

Attorney

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.

2018 Budget Highlights

The 2018 Adopted Budget includes funding for:

- System maintenance of MUNICODE, the City's online tracking system for the General Ordinances (\$25,000).
- Continuation of the summer law clerk programs (\$25,000).
- Transferring the Common Council Legislative Analyst to the Common Council (\$85,000).

Attorney**Function: Administration***Budget Overview***Budget by Service (All Funds)**

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | | |
| Ordinance Enforcement | (38,957) | - | (9,851) | - | - | - |
| Total Revenue | \$ (38,957) | \$ - | \$ (9,851) | \$ - | \$ - | \$ - |
| Expense | | | | | | |
| Counsel & Representation | 1,830,717 | 1,892,946 | 1,964,029 | 1,869,297 | 1,872,554 | 1,872,554 |
| Legislative Services | 203,631 | 219,513 | 213,106 | 173,810 | 175,287 | 175,287 |
| Ordinance Enforcement | 741,286 | 841,432 | 842,824 | 908,736 | 911,331 | 911,331 |
| Total Expense | \$ 2,775,633 | \$ 2,953,891 | \$ 3,019,960 | \$ 2,951,843 | \$ 2,959,172 | \$ 2,959,172 |
| Net General Fund | \$ 2,736,676 | \$ 2,953,891 | \$ 3,010,109 | \$ 2,951,843 | \$ 2,959,172 | \$ 2,959,172 |

Budget by Fund & Major

Fund: General

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | | |
| Misc Revenue | (38,957) | - | (9,851) | - | - | - |
| Total Revenue | \$ (38,957) | \$ - | \$ (9,851) | \$ - | \$ - | \$ - |
| Expense | | | | | | |
| Salaries | 2,081,258 | 2,133,121 | 2,182,537 | 2,104,393 | 2,104,393 | 2,104,393 |
| Benefits | 535,112 | 602,019 | 630,207 | 631,473 | 632,175 | 632,175 |
| Supplies | 32,401 | 76,501 | 39,763 | 44,501 | 44,501 | 44,501 |
| Purchased Services | 120,056 | 133,397 | 158,600 | 162,623 | 170,665 | 170,665 |
| Inter Departmental Charges | 6,806 | 8,853 | 8,853 | 8,853 | 7,438 | 7,438 |
| Total Expense | \$ 2,775,633 | \$ 2,953,891 | \$ 3,019,960 | \$ 2,951,843 | \$ 2,959,172 | \$ 2,959,172 |
| Net General Fund | \$ 2,736,676 | \$ 2,953,891 | \$ 3,010,109 | \$ 2,951,843 | \$ 2,959,172 | \$ 2,959,172 |

Attorney

Function: Administration

Service Overview

Service: Counsel And Representation

Service Description

This service assists City officials and agencies with carrying out their policies in compliance with legal requirements by preparing, publishing, and distributing formal opinions and reports on legal issues affecting City policy. This service also informs officials and agencies of current legal developments, prepares and presents formal and informal training sessions for City officials and staff, answers informal legal questions from City officials, staff, and committees, and attends meetings of staff teams and public bodies to provide legal advice. Additionally, this service assures 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.

2018 Planned Activities

- Continuation of training for Attorney staff and for other City agencies on key issues related to the service.
- Apply Racial Equity and Social Justice Initiative (RESJI) principles.

Service Budget by Account Type

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenue | - | - | - | - | - | - |
| Expense | 1,830,717 | 1,892,946 | 1,964,029 | 1,869,297 | 1,872,554 | 1,872,554 |
| Net Service Budget | \$ 1,830,717 | \$ 1,892,946 | \$ 1,964,029 | \$ 1,869,297 | \$ 1,872,554 | \$ 1,872,554 |

Service: Legislative Services

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.

2018 Planned Activities

- Support the upgrade of the MUNICODE system.
- Continuation of training for Attorney staff and for other City agencies on key issues related to the service.

Service Budget by Account Type

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue | - | - | - | - | - | - |
| Expense | 203,631 | 219,513 | 213,106 | 173,810 | 175,287 | 175,287 |
| Net Service Budget | \$ 203,631 | \$ 219,513 | \$ 213,106 | \$ 173,810 | \$ 175,287 | \$ 175,287 |

Service: Ordinance Enforcement

Service Description

This service seeks to improve residents' quality of life by helping enforcement agencies deter conduct that is dangerous or interferes with public health and welfare. This is done through prosecuting civil enforcement actions, including nuisance and injunctive actions, providing advice and training to enforcement staff, researching legal issues raised by new enforcement techniques, reviewing recent case law developments and changes in state law, identifying legal solutions to enforcement problems and drafting appropriate ordinance amendments, and conducting appellate proceedings. The goal of this service is reduce the City's risk of legal liabilities and to maintain City services.

2018 Planned Activities

- Continuation of training for Attorney staff and for other City agencies on key issues related to the service.

Service Budget by Account Type

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue | (38,957) | - | (9,851) | - | - | - |
| Expense | 741,286 | 841,432 | 842,824 | 908,736 | 911,331 | 911,331 |
| Net Service Budget | \$ 702,329 | \$ 841,432 | \$ 832,973 | \$ 908,736 | \$ 911,331 | \$ 911,331 |

AttorneyFunction: **Administration***Line Item Detail*Agency Primary Fund: **General****Misc Revenue**

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|-----------------------|--------------------|--------------|-------------------|--------------|----------------|--------------|
| Miscellaneous Revenue | (38,957) | - | (9,851) | - | - | - |
| TOTAL | \$ (38,957) | \$ - | \$ (9,851) | \$ - | \$ - | \$ - |

Salaries

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Permanent Wages | 2,050,058 | 2,263,204 | 2,150,862 | 2,234,702 | 2,234,702 | 2,234,702 |
| Salary Savings | - | (44,126) | - | (44,126) | (44,126) | (44,126) |
| Salary Reimbursed | - | (128,000) | - | (128,000) | (128,000) | (128,000) |
| Premium Pay | - | 7,500 | - | - | - | - |
| Compensated Absence | 8,867 | 8,760 | 8,836 | 16,034 | 16,034 | 16,034 |
| Hourly Wages | 21,485 | 25,783 | 22,062 | 25,783 | 25,783 | 25,783 |
| Overtime Wages Hourly | - | - | 79 | - | - | - |
| Election Officials Wages | 848 | - | 698 | - | - | - |
| TOTAL | \$ 2,081,258 | \$ 2,133,121 | \$ 2,182,537 | \$ 2,104,393 | \$ 2,104,393 | \$ 2,104,393 |

Benefits

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Health Insurance Benefit | 245,835 | 260,029 | 292,836 | 291,637 | 295,033 | 295,033 |
| Wage Insurance Benefit | 4,955 | 5,178 | 4,369 | 4,129 | 4,129 | 4,129 |
| WRS | 136,090 | 150,750 | 146,373 | 150,360 | 148,149 | 148,149 |
| FICA Medicare Benefits | 147,232 | 161,037 | 162,920 | 161,285 | 160,802 | 160,802 |
| Home Purchase Assistance | 1,000 | - | - | - | - | - |
| Post Employment Health Plans | - | 25,025 | 23,708 | 24,062 | 24,062 | 24,062 |
| TOTAL | \$ 535,112 | \$ 602,019 | \$ 630,207 | \$ 631,473 | \$ 632,175 | \$ 632,175 |

Supplies

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Purchasing Card Unallocated | - | - | 10,676 | - | - | - |
| Office Supplies | 4,031 | 5,000 | 4,026 | 5,000 | 5,000 | 5,000 |
| Copy Printing Supplies | 4,986 | 12,000 | 6,075 | 10,000 | 10,000 | 10,000 |
| Furniture | 7,448 | 8,411 | 2,600 | 6,411 | 6,411 | 6,411 |
| Hardware Supplies | 728 | 28,000 | 2,033 | 3,000 | 3,000 | 3,000 |
| Postage | 1,719 | 3,000 | 1,280 | 3,000 | 3,000 | 3,000 |
| Books & Subscriptions | 13,490 | 20,090 | 13,073 | 17,090 | 17,090 | 17,090 |
| TOTAL | \$ 32,401 | \$ 76,501 | \$ 39,763 | \$ 44,501 | \$ 44,501 | \$ 44,501 |

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

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Telephone | 2,869 | 5,000 | 5,970 | 5,000 | 5,000 | 5,000 |
| Cellular Telephone | - | - | 160 | - | - | - |
| Systems Comm Internet | 18,901 | 19,662 | 19,662 | 22,662 | 22,662 | 22,662 |
| Custodial Bldg Use Charges | 46,826 | 45,695 | 45,695 | 45,695 | 53,737 | 53,737 |
| Comm Device Mntc | - | 200 | - | 200 | 200 | 200 |
| System & Software Mntc | 720 | 1,200 | 26,200 | 26,200 | 26,200 | 26,200 |
| Mileage | 109 | - | - | - | - | - |
| Conferences & Training | 19,526 | 27,740 | 27,740 | 24,740 | 24,740 | 24,740 |
| Memberships | 12,579 | 12,000 | 12,030 | 14,226 | 14,226 | 14,226 |
| Legal Services | 6,161 | 8,800 | 8,800 | 8,300 | 8,300 | 8,300 |
| Delivery Freight Charges | 176 | 500 | 500 | 500 | 500 | 500 |
| Storage Services | 2,899 | 4,200 | 3,118 | 4,200 | 4,200 | 4,200 |
| Advertising Services | - | - | 112 | 500 | 500 | 500 |
| Printing Services | 3,977 | 2,400 | 2,400 | 4,400 | 4,400 | 4,400 |
| Transcription Services | 2,633 | 3,000 | 2,985 | 3,000 | 3,000 | 3,000 |
| Other Services & Expenses | 2,680 | 3,000 | 3,229 | 3,000 | 3,000 | 3,000 |
| TOTAL | \$ 120,056 | \$ 133,397 | \$ 158,600 | \$ 162,623 | \$ 170,665 | \$ 170,665 |

Inter-Departmental Charges

| | 2016 Actual | 2017 Adopted | 2017 Projected | 2018 Request | 2018 Executive | 2018 Adopted |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| ID Charge From Insurance | 5,053 | 7,109 | 7,109 | 7,109 | 5,556 | 5,556 |
| ID Charge From Workers Comp | 1,753 | 1,744 | 1,744 | 1,744 | 1,882 | 1,882 |
| TOTAL | \$ 6,806 | \$ 8,853 | \$ 8,853 | \$ 8,853 | \$ 7,438 | \$ 7,438 |

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

| | CG | 2017 Budget | | Request | | 2018 Executive | | Adopted | |
|--------------------|----|----------------|---------------------|--------------|---------------------|-------------------|---------------------|--------------|---------------------|
| | | FTEs | Amount | FTEs | Amount | FTEs | Amount | FTEs | Amount |
| ASST CITY ATTY | 23 | 14.00 | 1,565,688 | 14.00 | 1,626,077 | 14.00 | 1,626,077 | 14.00 | 1,626,077 |
| ATTY CITY | 21 | 1.00 | 159,881 | 1.00 | 160,114 | 1.00 | 160,114 | 1.00 | 160,114 |
| CLERK | 20 | 1.00 | 49,355 | 1.00 | 50,373 | 1.00 | 50,373 | 1.00 | 50,373 |
| COMM CO LEG ANAL | 18 | 1.00 | 74,176 | - | - | - | - | - | - |
| DEPUTY CITY ATTY | 18 | 1.00 | 141,576 | 1.00 | 144,405 | 1.00 | 144,405 | 1.00 | 144,405 |
| LEGAL OFFICE ASST | 20 | 1.00 | 48,553 | 1.00 | 49,517 | 1.00 | 49,517 | 1.00 | 49,517 |
| LITIGATION ASST | 17 | 1.00 | 67,906 | 1.00 | 69,262 | 1.00 | 69,262 | 1.00 | 69,262 |
| ORD REVISIONS SPEC | 20 | 1.00 | 61,119 | 1.00 | 62,764 | 1.00 | 62,764 | 1.00 | 62,764 |
| SECRETARY | 17 | 1.00 | 60,532 | 1.00 | 61,973 | 1.00 | 61,973 | 1.00 | 61,973 |
| SECRETARY | 20 | 4.50 | 263,474 | 4.50 | 247,418 | 4.50 | 247,418 | 4.50 | 247,418 |
| TOTAL | | 26.50 | \$ 2,492,260 | 25.50 | \$ 2,471,902 | 25.50 | \$ 2,471,902 | 25.50 | \$ 2,471,902 |

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.