

# 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.

### Budget Service Changes

As part of the 2025 budget process, all agencies evaluated the budget service structure and had the opportunity to propose updates to services. Attorney's 2025 budget service structure has been changed from the 2024 adopted budget. Since there were changes to services, the budget does not show a full history at the service level. The budget does show a full history at the agency level by fund and by major expenditure category.

The 2024 Adopted Budget included the following services:

- Counsel and Representation
- Legislative Services
- Ordinance Enforcement

The 2025 Executive Budget has been updated to the following services:

- Legal Counsel and Representation
- Legislative Services
- Ordinance Prosecution

### 2025 Budget Highlights

Service: Legal Counsel and Representation

- New service in 2025 budget. Service was renamed from Counsel and Representation.
- Budget maintains current activity levels.

Service: Legislative Services

- Budget maintains current activity levels.

Service: Ordinance Prosecution

- New service in 2025 budget. Service was renamed from Ordinance Enforcement.
- Budget maintains current activity levels.

**Attorney**

Function:

Administration

*Budget Overview*

## Agency Budget by Fund

<b>Fund</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General	3,330,628	3,277,760	3,048,145	3,168,393	3,191,310
<b>Total</b>	<b>\$ 3,330,628</b>	<b>\$ 3,277,760</b>	<b>\$ 3,048,145</b>	<b>\$ 3,168,393</b>	<b>\$ 3,191,310</b>

## Agency Budget by Service

<b>Service</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Legal Counsel And Representation	<i>Service history not shown due to Results Madison service</i>			2,159,845	2,173,277
Legislative Services	<i>restructure. Services listed here will take effect January 1,</i>			322,930	324,649
Ordinance Prosecution		<i>2025.</i>		685,619	693,384
	<b>\$ 3,330,628</b>	<b>\$ 3,277,760</b>	<b>\$ 3,048,145</b>	<b>\$ 3,168,393</b>	<b>\$ 3,191,310</b>

## Agency Budget by Major-Revenue

<b>Major Revenue</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Misc Revenue	(6,411)	-	(32)	-	-
<b>Total</b>	<b>\$ (6,411)</b>	<b>\$ -</b>	<b>\$ (32)</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Salaries	2,509,554	2,505,311	2,359,105	2,471,142	2,471,142
Benefits	743,020	691,931	627,622	633,418	656,335
Supplies	9,849	21,689	11,502	17,883	17,883
Purchased Services	141,903	176,838	167,957	176,838	176,838
Debt Othr Financing	24,850	-	-	-	-
Inter Depart Charges	6,083	6,914	6,914	7,628	7,628
Inter Depart Billing	(98,221)	(124,923)	(124,923)	(138,516)	(138,516)
<b>Total</b>	<b>\$ 3,337,039</b>	<b>\$ 3,277,760</b>	<b>\$ 3,048,177</b>	<b>\$ 3,168,393</b>	<b>\$ 3,191,310</b>

**Attorney****Function:****Administration***Service Overview***Service:** Legal 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. 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.

*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*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				2,159,845	2,173,277
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 2,159,845</b>	<b>\$ 2,173,277</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				2,220,971	2,234,403
Non-Personnel				74,852	74,852
Agency Charges				(135,979)	(135,979)
<b>Total</b>				<b>\$ 2,159,845</b>	<b>\$ 2,173,277</b>

**Attorney****Function:****Administration***Service Overview***Service:** Legislative Services*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.

*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*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				322,930	324,649
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 322,930</b>	<b>\$ 324,649</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				258,614	260,333
Non-Personnel				61,778	61,778
Agency Charges				2,538	2,538
<b>Total</b>				<b>\$ 322,930</b>	<b>\$ 324,649</b>

**Attorney****Function:****Administration***Service Overview***Service:** Ordinance Prosecution*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.

*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*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
General				685,619	693,384
Other-Expenditures				-	-
<b>Total</b>				<b>\$ 685,619</b>	<b>\$ 693,384</b>

*Service Budget by Account Type*

	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>2024 Projected</b>	<b>2025 Request</b>	<b>2025 Executive</b>
Revenue				-	-
Personnel				624,975	632,740
Non-Personnel				58,091	58,091
Agency Charges				2,553	2,553
<b>Total</b>				<b>\$ 685,619</b>	<b>\$ 693,384</b>

**Attorney**

**Function:**

**Administration**

*Line Item Detail*

**Agency Primary Fund:** General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive
<b>Misc Revenue</b>					
Miscellaneous Revenue	(6,411)	-	(32)	-	-
<b>Misc Revenue Total</b>	<b>\$ (6,411)</b>	<b>\$ -</b>	<b>\$ (32)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Salaries</b>					
Permanent Wages	2,397,556	2,499,274	2,298,426	2,465,473	2,465,473
Salary Savings	-	(12,980)	-	(12,327)	(12,327)
Pending Personnel	-	13,194	-	-	-
Premium Pay	78	-	4,061	-	-
Compensated Absence	97,434	20,000	36,000	30,000	30,000
Hourly Wages	13,796	20,000	20,000	20,000	20,000
Election Officials Wages	691	-	618	-	-
Budget Efficiencies	-	(34,178)	-	(32,004)	(32,004)
<b>Salaries Total</b>	<b>\$ 2,509,554</b>	<b>\$ 2,505,311</b>	<b>\$ 2,359,105</b>	<b>\$ 2,471,142</b>	<b>\$ 2,471,142</b>
<b>Benefits</b>					
Comp Absence Escrow	66,000	-	-	-	-
Health Insurance Benefit	298,184	306,133	267,151	256,611	278,557
Wage Insurance Benefit	8,950	8,968	9,168	9,061	9,061
WRS	164,343	172,450	156,918	166,275	167,479
FICA Medicare Benefits	180,290	177,864	167,580	173,057	172,824
Post Employment Health Plans	25,253	26,516	26,806	28,414	28,414
<b>Benefits Total</b>	<b>\$ 743,020</b>	<b>\$ 691,931</b>	<b>\$ 627,622</b>	<b>\$ 633,418</b>	<b>\$ 656,335</b>
<b>Supplies</b>					
Office Supplies	2,162	3,611	2,162	3,611	3,611
Copy Printing Supplies	2,114	3,611	2,114	3,611	3,611
Furniture	-	3,661	-	3,661	3,661
Hardware Supplies	479	6,806	2,000	3,000	3,000
Postage	3,668	3,000	3,800	3,000	3,000
Books & Subscriptions	1,426	1,000	1,426	1,000	1,000
<b>Supplies Total</b>	<b>\$ 9,849</b>	<b>\$ 21,689</b>	<b>\$ 11,502</b>	<b>\$ 17,883</b>	<b>\$ 17,883</b>
<b>Purchased Services</b>					
Telephone	1,147	1,175	1,175	1,175	1,175
Cellular Telephone	1,180	-	1,180	-	-
Systems Comm Internet	26,970	28,350	26,970	28,350	28,350
Custodial Bldg Use Charges	57,143	50,859	55,737	50,859	50,859
Comm Device Mntc	-	200	-	200	200
System & Software Mntc	10,015	38,000	38,000	38,000	38,000
Mileage	1,306	-	99	-	-
Conferences & Training	17,064	16,528	18,000	16,528	16,528
Memberships	13,210	14,226	13,210	14,226	14,226
Legal Services	3,089	6,300	3,089	6,300	6,300
Delivery Freight Charges	72	500	-	500	500
Storage Services	4,406	4,200	4,200	4,200	4,200
Advertising Services	1,949	2,500	1,949	2,500	2,500
Transcription Services	4,264	9,000	4,264	9,000	9,000
Other Services & Expenses	86	5,000	83	5,000	5,000
<b>Purchased Services Total</b>	<b>\$ 141,903</b>	<b>\$ 176,838</b>	<b>\$ 167,957</b>	<b>\$ 176,838</b>	<b>\$ 176,838</b>

**Attorney**

Function:

Administration

Line Item Detail

Agency Primary Fund: General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive
Debt Othr Financing					
Principal SBITAS	22,602	-	-	-	-
Interest SBITAS	2,248	-	-	-	-
<b>Debt Othr Financing Total</b>	<b>\$ 24,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Inter Depart Charges					
ID Charge From Insurance	4,488	5,315	5,315	6,107	6,107
ID Charge From Workers Comp	1,595	1,599	1,599	1,521	1,521
<b>Inter Depart Charges Total</b>	<b>\$ 6,083</b>	<b>\$ 6,914</b>	<b>\$ 6,914</b>	<b>\$ 7,628</b>	<b>\$ 7,628</b>
Inter Depart Billing					
ID Billing To Monona Terrace	(48,256)	(33,147)	(33,147)	(51,416)	(51,416)
ID Billing To Golf Courses	(10,804)	-	-	-	-
ID Billing To Parking	(10,669)	(23,565)	(23,565)	(15,882)	(15,882)
ID Billing To Sewer	-	(2,524)	(2,524)	(3,106)	(3,106)
ID Billing To Stormwater	(341)	(6,855)	(6,855)	(6,093)	(6,093)
ID Billing To Transit	(23,710)	(49,625)	(49,625)	(53,419)	(53,419)
ID Billing To Water	(4,441)	(9,207)	(9,207)	(8,600)	(8,600)
<b>Inter Depart Billing Total</b>	<b>\$ (98,221)</b>	<b>\$ (124,923)</b>	<b>\$ (124,923)</b>	<b>\$ (138,516)</b>	<b>\$ (138,516)</b>

**Attorney**

**Function: Administration**

*Position Summary*

Classification	CG	2024 Budget Adopted		2025 Budget			
		FTEs	Amount	Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN SUPV-18	18	1.00	81,479	1.00	84,456	1.00	84,456
ASST CITY ATTY-23	23	16.00	2,177,808	16.00	2,234,188	16.00	2,234,188
ATTY CITY-21	21	1.00	178,458	1.00	184,979	1.00	184,979
CLERK-TYP 2-20	20	1.00	62,384	1.00	64,664	1.00	64,664
DEPUTY CITY ATTY-18	18	1.00	182,403	1.00	192,636	1.00	192,636
LEGAL ADMIN ASST 2-20	20	3.00	203,051	3.00	213,143	3.00	213,143
LEGAL OFFICE ASST-20	20	1.00	54,282	1.00	57,736	1.00	57,736
ORD REVISIONS SPEC-20	20	1.00	64,461	1.00	68,589	1.00	68,589
PARALEGAL-18	18	1.00	87,731	1.00	90,937	1.00	90,937
		<b>26.00</b>	<b>\$3,092,057</b>	<b>26.00</b>	<b>\$3,191,328</b>	<b>26.00</b>	<b>\$3,191,328</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.