

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2019 BUDGET LEGAL SERVICES

MISSION STATEMENT

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice and guidance to internal customers.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

City Attorney's Office:

- * Although Judge Griesbach has issued his decision on the Fox River clean-up litigation, parties have continued to file documents regarding the decision. We continue to work with outside counsel to monitor this matter.
- * Continued to work with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River.
- * Represented the City in traffic and ordinance related matters in 2017 including 8,355 scheduled initial court appearances (up from 6,798 in 2016), 126 scheduled jury and court trials and 3,068 scheduled pre-trials/jury trial conferences or motion hearings. Based on the statistics through May 19, 2018, it appears that we are on track to meet (or closely meet) the 2017 statistics.
- * Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- * Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements.
- * Continued to work with outside counsel on pending worker's compensation and duty disability claims. Worked with outside counsel to prepare a defense and ultimately negotiate resolution of a potential high exposure claim.
- * Worked with outside counsel to come to a settlement agreement in a pending Federal matter.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPAA issues.
- * Worked with the Department of Public Works on various eminent domain matters.
- * Mediated the lawsuit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement and came to a negotiated settlement agreeable to all parties.
- * Continued the integration of our electronic file management system.
- * Expanded the cross training of office staff with the addition of a new staff member and a staff member taking a new position within the office.
- * Worked closely with the Department of Public Works on the eminent domain and acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought the situation to a satisfactory conclusion.
- * Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. That process remains ongoing at the time of this submission.
- * The financing of the Exhibition Center took numerous unexpected turns. This office was involved in the review of the bond documents which were put together to bring the financing to a conclusion.
- * We worked cooperatively with a number of departments in the City in trying to negotiate for a project on the former K-Mart site. This is a complicated site and it will take the efforts of many persons to bring the site to a state that is a more appealing entrance to the City than it had been for a number of years.
- * Worked with Public Works on development of a master license agreement to enter into with service providers for the use of right-of-way and/or city structures within the right-of-way for future 5G cellular antennas and other equipment.

City Clerk's Office:

- * Successfully administered four regularly scheduled elections.
- * Successfully and responsibly administered two special elections by consolidating polling places, and combining notices with other affected jurisdictions.
- * Worked with Outagamie County to effectively program election equipment and set-up ballot styles.
- * Streamlined the election returns process by revising forms, envelopes, and instructions.
- * Incorporated Election Inspectors into the Seasonal Pay Plan.
- * Worked with the Human Resources Department to create online job posting/applicant screening for Election Inspectors through the Neogov platform.
- * Thoroughly trained election inspectors on new election equipment and election day procedures.
- * Conducted WisVote user training for neighboring jurisdictions.
- * Conducted numerous Baseline Chief Inspector trainings for clerks and election inspectors throughout the State.
- * Provided updated Granicus training for City staff.
- * Selected a platform for electronic record management and began planning for implementation.
- * Developed agreements for facilities used as polling places.

CITY OF APPLETON 2019 BUDGET LEGAL SERVICES

MAJOR 2019 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed.
- * Work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * Continue working with insurance counsel to make sure any remaining invoices for the Fox River litigation are appropriately reimbursed.
- * Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion.
- * Continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and items such as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Continue to work with the court and school district on truancy court matters, spending an average of fifteen days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on additional trail acquisitions.
- * Continue to work with PRFMD to develop the river trails which became possible with the acquisition of the old railroad trestles.
- * Continue working with the Department of Public Works on acquisition of property for the anticipated demolition of the Blue Ramp in 2019.
- * Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- * Develop and implement a new filing system for City records and documents.
- * Utilize new software to manage documents electronically.
- * Update and enhance contingency plans for elections and related materials.
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- * Actively explore opportunities for process improvement and streamlining of procedures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 281,896	\$ 279,257	\$ 246,100	\$ 246,100	\$ 214,600	-12.80%
Program Expenses							
14510	Administration	280,133	336,790	342,180	342,180	349,530	2.15%
14521	Litigation	260,956	192,401	208,559	208,559	194,575	-6.71%
11020	Recordkeeping	90,707	111,023	110,136	110,136	104,440	-5.17%
11030	Licensing	77,047	68,579	68,880	68,880	71,956	4.47%
11040	Elections	296,926	126,815	286,008	286,008	140,793	-50.77%
11050	Mail / Copy Center	173,309	149,623	180,949	180,949	157,874	-12.75%
TOTAL		\$ 1,179,078	\$ 985,231	\$ 1,196,712	\$ 1,196,712	\$ 1,019,168	-14.84%
Expenses Comprised Of:							
Personnel		862,938	791,572	868,312	868,312	803,393	-7.48%
Administrative Expense		143,073	105,073	147,340	147,340	117,715	-20.11%
Supplies & Materials		103,609	41,416	82,900	82,900	21,600	-73.94%
Purchased Services		57,736	44,816	82,860	82,860	50,360	-39.22%
Utilities		761	1,029	900	900	900	0.00%
Repair & Maintenance		10,961	1,325	14,400	14,400	25,200	75.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

* % change from prior year adopted budget
Legal Services.xlsx

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM MISSION

We will provide legal services to City staff and Alderpersons in an efficient manner to assist them in making fully informed decisions. We will provide guidance, training and development of our department's employees keeping them well informed while increasing their potential and job satisfaction.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

- * Prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials.
- * Attend all meetings of the Common Council's committees, boards and commissions and provide legal advice, including parliamentary procedure guidance, as requested by members and respond to requests for information.
- * Administer cost effective management of department activities.
- * Encourage employees to attend training in personal and professional development.
- * Continue to review all department functions and strive for maximum efficiency utilizing current technologies.
- * Review all existing policies and processes, develop and implement new procedures when deemed necessary.
- * Administer the Board of Review.
- * Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk.
- * Provide customer service to both internal and external customers at a level of acceptable or higher.
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate.

Major Changes in Revenue, Expenditures or Programs:

The 2018 budget includes \$3,500 tuition reimbursement for the City Clerk's pursuit of a Master's degree in public administration.

The increase in the Travel/Training account includes amounts for two individuals to attend the WMCA conference, training for the Legal Assistant, and an increase in costs for the Municipal Attorneys Institute.

The increase in Subscriptions includes increased costs for the LexisNexis contract, four sets of Wisconsin Statute books that are replaced every other year, as well as supplements purchased during the year.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	42	60	30	30	60
Work Process Outputs					
Written opinions issued	7	37	5	20	20
Ordinances reviewed	104	84	100	100	100
Staff training - hours of training	74	104	70	100	100
# of real estate transactions	91	103	20	10	20

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 4	\$ 100	\$ 100	\$ 100
4802 Charges for Serv. - Tax	78	140	200	200	200
5035 Other Reimbursements	31	160	-	-	-
5085 Cash Short or Over	-	24	-	-	-
Total Revenue	\$ 109	\$ 328	\$ 300	\$ 300	\$ 300
Expenses					
6101 Regular Salaries	\$ 198,202	\$ 236,382	\$ 238,275	\$ 238,275	\$ 243,327
6105 Overtime	(10)	61	-	-	-
6150 Fringes	55,520	71,392	66,955	66,955	70,653
6201 Training\Conferences	9,468	12,032	12,000	12,000	13,600
6204 Tuition / Fees	-	-	6,600	6,600	3,500
6206 Parking Permits	2,754	3,135	3,250	3,250	2,900
6301 Office Supplies	1,199	1,323	800	800	800
6302 Subscriptions	7,158	7,569	7,500	7,500	8,650
6303 Memberships & Licenses	3,496	2,335	4,200	4,200	3,500
6320 Printing & Reproduction	1,300	1,475	1,500	1,500	1,500
6404 Consulting	50	-	-	-	-
6413 Utilities	761	1,029	900	900	900
6418 Equip Repairs & Maint	235	57	200	200	200
Total Expense	\$ 280,133	\$ 336,790	\$ 342,180	\$ 342,180	\$ 349,530

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to represent the City of Appleton and its employees in pending litigation and advise the departments concerning such matters in an effort to minimize claims against the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures."

Objectives:

The City of Appleton, by its very nature, is involved in a multitude of circumstances which could result in litigation. We are engaged in the continuous process of employment activity and such things as law enforcement, real estate acquisitions and numerous other activities. The City has potential exposure in all of these areas if a step is missed or an inappropriate action is taken. This office has maintained an active and aggressive stance in representing the interests of the City. We will continue this procedure in an attempt to minimize legal exposure for the citizens and employees of the City of Appleton.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	63	73	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$56,160	\$47,646	<\$50,000	<\$50,000	<\$50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0	1	0	1	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	100%	85%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	5	7	0	3	0

* This measure does not include legal cases in the Risk Management Fund (PCBs) or any other cases specific to an Enterprise Fund (General Fund only). One matter has been handled by insurance counsel rather than this office (Federal Court).

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 175,651	\$ 130,110	\$ 131,136	\$ 131,136	\$ 133,924
6150 Fringes	49,887	44,675	49,533	49,533	32,761
6402 Legal Fees	14,197	6,003	10,000	10,000	10,000
6404 Consulting Services	13,331	3,723	10,000	10,000	10,000
6625 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 260,956</u>	<u>\$ 192,401</u>	<u>\$ 208,559</u>	<u>\$ 208,559</u>	<u>\$ 194,575</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM MISSION

In order to meet legal requirements and to provide a history of the City to the Common Council, City departments and the public, we will provide timely filing, maintenance and retrieval of all official City documents and provide support services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

- * Effectively respond to all document requests and public inquiries.
- * Timely organize City meeting information for City officials, staff and public.
- * Appropriately organize and retain City records as required by State law.
- * Continue and improve coordination of electronic records through new electronic records management software.
- * Organize vault files in a logical and accessible manner.
- * Monitor Granicus system for potential improvements and training opportunities for City staff.

Major Changes in Revenue, Expenditures or Programs:

With acquisition of new software to organize and maintain records electronically, many records will be merged to electronic formats and be able to be located more efficiently. This transition will require a new filing mechanism including how documents are named and organized. These efforts will also assist in the clean-up and organization of existing files.

The Advertising account decreased based on anticipated activity in 2019 along with cost-saving efforts implemented such as shared notices and publishing addendums versus entire amended bid advertisements.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	93%	97%	95%	95%	98%
1 week retrieval for detailed requests	7%	3%	5%	5%	2%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	960	1,280	950	950	1,200
# of requests for information	133	136	150	150	100
# of publication notices	225	188	265	265	200
# of ordinances adopted/amended	104	84	100	100	100

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 42,571	\$ 48,252	\$ 49,462	\$ 49,462	\$ 50,482
6105 Overtime	2,515	653	1,800	1,800	-
6150 Fringes	13,529	26,646	25,674	25,674	26,858
6201 Training\Conferences	515	-	-	-	-
6301 Office Supplies	1,349	713	800	800	700
6303 Memberships & Licenses	65	20	-	-	-
6316 Miscellaneous Supplies	149	118	100	100	100
6320 Printing & Reproduction	2,287	1,516	2,000	2,000	2,000
6402 Legal Fees	30	30	100	100	100
6408 Contractor Fees	125	165	200	200	200
6412 Advertising	27,572	32,910	30,000	30,000	24,000
Total Expense	<u>\$ 90,707</u>	<u>\$ 111,023</u>	<u>\$ 110,136</u>	<u>\$ 110,136</u>	<u>\$ 104,440</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 24,000

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, we will assist applicants in the application process, provide information on requirements and procedures, and we will process all applications and issue all approved licenses and permits in a timely manner to individuals and organizations.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

- * Efficiently service license inquiries, issues and applicants.
- * Continue to provide prompt turnaround time from initial application.
- * Accurately maintain data files.
- * Work with other departments to ensure timely processing of licenses.
- * Assist applicants/organizations for special events through the permitting process.
- * Attend training and monitor procedures to keep current with State licensing requirements.

Major Changes in Revenue, Expenditures or Programs:

The increase in Operator licensing relates to the timing of issuing two-year licenses. Odd years have approximately double the number of licenses up for renewal.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval	New Measure	—————>		775	1300
% of surveys returned with rating of Acceptable	New Measure	—————>		100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	211	209	213	213	214
# of operator licenses issued	782	1,094	600	600	1,050
# of general licenses issued	470	431	500	500	500

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4301 Amusements	\$ 7,650	\$ 8,260	\$ 7,800	\$ 7,800	\$ 8,000
4303 Cigarette	5,575	5,400	5,200	5,200	5,200
4306 Liquor	92,045	115,068	85,000	85,000	90,000
4307 Operators	55,794	74,095	45,000	45,000	68,000
4309 Miscellaneous	5,281	4,630	4,500	4,500	4,000
4313 Special Events	24,025	29,682	25,000	25,000	23,000
4316 Second Hand/Pawnbroker	2,384	2,145	1,000	1,000	1,650
4317 Commercial Solicitation	4,225	3,685	4,000	4,000	3,000
4318 Christmas Tree	450	405	400	400	400
4319 Street & Sidewalk Cement	90	-	-	-	-
4320 Taxi Cab/Limousine	1,710	1,560	1,500	1,500	1,200
4321 Taxi Driver	2,950	2,550	1,800	1,800	2,000
4322 Special "B" Beer License	723	730	600	600	650
4411 Alarm Permits	1,740	1,685	1,000	1,000	1,200
5010 Misc. Revenue - Nontax	4,540	5,080	5,000	5,000	5,000
Total Revenue	\$ 209,182	\$ 254,975	\$ 187,800	\$ 187,800	\$ 213,300
Expenses					
6101 Regular Salaries	\$ 40,484	\$ 39,573	\$ 41,891	\$ 41,891	\$ 42,765
6105 Overtime	1,705	289	600	600	-
6150 Fringes	23,487	25,238	24,379	24,379	25,731
6201 Training\Conferences	20	-	-	-	-
6301 Office Supplies	926	1,071	1,700	1,700	1,200
6316 Miscellaneous Supplies	378	-	-	-	-
6320 Printing & Reproduction	117	267	250	250	200
6429 Interfund Allocation	(70)	(55)	60	60	60
6599 Other Contracts / Obligations	10,000	2,196	-	-	2,000
Total Expense	\$ 77,047	\$ 68,579	\$ 68,880	\$ 68,880	\$ 71,956

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM MISSION

For the benefit of the community, in order to ensure effective democratic decision-making, to maintain all election data and to respond to information requests, we will administer elections as required.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website.
- * Utilize the City's website for voter outreach and education.
- * Provide effective training for all election inspectors.
- * Streamline polling place procedures and materials.
- * Effectively assist local candidates and maintain campaign finance reports.
- * Learn and implement new election equipment and related software.

Major Changes in Revenue, Expenditures or Programs:

The City of Appleton purchased new election equipment in 2018 that transmits results to Outagamie County via modems that are serviced by Verizon. Verizon will be discontinuing 3G service, therefore our modems on all equipment will need to be upgraded to utilize 4G. This is an additional cost of approximately \$8,000 in the Equipment Repairs and Maintenance account. The account also includes additional amounts for the maintenance agreements related to the new equipment.

Ballot printing costs have been significantly reduced with multiple jurisdictions using the same printer and ballot style.

Programming and coding costs are significantly lower with Outagamie County completing the programming versus the election equipment vendor.

In the 2018 budget, costs related to all staff for elections were included in the Regular Salaries account. In 2019, these costs have been segregated to include City staff in the Regular Salaries account and other individuals working during the elections in the Other Compensation account.

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce revenue and costs in the area of salaries, parking, supplies, printing and rent.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	13,637	3,857	2,600	2,600	3,000
# of voter registrations processed	11,740	284	4,000	4,000	200
# of absentee ballots issued	20,550	1,354	12,000	12,000	1,500
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	77,438	11,899	56,000	56,000	13,000
Avg. # of registered voters per election	45,100	35,827	42,000	42,000	39,000
# of elections administered	4 + recount	2+Nov. special	4	6	2
% of staff trained at each election	95%	96%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 320	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	72,605	23,634	58,000	58,000	1,000
Total Revenue	\$ 72,605	\$ 23,954	\$ 58,000	\$ 58,000	\$ 1,000
Expenses					
6101 Regular Salaries	\$ 157,608	\$ 81,060	\$ 149,694	\$ 149,694	\$ 46,650
6105 Overtime	1,895	271	973	973	3,683
6110 Other Compensation	-	-	-	-	37,298
6150 Fringes	28,900	13,777	15,541	15,541	15,187
6201 Training\Conferences	646	73	-	-	-
6202 Local Auto Expense	419	-	400	400	200
6206 Parking Permits	1,336	70	600	600	50
6301 Office Supplies	2,522	569	3,000	3,000	700
6316 Miscellaneous Supplies	1,197	239	1,000	1,000	1,000
6320 Printing & Reproduction	85,816	25,872	67,500	67,500	8,000
6412 Advertising	2,501	2,988	2,500	2,500	1,500
6418 Equip Repairs & Maint	10,726	7	11,200	11,200	22,000
6503 Rent	3,360	1,680	3,600	3,600	2,025
6599 Other Contracts/Obligations	-	209	30,000	30,000	2,500
Total Expense	\$ 296,926	\$ 126,815	\$ 286,008	\$ 286,008	\$ 140,793

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 2,000
Election ballots	5,500
Other supplies	500
Total	\$ 8,000

Other Contracts/Obligations

Ballot layout	\$ 1,500
Ballot coding memory cards for tabulators	1,000
Total	\$ 2,500

Equip Repairs & Maint

Upgrade modems	\$ 8,000
Maintenance agreements	14,000
Total	\$ 22,000

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to ensure mail, photocopy and package handling services to all City departments in the most timely and cost effective manner, we will provide prompt service and education to all users of our services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

- * Timely processing of photocopy requests, processing and sorting of mail.
- * Continue to collaborate with other departments to reduce mailing costs.
- * Maintain log of postage and UPS items.
- * Educate City departments on mail/copy service procedures.

Major Changes in Revenue, Expenditures or Programs:

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce the number of mailings and absentee ballots. In addition, the City is not anticipating any polling place change notices in 2019. The decrease in Postage/Freight account reflect these changes.

The increase in the Rent account relates to the rental of the folder/inserter machine.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	790,073	600,011	800,000	800,000	660,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure →				60
Work Process Outputs					
# of pieces of outgoing mail	133,031	109,243	140,000	140,000	110,000
# of packages handled	220	146	265	265	150

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 44,970	\$ 46,339	\$ 46,634	\$ 46,634	\$ 47,632
6105 Overtime	1,753	373	675	675	-
6150 Fringes	24,270	26,482	25,090	25,090	26,442
6301 Office Supplies	2,553	(528)	2,800	2,800	2,500
6303 Memberships & Licenses	-	20	-	-	-
6304 Postage\Freight	78,061	50,435	76,000	76,000	52,000
6316 Miscellaneous Supplies	8,182	6,546	8,000	8,000	6,800
6320 Printing & Reproduction	1,343	3,383	2,000	2,000	2,000
6327 Miscellaneous Equipment	2,839	2,000	550	550	-
6418 Equip Repairs & Maint	-	1,260	3,000	3,000	3,000
6429 Interfund Allocation	-	(3,353)	-	-	-
6503 Rent	9,338	16,666	16,200	16,200	17,500
Total Expense	<u>\$ 173,309</u>	<u>\$ 149,623</u>	<u>\$ 180,949</u>	<u>\$ 180,949</u>	<u>\$ 157,874</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,000
UPS	2,000
US Postal Service	41,000
	<u>\$ 52,000</u>

Rent

Color copier rental	\$ 5,200
Back copier rental	10,000
Front copier rental	2,300
Folder/insert machine rental	1,300
Additional copies	1,500
Charges to departments	(2,800)
	<u>\$ 17,500</u>