

CITY OF APPLETON 2018 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2018 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 2017 EVENTS

City Attorney's Office:

- * The Fox River clean up litigation was completed. We have worked with outside counsel to finalize the payment of costs.
- * Worked with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. We worked to complete the process and get the final agreement signed.
- * Represented the City in traffic and ordinance related matters in 2016 including 6,798 scheduled initial court appearances, 107 scheduled jury and court trials and 3,336 scheduled pre-trials/jury trial conferences or motion hearings. Through June 3, 2017, staff has represented the City in 3,455 scheduled initial court appearances, 68 scheduled jury and court trials and 1,491 scheduled pre-trials/jury trial conferences or motion hearings.
- * 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 other litigation including the defense in a variety of lawsuits. Staff resolved a number of matters through mediation or dispositive motions.
- * Continued to work with outside counsel on a worker's compensation and duty disability claim.
- * Assisted the Parks, Recreation and Facilities Management Department with a resolution of a performance bond claim.
- * Continued to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- * Continued to work with the Finance and Utilities Departments on customer issues such as theft of water and collection as well as assisting with the development of an excessive water usage monitoring policy and modifications to the Water Leak Policy.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPPA issues.
- * Worked with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Oneida Street reconstruction.
- * Filed suit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement.
- * Worked with the Department of Public Works to amend the RoW ordinance and address relocation invoices submitted by utilities.
- * Began integration of an electronic file management system.

City Clerk's Office:

- * Successfully conducted two elections.
- * Found significant cost savings in ballot printing through the use of another State certified vendor.
- * Continued training on the State WisVote voter/election administration system.
- * Worked to find two new polling locations for 2018.
- * Worked with Outagamie County on election procurement for new voting machines.
- * Provided education and training to election workers on new voting equipment.
- * At the time of liquor license renewals, 211 beer/liquor licenses were issued.
- * Revised the Liquor License Policy to include statutory changes and clarify portions of the policy.
- * Attended various training including Municipal Clerk's Institute, liquor licensing updates, WisVote webinars and classes at the Wisconsin Municipal Clerk's Association Annual Conference.
- * Worked with the special events staff committee and applicants in administration of the new Special Events Policy.
- * Attended Department of Revenue approved Board of Review Training.
- * The Board of Review proceedings were completed on June 1st.

CITY OF APPLETON 2018 BUDGET LEGAL SERVICES

MAJOR 2018 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for the Oneida Street construction project 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 PRFMD on additional trail acquisitions.
- * Effectively conduct four regularly scheduled elections including the November general election for Governor.
- * Learn the State's new online voter registration system and work to make voters aware of the new online registration option.
- * Continue to examine how to advance election processes through new devices and software.
- * Continue to evaluate and improve the administration of licenses and permits.
- * Work with Department of Public Works for the development of the Leona Street stormwater pond.
- * Work with other City departments for a successful exhibition center construction process.
- * Work with Finance to learn and utilize new system for cash receipting/accounting.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 252,152	\$ 281,896	\$ 259,200	\$ 259,200	\$ 246,100	-5.05%
Program Expenses							
14510	Administration	256,959	280,133	326,318	328,119	335,580	2.84%
14521	Litigation	329,166	260,956	257,860	290,999	208,559	-19.12%
11020	Recordkeeping	73,904	90,707	104,924	105,765	110,136	4.97%
11030	Licensing	73,731	77,047	66,471	66,948	68,880	3.62%
11040	Elections	134,496	296,926	194,520	194,520	286,008	47.03%
11050	Mail / Copy Center	160,379	173,309	179,715	184,506	180,949	0.69%
TOTAL		\$ 1,028,635	\$ 1,179,078	\$ 1,129,808	\$ 1,170,857	\$ 1,190,112	5.34%
Expenses Comprised Of:							
Personnel		705,772	862,938	798,902	805,951	868,312	8.69%
Administrative Expense		126,987	143,073	141,391	141,391	140,740	-0.46%
Supplies & Materials		35,471	103,609	48,900	52,900	82,900	69.53%
Purchased Services		145,837	57,736	125,315	155,315	82,860	-33.88%
Utilities		756	761	900	900	900	0.00%
Repair & Maintenance		13,812	10,961	14,400	14,400	14,400	0.00%
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 2018 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</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 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	26	42	26	42	30
Work Process Outputs					
Written opinions issued	3	7	3	3	5
Ordinances reviewed	106	104	106	106	100
Staff training - hours of training	56	74	56	56	70
# of real estate transactions	21	91	21	21	20

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 50	\$ -	\$ 100	\$ 100	\$ 100
4802 Charges for Serv. - Tax	177	78	200	200	200
5035 Other Reimbursements	-	31	-	-	-
5085 Cash Short or Over	(7)	-	-	-	-
Total Revenue	\$ 220	\$ 109	\$ 300	\$ 300	\$ 300
Expenses					
6101 Regular Salaries	\$ 175,754	\$ 198,202	\$ 232,117	\$ 233,685	\$ 238,275
6105 Overtime	883	(10)	-	-	-
6150 Fringes	52,371	55,520	63,643	63,876	66,955
6201 Training\Conferences	10,844	9,468	11,000	11,000	12,000
6206 Parking Permits	2,667	2,754	3,158	3,158	3,250
6301 Office Supplies	1,723	1,199	800	800	800
6302 Subscriptions	7,101	7,158	9,000	9,000	7,500
6303 Memberships & Licenses	3,363	3,496	4,000	4,000	4,200
6320 Printing & Reproduction	1,341	1,300	1,500	1,500	1,500
6404 Consulting	-	50	-	-	-
6413 Utilities	756	761	900	900	900
6418 Equip Repairs & Maint	156	235	200	200	200
Total Expense	\$ 256,959	\$ 280,133	\$ 326,318	\$ 328,119	\$ 335,580

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 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 opportunity 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:

With the conclusion of the most recent excessive assessment litigation in 2017, legal fee expenses have been reduced \$50,000 for 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	66	63	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$19,644	\$56,160	<\$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	1	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	78%	100%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	12	5	0	4	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 2018 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 169,409	\$ 175,651	\$ 141,585	\$ 144,318	\$ 131,136
6150 Fringes	45,536	49,887	38,385	38,791	49,533
6402 Legal Fees	96,890	14,197	60,000	90,000	10,000
6404 Consulting Services	9,441	13,331	10,000	10,000	10,000
6625 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 329,166</u>	<u>\$ 260,956</u>	<u>\$ 257,860</u>	<u>\$ 290,999</u>	<u>\$ 208,559</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	95%	93%	95%	95%	95%
1 week retrieval for detailed requests	5%	7%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	480	960	1,200	1,200	950
# of requests for information	78	133	200	175	150
# of publication notices	498	225	500	250	265
# of ordinances adopted/amended	106	104	165	100	100

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 25,228	\$ 42,571	\$ 47,840	\$ 48,572	\$ 49,462
6105 Overtime	336	2,515	600	600	1,800
6150 Fringes	11,538	13,529	14,359	14,468	25,674
6201 Training\Conferences	-	515	-	-	-
6301 Office Supplies	434	1,349	850	850	800
6303 Memberships & Licenses	-	65	-	-	-
6316 Miscellaneous Supplies	-	149	-	-	100
6320 Printing & Reproduction	-	2,287	2,500	2,500	2,000
6402 Legal Fees	150	30	400	400	100
6408 Contractor Fees	150	125	375	375	200
6412 Advertising	36,068	27,572	38,000	38,000	30,000
Total Expense	<u>\$ 73,904</u>	<u>\$ 90,707</u>	<u>\$ 104,924</u>	<u>\$ 105,765</u>	<u>\$ 110,136</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Advertising</u>	
Required legal publications	<u>\$ 30,000</u>

**CITY OF APPLETON 2018 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: "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 decrease in Operators licensing relates to the timing of issuing two-year licenses. Even years, such as 2018, have about half the renewals as odd years.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	90%	100%	95%	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	222	211	205	212	213
# of operator licenses issued	1,159	782	1,200	1,200	600
# of general licenses issued	556	470	600	500	500

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4301 Amusements	\$ 8,080	\$ 7,650	\$ 7,500	\$ 7,500	\$ 7,800
4303 Cigarette	5,700	5,575	5,700	5,700	5,200
4306 Liquor	83,942	92,045	92,000	92,000	85,000
4307 Operators	85,374	55,794	80,000	80,000	45,000
4309 Miscellaneous	5,322	5,281	4,800	4,800	4,500
4313 Special Events	21,464	24,025	20,000	20,000	25,000
4316 Second Hand/Pawnbroker	2,280	2,384	1,200	1,200	1,000
4317 Commercial Solicitation	4,955	4,225	4,200	4,200	4,000
4318 Christmas Tree	405	450	400	400	400
4319 Street & Sidewalk Cement	-	90	-	-	-
4320 Taxi Cab/Limousine	1,690	1,710	1,000	1,000	1,500
4321 Taxi Driver	4,000	2,950	2,000	2,000	1,800
4322 Special "B" Beer License	865	723	600	600	600
4411 Alarm Permits	2,095	1,740	1,500	1,500	1,000
5010 Misc. Revenue - Nontax	6,027	4,540	6,000	6,000	5,000
Total Revenue	<u>\$ 232,199</u>	<u>\$ 209,182</u>	<u>\$ 226,900</u>	<u>\$ 226,900</u>	<u>\$ 187,800</u>
Expenses					
6101 Regular Salaries	\$ 39,379	\$ 40,484	\$ 40,664	\$ 41,079	\$ 41,891
6105 Overtime	295	1,705	375	375	600
6150 Fringes	21,254	23,487	22,692	22,754	24,379
6201 Training\Conferences	-	20	-	-	-
6301 Office Supplies	2,011	926	2,800	2,800	1,700
6316 Miscellaneous Supplies	-	378	-	-	-
6320 Printing & Reproduction	-	117	-	-	250
6429 Interfund Allocation	(430)	(70)	(60)	(60)	60
6599 Other Contracts / Obligations	11,222	10,000	-	-	-
Total Expense	<u>\$ 73,731</u>	<u>\$ 77,047</u>	<u>\$ 66,471</u>	<u>\$ 66,948</u>	<u>\$ 68,880</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 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 will be purchasing new election equipment in 2018 from Outagamie County who will provide for a cost-share of the equipment. The equipment will allow for the transmission of election night results electronically to the County.

There are four anticipated elections in 2018 versus 2 elections in 2017 including a general election for the office of Governor in the fall which will draw significant turnout. The additional elections adds costs in the areas of salaries, printing and equipment.

The performance indicator number of voter status changes below has replaced # of add, deletes, changes to better reflect updates to the election database and separate this number from voter registrations.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	2,775	13,637	2,250	2,250	2,600
# of voter registrations processed	378	11,740	400	400	4,000
# of absentee ballots issued	945	20,550	1,050	1,438	12,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	8,620	77,438	9,680	9,680	56,000
Avg. # of registered voters per election	41,900	45,100	43,000	43,000	42,000
# of elections administered	2	4 + recount	2	2	4
% of staff trained at each election	98%	95%	100%	98%	100%

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4908 Misc. Intergov. Charges	\$ 19,733	\$ 72,605	\$ 32,000	\$ 32,000	\$ 58,000
Total Revenue	\$ 19,733	\$ 72,605	\$ 32,000	\$ 32,000	\$ 58,000
Expenses					
6101 Regular Salaries	\$ 73,514	\$ 157,608	\$ 100,423	\$ 100,423	\$ 149,694
6105 Overtime	778	1,895	1,976	1,976	973
6150 Fringes	23,791	28,900	25,471	25,471	15,541
6201 Training\Conferences	-	646	400	400	-
6202 Local Auto Expense	211	419	400	400	400
6206 Parking Permits	57	1,336	100	100	600
6301 Office Supplies	422	2,522	650	650	3,000
6316 Miscellaneous Supplies	621	1,197	500	500	1,000
6320 Printing & Reproduction	21,837	85,816	35,000	35,000	67,500
6412 Advertising	1,454	2,501	1,600	1,600	2,500
6418 Equip Repairs & Maint	10,861	10,726	11,200	11,200	11,200
6503 Rent	900	3,360	1,800	1,800	3,600
6599 Other Contracts/Obligations	50	-	15,000	15,000	30,000
Total Expense	\$ 134,496	\$ 296,926	\$ 194,520	\$ 194,520	\$ 286,008

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Printing & Reproduction</u>	
Election material	\$ 7,000
Election ballots	58,000
Other supplies	2,500
	\$ 67,500
<u>Other Contracts/Obligations</u>	
Ballot layout	\$ 10,000
Ballot coding memory cards for tabulators	20,000
	\$ 30,000

CITY OF APPLETON 2018 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: "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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	682,072	790,073	925,000	925,000	800,000
Work Process Outputs					
# of pieces of outgoing mail	144,429	133,031	135,000	135,000	140,000
# of packages handled	298	220	375	375	265

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 43,737	\$ 44,970	\$ 45,053	\$ 45,742	\$ 46,634
6105 Overtime	205	1,753	375	375	675
6150 Fringes	21,764	24,270	23,344	23,446	25,090
6301 Office Supplies	4,655	2,553	6,000	6,000	2,800
6304 Postage\Freight	71,273	78,061	79,000	79,000	76,000
6316 Miscellaneous Supplies	5,291	8,182	5,600	5,600	8,000
6320 Printing & Reproduction	6,381	1,343	3,800	3,800	2,000
6327 Miscellaneous Equipment	-	2,839	-	4,000	550
6418 Equip Repairs & Maint	2,796	-	3,000	3,000	3,000
6503 Rent	4,277	9,338	13,543	13,543	16,200
Total Expense	<u>\$ 160,379</u>	<u>\$ 173,309</u>	<u>\$ 179,715</u>	<u>\$ 184,506</u>	<u>\$ 180,949</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 11,000
UPS	3,000
US Postal Service	62,000
	<u>\$ 76,000</u>

Rent

Color copier rental	\$ 4,975
Back copier rental	9,700
Front copier rental	2,225
Additional copies	2,000
Charges to departments	(2,700)
	<u>\$ 16,200</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	320	0	0	0	0
Licenses	224,077	202,902	200,285	219,400	219,400	181,800	181,800
Permits	2,095	1,740	265	1,500	1,500	1,000	1,000
Charges for Services	242	78	140	300	300	300	300
Intergov. Charges for Service	19,718	72,605	23,634	32,000	32,000	58,000	58,000
Other Revenues	6,020	4,571	4,964	6,000	6,000	5,000	5,000
TOTAL REVENUES	252,152	281,896	229,608	259,200	259,200	246,100	246,100
EXPENSES BY LINE ITEM							
Regular Salaries	464,350	500,177	346,527	560,870	567,007	0	557,799
Overtime	2,497	7,859	1,601	3,326	3,326	4,275	4,048
Other Compensation	22,204	104,004	43,648	46,812	46,812	0	99,293
Shift Differential	6	30	12	0	0	0	0
Sick Pay	189	11,634	146	0	0	0	0
Vacation Pay	40,271	43,642	33,164	0	0	0	0
Fringes	176,255	195,592	129,400	187,894	188,806	0	207,172
Salaries & Fringe Benefits	705,772	862,938	554,498	798,902	805,951	4,275	868,312
Training & Conferences	10,844	10,649	9,733	11,400	11,400	12,000	12,000
Local Auto Expense	211	419	0	400	400	400	400
Parking Permits	2,724	4,090	3,205	3,258	3,258	3,850	3,850
Office Supplies	9,245	8,547	1,830	11,100	11,100	9,100	9,100
Subscriptions	7,101	7,158	5,308	9,000	9,000	9,100	7,500
Memberships & Licenses	3,363	3,561	2,315	4,000	4,000	4,200	4,200
Postage & Freight	71,273	78,061	26,268	79,000	79,000	76,000	76,000
Rent	14,336	12,698	12,980	15,343	15,343	19,800	19,800
Disability Payments	7,890	7,890	7,890	7,890	7,890	7,890	7,890
Block Grant Payments	0	10,000	0	0	0	0	0
Administrative Expense	126,987	143,073	69,529	141,391	141,391	142,340	140,740
Miscellaneous Supplies	5,912	9,906	5,969	6,100	6,100	9,100	9,100
Printing & Reproduction	29,559	90,864	31,148	42,800	42,800	73,250	73,250
Miscellaneous Equipment	0	2,839	2,000	0	4,000	550	550
Supplies & Materials	35,471	103,609	39,117	48,900	52,900	82,900	82,900
Legal Fees	97,040	14,227	5,133	60,400	90,400	10,100	10,100
Consulting Services	9,441	13,381	3,591	10,000	10,000	10,000	10,000
Contractor Fees	150	125	165	375	375	200	200
Advertising	37,523	30,073	24,136	39,600	39,600	32,500	32,500
Interfund Allocations	9,589	70	3,408	60	60	60	60
Other Contracts/Obligations	11,272	0	50	15,000	15,000	30,000	30,000
Purchased Services	145,837	57,736	29,667	125,315	155,315	82,860	82,860
Telephone	756	761	873	900	900	900	900
Utilities	756	761	873	900	900	900	900
Equipment Repair & Maintenance	13,812	10,961	1,267	14,400	14,400	18,200	14,400
Repair & Maintenance	13,812	10,961	1,267	14,400	14,400	18,200	14,400
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,028,635	1,179,078	694,951	1,129,808	1,170,857	331,475	1,190,112