

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher Behrens

City Clerk: Vacant

CITY OF APPLETON 2016 BUDGET LEGAL SERVICES

MISSION STATEMENT

The mission of the office of Legal Services encompasses three general areas: (1) representing the City in civil and quasi-criminal proceedings; and (2) serving as legal advisor to the City, its agencies, officials and, in some instances, its employees. Most specifically, these missions include: prosecuting and defending claims and lawsuits for and against the City, its officials, and its employees according to law; prosecuting ordinance and traffic violations in Outagamie County Circuit Court; providing legal services to City-owned utilities; and in-house counsel for the Police Department; and (3) City Clerk responsibilities to maintain and provide accurate information, quality service and assistance to the public, elected officials and City departments relative to the functions of City government.

DISCUSSION OF SIGNIFICANT 2015 EVENTS

- * The Fox River clean up litigation reached a new stage in the process. The Consent Decree previously agreed to amongst several of the parties was submitted to the Federal Court for its review and approval and that agreement has been approved. The current stage of the process is the City is defending against a request by Apvion for contribution for sums they have paid for that clean up. We continue to work with outside counsel to defend the City's interest in that case.
- * We worked closely with the Library Director and outside counsel on preparation for and actual negotiations with property owners on the Library project.
- * We worked with the Department of Public Works and the Parks and Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. That is a long process and we are making progress on obtaining those facilities in the future.
- * The City Clerk's Office continued to streamline utilization of the Granicus meetings system, provided ongoing training opportunities for staff (agenda/minute creators) and monitored new features for purposes of efficiency and transparency.
- * The City Clerk's Office successfully conducted election recounts for two Aldermanic races following the spring election. A site change for a polling location also took place.
- * The City Clerk's Office steered a recruitment mailing to various entities to increase the quantity of Election Inspectors. New Inspector training will be provided in the fall.
- * With the addition of the voter Photo ID law, the election day manual will be completely revised, reprinted and distributed.
- * The City Clerk's Office is involved in the revision of the City website and adding information relevant to the public, including information relating to special events, public notices as well as absentee voting and election night results.
- * General Policy for Alcohol Licensing was modified in the Spring. Retail alcohol license fees were restructured to appropriately reflect each particular class. The process for license applications being recommended for denial was modified to become more efficient for the applicant, City staff and the Safety and Licensing Committee members.
- * The Board of Review proceeding was completed in May.
- * Some of the City Clerk's staff participated in continued education for Municipal Clerk Certification through UW-Green Bay Extension.
- * 186 renewals were completed for retail licenses - there are beer/liquor licenses available for application, thus a waiting list is not in effect at this time.
- * A 4-year purge took place for voter registration.
- * The City Attorney's Office staff represented the City in traffic and ordinance related matters in 2014 including 7,275 scheduled initial court appearances, 154 scheduled jury and court trials and 3,237 scheduled pre-trials/jury trial conferences or motion hearings. Through June 6, 2015, staff has represented the City in 2,763 scheduled initial court appearances, 55 scheduled jury and court trials and 1,647 scheduled pre-trials/jury trial conferences or motion hearings.
- * The City Attorney's Office 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.
- * The City Attorney's Office is actively engaged in other litigation including the defense in a variety of lawsuits. The City Attorney's Office also initiated a lawsuit in an effort to recover medical expenses paid on behalf of an injured employee.
- * The City Attorney's Office also continues to work with outside counsel on a Worker's Compensation claim for retraining benefits.
- * Staff worked closely with the department of Parks, Recreation and Facilities Management with regard to concluding the long-standing contract with the operator of the City's golf course and assisted with the transition to the golf course being managed by City staff including reviewing various new contracts with vendors, etc.
- * Staff continues to work with the Finance and Utilities departments on customer issues such as theft of water and collection.
- * Staff worked closely with various departments regarding employee discipline and discharge matters.
- * City Attorney's Office staff provided training regarding HIPAA and FLSA issues.
- * In 2015 the City participated in and resolved a claim by Relyco construction company for increased payment as a result of unforeseen conditions at Reid Golf Course. The mediation addressed the soil conditions anticipated and what was actually determined. After a half day of mediation, the City reached an agreement that was satisfactory to all parties. This mediation was handled in-house.
- * The City Attorney's Office worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.
- * We have begun working with the Department of Public Works Engineering Division concerning a rewrite and update of the stormwater ordinances. This is being done in three phases and we hope to have the phases completed by the end of the year.
- * The City Attorney's Office participated with the Assessor's Office in mediation regarding tax claims by Walgreens and Kentucky Fried Chicken here in the city of Appleton. These claims involved issues of state-wide concern and we were able to successfully mediate an agreement.
- * The City Attorney's Office worked with the Department of Public Works to obtain an access agreement for the Cherrysvale Development area. This was an intermunicipal agreement which required numerous iterations with the Village of Little Chute to meet the needs of both communities. This effort was brought to a successful conclusion.
- * Staff in the City Attorney's Office is working with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project. We anticipate this project going the balance of this year and into next year dealing with just land acquisition.
- * This office worked with outside counsel concerning a claim filed by Sunflower Spa as a result of watermain break. The case was filed in Federal Court and the City filed a motion for summary judgement. The motion was granted and the claim was dismissed. No claim was filed in State Court.
- * The City has filed a claim against the Village of Harrison and Town of Harrison over the attempted annexation of property in the City's growth area. The case has just begun and we anticipate there being significant activity over the next several months.

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

MAJOR 2016 OBJECTIVES

- * We will work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for the Richmond Street/CTH OO roundabout project are completed.
- * We will work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * We will continue to work with outside counsel to bring the negotiated settlement and Consent Decree to a successful conclusion. We will continue working with insurance counsel to make sure as much of the remaining invoices for the Fox River are appropriately paid to the City.
- * We will continue to work with outside counsel as appropriate, for the excessive assessments lawsuits currently pending.
- * 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.
- * We will 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.
- * We will continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * We will 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 15 days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Effectively conduct four regular-scheduled elections – Spring Primary in February, Spring Election in April, Fall Primary in August and the Presidential Election in November. Election Inspector volunteers will assist with in-person voting two weeks prior to the November Election and prepare absentee ballots.
- * Provide training to all staff assisting to enter voter registration – State's effort to modernize Statewide Voter Registration System (SVRS).
- * Continue to identify training and education opportunities for staff as it relates to Clerk's office duties.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 279,589	\$ 298,601	\$ 269,150	\$ 269,150	\$ 291,240	8.21%
Program Expenses							
14510	Administration	336,608	291,563	316,229	324,349	330,085	4.38%
14521	Litigation	244,050	399,957	254,675	256,339	242,143	-4.92%
11020	Recordkeeping	73,459	104,267	100,479	101,602	107,635	7.12%
11030	Licensing	68,384	59,237	61,586	62,252	64,830	5.27%
11040	Elections	171,460	300,390	185,922	186,733	333,478	79.36%
11050	Mail / Copy Center	150,276	164,112	164,815	165,917	193,030	17.12%
TOTAL		\$ 1,044,237	\$ 1,319,526	\$ 1,083,706	\$ 1,097,192	\$ 1,271,201	17.30%
Expenses Comprised Of:							
	Personnel	785,605	779,893	790,195	798,681	851,164	7.72%
	Administrative Expense	124,981	129,231	132,501	137,501	161,427	21.83%
	Supplies & Materials	52,785	122,367	62,500	62,500	112,200	79.52%
	Purchased Services	66,975	269,600	83,640	83,640	131,940	57.75%
	Utilities	751	755	1,070	1,070	1,070	0.00%
	Repair & Maintenance	13,140	17,680	13,800	13,800	13,400	-2.90%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs" and #6: "Continuously improve efficiency and effectiveness of City services."

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 and 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:

A year that includes a presidential preference and presidential election will inevitably have increased costs, especially as voters are being educated on the new photo ID law. Additionally, increasing the pool of election inspectors will also increase election day training. State efforts to modernize SVRS will require additional staff training.

The Real Estate business unit has been combined with this business unit since the costs associated are more administrative related.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
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 performances to proceed					
# of performances 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	70	40	80	70	75
Work Process Outputs					
Written opinions issued	10	7	<20	<20	<20
Ordinances reviewed	99	104	100	100	104
Staff training - hours of training	242	193.5	160	185	120
# of real estate transactions	19	15	10	10	13

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 482	\$ -	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	287	-	2,000	2,000	200
5085 Cash Short or Over	(11)	-	-	-	-
Total Revenue	<u>\$ 758</u>	<u>\$ -</u>	<u>\$ 2,200</u>	<u>\$ 2,200</u>	<u>\$ 400</u>
Expenses					
6101 Regular Salaries	\$ 232,347	\$ 207,451	\$ 218,167	\$ 221,287	\$ 228,552
6105 Overtime	5	125	-	-	-
6108 Part Time	3,105	-	-	-	-
6150 Fringes	76,246	57,518	71,234	71,234	73,255
6201 Training\Conferences	8,486	8,536	9,000	14,000	9,500
6206 Parking Permits	2,730	2,559	3,158	3,158	3,158
6301 Office Supplies	899	398	950	950	950
6302 Subscriptions	7,127	6,879	7,500	7,500	8,000
6303 Memberships & Licenses	2,222	2,687	2,200	2,200	3,200
6320 Printing & Reproduction	2,528	1,656	2,750	2,750	2,200
6404 Consulting	-	2,875	-	-	-
6413 Utilities	751	755	1,070	1,070	1,070
6418 Equip Repairs & Maint	162	124	200	200	200
Total Expense	<u>\$ 336,608</u>	<u>\$ 291,563</u>	<u>\$ 316,229</u>	<u>\$ 324,349</u>	<u>\$ 330,085</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly" and # 6: "Continuously improve efficiency and effectiveness of City services."

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 processes 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:

The legal fees account is used for payment of outside counsel for the CVS litigation and for the recording of documents. Recording fees include such things as deeds and documents generated by land acquisition for street purposes. In 2014, a significant expense occurred in this account due to the Court Trial in the CVS tax appeal case. There was a 5 day trial with multiple witnesses and outside counsel expenses. This year we anticipate less expense as the case is being prepared for appeal and the major expense of the trial has been completed.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	72	66	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$11,203	\$39,977	<\$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	0	0	0	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	67%	78%	100%	90%	100%
Dispute avoidance					
# of suits filed against City	7	9	0	13	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).

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 151,221	\$ 118,122	\$ 144,067	\$ 145,731	\$ 137,460
6150 Fringes	45,111	34,501	47,565	47,565	36,793
6301 Office Supplies	-	222	-	-	-
6402 Legal Fees	27,454	127,625	40,000	40,000	50,000
6404 Consulting Services	7,221	107,303	10,000	10,000	10,000
6625 Disability Payments	13,043	12,184	13,043	13,043	7,890
Total Expense	<u>\$ 244,050</u>	<u>\$ 399,957</u>	<u>\$ 254,675</u>	<u>\$ 256,339</u>	<u>\$ 242,143</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Legal Fees

Outside counsel (CVS)	\$ 40,000
Recording/filing fees	10,000
	<u>\$ 50,000</u>

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Effectively respond to all document requests and public inquiries
- * Timely organization of City meeting information for City officials, staff and public
- * Accurately coordinate and maintain pertinent information on the City Clerk web pages
- * Appropriately organize and retain City records as required by State law
- * Continue to reduce printing expenses through utilization of the Granicus system and City website
- * Continue coordination of electronic records through the utilization of Metafile system
- * Monitor Granicus options for improved utilization

Major Changes in Revenue, Expenditures or Programs:

Printing costs for the official City directory was moved into this budget from the Mail/Copy Services budget.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Retrieval of information					
% same day responses	98%	95%	95%	95%	95%
1 week retrieval for detailed requests	2%	5%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,575	261	1,500	1,000	500
# of requests for information	217	208	300	250	250
# of publication notices	214	184	400	250	300
# of ordinances adopted/amended	101	77	175	150	200

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 27,354	\$ 42,652	\$ 42,203	\$ 43,326	\$ 43,950
6105 Overtime	108	3,804	-	-	600
6150 Fringes	10,163	21,189	22,036	22,036	22,585
6301 Office Supplies	2,155	769	1,500	1,500	1,500
6320 Printing & Reproduction	1,380	2,617	2,600	2,600	2,600
6402 Legal Fees	150	-	800	800	600
6408 Contractor Fees	1,238	200	1,340	1,340	800
6412 Advertising	30,911	33,036	30,000	30,000	35,000
Total Expense	<u>\$ 73,459</u>	<u>\$ 104,267</u>	<u>\$ 100,479</u>	<u>\$ 101,602</u>	<u>\$ 107,635</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 35,000

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, 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: "Determine City-wide priorities and budget accordingly", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Efficiently service license inquiries, issues and applicants
- * Continue to provide prompt turnaround time from initial application
- * Accurately maintain data files
- * Reduce costs of licensing process - post renewal information at retail establishments; accept operator license renewal by mail (in-person photo at initial application)
- * Cooperative effort with IT to explore software options for licensing program

Major Changes in Revenue, Expenditures or Programs:

The increase in office supplies is for additional ID badges for Valley Transit and Police Department volunteers

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	100%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	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	250	215	225	220	225
# of operator licenses issued	1,846	615	1,800	1,200	1,200
# of general licenses issued	453	368	500	500	500

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4301 Amusements	\$ 8,340	\$ 7,940	\$ 8,000	\$ 8,000	\$ 7,800
4303 Cigarette	5,800	5,395	5,500	5,500	5,600
4306 Liquor	84,382	114,424	80,000	80,000	79,900
4307 Operators	97,559	46,256	94,500	94,500	80,000
4309 Sundry	5,035	5,430	4,800	4,800	4,400
4313 Special Events	21,250	20,550	17,000	17,000	20,000
4316 Second Hand/Pawnbroker	2,887	2,130	2,000	2,000	1,000
4317 Commercial Solicitation	7,200	4,055	10,000	10,000	4,300
4318 Christmas Tree	405	405	450	450	400
4320 Taxi Cab/Limousine	1,800	2,622	1,500	1,500	1,300
4321 Taxi Driver	5,050	3,980	4,200	4,200	2,000
4322 Special "B" Beer License	870	820	1,000	1,000	500
4411 Sundry Permits	1,940	1,920	2,000	2,000	1,640
5010 Misc. Revenue - Nontax	6,500	6,080	6,000	6,000	6,000
Total Revenue	\$ 249,018	\$ 222,007	\$ 236,950	\$ 236,950	\$ 214,840
Expenses					
6101 Regular Salaries	\$ 43,420	\$ 37,074	\$ 37,336	\$ 38,002	\$ 38,896
6105 Overtime	1,519	1,260	375	375	375
6150 Fringes	21,396	20,213	21,375	21,375	21,819
6301 Office Supplies	1,839	690	2,500	2,500	3,200
6320 Printing & Reproduction	210	-	-	-	600
6429 Interfund Allocation	-	-	-	-	(60)
Total Expense	\$ 68,384	\$ 59,237	\$ 61,586	\$ 62,252	\$ 64,830

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 2, "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", # 3: "Develop and implement effective communication strategies", # 4: "Develop our human resources to meet changing needs", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Assist in continued education of voter Photo ID law
- * Notify voters of change of polling place location
- * Ensure sufficient quantity of ballots for Spring and Fall elections
- * Utilize the City website to post election night results
- * Provide effective training for all Election Inspectors
- * Arrange staff training for new modernized SVRS
- * Advocate for state certification of electronic poll books for election day - future reduction of costs
- * Effectively assist local candidates and maintain campaign finance reports

Major Changes in Revenue, Expenditures or Programs:

The City will conduct four regular-scheduled elections with new photo ID laws and newly appointed election inspectors, resulting in increased revenues and expenditures. This budget also includes an increase in the daily rate for Special Elections Deputies to the same daily rate as the Election Day Inspectors (\$128, from \$116).

Misc. Intergovernmental Revenues

Additional revenue for conducting 4 elections includes charge back for ballots and legal notices

Printing & Reproduction (outside printer)

Election material estimated \$7,000 (Photo ID law calls for replacing envelope stock, various election day material)
Election ballots estimated \$75,000 (Increased voter registration, 4 elections, Presidential year ~ 88% turnout in 2012)

Office Supplies

Additional general election materials, new training manuals, election day manuals, and photo ID law materials

Other Contracts/Obligations

Ballot layout estimated \$8,000 (average \$2,000 per election)
Ballot coding memory cards for tabulators estimated \$24,000 (prior year recorded in printing & reproduction expense)

In 2015, the City Clerk's Office conducted 2 recounts in addition to the 2 elections.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	4,073	6,164	6,000	6,000	6,000
# of voters purged (biannual)	3,587	0	3,000	3,000	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	12,903	47,660	13,000	8,620	90,000
Avg. # of registered voters per election	44,500	41,000	42,000	44,654	45,000
# of elections administered	4	4	2	2	4
% of staff trained at each election	98%	98%	100%	98%	100%

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4908 Misc. Intergov. Charges	\$ 29,813	\$ 76,594	\$ 30,000	\$ 30,000	\$ 76,000
Total Revenue	<u>\$ 29,813</u>	<u>\$ 76,594</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 76,000</u>
Expenses					
6101 Regular Salaries	\$ 88,478	\$ 139,678	\$ 96,348	\$ 97,159	\$ 151,891
6105 Overtime	1,123	2,222	1,872	1,872	2,987
6108 Part Time	-	4,396	-	-	-
6150 Fringes	23,032	26,079	23,902	23,902	26,100
6201 Training\Conferences	-	-	-	-	400
6202 Local Auto Expense	-	54	100	100	600
6206 Parking Permits	117	658	150	150	300
6301 Office Supplies	4,544	1,736	5,000	5,000	13,500
6316 Miscellaneous Supplies	-	2,466	2,000	2,000	5,000
6320 Printing & Reproduction	41,701	101,740	42,000	42,000	82,000
6328 Signs	-	-	250	250	500
6412 Advertising	-	3,161	1,500	1,500	3,600
6418 Equip Repairs & Maint	10,665	10,665	11,000	11,000	11,000
6503 Rent	1,800	3,360	1,800	1,800	3,600
6599 Other Contracts/Obligations	-	4,175	-	-	32,000
Total Expense	<u>\$ 171,460</u>	<u>\$ 300,390</u>	<u>\$ 185,922</u>	<u>\$ 186,733</u>	<u>\$ 333,478</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 7,000
Election ballots	75,000
	<u>\$ 82,000</u>

Other Contracts/Obligations

Ballot layout	\$ 8,000
Ballot coding memory cards for tabulators	24,000
	<u>\$ 32,000</u>

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to insure 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: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

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:

Replacement of the folder/insert machine. The maintenance agreement for the current machine is up in 2016. The current machine is no longer working at optimal levels. A smaller machine will be purchased based on the requirements of the general fund departments. The equipment repairs and maintenance account will decrease due to the cost of a less expensive maintenance agreement on a smaller folder/insert machine.

Postage and freight expense is increasing due to notification of a change of polling place for four wards; increased volume of absentees ballot requests; additional mailings for required photo ID information.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	1%	0%	1%	1%	1%
# of copies made in mail center	808,354	887,812	1,000,000	900,000	1,000,000
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	6	0	10	5	5
Work Process Outputs					
# of pieces of outgoing mail	146,545	142,658	155,000	155,000	160,000
# of packages handled	366	337	400	400	400

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 40,040	\$ 41,459	\$ 41,371	\$ 42,473	\$ 43,098
6105 Overtime	600	1,295	375	375	375
6150 Fringes	20,337	20,855	21,969	21,969	22,428
6301 Office Supplies	2,587	200	1,600	1,600	1,600
6304 Postage\Freight	64,320	68,393	72,000	72,000	85,000
6316 Miscellaneous Supplies	6,024	11,379	9,000	9,000	12,500
6320 Printing & Reproduction	942	2,510	3,900	3,900	3,900
6327 Miscellaneous Equipment	-	-	-	-	2,900
6418 Equip Repairs & Maint	2,313	6,890	2,600	2,600	2,200
6503 Rent	13,113	11,131	12,000	12,000	19,029
Total Expense	\$ 150,276	\$ 164,112	\$ 164,815	\$ 165,917	\$ 193,030

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,500
UPS	3,500
US Postal Service	72,000
	<u>\$ 85,000</u>

Rent

Color copier rental	\$ 4,960
Back copier rental	9,380
Front copier rental	2,203
Additional copies	5,457
Mail machine rental	6,029
Charges to departments	(9,000)
	<u>\$ 19,029</u>