

OFFICE OF CITY ATTORNEY
210 Martin Luther King, Jr. Blvd., Room 401
(608) 266-4511

FAX: (608) 267-8715

attorney@cityofmadison.com
www.cityofmadison.com/attorney

Mission

The City Attorney will provide professional legal representation to the City of Madison as an entity, including ordinance enforcement, legislative counsel services and general counsel services.

Goals and Objectives

As the City's lawyers, the Office of the City Attorney engages in three major activities.

- First, we prosecute violations of the City's laws, enforcing ordinances adopted by the Common Council,
- Second, we provide legislative counsel, drafting and revising the City's code of ordinances and advising the Common Council and City Boards, Committees and Commissions on the meaning of legislative enactments.
- Third, we provide general legal counsel and representation to the City, drafting documents, advising City officials and managers on compliance with the law, representing the City in court, negotiating on the City's behalf, and otherwise using legal procedures to support and defend the lawful decisions of City officials and agencies.

As attorneys for the City of Madison, the Office of the City Attorney does not provide legal advice to the general public.

The City Attorney is a statutorily designated officer of the City of Madison whose responsibilities and duties are set forth in Section 62.09(12) of the Wisconsin Statutes and Section 3.07(1) of the Madison General Ordinances:

62.09(12) ATTORNEY. (a) The Attorney shall conduct all the law business in which the City is interested.

(c) The Attorney shall when requested by city officers give written legal opinions, which shall be filed with the clerk.

(d) The Attorney shall draft ordinances, bonds and other instruments as may be required by city officers.

(e) The Attorney shall examine the tax and assessment rolls and other tax proceedings, and advise the proper city officers in regard thereto.

(f) The Attorney may appoint an assistant, who shall have power to perform the Attorney's duties and for whose acts he shall be responsible to the City. Such assistant shall receive no compensation from the City, unless previously provided by ordinance.

(g) The Council may employ and compensate special counsel to assist in or take charge of any matter in which the City is interested.

3.07 CITY ATTORNEY

(1) The City Attorney is a statutory office created pursuant to Section 62.09(12) of the Wisconsin Statutes and shall be responsible for the duties contained therein and for the conduct of all legal services of the City and shall serve as legal advisor to the Council, the Mayor and all

departments and officers of the City. He shall be in charge of the prosecution of all cases arising out of the violation of the provisions of the City ordinances. He shall represent the City in matters in which the municipality is interested before any court or tribunal and shall perform such other duties as may be required by the Mayor or Common Council. It shall be the duty of the City Attorney to call to the attention of the Mayor and Common Council all matters of law affecting the City.

The City Attorney shall be the official reviser of ordinances. No ordinance shall be enacted by the Common Council unless such ordinance is first referred to the City Attorney for a study respecting form and legality. In the revisions of the official codification of the Madison General Ordinances the City Attorney is empowered to renumber sections and subdivisions if in her/his opinion this is necessary, and to make editorial changes which are minor and not substantive in nature.

The position of City Attorney shall be filled according to Sec. 3.54(6) (f), Madison General Ordinances.

In addition to the prosecution of ordinance violators, the City Attorney is responsible for providing all legal services for the City, including serving as legal advisor to the Common Council, Mayor, departments and offices. The City Attorney also represents the Community Development Authority, Water Utility, Parking Division, and Metro Transit.

The more common services requested of the Attorney's Office are informal advice and counsel, the drafting of ordinances, resolutions, and contracts. City Attorney staff also defend city agency decisions when they are appealed and oversee handling of insured litigation by outside counsel.

Requests for ordinances, resolutions, and legal opinions and advice should be made on forms available in the Council Office. The forms are intended to assist requesters in clarifying their intent, and to assist City Attorney staff in obtaining necessary factual background.

Please feel free to consult the City Attorney and staff when you have legal questions. Our service is limited to representing the City, its officers, agencies and employees in their official activities. We are not authorized to provide private legal advice to constituents or other citizens.

Legal Staff

Michael R. Haas City Attorney

(608) 266-4511

Areas of Law: Office Administration, Government Operations, Council & Committee Procedures, Constitutional Law, Redistricting and Clerk's Office back-up, Litigation

Agencies Primarily Served: Mayor, City Clerk, Common Council, Finance, Treasurer

Patricia A. Lauten, Deputy City Attorney

Areas of Law: Office Administration, Personnel & Employment, Labor Agreements, Arbitration, Discrimination / Harassment, Government Operations, Worker's Comp, Tort / Risk Management / Outside Counsel

Agencies Primarily Served: Human Resources, Finance (WMMIC, Worker's Comp, Risk Management), Personnel Board, EAP

Jennifer Zilavy, Assistant City Attorney

Areas of Law: Alcohol License Enforcement, Training and Outreach, Community Prosecution, Major Nuisance Violations, Special Prosecutions (ALRC), Halloween, Neighborhood Resource Teams Liaison
Agencies Primarily Served: Police Department, Building Inspection, Neighborhood Resource Teams, Clerk (ALRC)

Lara Mainella, Assistant City Attorney

Areas of Law: Contracts, Software/Tech contracts, Street Use / Parades, Special Events, Street Vending, Signs, First Amendment, Municipal Administrative Appeals / Certiorari
Agencies Primarily Served: Finance (Purchasing); Building Inspection/Zoning (signs and vending), Contracts (except public works and employee/labor), IT (Contracts and Licensing), OBR (Vending), Parks (Street Use), Administrative Review Board, Equity Core Team

Steve Brist, Assistant City Attorney

Areas of Law: Clerk's Office (Lobbying, Elections, Ethics Code), ALRC Advisor (Liquor Reg.), Library, Railroads, Senior Center, Monona Terrace, Transportation/Metro Transit/MPO, Special Prosecution (PFC), I.P. (Trademark, Copyright), Housing Policy, Ch. 32 Landlord-Tenant, Ethics Code
Agencies Primarily Served: ALRC, City Clerk, Traffic Engineering (Railroad), Library, Senior Center, Monona Terrace, CDA, Ethics Board, Metro

Marci Paulsen, Assistant City Attorney

Areas of Law: Police and Fire (Policy, Recruitment, Commissioned Personnel, Discipline, PFC Prosecution), Emergency Government, Hazardous Materials, Health / Smoking Law, HIPAA, Animal Control, COVID and Infection Diseases
Agencies Primarily Served: Police, Fire, Public Health, Civilian Oversight Board

Jaime Staffaroni, Assistant City Attorney

Areas of Law: Tax Litigation, Delinquent Personal Property, Foreclosures, Bankruptcies, Unemployment Compensation
Agencies Primarily Served: Assessor, Treasurer, Board of Review

Doran Viste, Assistant City Attorney

Areas of Law: Public Works, Intergovernmental Agreements, Cooperative Plans and Boundary Issues, Contracts / Public Works, Environmental Regulations, Condemnation, Litigation, Real Estate, Special Assessment / Special Charges and Impact Fees, Special Prosecutions, Privilege in Streets Right of Way, BRT Infrastructure Agreements with DOT and other municipalities, IT - Infrastructure
Agencies Primarily Served: Engineering / Public Works, Stormwater, Water / Wastewater Utilities, Planning (Intergovernmental), Traffic Engineering, Parks, Real Estate, Forestry, Parking Division Operations, Street, IT

Kevin Ramakrishna, Assistant City Attorney

Areas of Law: Bonds, Tax Incremental Financing, Economic Development, Surety & Letters of Credit, Real Estate Development, Public Works Contracts, Parking Utility
Agencies Primarily Served: Finance (TIF Financing / Purchasing / Bonds), CDA (Development), Engineering / Public Works, CEDU (Development), CDBG (Real Estate Only), Real Estate, Parking Utility (Finance), BID

Adriana Peguero, Assistant City Attorney (Lead Prosecutor)

Areas of Law: Civil Rights (EOC, AA and CPD) including AA Contract Compliance, Open Meetings, Public Records, IT Operations, Arts.

Agencies Primarily Served: Department of Civil Rights (Equal Opportunities Commission, Affirmative Action, Commission on People with Disabilities), Equity Core Team, SBE Appeals, Information Technology including City Channel, Arts Commission

Kate Smith, Assistant City Attorney

Areas of Law: Planning, Zoning, Boundary and Annexation, Subdivision Regulations, Public Health General matters

Agencies Primarily Served: DPCED (Planning & Zoning), PHMDC

Prosecution/Ordinance Enforcement Team

Amber McReynolds, Assistant City Attorney (Lead Prosecutor)

Areas of Law: Traffic, General Ordinance Violations, Taxis/Public Passenger Vehicles, Building Inspection and Long Form Complaints

Agencies Primarily Served: Police, Building Inspection, Traffic Engineering (Taxis and Public Passenger Vehicles)

Brittany Wilson, Assistant City Attorney

Areas of Law: Traffic, General Ordinance Violations, CDA Housing, Evictions and Section 8

Agencies Primarily Served: Police, Community Development Authority (CDA)

Janae Hochmuth, Assistant City Attorney

Areas of Law: Traffic, General Ordinance Violations, Parking Enforcement, Homelessness, restorative Justice (HRJ) Project

Agencies Primarily Served: Police, Parking Enforcement, Transportation (Parking Division), Court Services (Parking, Towing and Impound)

Matt Robles, Assistant City Attorney

Areas of Law: Traffic General Ordinance Violations, Health and Fire Code (incl. Animal Control), Building Inspection/Long Form Complaints back-up

Agencies Primarily Served: Police, Health, Building Inspection

Jason Donker, Assistant City Attorney

Areas of Law: Traffic, General Ordinance Violations, SBE Appeals, vehicle and micromobility (bikes, scooters, etc.)

Agencies Primarily Services: Police Civil Rights

Paralegal Staff

Ryan Riley, Paralegal

Long Form Complaints, Discovery Requests, Contract Review, Document / Exhibit Preparation, General Legal Research, Bankruptcy, Worker's Comp

Support Staff

Jennifer Janke-Bartholomew, Legal Office Assistant

Megan Glaeser, Ordinance Revision Specialist

Sue Mautz, Administrative Supervisor

Patti Mendez-Smith, Legal Administrative Assistant 2

Derek Schuld, Legal Administrative Assistant

Rebecca Braselton, Administrative Assistant 2

Marie Berman, Receptionist/Clerk Typist

Personnel and Employment Practice Group

This team meets as necessary to coordinate legal advice on grievances, discrimination, affirmative action, Americans with Disabilities Act (ADA), employee discipline issues and general employment law, e.g., Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), etc.

- Patricia Lauten
- Adriana Peguero
- Michael R. Haas

In-House Training Group

This team meets as necessary to coordinate in-house CLE training for attorneys.

- Adriana Peguero
- Steve Brist
- Michael R. Haas

Contract Group

This group meets quarterly to review contracting practices, templates and issues. It is led by ACA Lara Mainella and may include other attorneys. It also includes representatives of the following agencies:

- | | |
|--------------------------|----------------------|
| ▪ Affirmative Action | ▪ Finance |
| ▪ Engineering | ▪ Metro |
| ▪ Parks | ▪ Community Services |
| ▪ Information Technology | ▪ Risk Manager |
| ▪ Water Utility | ▪ Purchasing |