

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 30, 2022

Significant 2022 Events:

The Legal Services Department has been engaged in a number of matters through the first half of 2022. Below are some of the highlights for the first half of the year:

City Attorney's Office

- As of April 29, represented the City in traffic and ordinance related matters in 2022 including 1,875 scheduled initial court appearances, 59 scheduled jury and court trials and 767 scheduled pre-trials/jury trial conferences or motion hearings.
- Provided guidance and training to the newly-seated Council and completed a significant revision to the Alderperson Handbook.
- Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, land use, property damage, foreclosures, and small claims.
- Worked with the Department of Public Works on two eminent domain processes to acquire the necessary land for future roadway and a second raw water line (PLE).
- Provided ongoing assistance in various roles in support of the Library building project.
- Drafted or assisted in amending or creating a number of ordinances, including redistricting, parking, a stormwater ordinance rewrite and changes to the solid waste ordinances in Chapter 15.
- Legal Services represented the Complainant and separately advised the Safety and Licensing Committee in the revocation of a tavern's alcohol license.
- In the first six months of 2022, the Attorney's Office has processed over 250 new agreements/contracts. Processing a contract includes the preparation of the contract document, circulation for signatures, tracking, and distribution.

City Clerk's Office:

- Performed an operational analysis of electronic poll book equipment to detect necessary hardware upgrades/repairs
- Responded to a considerable number of extensive records requests related to elections.
- Restructured the filing system in the vault to make them more identifiable and accessible.
- Digitized files to increase accessibility of records and documents.
- Drafted and mailed letters to all properties affected by Redistricting.
- Worked with the Counties and State to make Ward and Aldermanic boundary adjustments to accommodate new legislative district changes as a result of a court ruling modifying the previously adopted districts.
- Implemented all redistricting changes through election plan modifications in WisVote.
- Revised the alcohol license demerit point tracking and notification process.

Areas of Primary Concentration for the remainder of 2022:

- We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.
- The City Attorney’s Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.
- We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.
- The City Clerk’s Office will administer 2 more elections, including a General Election with a voter turnout that is anticipated to be very high.
- The City Clerk’s Office will continue to process and send a significant number of absentee ballots for each upcoming election.
- The City Clerk’s Office will recruit and train additional election workers to administer the busy November Election.
- The City Clerk’s Office will continue streamlining and organizing all City records to enhance accessibility to City documents.

Budget Performance Summary

ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	% USED
14510	Administration	\$374,357	\$374,357	\$172,685	46.10%
14521	Litigation	\$178,901	\$178,901	\$122,903	68.70%
14530	Recordkeeping	\$90,381	\$90,381	\$50,914	56.30%
14540	Licensing	\$69,546	\$69,546	\$31,376	45.10%
14550	Elections	\$224,166	\$224,166	\$77,098	34.40%
14560	Mail/Copy Services	\$188,916	\$188,916	\$111,815	59.20%
	Revenue Total	\$0	\$0	\$0	0.00%
	Expense Total	\$1,126,267	\$1,126,267	\$566,794	50.30%
	Grand Total	\$1,126,267	\$1,126,267	\$566,794	50.30%

Legal Services - Attorney's Office

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, state, and federal orders all required hours of research, interpretation, and consultation with various City Departments. The City Attorney's Office provides advice and direction to City staff along with the Common Council.

All 2022 numbers are reflective through June 30th, 2022.

*The Agreements and Contracts chart is reflective of new agreements and contracts only. It does not include extensions, amendments, or task orders that fall under a master agreement.

Average Number of New Matters Opened Annually

982

Yearly total as of 6/30/22: 561

Average Number of Agreements and Contracts Created Annually

236

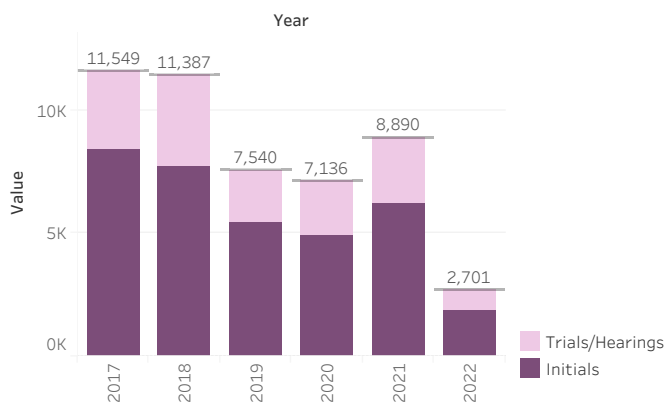
Yearly total as of 6/30/22: 258

Average Number of Ordinances Adopted or Published Annually

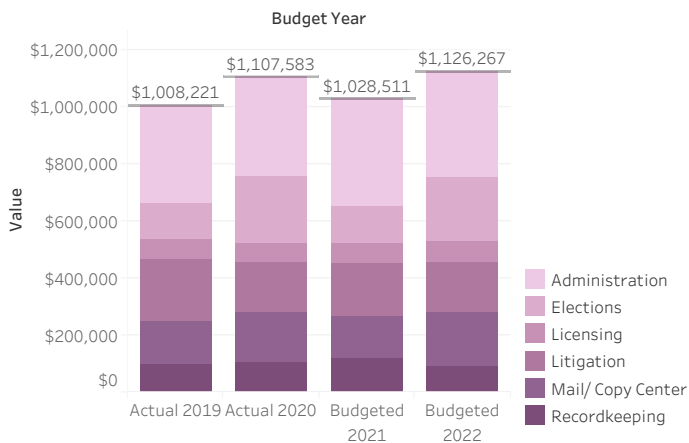
104

Yearly total as of 6/30/22: 44

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

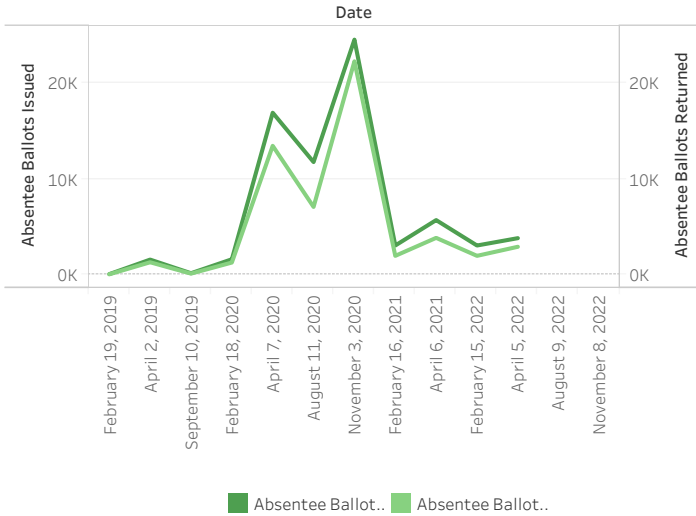


Legal Services - City Clerk

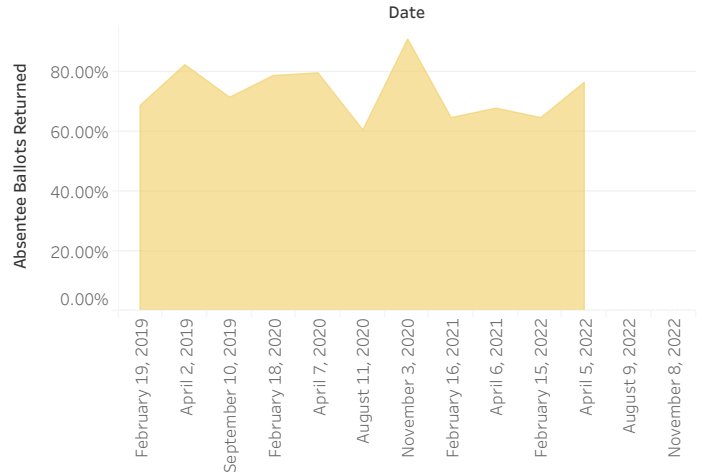
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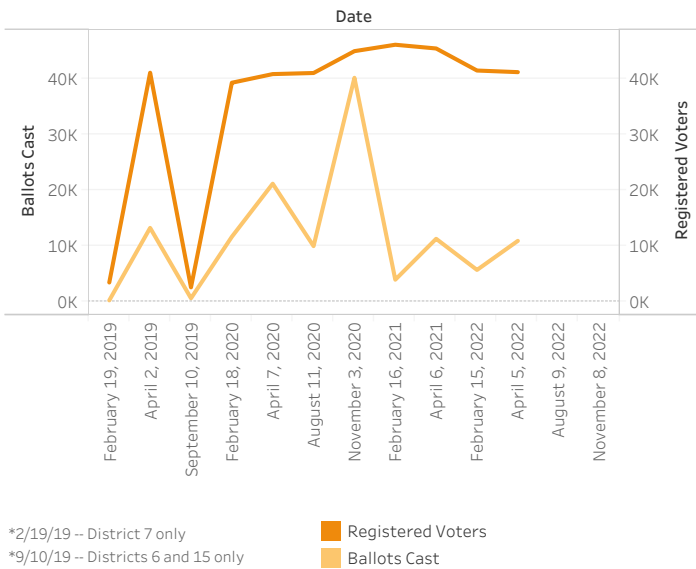
Absentee Ballots



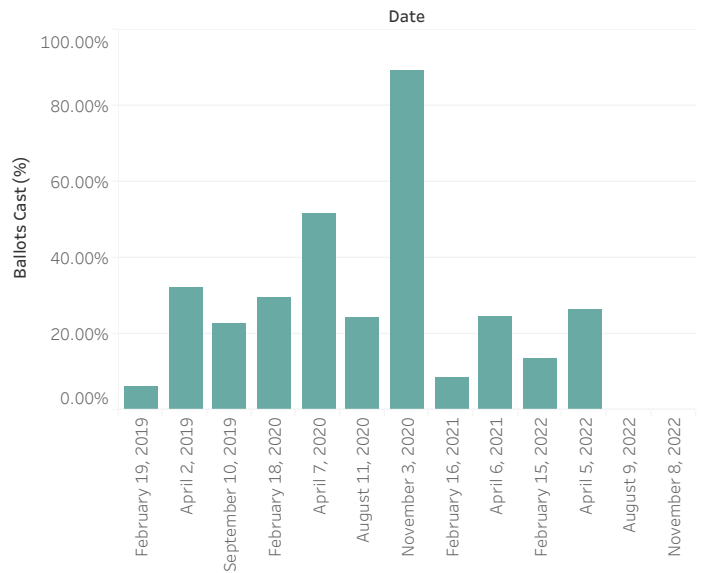
Percent of Absentee Ballots Returned



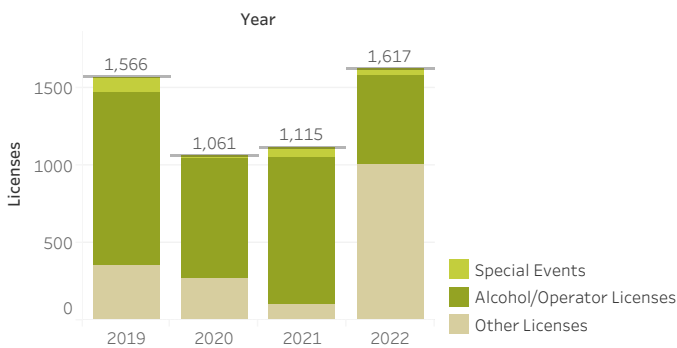
Ballots Cast and Registered Voters*



Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

