

B U D G E T S U M M A R Y

Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures					
Personnel Costs	\$1,800,469	\$1,895,883	\$2,139,282	\$2,328,213	\$188,931
Operation Costs	\$116,723	\$182,960	\$123,226	\$107,534	(\$15,692)
Debt & Depreciation	\$0	\$0	\$0	\$0	\$ 0
Capital Outlay	\$0	\$0	\$0	\$0	\$ 0
Interdepartmental. Charges	(\$1,365,866)	(\$833,145)	(\$949,387)	(\$904,050)	\$45,337
Total Expenditures	\$551,326	\$1,245,698	\$1,313,121	\$1,531,697	\$218,576
Revenues					
Direct Revenue	\$242,928	\$205,924	\$200,000	\$200,000	\$ 0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$ 0
Indirect Revenue	\$0	\$0	\$0	\$0	\$ 0
Total Revenues	\$242,928	\$205,924	\$200,000	\$200,000	\$ 0
Tax Levy	\$308,398	\$1,039,774	\$1,113,121	\$1,331,697	\$218,576
Personnel					
Full-Time Pos. (FTE)	23.0	23.0	23.0	25.0	2.0
Seasonal/Hourly/Pool \$\$	\$0	\$0	\$0	\$0	\$0
Overtime \$	\$18,027	\$8,687	\$0	\$0	\$ 0

Department Mission:

Ensure that Milwaukee County, its officers, employees and agents adhere to all applicable legal requirements, and minimize personal and fiscal liability for the aforementioned group.

Department Description:

The Office of the Corporation Counsel (OCC) serves as chief legal counsel to all Milwaukee County departments and elected officials. Its main functions are:

- Providing general legal advice to reduce risk and avoid costly litigation.
- Providing quasi-prosecutorial functions in mental health, guardianship and protective placement, open records requests, and public meetings.
- Providing litigation defense services that are billed to the Wisconsin County Mutual Insurance Corporation, the OCC's sole revenue source.
- By County ordinance, this office also serves as chief legal counsel to the Milwaukee County Employees Retirement System.

Major Changes in FY 2021

OCC is budgeted with a full staffing model of highly qualified attorneys and support staff, with skill sets applicable to a wide variety of legal practice areas. In 2021, OCC will implement the second phase of its legal practice management system, using an existing tool, OnBase, that will allow the OCC to:

- Provide its clients with the level of service they need and demand by using database tools, a centralized legal opinion library, and analytics to demonstrate efficacy.
 - Manage documents by uploading, classifying and sharing information, and having the ability to search for specific materials related to any ongoing matters.
 - Eliminate reliance on an internal drive that has security risks and capacity limitations and get rid of a backlog of over 20,000 paper files to electronic, that will now be saved to a secure, cloud-based server.
 - Beginning in 2021, the Office of Corporation Counsel will collaborate with the Department of Administrative Services Office of Risk Management to produce a report to the County Board by October 1 detailing by County department:
 - Annual legal settlements and judgements pertaining to that department for the prior year and as much of the current year.
 - A summary of that department's liability insurance premiums and a narrative which explains any changes in insurance costs.
 - The Office of Corporation Counsel, in conjunction with Risk Management staff, will draft an ordinance as soon as practicable for the County Board of Supervisors to review which will codify the reporting requirement outlined above.
- One position each of Paralegal and Assistant Corporation Counsel are created at a cost of \$145,702 in salary and social security. The creation of these two positions will help provide adequate staffing to address the large number of guardianship and mental health cases assigned to the office. These positions will also provide staff resources to help maintain legal counsel services to county departments and elected officials.

Strategic Program Area 1: Corporation Counsel

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$551,326	\$1,245,698	\$1,313,121	\$1,531,697	\$218,576
Revenues	\$242,928	\$205,924	\$200,000	\$200,000	\$0
Tax Levy	\$129,794	\$1,039,774	\$1,113,121	\$1,331,697	\$218,576
FTE Positions	23.0	23.0	23.0	25.0	2.0

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
To Be Determined	0	0	0	0

How Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020 Target	2021 Target
To Be Determined	0	0	0	0

Strategic Overview:

The Office of the Corporation Counsel serves as chief legal counsel to all Milwaukee County departments and elected officials.

Strategic Implementation:

OCC is a high functioning law department that represents the County and all its agencies and departments on myriad complex subjects. OCC is in the midst of launching a legal practice management system that accurately tracks team’s work hours to produce metrics that will drive resource allocation, and assist with managing budget targets; aids the department in providing clients with the highest level of service by using self-service tools, service level agreements (SLAs), and analytics to demonstrate efficacy.