



## Office of the City Attorney

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### LITIGATION ASSISTANT Patricia V. Gehler

TO: Dave Schmiedicke, Finance Director  
FROM: Michael P. May, City Attorney  
RE: 2019 Budget Submission  
DATE: July 11, 2018

With this memorandum, I am submitting the proposed budget for the Office of the City Attorney (OCA) for 2019.

**Cost to Continue.** As instructed, we have met our agency target for the 2019 budget.

We have made no changes in any of our other accounts. Although some may appear to be likely to have funds remaining at year-end, we believe that most of the funds are close to the amount we will spend. Nor did we modify inter-agency billings. Perhaps when we get a better handle on indirect costs, we can look at this next year.

**Key Goals.** In addition to cost to continue, our key goals are to increase City-wide efficiency and to work on Performance Excellence and Results Madison to find measures for client satisfaction with our services. Our office is still on target for remodeling in 2019. We may incur additional costs for furniture, supplies and other remodeling related expenditures.

cc: Sue Mautz  
Laura Larsen  
Brent Sloat

**Agency: Attorney**

**Proposed Budget**

	Cost to Continue	Proposed	Change
Revenue	\$0	\$0	\$0
Expenditures	\$3,040,562	\$3,040,562	\$0
Net	\$3,040,562	\$3,040,562	\$0
	2018	Proposed	Change
FTEs	25.5	25.5	0

**Request Analysis**

*2017 Budget*

Overbudget	Yes
2017 Analysis	Salary reimbursed line of \$128,000 and apparently not completely or accurately charging staff time to other other agencies, particularly enterprise agencies.

*2018 Projection*

Deficit	Yes
Projection Analysis	The salary reimbursed line mentioned above. This has not been changed or corrected.

*2019 Request*

Budget Request Changes	Nothing changed from cost to continue to request.
Change in Service	No
Service Impact	
Staffing Levels & Payroll Allocations	N/A

**Attorney**

**Function: Administration**

*Position Summary*

	CG	2018 Budget		Request		2019 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ASST CITY ATTY	23	14.00	1,626,077	14.00	1,711,202	-	-	-	-
ATTY CITY	21	1.00	160,114	1.00	163,944	-	-	-	-
CLERK	20	1.00	50,373	1.00	50,567	-	-	-	-
DEPUTY CITY ATTY	18	1.00	144,405	1.00	146,367	-	-	-	-
LEGAL OFFICE ASST	20	1.00	49,517	1.00	49,707	-	-	-	-
LITIGATION ASST	17	1.00	69,262	1.00	69,529	-	-	-	-
ORD REVISIONS SPEC	20	1.00	62,764	1.00	63,147	-	-	-	-
SECRETARY	17	1.00	61,973	1.00	62,211	-	-	-	-
SECRETARY	20	4.50	247,418	4.50	249,527	-	-	-	-
<b>TOTAL</b>		<b>25.50</b>	<b>\$ 2,471,902</b>	<b>25.50</b>	<b>\$ 2,566,201</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</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.

## 2019 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 BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	0	0	0		0
Expense	1,892,946	1,872,554	1,920,797	1,920,797	0
Net Budget	1,892,946	1,872,554	1,920,797	1,920,797	0

### 2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Other than salary increases due to step, longevity and negotiated contract increases, all other budgetary line items remain the same.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

No impact.

### SERVICE GOALS

1. Who is the recipient of this service?

All City agencies and officials.

2. What activities are you responsible for providing under this service?

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.

3. How do you define success within this service?

City agency staff and officials satisfied with our legal advice and services.

4. What strategies are planned for 2019?

Increase City-wide efficiency and work on Performance Excellence and Results Madison to find measures for client satisfaction with our services.

## 2019 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 BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	0	0	0		0
Expense	219,513	175,287	175,909	175,909	0
Net Budget	219,513	175,287	175,909	175,909	0

### 2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Other than salary increases due to step, longevity and contract negotiations, all other budget line items remain the same.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

No impact.

### SERVICE GOALS

1. Who is the recipient of this service?

All city agencies, officials and the public.

2. What activities are you responsible for providing under this service?

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.

3. How do you define success within this service?

Drafting ordinances that stand up in court if challenged. Explaining the City's ordinance and legislative procedure in a way non-legal individuals can understand.

4. What strategies are planned for 2019?

Increase City-wide efficiency and to work on Performance Excellence and Results Madison to find measures for client satisfaction with our services.

## 2019 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 BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	0	0	0		0
Expense	841,432	911,331	943,856	943,856	0
Net Budget	841,431.6	911,331	943,856	943,856	0

### 2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Other than salary increases due to longevity, step and contract negotiations, all other budget line items remain the same.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

No impact.

### SERVICE GOALS

1. Who is the recipient of this service?

Enforcement agencies such as Police, Fire, Health, Building Inspection; Municipal Court

2. What activities are you responsible for providing under this service?

Prosecute violations of the City's laws, enforcing ordinances adopted by the Common Council.

3. How do you define success within this service?

Enforcement agencies satisfied with our services. Minimal appeals on court decisions.

4. What strategies are planned for 2019?

Increase City-wide efficiency and to work on Performance Excellence and Results Madison to find measures for client satisfaction with our services.