	1,001,664
Legislative Services	129,563	178,553	125,681	178,851	188,230
Counsel And Representation	2,060,191	1,952,907	2,065,663	1,982,880	2,112,458
<b>TOTAL</b>	<b>\$ 2,932,701</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,044</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Misc Revenue	(41,626)	-	(676)	-	-
<b>TOTAL</b>	<b>\$ (41,626)</b>	<b>\$ -</b>	<b>\$ (676)</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Salaries	2,166,068	2,379,406	2,285,117	2,406,051	2,552,281
Benefits	613,638	629,556	587,045	622,985	643,865
Supplies	29,414	44,501	33,658	39,501	39,501
Purchased Services	157,769	173,183	166,195	182,501	182,501
Inter Depart Charges	7,438	6,015	6,015	7,526	7,526
Inter Depart Billing	-	(109,310)	(109,310)	(109,310)	(123,322)
<b>TOTAL</b>	<b>\$ 2,974,326</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,720</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

# Attorney

Function: Administration

## Service Overview

**Service:** Counsel And Representation

**Citywide Element:** Effective Government

### 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. Specific functions of the service include: (1) informing officials and agencies of current legal developments, (2) preparing and presenting formal and informal training sessions for City officials and staff, (3) answering informal legal questions from City officials, staff, and committees, (4) attending meetings of staff teams and public bodies to provide legal advice, and (6) assuring 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.

### Major Budget Changes

- Increased Hourly Wages for the summer intern program (\$10,800).

### Activities Performed by this Service

- Legal Advice: Provide legal advice to City staff regarding service delivery.
- City Training: Provide training to employees on various topics such as public records, open meetings, and how to conduct employee investigations.
- Contract Development and Review: Assist agencies in drafting of contracts and continuous review of City contracting.
- Labor Law/Equal Employment Opportunity/Affirmative Action: Attend to all aspects of any complaint filed against the City with the Equal Opportunities Commission, Equal Rights Division or Affirmative Action and advise departments regarding the discipline process.
- Public Records: Work with agency records coordinators regarding open records requests.
- Common Council and Mayor's Office Liaison: Attend Common Council, Board, committee and subcommittee meetings as needed.
- City Litigator: Attend to all aspects of lawsuits involving the City of Madison.
- Oversee Outside Counsel: Review documents filed by outside counsel, attend meetings and depositions regarding litigation matters, and assist with strategy.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,060,191	1,952,907	2,065,663	1,982,880	2,112,458
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,060,191</b>	<b>\$ 1,952,907</b>	<b>\$ 2,065,663</b>	<b>\$ 1,982,880</b>	<b>\$ 2,112,458</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,949,418	1,951,258	2,063,076	1,973,811	2,117,401
Non-Personnel	108,042	108,728	109,666	115,871	115,871
Agency Charges	2,731	(107,079)	(107,079)	(106,802)	(120,814)
<b>TOTAL</b>	<b>\$ 2,060,191</b>	<b>\$ 1,952,907</b>	<b>\$ 2,065,663</b>	<b>\$ 1,982,880</b>	<b>\$ 2,112,458</b>

# Attorney

Function: Administration

## Service Overview

**Service:** Legislative Services

**Citywide Element:** Effective Government

### 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.

### Major Budget Changes

- Increased Hourly Wages for the summer intern program (\$3,360).

### Activities Performed by this Service

- Write and Review Ordinances: Assist City departments with drafting ordinances.
- Maintain the Code of Ordinances: Provide ordinances for the online tracking system service (Municode).
- Legistar Data Entry: Enter legislative data in Legistar for committee and council approval.
- Procedures: Train and advise City staff on proper procedures (Robert's Rules, committee rules, etc.).
- Research and Analysis: Research ordinance history and provide drafter's analysis on proposed ordinance changes.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	129,563	178,553	125,681	178,851	188,230
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 129,563</b>	<b>\$ 178,553</b>	<b>\$ 125,681</b>	<b>\$ 178,851</b>	<b>\$ 188,230</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	96,536	142,402	95,129	142,568	151,947
Non-Personnel	31,230	34,707	29,108	33,774	33,774
Agency Charges	1,796	1,444	1,444	2,509	2,509
<b>TOTAL</b>	<b>\$ 129,563</b>	<b>\$ 178,553</b>	<b>\$ 125,681</b>	<b>\$ 178,851</b>	<b>\$ 188,230</b>

# Attorney

Function: Administration

## Service Overview

Service: Ordinance Enforcement

Citywide Element: Healthy and Safe

### 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. Specific functions of this service include: (1) prosecuting civil enforcement actions, including nuisance and injunctive actions, (2) providing advice and training to enforcement staff, (3) researching legal issues raised by new enforcement techniques, (4) reviewing recent case law developments and changes in state law, (5) identifying legal solutions to enforcement problems and drafting appropriate ordinance amendments, and (6) conducting appellate proceedings. The goal of this service is reduce the City's risk of legal liabilities and to maintain City services.

### Major Budget Changes

- Eliminated 0.5 vacant Legal Secretary position (\$31,000) to fund additional Hourly Wages for the summer internship program (\$9,840).

### Activities Performed by this Service

- Alcohol Enforcement: Advise Alcohol License Review Committee and appear in Municipal and Circuit Court on alcohol related matters.
- Prosecution of Ordinance Violations: Attend to all aspects of prosecuting City of Madison ordinance violations in Municipal and Circuit Court.
- Diversion Programs: Appear in Homeless and Juvenile Courts and attend diversion program meetings.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	742,947	991,891	776,700	987,523	1,001,664
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 742,947</b>	<b>\$ 991,891</b>	<b>\$ 776,700</b>	<b>\$ 987,523</b>	<b>\$ 1,001,664</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(41,626)	-	(676)	-	-
Personnel	733,752	915,302	713,956	912,657	926,798
Non-Personnel	47,910	74,249	61,080	72,357	72,357
Agency Charges	2,911	2,340	2,340	2,509	2,509
<b>TOTAL</b>	<b>\$ 742,947</b>	<b>\$ 991,891</b>	<b>\$ 776,700</b>	<b>\$ 987,523</b>	<b>\$ 1,001,664</b>

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

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(41,626)	-	(676)	-	-
<b>TOTAL</b>	<b>\$ (41,626)</b>	<b>\$ -</b>	<b>\$ (676)</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,117,903	2,381,715	2,228,850	2,405,360	2,477,435
Salary Savings	-	(44,126)	11,700	(44,126)	(44,126)
Compensated Absence	17,274	16,034	11,900	19,034	19,034
Hourly Wages	30,008	25,783	32,195	25,783	99,938
Election Officials Wages	882	-	471	-	-
<b>TOTAL</b>	<b>\$ 2,166,068</b>	<b>\$ 2,379,406</b>	<b>\$ 2,285,117</b>	<b>\$ 2,406,051</b>	<b>\$ 2,552,281</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	287,890	274,808	247,084	263,935	270,854
Wage Insurance Benefit	5,536	5,766	5,444	5,481	5,481
WRS	142,943	156,001	144,346	155,967	167,228
FICA Medicare Benefits	153,319	168,136	164,479	171,076	173,776
Post Employment Health Plans	23,950	24,845	25,692	26,526	26,526
<b>TOTAL</b>	<b>\$ 613,638</b>	<b>\$ 629,556</b>	<b>\$ 587,045</b>	<b>\$ 622,985</b>	<b>\$ 643,865</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	3,719	5,000	3,778	5,000	5,000
Copy Printing Supplies	12,618	10,000	8,366	10,000	10,000
Furniture	375	6,411	2,830	6,411	6,411
Hardware Supplies	362	3,000	777	3,000	3,000
Software Lic & Supplies	518	-	2,489	-	-
Postage	1,879	3,000	2,455	3,000	3,000
Books & Subscriptions	9,943	17,090	12,964	12,090	12,090
<b>TOTAL</b>	<b>\$ 29,414</b>	<b>\$ 44,501</b>	<b>\$ 33,658</b>	<b>\$ 39,501</b>	<b>\$ 39,501</b>

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,244	5,000	1,006	5,000	5,000
Cellular Telephone	194	-	213	-	-
Systems Comm Internet	18,889	22,662	19,985	22,662	22,662
Custodial Bldg Use Charges	48,231	56,255	56,255	56,573	56,573
Comm Device Mntc	-	200	-	200	200
System & Software Mntc	28,279	26,200	31,262	33,200	33,200
Mileage	109	-	-	-	-
Conferences & Training	15,000	24,740	22,417	24,740	24,740
Memberships	11,859	14,226	14,430	14,226	14,226
Legal Services	24,256	8,300	7,973	8,300	8,300
Delivery Freight Charges	292	500	401	500	500
Storage Services	2,963	4,200	2,384	4,200	4,200
Advertising Services	263	500	474	500	500
Printing Services	2,237	4,400	2,600	4,400	4,400
Transcription Services	1,435	3,000	3,795	3,000	3,000
Other Services & Expenses	2,520	3,000	3,000	5,000	5,000
<b>TOTAL</b>	<b>\$ 157,769</b>	<b>\$ 173,183</b>	<b>\$ 166,195</b>	<b>\$ 182,501</b>	<b>\$ 182,501</b>

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

## Inter-Departmental Charges

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
ID Charge From Insurance	5,556	4,283	4,283	6,288	6,288
ID Charge From Workers Comp	1,882	1,732	1,732	1,238	1,238
<b>TOTAL</b>	<b>\$ 7,438</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>	<b>\$ 7,526</b>	<b>\$ 7,526</b>

## Inter-Departmental Billings

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
ID Billing To Monona Terrace	-	(32,437)	(32,437)	(32,437)	(38,408)
ID Billing To Parking	-	(23,143)	(23,143)	(23,143)	(11,717)
ID Billing To Sewer	-	(5,962)	(5,962)	(5,962)	(3,447)
ID Billing To Stormwater	-	(6,092)	(6,092)	(6,092)	(7,505)
ID Billing To Transit	-	(27,128)	(27,128)	(27,128)	(47,212)
ID Billing To Water	-	(14,548)	(14,548)	(14,548)	(15,033)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (109,310)</b>	<b>\$ (109,310)</b>	<b>\$ (109,310)</b>	<b>\$ (123,322)</b>

# Attorney

Function: Administration

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN SUPVSR	18	-	-	1.00	63,987	1.00	66,574	-	-
ASST CITY ATTY	23	14.00	1,766,816	14.00	1,800,595	14.00	1,873,418	-	-
ATTY CITY	21	1.00	169,272	1.00	170,310	1.00	177,198	-	-
CLERK	20	1.00	52,210	1.00	52,010	1.00	54,113	-	-
DEPUTY CITY ATTY	18	1.00	151,124	1.00	153,440	1.00	159,646	-	-
LEGAL OFFICE ASST	20	1.00	51,323	1.00	51,994	1.00	54,096	-	-
LITIGATION ASST	17	1.00	71,788	1.00	71,513	1.00	74,405	-	-
ORD REVISIONS SPEC	20	1.00	65,199	1.00	65,145	1.00	67,779	-	-
SECRETARY	17	1.00	64,233	-	-	-	-	-	-
SECRETARY	20	4.50	257,637	4.50	250,339	4.00	235,260	-	-
<b>TOTAL</b>		<b>25.50</b>	<b>\$ 2,649,602</b>	<b>25.50</b>	<b>\$ 2,679,333</b>	<b>25.00</b>	<b>\$ 2,762,489</b>	<b>-</b>	<b>\$ -</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.