

# 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.

### 2023 Budget Highlights

#### Agency-Wide Changes

- Increase a .75 FTE Assistant City Attorney position to a 1.0 FTE position to help with increased workload including increased volume from the Town of Madison attachment. (Increase: \$10,000)
- Create a new 1.0 FTE Assistant City Attorney position. The position will be located in the Attorney's office, but half of the new position's time and salary will be allocated to Metro Transit to support a variety of legal matters for Metro including contracts, personnel, public records, and advising Metro management. (Increase: Attorney's portion \$54,500)

#### Service: Counsel and Representation

- Budget maintains current level of service.

#### 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

<b>Fund</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
General	2,905,472	2,979,123	3,004,074	3,039,635	3,128,602	3,209,248
<b>Total</b>	<b>\$ 2,905,472</b>	<b>\$ 2,979,123</b>	<b>\$ 3,004,074</b>	<b>\$ 3,039,635</b>	<b>\$ 3,128,602</b>	<b>\$ 3,209,248</b>

## Agency Budget by Service

<b>Service</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
Counsel And Representation	1,919,086	1,899,438	1,933,079	1,937,682	2,016,803	2,069,915
Legislative Services	121,628	143,709	178,492	121,404	123,374	125,896
Ordinance Enforcement	864,757	935,976	892,503	980,549	988,425	1,013,437
<b>Total</b>	<b>\$ 2,905,472</b>	<b>\$ 2,979,123</b>	<b>\$ 3,004,074</b>	<b>\$ 3,039,635</b>	<b>\$ 3,128,602</b>	<b>\$ 3,209,248</b>

## Agency Budget by Major-Revenue

<b>Major Revenue</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
Misc Revenue	(3,097)	-	(8,383)	-	-	-
<b>Total</b>	<b>\$ (3,097)</b>	<b>\$ -</b>	<b>\$ (8,383)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
Salaries	2,315,773	2,286,981	2,298,142	2,297,679	2,362,179	2,434,849
Benefits	620,684	621,846	686,955	641,692	662,126	670,102
Supplies	12,775	18,539	8,925	18,539	18,539	18,539
Purchased Services	132,028	178,685	145,363	177,896	177,896	177,896
Inter Depart Charges	6,690	6,690	6,690	2,049	6,082	6,082
Inter Depart Billing	(179,380)	(133,618)	(133,618)	(98,221)	(98,221)	(98,221)
<b>Total</b>	<b>\$ 2,908,569</b>	<b>\$ 2,979,123</b>	<b>\$ 3,012,457</b>	<b>\$ 3,039,635</b>	<b>\$ 3,128,602</b>	<b>\$ 3,209,248</b>

**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

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
General	1,919,086	1,899,438	1,933,079	1,937,682	2,016,803	2,069,915
Other-Expenditures	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,919,086</b>	<b>\$ 1,899,438</b>	<b>\$ 1,933,079</b>	<b>\$ 1,937,682</b>	<b>\$ 2,016,803</b>	<b>\$ 2,069,915</b>

## Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Revenue	-	-	-	-	-	-
Personnel	2,012,108	1,923,813	1,978,630	1,928,213	2,005,988	2,059,101
Non-Personnel	84,129	107,013	85,838	107,013	107,013	107,013
Agency Charges	(177,151)	(131,388)	(131,388)	(97,545)	(96,199)	(96,199)
<b>Total</b>	<b>\$ 1,919,086</b>	<b>\$ 1,899,438</b>	<b>\$ 1,933,079</b>	<b>\$ 1,937,682</b>	<b>\$ 2,016,803</b>	<b>\$ 2,069,915</b>

*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

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
General	121,628	143,709	178,492	121,404	123,374	125,896
Other-Expenditures	-	-	-	-	-	-
<b>Total</b>	<b>\$ 121,628</b>	<b>\$ 143,709</b>	<b>\$ 178,492</b>	<b>\$ 121,404</b>	<b>\$ 123,374</b>	<b>\$ 125,896</b>

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Personnel	100,833	114,273	154,148	93,522	94,146	96,668
Non-Personnel	18,565	27,206	22,114	27,206	27,206	27,206
Agency Charges	2,230	2,230	2,230	676	2,022	2,022
<b>Total</b>	<b>\$ 121,628</b>	<b>\$ 143,709</b>	<b>\$ 178,492</b>	<b>\$ 121,404</b>	<b>\$ 123,374</b>	<b>\$ 125,896</b>

*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

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
General	864,757	935,976	892,503	980,549	988,425	1,013,437
Other-Expenditures	-	-	-	-	-	-
<b>Total</b>	<b>\$ 864,757</b>	<b>\$ 935,976</b>	<b>\$ 892,503</b>	<b>\$ 980,549</b>	<b>\$ 988,425</b>	<b>\$ 1,013,437</b>

Service Budget by Account Type

	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Projected</b>	<b>2023 Request</b>	<b>2023 Executive</b>	<b>2023 Adopted</b>
Revenue	(3,097)	-	(8,383)	-	-	-
Personnel	823,516	870,741	852,320	917,636	924,171	949,183
Non-Personnel	42,109	63,005	46,336	62,216	62,216	62,216
Agency Charges	2,230	2,230	2,230	697	2,038	2,038
<b>Total</b>	<b>\$ 864,757</b>	<b>\$ 935,976</b>	<b>\$ 892,503</b>	<b>\$ 980,549</b>	<b>\$ 988,425</b>	<b>\$ 1,013,437</b>

**Attorney**

Function: Administration

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Misc Revenue						
Miscellaneous Revenue	(3,097)	-	(8,383)	-	-	-
<b>Misc Revenue Total</b>	<b>\$ (3,097)</b>	<b>\$ -</b>	<b>\$ (8,383)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Salaries						
Permanent Wages	2,257,574	2,292,300	2,240,142	2,299,071	2,299,071	2,371,741
Salary Savings	-	(45,392)	-	(45,392)	(45,392)	(45,392)
Pending Personnel	-	-	-	-	64,500	64,500
Furlough Savings	(3,254)	-	-	-	-	-
Compensated Absence	36,913	16,073	34,000	20,000	20,000	20,000
Hourly Wages	24,540	24,000	24,000	24,000	24,000	24,000
<b>Salaries Total</b>	<b>\$ 2,315,773</b>	<b>\$ 2,286,981</b>	<b>\$ 2,298,142</b>	<b>\$ 2,297,679</b>	<b>\$ 2,362,179</b>	<b>\$ 2,434,849</b>
Benefits						
Comp Absence Escrow	-	-	49,187	-	-	-
Health Insurance Benefit	263,207	280,133	287,706	289,645	303,606	303,606
Wage Insurance Benefit	7,413	6,131	10,168	10,054	10,054	10,054
WRS	155,450	145,566	145,685	149,440	156,338	161,278
FICA Medicare Benefits	165,271	163,490	167,765	165,713	165,286	168,323
Moving Expenses	5,202	-	-	-	-	-
Post Employment Health Plans	24,142	26,526	26,444	26,841	26,841	26,841
<b>Benefits Total</b>	<b>\$ 620,684</b>	<b>\$ 621,846</b>	<b>\$ 686,955</b>	<b>\$ 641,692</b>	<b>\$ 662,126</b>	<b>\$ 670,102</b>
Supplies						
Purchasing Card Unallocated	-	-	219	-	-	-
Office Supplies	1,381	3,611	1,045	3,611	3,611	3,611
Copy Printing Supplies	3,740	5,611	3,740	5,611	5,611	5,611
Furniture	370	2,317	-	2,317	2,317	2,317
Hardware Supplies	2,286	3,000	1,660	3,000	3,000	3,000
Postage	3,035	3,000	1,860	3,000	3,000	3,000
Books & Subscriptions	1,963	1,000	401	1,000	1,000	1,000
<b>Supplies Total</b>	<b>\$ 12,775</b>	<b>\$ 18,539</b>	<b>\$ 8,925</b>	<b>\$ 18,539</b>	<b>\$ 18,539</b>	<b>\$ 18,539</b>
Purchased Services						
Telephone	1,958	1,964	1,036	1,175	1,175	1,175
Cellular Telephone	3,064	-	2,174	-	-	-
Systems Comm Internet	22,732	28,350	20,054	28,350	28,350	28,350
Custodial Bldg Use Charges	47,171	56,573	56,573	56,573	56,573	56,573
Comm Device Mntc	-	200	-	200	200	200
System & Software Mntc	26,929	38,000	26,251	38,000	38,000	38,000
Conferences & Training	6,494	16,528	16,528	16,528	16,528	16,528
Memberships	11,037	14,226	11,037	14,226	14,226	14,226
Legal Services	2,865	8,300	2,865	8,300	8,300	8,300
Delivery Freight Charges	180	500	-	500	500	500
Storage Services	2,904	4,200	2,503	4,200	4,200	4,200
Advertising Services	852	500	500	500	500	500
Printing Services	-	1,344	-	1,344	1,344	1,344
Transcription Services	3,322	3,000	3,322	3,000	3,000	3,000
Other Services & Expenses	2,520	5,000	2,520	5,000	5,000	5,000
<b>Purchased Services Total</b>	<b>\$ 132,028</b>	<b>\$ 178,685</b>	<b>\$ 145,363</b>	<b>\$ 177,896</b>	<b>\$ 177,896</b>	<b>\$ 177,896</b>
Inter Depart Charges						
ID Charge From Insurance	5,223	5,223	5,223	455	4,488	4,488
ID Charge From Workers Comp	1,467	1,467	1,467	1,594	1,594	1,594
<b>Inter Depart Charges Total</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>	<b>\$ 6,690</b>	<b>\$ 2,049</b>	<b>\$ 6,082</b>	<b>\$ 6,082</b>

*Line Item Detail*

**Agency Primary Fund:** General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Inter Depart Billing						
ID Billing To Monona Terrace	(60,656)	(64,192)	(64,192)	(48,256)	(48,256)	(48,256)
ID Billing to Golf Courses	-	-	-	(10,804)	(10,804)	(10,804)
ID Billing To Parking	(48,614)	(16,541)	(16,541)	(10,669)	(10,669)	(10,669)
ID Billing To Sewer	(6,088)	(4,193)	(4,193)	-	-	-
ID Billing To Stormwater	(7,610)	(4,892)	(4,892)	(341)	(341)	(341)
ID Billing To Transit	(42,645)	(32,671)	(32,671)	(23,710)	(23,710)	(23,710)
ID Billing To Water	(13,767)	(11,129)	(11,129)	(4,441)	(4,441)	(4,441)
<b>Inter Depart Billing Total</b>	<b>\$ (179,380)</b>	<b>\$ (133,618)</b>	<b>\$ (133,618)</b>	<b>\$ (98,221)</b>	<b>\$ (98,221)</b>	<b>\$ (98,221)</b>

*Position Summary*

Classification	CG	2022 Budget		Request	2023 Budget				
		Adopted			Executive		Adopted		
		FTEs	Amount		FTEs	Amount	FTEs	Amount	
ADMIN SUPV-18	18	1.00	72,263	1.00	72,624	1.00	72,624	1.00	74,919
ASST CITY ATTY-23	23	13.75	1,752,297	13.00	1,729,045	15.00	1,881,561	15.00	1,993,216
ASST CITY ATTY-23 PT	23	-	-	0.75	53,087	-	-	-	-
ATTY CITY-21	21	1.00	159,697	1.00	160,495	1.00	160,495	1.00	165,568
CLERK-TYP 2-20	20	1.00	55,328	1.00	56,105	1.00	56,105	1.00	57,879
DEPUTY CITY ATTY-18	18	1.00	163,228	1.00	164,044	1.00	164,044	1.00	169,229
LEGAL ADMIN ASST 2-20	20	3.00	168,452	3.00	181,071	3.00	181,071	3.00	186,794
LEGAL OFFICE ASST-20	20	1.00	55,972	1.00	47,402	1.00	47,402	1.00	48,901
LITIGATION ASST 1-17	17	1.00	76,075	-	-	-	-	-	-
ORD REVISIONS SPEC-20	20	1.00	66,018	1.00	56,430	1.00	56,430	1.00	58,214
PARALEGAL-18	18	-	-	1.00	78,190	1.00	78,190	1.00	80,661
<b>TOTAL</b>		<b>23.75</b>	<b>2,569,330</b>	<b>23.75</b>	<b>2,598,492</b>	<b>25.00</b>	<b>2,697,922</b>	<b>25.00</b>	<b>2,835,380</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.