

# Attorney

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## *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.

### 2022 Budget Highlights

The 2022 Adopted Budget:

- Includes reductions of \$10,000 (or 0.3%) from the Attorney Office's cost-to-continue to adopted budget. These reductions are achieved through reduced supplies and purchased service costs.
- Lowers billings to Enterprise Agencies by \$45,700 based on the City's annual cost allocation plan.

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

## Agency Budget by Fund

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
General	3,118,646	2,920,682	2,931,581	2,916,433	2,954,028	2,979,123
<b>TOTAL</b>	<b>\$ 3,118,646</b>	<b>\$ 2,920,682</b>	<b>\$ 2,931,581</b>	<b>\$ 2,916,433</b>	<b>\$ 2,954,028</b>	<b>\$ 2,979,123</b>

## Agency Budget by Service

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Counsel And Representation	2,082,416	1,863,639	1,939,842	1,838,735	1,882,701	1,899,438
Legislative Services	123,608	153,280	116,904	143,806	142,821	143,709
Ordinance Enforcement	912,622	903,763	874,835	933,892	928,506	935,976
<b>TOTAL</b>	<b>\$ 3,118,646</b>	<b>\$ 2,920,682</b>	<b>\$ 2,931,581</b>	<b>\$ 2,916,433</b>	<b>\$ 2,954,028</b>	<b>\$ 2,979,123</b>

## Agency Budget by Major-Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Misc Revenue	(1,927)	-	(1,153)	-	-	-
Transfer In	(136,934)	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (138,861)</b>	<b>\$ -</b>	<b>\$ (1,153)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expenses

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Salaries	2,422,072	2,260,602	2,316,444	2,264,286	2,264,286	2,286,981
Benefits	787,668	627,616	623,028	617,613	619,446	621,846
Supplies	24,636	22,011	12,036	22,011	18,539	18,539
Purchased Services	138,927	183,143	153,916	185,213	178,685	178,685
Inter Depart Charges	7,526	6,690	6,690	6,690	6,690	6,690
Inter Depart Billing	(123,322)	(179,380)	(179,380)	(179,380)	(133,618)	(133,618)
<b>TOTAL</b>	<b>\$ 3,257,507</b>	<b>\$ 2,920,682</b>	<b>\$ 2,932,734</b>	<b>\$ 2,916,433</b>	<b>\$ 2,954,028</b>	<b>\$ 2,979,123</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 (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*

- Reduction of \$2,700 across office/printing supplies, furniture costs, and conference expenses represents the service's share of the agency-wide \$10,000 reduction in the budget for supplies and purchased services

*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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
General	2,082,416	1,863,639	1,939,842	1,838,735	1,882,701	1,899,438
Other-Expenditures	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,082,416</b>	<b>\$ 1,863,639</b>	<b>\$ 1,939,842</b>	<b>\$ 1,838,735</b>	<b>\$ 1,882,701</b>	<b>\$ 1,899,438</b>

## Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Revenue	(20,801)	-	-	-	-	-
Personnel	2,130,673	1,932,433	2,015,874	1,906,123	1,907,076	1,923,813
Non-Personnel	93,359	108,356	101,117	109,762	107,013	107,013
Agency Charges	(120,814)	(177,150)	(177,150)	(177,150)	(131,388)	(131,388)
<b>TOTAL</b>	<b>\$ 2,082,416</b>	<b>\$ 1,863,639</b>	<b>\$ 1,939,842</b>	<b>\$ 1,838,735</b>	<b>\$ 1,882,701</b>	<b>\$ 1,899,438</b>

**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*

- Reduction of \$1,300 across office/printing supplies, furniture costs, and conference expenses represents the service's share of the agency-wide \$10,000 reduction in the budget for supplies and purchased services

*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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
General	123,608	153,280	116,904	143,806	142,821	143,709
Other-Expenditures	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 123,608</b>	<b>\$ 153,280</b>	<b>\$ 116,904</b>	<b>\$ 143,806</b>	<b>\$ 142,821</b>	<b>\$ 143,709</b>

## Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Revenue	-	-	-	-	-	-
Personnel	97,010	122,730	95,908	113,047	113,385	114,273
Non-Personnel	24,088	28,320	18,767	28,529	27,206	27,206
Agency Charges	2,509	2,230	2,230	2,230	2,230	2,230
<b>TOTAL</b>	<b>\$ 123,608</b>	<b>\$ 153,280</b>	<b>\$ 116,904</b>	<b>\$ 143,806</b>	<b>\$ 142,821</b>	<b>\$ 143,709</b>

# 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

- Reduction of \$3,100 in printing services costs as more forms can be accessed electronically
- Reduction of \$1,500 in conferences and training and a \$1,300 reduction in supplies as part of the agency-wide \$10,000 reduction in the budget for supplies and purchased services

### 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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
General	912,622	903,763	874,835	933,892	928,506	935,976
Other-Expenditures	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 912,622</b>	<b>\$ 903,763</b>	<b>\$ 874,835</b>	<b>\$ 933,892</b>	<b>\$ 928,506</b>	<b>\$ 935,976</b>

### Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Revenue	(118,060)	-	(1,153)	-	-	-
Personnel	982,057	833,055	827,691	862,729	863,271	870,741
Non-Personnel	46,116	68,478	46,067	68,933	63,005	63,005
Agency Charges	2,509	2,230	2,230	2,230	2,230	2,230
<b>TOTAL</b>	<b>\$ 912,622</b>	<b>\$ 903,763</b>	<b>\$ 874,835</b>	<b>\$ 933,892</b>	<b>\$ 928,506</b>	<b>\$ 935,976</b>

**Attorney**

Function: Administration

*Line Item Detail*

Agency Primary Fund: General

## Misc Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Miscellaneous Revenue	(1,927)	-	(1,153)	-	-	-
<b>TOTAL</b>	<b>\$ (1,927)</b>	<b>\$ -</b>	<b>\$ (1,153)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Transfer In

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Transfer In From Grants	(136,934)	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (136,934)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Permanent Wages	2,345,635	2,264,655	2,277,510	2,269,605	2,269,605	2,292,300
Salary Savings	-	(44,126)	-	(45,392)	(45,392)	(45,392)
Furlough Savings	-	-	(1,139)	-	-	-
Compensated Absence	45,213	16,073	16,073	16,073	16,073	16,073
Hourly Wages	27,680	24,000	24,000	24,000	24,000	24,000
Overtime Wages Permanent	25	-	-	-	-	-
Election Officials Wages	3,519	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,422,072</b>	<b>\$ 2,260,602</b>	<b>\$ 2,316,444</b>	<b>\$ 2,264,286</b>	<b>\$ 2,264,286</b>	<b>\$ 2,286,981</b>

## Benefits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Comp Absence Escrow	155,547	-	-	-	-	-
Health Insurance Benefit	264,034	281,634	260,218	272,402	280,133	280,133
Wage Insurance Benefit	6,205	5,766	6,407	6,131	6,131	6,131
WRS	160,009	152,869	153,811	149,668	144,124	145,566
FICA Medicare Benefits	172,762	160,821	173,697	162,886	162,532	163,490
Moving Expenses	2,798	-	4,754	-	-	-
Post Employment Health Plans	26,311	26,526	24,142	26,526	26,526	26,526
<b>TOTAL</b>	<b>\$ 787,668</b>	<b>\$ 627,616</b>	<b>\$ 623,028</b>	<b>\$ 617,613</b>	<b>\$ 619,446</b>	<b>\$ 621,846</b>

## Supplies

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Purchasing Card Unallocated	329	-	-	-	-	-
Office Supplies	2,819	5,000	932	5,000	3,611	3,611
Copy Printing Supplies	3,733	7,000	4,602	7,000	5,611	5,611
Furniture	242	3,011	-	3,011	2,317	2,317
Hardware Supplies	1,896	3,000	1,100	3,000	3,000	3,000
Postage	2,696	3,000	2,489	3,000	3,000	3,000
Books & Subscriptions	12,710	1,000	2,914	1,000	1,000	1,000
Food And Beverage	210	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 24,636</b>	<b>\$ 22,011</b>	<b>\$ 12,036</b>	<b>\$ 22,011</b>	<b>\$ 18,539</b>	<b>\$ 18,539</b>

**Attorney**

Function: Administration

*Line Item Detail*

Agency Primary Fund: General

## Purchased Services

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Telephone	3,550	2,044	944	1,964	1,964	1,964
Cellular Telephone	1,926	1,000	2,340	-	-	-
Systems Comm Internet	26,554	27,000	16,581	28,350	28,350	28,350
Custodial Bldg Use Charges	49,031	56,573	56,573	56,573	56,573	56,573
Comm Device Mntc	-	200	-	200	200	200
System & Software Mntc	26,364	36,200	40,895	38,000	38,000	38,000
Conferences & Training	2,199	20,000	7,100	20,000	16,528	16,528
Memberships	11,934	14,226	17,471	14,226	14,226	14,226
Legal Services	4,729	8,300	2,793	8,300	8,300	8,300
Delivery Freight Charges	74	500	82	500	500	500
Storage Services	2,638	4,200	437	4,200	4,200	4,200
Advertising Services	1,477	500	230	500	500	500
Printing Services	-	4,400	-	4,400	1,344	1,344
Transcription Services	5,865	3,000	3,470	3,000	3,000	3,000
Other Services & Expenses	2,587	5,000	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>\$ 138,927</b>	<b>\$ 183,143</b>	<b>\$ 153,916</b>	<b>\$ 185,213</b>	<b>\$ 178,685</b>	<b>\$ 178,685</b>

## Inter-Departmental Charges

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
ID Charge From Insurance	6,288	5,223	5,223	5,223	5,223	5,223
ID Charge From Workers Comp	1,238	1,467	1,467	1,467	1,467	1,467
<b>TOTAL</b>	<b>\$ 7,526</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>

## Inter-Departmental Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
ID Billing To Monona Terrace	(38,408)	(60,656)	(60,656)	(60,656)	(64,192)	(64,192)
ID Billing To Parking	(11,717)	(48,614)	(48,614)	(48,614)	(16,541)	(16,541)
ID Billing To Sewer	(3,447)	(6,088)	(6,088)	(6,088)	(4,193)	(4,193)
ID Billing To Stormwater	(7,505)	(7,610)	(7,610)	(7,610)	(4,892)	(4,892)
ID Billing To Transit	(47,212)	(42,645)	(42,645)	(42,645)	(32,671)	(32,671)
ID Billing To Water	(15,033)	(13,767)	(13,767)	(13,767)	(11,129)	(11,129)
<b>TOTAL</b>	<b>\$ (123,322)</b>	<b>\$ (179,380)</b>	<b>\$ (179,380)</b>	<b>\$ (179,380)</b>	<b>\$ (133,618)</b>	<b>\$ (133,618)</b>

**Attorney**

**Function: Administration**

*Position Summary*

Classification	CG	2021 Budget Adopted		Request		2022 Budget Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
		ADMIN SUPV-18	18	1.00	67,912	1.00	71,548	1.00	71,548
ASST CITY ATTY-23	23	13.75	1,711,831	13.75	1,734,949	13.75	1,734,948	13.75	1,752,297
ATTY CITY-21	21	1.00	175,069	1.00	158,116	1.00	158,116	1.00	159,697
CLERK-TYP 2-20	20	1.00	55,200	1.00	54,780	1.00	54,780	1.00	55,328
DEPUTY CITY ATTY-18	18	1.00	162,854	1.00	161,612	1.00	161,612	1.00	163,228
LEGAL ADMIN ASST 2-20	20	3.00	175,842	3.00	166,784	3.00	166,784	3.00	168,452
LEGAL OFFICE ASST-20	20	1.00	54,262	1.00	55,418	1.00	55,418	1.00	55,972
LITIGATION ASST 1-17	17	1.00	75,900	1.00	75,322	1.00	75,322	1.00	76,075
ORD REVISIONS SPEC-20	20	1.00	68,933	1.00	65,364	1.00	65,364	1.00	66,018
<b>TOTAL</b>		<b>23.75</b>	<b>2,547,803</b>	<b>23.75</b>	<b>2,543,893</b>	<b>23.75</b>	<b>2,543,892</b>	<b>23.75</b>	<b>2,569,330</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.