

CITY OF MADISON

2018 OPERATING BUDGET

Agency Request

Agency: 11 - ATTORNEY

Budget by Service (All Funds)

	2017 Budget	2018 Request	Change
Revenue			
Expense			
ORDINANCE ENFORCEMENT	841,432	908,736	67,304
LEGISLATIVE SERVICES	219,513	173,810	(45,703)
COUNSEL AND REPRESENTATION	1,892,946	1,869,297	(23,649)
Total Expense	2,953,891	2,951,843	(69,352)
Net GF Budget	\$ 2,953,891	\$ 2,951,843	\$ (2,048)

Fund: 1100 - GENERAL

	2017 Budget	2018 Request	Change
Revenue			
Expense			
SALARIES	2,133,121	2,104,393	(28,728)
BENEFITS	602,019	631,473	29,454
SUPPLIES	76,501	44,501	(32,000)
PURCHASED SERVICES	133,397	162,623	29,226
INTER DEPART CHARGES	8,853	8,853	-
Total Expense	2,953,891	2,951,843	(2,048)
Net GF Budget	\$ 2,953,891	\$ 2,951,843	\$ (2,048)

Position Summary by FTE

	2017 Budget	2018 Request	Change
LITIGATION ASST 1	1.00	1.00	-
SECRETARY 3-LEGAL	1.00	1.00	-
COM CO LEG ANAL	1.00	-	(1.00)
DEPUTY CITY ATTY	1.00	1.00	-
CLERK-TYP 2 - CG20	1.00	1.00	-
LEGAL OFFICE ASST	1.00	1.00	-
ORD REVISIONS SPEC	1.00	1.00	-
SECRETARY 2-LEGAL	1.00	1.00	-
SECRETARY 2-LEGAL	3.00	3.00	-
SECRETARY 2-LEG	0.50	0.50	-
ATTY CITY	1.00	1.00	-
ASST CITY ATTY	13.00	13.00	-
ASST CITY ATTY - PT	1.00	1.00	-
TOTAL	26.50	25.50	(1.00)

**ITY OF MADISON
OFFICE OF THE CITY ATTORNEY
Room 401, CCB
266-4511**

Date: July 13, 2017

MEMORANDUM

TO: Dave Schmiedicke, Finance Director
FROM: Michael P. May, City Attorney
RE: 2018 Budget Submission

With this memorandum, I am submitting the proposed budget for the Office of the City Attorney (OCA) for 2018.

Cost to Continue. As instructed, we have met our agency target for the 2018 budget.

We have reduced and increased the following accounts to move money where we are underfunded or costs have increased:

Copy/Print	Reduced by \$2,000
Furniture	Reduced by \$2,000
Books and Subscriptions	Reduced by \$3,000
Legal Services	Reduced by \$500
Conferences and Training	Reduced by \$3,000*
System Com Int (Westlaw)	Increased by \$3,000
Memberships	Increased by \$2,000
Advertising	Increased by \$500
Print Service (Municipal Court Green Forms)	Increased by \$2,000

*This account was reduced by \$3,000 because Heather Allen, Common Council Legislative Analyst, will be transferred to the Common Council 2018 Budget.

Her salary and benefits should also be transferred.

Key Goals. In addition to cost to continue, our key goals are to continue with the Municode upgrade implemented in 2017 to increase City-wide efficiency and to work on use of the RESJI principles on ordinance drafting.

cc: Sue Mautz
Laura Larsen
Brent Sloat

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Attorney

SELECT YOUR AGENCY'S SERVICE:

Counsel & 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, 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 that courts uphold the decisions of the Mayor and the Council, and of those officials and agencies authorized by the Mayor and Council to make decisions.

SERVICE GOALS

What community need does the service address?

The City's need for legal services

Who are the recipients of the service?

The City of Madison as an entity, its elected officials, officers, and employees, and, as needed, related entities such as the CDA and Public Health.

What outcomes will be produced at the proposed funding level?

The provision of professional legal services will reduce the City's risk of legal liabilities

What strategies are planned for 2018 to advance the stated outcomes?

Continued internal and external training to provide the needed services.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Attorney

SELECT YOUR AGENCY'S 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.

SERVICE GOALS

What community need does the service address?

The need for access to the City's laws and advice in enating them.

Who are the recipients of the service?

The City of Madison as an entity, its elected officials, officers and employees, and in some instances, related entities such as the CDA and Public Health. The public at large, students and legal practioners also need access to the ordinances.

What outcomes will be produced at the proposed funding level?

Availability of ordinances for use as above.

What strategies are planned for 2018 to advance the stated outcomes?

Upgrade to the Municode service should be fully operational.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Attorney

SELECT YOUR AGENCY'S SERVICE:

Ordinance Enforcement

SERVICE DESCRIPTION:

This service seeks to improve citizens' 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.

SERVICE GOALS

What community need does the service address?

Deterrence of legal violations, improved health and safety of the citizens of Madison, and income to the City through forfeitures.

Who are the recipients of the service?

Selected Departments of the City such as Police, Fire, Building Inspection, Health and Zoning, Municipal Court.

What outcomes will be produced at the proposed funding level?

Continued enforcement of ordinances in Municipal Court and Circuit Court; agencies that are adequately informed of their legal duties and obligations.

What strategies are planned for 2018 to advance the stated outcomes?

Continued internal and external training to achieve the provision of professional legal services.