

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.

2024 Budget Highlights

Service: Counsel and Representation

- Finance Committee amendment #6 creates a 1.0 FTE Assistant City Attorney position. The position will allocate 40% of its efforts and costs across TIF, affordable housing, and land banking projects. Amendment #6 also updates an existing Attorney position to allocate 40% of its time to similar projects. The net impact of these changes is a \$17,000 increase to the General Fund.

Service: Legislative Services

- Budget maintains current level of service.

Service: Ordinance Enforcement

- Budget maintains current level of service.

Attorney

Function: Administration

Budget Overview

Agency Budget by Fund

Fund	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
General	3,014,190	3,209,248	3,240,426	3,383,599	3,260,760	3,277,760
Total	\$ 3,014,190	\$ 3,209,248	\$ 3,240,426	\$ 3,383,599	\$ 3,260,760	\$ 3,277,760

Agency Budget by Service

Service	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Counsel And Representation	1,977,729	2,069,915	2,168,747	2,234,999	2,487,469	2,504,469
Legislative Services	151,189	125,896	133,954	170,006	229,139	229,139
Ordinance Enforcement	885,272	1,013,437	937,725	978,594	544,152	544,152
Total	\$ 3,014,190	\$ 3,209,248	\$ 3,240,426	\$ 3,383,599	\$ 3,260,760	\$ 3,277,760

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Misc Revenue	(13,145)	-	-	-	-	-
Total	\$ (13,145)	\$ -	\$ -	\$ -	\$ -	\$ -

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Salaries	2,303,537	2,434,849	2,400,988	2,588,755	2,492,117	2,505,311
Benefits	685,561	670,102	763,484	705,119	691,931	691,931
Supplies	13,126	18,539	14,994	17,883	17,883	21,689
Purchased Services	152,632	177,896	153,099	182,552	176,838	176,838
Inter Depart Charges	6,097	6,082	6,082	6,913	6,914	6,914
Inter Depart Billing	(133,618)	(98,221)	(98,221)	(117,624)	(124,923)	(124,923)
Total	\$ 3,027,335	\$ 3,209,248	\$ 3,240,426	\$ 3,383,599	\$ 3,260,760	\$ 3,277,760

Attorney

Function:

Administration

*Service Overview***Service:** 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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
General	1,977,729	2,069,915	2,168,747	2,234,999	2,487,469	2,504,469
Other-Expenditures	-	-	-	-	-	-
Total	\$ 1,977,729	\$ 2,069,915	\$ 2,168,747	\$ 2,234,999	\$ 2,487,469	\$ 2,504,469

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Personnel	2,008,133	2,059,101	2,200,786	2,266,967	2,535,240	2,548,434
Non-Personnel	101,182	107,013	64,160	83,357	74,852	78,658
Agency Charges	(131,586)	(96,199)	(96,199)	(115,325)	(122,624)	(122,624)
Total	\$ 1,977,729	\$ 2,069,915	\$ 2,168,747	\$ 2,234,999	\$ 2,487,469	\$ 2,504,469

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Function:

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*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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
General	151,189	125,896	133,954	170,006	229,139	229,139
Other-Expenditures	-	-	-	-	-	-
Total	\$ 151,189	\$ 125,896	\$ 133,954	\$ 170,006	\$ 229,139	\$ 229,139

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Personnel	130,220	96,668	103,626	111,001	165,061	165,061
Non-Personnel	18,936	27,206	28,305	56,706	61,778	61,778
Agency Charges	2,033	2,022	2,022	2,299	2,300	2,300
Total	\$ 151,189	\$ 125,896	\$ 133,954	\$ 170,006	\$ 229,139	\$ 229,139

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Function:

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*Service Overview***Service:** Ordinance Enforcement

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

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
General	885,272	1,013,437	937,725	978,594	544,152	544,152
Other-Expenditures	-	-	-	-	-	-
Total	\$ 885,272	\$ 1,013,437	\$ 937,725	\$ 978,594	\$ 544,152	\$ 544,152

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Revenue	(13,145)	-	-	-	-	-
Personnel	850,745	949,183	860,060	915,907	483,746	483,746
Non-Personnel	45,639	62,216	75,628	60,372	58,091	58,091
Agency Charges	2,033	2,038	2,038	2,315	2,315	2,315
Total	\$ 885,272	\$ 1,013,437	\$ 937,725	\$ 978,594	\$ 544,152	\$ 544,152

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Function: Administration

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Misc Revenue						
Miscellaneous Revenue	(13,145)	-	-	-	-	-
Misc Revenue Total	\$ (13,145)	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries						
Permanent Wages	2,253,110	2,371,741	2,348,309	2,595,913	2,499,274	2,499,274
Salary Savings	-	(45,392)	-	(12,980)	(12,980)	(12,980)
Pending Personnel	-	64,500	-	-	-	13,194
Compensated Absence	36,076	20,000	27,987	20,000	20,000	20,000
Hourly Wages	14,138	24,000	24,000	20,000	20,000	20,000
Election Officials Wages	213	-	691	-	-	-
Budget Efficiencies	-	-	-	(34,178)	(34,178)	(34,178)
Salaries Total	\$ 2,303,537	\$ 2,434,849	\$ 2,400,988	\$ 2,588,755	\$ 2,492,117	\$ 2,505,311
Benefits						
Comp Absence Escrow	49,433	-	99,519	-	-	-
Health Insurance Benefit	286,474	303,606	299,616	306,341	306,133	306,133
Wage Insurance Benefit	9,848	10,054	8,885	8,929	8,968	8,968
WRS	148,237	161,278	158,239	176,522	172,450	172,450
FICA Medicare Benefits	165,125	168,323	171,972	186,811	177,864	177,864
Post Employment Health Plans	26,444	26,841	25,253	26,516	26,516	26,516
Benefits Total	\$ 685,561	\$ 670,102	\$ 763,484	\$ 705,119	\$ 691,931	\$ 691,931
Supplies						
Office Supplies	1,841	3,611	2,000	3,611	3,611	3,611
Copy Printing Supplies	2,993	5,611	3,489	3,611	3,611	3,611
Furniture	1,275	2,317	2,317	3,661	3,661	3,661
Hardware Supplies	3,052	3,000	3,000	3,000	3,000	6,806
Postage	3,050	3,000	3,000	3,000	3,000	3,000
Books & Subscriptions	915	1,000	1,188	1,000	1,000	1,000
Supplies Total	\$ 13,126	\$ 18,539	\$ 14,994	\$ 17,883	\$ 17,883	\$ 21,689
Purchased Services						
Telephone	1,409	1,175	1,409	1,175	1,175	1,175
Cellular Telephone	2,735	-	428	-	-	-
Systems Comm Internet	25,686	28,350	25,686	28,350	28,350	28,350
Custodial Bldg Use Charges	50,273	56,573	56,573	56,573	50,859	50,859
Comm Device Mntc	-	200	-	200	200	200
System & Software Mntc	33,308	38,000	26,742	38,000	38,000	38,000
Mileage	-	-	168	-	-	-
Conferences & Training	11,079	16,528	16,528	16,528	16,528	16,528
Memberships	12,919	14,226	14,226	14,226	14,226	14,226
Legal Services	2,311	8,300	3,000	6,300	6,300	6,300
Delivery Freight Charges	66	500	73	500	500	500
Storage Services	2,295	4,200	2,295	4,200	4,200	4,200
Advertising Services	86	500	645	2,500	2,500	2,500
Printing Services	-	1,344	-	-	-	-
Transcription Services	8,139	3,000	3,000	9,000	9,000	9,000
Other Services & Expenses	2,325	5,000	2,325	5,000	5,000	5,000
Purchased Services Total	\$ 152,632	\$ 177,896	\$ 153,099	\$ 182,552	\$ 176,838	\$ 176,838
Inter Depart Charges						
ID Charge From Insurance	4,599	4,488	4,488	5,315	5,315	5,315
ID Charge From Workers Comp	1,498	1,594	1,594	1,599	1,599	1,599
Inter Depart Charges Total	\$ 6,097	\$ 6,082	\$ 6,082	\$ 6,913	\$ 6,914	\$ 6,914

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive	2024 Adopted
Inter Depart Billing						
ID Billing To Monona Terrace	(64,192)	(48,256)	(48,256)	(31,211)	(33,147)	(33,147)
ID Billing to Golf Courses	-	(10,804)	(10,804)	-	-	-
ID Billing To Parking	(16,541)	(10,669)	(10,669)	(22,188)	(23,565)	(23,565)
ID Billing To Sewer	(4,193)	-	-	(2,376)	(2,524)	(2,524)
ID Billing To Stormwater	(4,892)	(341)	(341)	(6,454)	(6,855)	(6,855)
ID Billing To Transit	(32,671)	(23,710)	(23,710)	(46,726)	(49,625)	(49,625)
ID Billing To Water	(11,129)	(4,441)	(4,441)	(8,669)	(9,207)	(9,207)
Inter Depart Billing Total	\$ (133,618)	\$ (98,221)	\$ (98,221)	\$ (117,624)	\$ (124,923)	\$ (124,923)

Attorney

Function: Administration

Position Summary

Classification	CG	2023 Budget Adopted		Request		2024 Budget Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN SUPV-18	18	1.00	74,919	1.00	80,697	1.00	81,479	1.00	81,479
ASST CITY ATTY-23	23	15.00	1,993,216	15.00	2,071,658	15.00	2,091,742	16.00	2,177,808
ATTY CITY-21	21	1.00	165,568	1.00	176,745	1.00	178,458	1.00	178,458
CLERK-TYP 2-20	20	1.00	57,879	1.00	61,785	1.00	62,384	1.00	62,384
DEPUTY CITY ATTY-18	18	1.00	169,229	1.00	180,652	1.00	182,403	1.00	182,403
LEGAL ADMIN ASST 2-20	20	3.00	186,794	3.00	201,101	3.00	203,051	3.00	203,051
LEGAL OFFICE ASST-20	20	1.00	48,901	1.00	53,761	1.00	54,282	1.00	54,282
ORD REVISIONS SPEC-20	20	1.00	58,214	1.00	63,842	1.00	64,461	1.00	64,461
PARALEGAL-18	18	1.00	80,661	1.00	86,889	1.00	87,731	1.00	87,731
		25.00	\$2,835,380	25.00	\$2,977,129	25.00	\$3,005,991	26.00	\$3,092,057

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.