

Attorney

Agency Overview

Agency Mission

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

Agency Overview

The Agency is responsible for drafting, revising, and enforcing City ordinances; providing legislative counsel to the City, Common Council, City Boards, Committees and Commissions; and providing representation to the City in legal matters. The goal of the Attorney's Office is to increase City-wide efficiency through its legal services. The Attorney's Office will advance this goal through the application of the City's Performance Excellence and Results Madison initiatives.

2021 Budget Highlights

The 2021 Executive Budget:

- Proposes \$139,000 (4.4%) in reductions to the Attorney's Office budget. These reductions include:
 - Converting a vacant full-time Assistant City Attorney position to a part-time position (FTE Change: 0.25 Decrease; Reduction: \$28,000).
 - Eliminating a vacant Legal Secretary position (Reduction: \$77,500).
 - Eliminating fall hours for the Law Clerk program, the current level of service for the summer program will continue (Reduction: \$20,700).
 - Lowers the costs of supplies through reduced furniture, printing, and printed book costs (Reduction: \$13,000).

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

Agency Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	2,900,443	3,247,167	3,367,237	3,175,435	2,920,682
TOTAL	\$ 2,900,443	\$ 3,247,167	\$ 3,367,237	\$ 3,175,435	\$ 2,920,682

Agency Budget by Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Ordinance Enforcement	726,786	1,001,664	1,061,050	911,746	903,763
Legislative Services	132,449	188,230	116,094	188,827	153,280
Counsel And Representation	2,041,208	2,057,273	2,190,093	2,074,862	1,863,639
TOTAL	\$ 2,900,443	\$ 3,247,167	\$ 3,367,237	\$ 3,175,435	\$ 2,920,682

Agency Budget by Major-Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Misc Revenue	(363)	-	(1,693)	-	-
TOTAL	\$ (363)	\$ -	\$ (1,693)	\$ -	\$ -

Agency Budget by Major-Expenses

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Salaries	2,243,605	2,497,096	2,496,426	2,428,003	2,260,602
Benefits	581,052	643,865	813,050	643,581	627,616
Supplies	28,958	39,501	38,015	34,671	22,011
Purchased Services	150,486	182,501	137,235	185,812	183,143
Inter Depart Charges	6,015	7,526	7,526	6,690	6,690
Inter Depart Billing	(109,310)	(123,322)	(123,322)	(123,322)	(179,380)
TOTAL	\$ 2,900,805	\$ 3,247,167	\$ 3,368,930	\$ 3,175,435	\$ 2,920,682

Attorney

Function: Administration

Service Overview

Service: Ordinance Enforcement

Citywide Element: Health & Safety

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 to reduce the City's risk of legal liabilities and to maintain City services.

Major Budget Changes

- Adjustments to personnel costs to reflect reducing a full-time Assistant City Attorney to part-time along with savings realized through positions being filled at lower levels than prior incumbents (\$94,000)
- Annual subscription costs for legal software increased based on contract requirements (\$4,000)
- Cost savings realized through reduced furniture and printing costs (\$2,700)
- Reductions in printed books through transitioning to online legal research (\$4,800)

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	726,786	1,001,664	1,061,050	911,746	903,763
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 726,786	\$ 1,001,664	\$ 1,061,050	\$ 911,746	\$ 903,763

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(363)	-	(1,693)	-	-
Personnel	672,796	926,798	1,014,720	835,628	833,055
Non-Personnel	52,012	72,357	45,514	73,888	68,478
Agency Charges	2,340	2,509	2,509	2,230	2,230
TOTAL	\$ 726,786	\$ 1,001,664	\$ 1,061,050	\$ 911,746	\$ 903,763

Attorney

Function: Administration

Service Overview

Service: Legislative Services

Citywide Element: Effective Government

Service Description

This service ensures that Madison ordinances accurately express Mayoral and Common Council policies, ensures public access to ordinances, 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

- Cost savings through reduced furniture and printing costs (\$1,600)
- Reductions in printed books through a transition to online legal research (\$2,800)

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
- Legistar Data Entry: Enter legislative data in Legistar for committee and Common Council approval
- Procedures: Train and advise City staff on proper procedures
- Research and Analysis: Research ordinance history and provide drafter's analysis on proposed ordinance changes

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	132,449	188,230	116,094	188,827	153,280
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 132,449	\$ 188,230	\$ 116,094	\$ 188,827	\$ 153,280

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	99,586	151,947	88,506	153,808	122,730
Non-Personnel	31,419	33,774	25,079	32,789	28,320
Agency Charges	1,444	2,509	2,509	2,230	2,230
TOTAL	\$ 132,449	\$ 188,230	\$ 116,094	\$ 188,827	\$ 153,280

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 (5) 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 funding for employee cell phone costs to accommodate virtual court hearings due to COVID (\$1,000)
- Eliminating a vacant Legal Secretary position (\$77,500)
- Increases in software costs from the 2020 Adopted Budget primarily to meet contractual cost increases for legal software (\$3,000)
- Cost savings through reduced furniture and printing costs (\$2,000)
- Reductions in printed books through a transition to online legal research (\$3,500)

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	2,041,208	2,057,273	2,190,093	2,074,862	1,863,639
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,041,208	\$ 2,057,273	\$ 2,190,093	\$ 2,074,862	\$ 1,863,639

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	2,052,275	2,062,216	2,206,250	2,082,148	1,932,433
Non-Personnel	96,013	115,871	104,657	113,806	108,356
Agency Charges	(107,079)	(120,814)	(120,814)	(121,092)	(177,150)
TOTAL	\$ 2,041,208	\$ 2,057,273	\$ 2,190,093	\$ 2,074,862	\$ 1,863,639

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

Misc Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Miscellaneous Revenue	(363)	-	(1,693)	-	-
TOTAL	\$ (363)	\$ -	\$ (1,693)	\$ -	\$ -

Salaries

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Permanent Wages	2,198,742	2,477,435	2,429,994	2,411,303	2,264,655
Salary Savings	-	(44,126)	-	(44,126)	(44,126)
Compensated Absence	18,882	19,034	44,245	16,073	16,073
Hourly Wages	25,510	44,753	20,319	44,753	24,000
Overtime Wages Permanent	-	-	56	-	-
Election Officials Wages	471	-	1,813	-	-
TOTAL	\$ 2,243,605	\$ 2,497,096	\$ 2,496,426	\$ 2,428,003	\$ 2,260,602

Benefits

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Comp Absence Escrow	-	-	165,511	-	-
Health Insurance Benefit	247,646	270,854	267,119	278,053	281,634
Wage Insurance Benefit	5,573	5,481	5,682	5,687	5,766
WRS	145,497	167,228	163,428	162,768	152,869
FICA Medicare Benefits	156,643	173,776	184,998	170,547	160,821
Post Employment Health Plans	25,692	26,526	26,311	26,526	26,526
TOTAL	\$ 581,052	\$ 643,865	\$ 813,050	\$ 643,581	\$ 627,616

Supplies

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Purchasing Card Unallocated	-	-	13,128	-	-
Office Supplies	4,066	5,000	3,137	5,000	5,000
Copy Printing Supplies	6,186	10,000	3,688	10,000	7,000
Furniture	791	6,411	-	6,411	3,011
Hardware Supplies	799	3,000	3,503	3,000	3,000
Software Lic & Supplies	622	-	-	-	-
Postage	3,113	3,000	1,936	3,000	3,000
Books & Subscriptions	13,382	12,090	12,202	7,260	1,000
Food And Beverage	-	-	421	-	-
TOTAL	\$ 28,958	\$ 39,501	\$ 38,015	\$ 34,671	\$ 22,011

Purchased Services

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Telephone	1,181	5,000	3,589	4,713	2,044
Cellular Telephone	230	-	382	1,000	1,000
Systems Comm Internet	30,440	22,662	24,234	27,000	27,000
Custodial Bldg Use Charges	51,520	56,573	56,573	56,573	56,573
Comm Device Mntc	-	200	-	200	200
System & Software Mntc	22,432	33,200	33,511	36,200	36,200
Mileage	93	-	-	-	-
Conferences & Training	17,403	24,740	2,893	20,000	20,000
Memberships	10,347	14,226	1,836	14,226	14,226
Legal Services	5,213	8,300	5,560	8,300	8,300
Delivery Freight Charges	366	500	-	500	500
Storage Services	3,122	4,200	901	4,200	4,200
Advertising Services	544	500	2,954	500	500
Printing Services	1,044	4,400	-	4,400	4,400
Transcription Services	3,605	3,000	2,170	3,000	3,000
Other Services & Expenses	2,946	5,000	2,633	5,000	5,000
TOTAL	\$ 150,486	\$ 182,501	\$ 137,235	\$ 185,812	\$ 183,143

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

Inter-Departmental Charges

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Charge From Insurance	4,283	6,288	6,288	5,223	5,223
ID Charge From Workers Comp	1,732	1,238	1,238	1,467	1,467
TOTAL	\$ 6,015	\$ 7,526	\$ 7,526	\$ 6,690	\$ 6,690

Inter-Departmental Billings

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Billing To Monona Terrace	(32,437)	(38,408)	(38,408)	(38,408)	(60,656)
ID Billing To Parking	(23,143)	(11,717)	(11,717)	(11,717)	(48,614)
ID Billing To Sewer	(5,962)	(3,447)	(3,447)	(3,447)	(6,088)
ID Billing To Stormwater	(6,092)	(7,505)	(7,505)	(7,505)	(7,610)
ID Billing To Transit	(27,128)	(47,212)	(47,212)	(47,212)	(42,645)
ID Billing To Water	(14,548)	(15,033)	(15,033)	(15,033)	(13,767)
TOTAL	\$ (109,310)	\$ (123,322)	\$ (123,322)	\$ (123,322)	\$ (179,380)

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

Classification	CG	2020 Adopted Budget		2021 Budget			
		Adopted		Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN SUPV-18	17	1.00	67,240	1.00	67,912	1.00	67,912
ASST CITY ATTY-23	23	14.00	1,789,176	14.00	1,807,065	13.75	1,711,832
ATTY CITY-21	21	1.00	173,336	1.00	175,069	1.00	175,069
CLERK-TYP 2-20	20	1.00	54,654	1.00	55,200	1.00	55,200
DEPUTY CITY ATTY-18	18	1.00	161,242	1.00	162,854	1.00	162,854
LEGAL OFFICE ASST-20	20	1.00	53,725	1.00	54,262	1.00	54,262
LITIGATION ASST 1-17	17	1.00	75,149	1.00	75,900	1.00	75,900
ORD REVISIONS SPEC-20	20	1.00	68,251	1.00	68,933	1.00	68,933
SECRETARY 2-LEGAL-20	20	4.00	225,008	4.00	227,257	3.00	175,842
TOTAL		25.00	2,667,781	25.00	2,694,452	23.75	2,547,804

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.