

**CITY OF APPLETON 2020 BUDGET**

**LEGAL SERVICES**

**City Attorney: James P. Walsh**

**Deputy City Attorney: Christopher R. Behrens**

**City Clerk: Kami L. Lynch**

# CITY OF APPLETON 2020 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 2019 EVENTS

### City Attorney's Office:

- \* Judge Griesbach has issued his final order in the Fox River PCB case and ordered all exhibits be returned. This finally concludes the PCB litigation and we will work with outside counsel to close our office's and their office's files.
- \* 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 and continue negotiations with developers of Eagle Point and RiverHeath for trail easements and maintenance agreements. Also assisted with the acquisition of a parcel of property from Neenah Papers to be used as part of a future trail connection point.
- \* Represented the City in traffic and ordinance related matters in 2018 including 7,133 scheduled initial court appearances, 87 scheduled jury and court trials and 3,587 scheduled pre-trials/jury trial conferences or motion hearings. 2019 statistics are a little under half of the 2018 numbers as of June 1, 2019.
- \* Represented the City in finalizing and closing remaining truancy court cases and will evaluate the future role of this office pending the Common Council's decision whether to repeal the truancy ordinance.
- \* Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge - including two work comp appeals as well as two unemployment appeals. We also continued to provide representation in a small claims matter.
- \* Continued to work with outside counsel on pending worker's compensation and duty disability claims.
- \* Worked with outside counsel to achieve a summary judgment dismissal of a pending federal lawsuit against Appleton police officers.
- \* 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.
- \* Continued the integration of our electronic file management system.
- \* 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. Interested parties have negotiated and agreed upon final egress updates in principle and will be formalizing the agreement in writing prior to implementing the updates.
- \* 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. This ordinance was passed early in 2019.
- \* Assisted CEDD with the preparation and execution of development agreements including Gabriel Lofts, School of Rock property, 320 East College Avenue, and 823-827 West College Avenue.
- \* Assisted in the drafting of or drafted a number of ordinances including the 'vaping ordinance'.
- \* In the first six months of 2019, the Attorney's Office has processed a total of 235 agreements/contacts. We also worked with City departments to review the contracting process and requirements.

### City Clerk's Office:

- \* Successfully administered two regularly scheduled elections.
- \* Cost effectively administered one City-only primary election for Alderperson District 7
- \* Worked with Outagamie County to set-up ballot styles, order ballots, and effectively convey results
- \* Modified Central Count procedures to increase efficiency and allow for increased processing of ballots
- \* Updated and improved Election Day contingency plan
- \* Thoroughly trained and cross-trained all new staff
- \* Prepared for procurement of electronic poll books
- \* Updated Election Day procedures and manuals related to electronic poll books
- \* Implemented new mechanisms for approval and tracking of liquor license renewals and related licenses
- \* Trained Council on new iLegislate voting software for Council Meetings, continued to look for ways to enhance the new iLegislate features and related Granicus software components
- \* Conducted Board of Review training for City members and neighboring municipality members
- \* Worked with Community Development to revise forms, processes and licenses to better serve applicants and capture appropriate license information
- \* Cleaned, organized and updated file system in vault
- \* As a result of staff vacancies, reclassified positions for better provision of services also resulting in reduction of some staff costs

## CITY OF APPLETON 2020 BUDGET LEGAL SERVICES

### MAJOR 2020 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.
- \* 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.
- \* 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 to work with City staff and Council on the drafting and amending of ordinances.
- \* Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements.
- \* Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- \* Continue to develop and implement new filing systems for City records and documents.
- \* Update and enhance contingency plans for elections and related materials.
- \* Provide detailed training for election inspectors on electronic poll books and legislative changes for elections
- \* Implement electronic poll books for more efficient polling place operation on Election Day
- \* 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.
- \* Work towards a smooth implementation and use of electronic poll books
- \* Successfully administer 4 elections, including a Presidential Primary and Presidential Election with minimal issues and maximum efficiency

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
<b>Program Revenues</b>		\$ 279,257	\$ 226,650	\$ 214,600	\$ 214,600	\$ 219,950	2.49%
<b>Program Expenses</b>							
14510	Administration	336,788	340,189	349,530	349,530	355,143	1.61%
14521	Litigation	192,401	190,426	194,575	194,575	193,645	-0.48%
11020	Recordkeeping	111,023	110,839	104,440	104,440	90,578	-13.27%
11030	Licensing	68,579	66,360	71,956	71,956	69,558	-3.33%
11040	Elections	126,817	209,508	140,793	140,793	243,762	73.14%
11050	Mail / Copy Center	149,622	154,100	157,874	157,874	149,898	-5.05%
<b>TOTAL</b>		<b>\$ 985,230</b>	<b>\$ 1,071,422</b>	<b>\$ 1,019,168</b>	<b>\$ 1,019,168</b>	<b>\$ 1,102,584</b>	<b>8.18%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	791,572	868,220	803,393	803,393	877,309	9.20%
	Training & Travel	15,311	16,397	20,250	20,250	20,250	0.00%
	Supplies & Materials	104,942	90,465	91,650	91,650	93,650	2.18%
	Purchased Services	73,405	96,340	103,875	103,875	111,375	7.22%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
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
<b>Strategic Outcomes</b>					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	60	22	60	60	60
<b>Work Process Outputs</b>					
Written opinions issued	37	44	20	20	25
Ordinances reviewed	84	12	100	100	100
Staff training - hours of training	104	70	100	100	75
# of real estate transactions	103	17	20	14	20

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
480100 General Charges for Service	\$ 144	\$ 117	\$ 300	\$ 300	\$ 300
503500 Other Reimbursements	160	-	-	-	-
508500 Cash Short or Over	24	1	-	-	-
<b>Total Revenue</b>	<b>\$ 328</b>	<b>\$ 118</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 236,378	\$ 242,844	\$ 243,327	\$ 243,327	\$ 247,266
610500 Overtime Wages	61	-	-	-	-
615000 Fringes	71,392	68,227	70,653	70,653	72,327
620100 Training/Conferences	12,033	9,770	13,600	13,600	13,600
620400 Tuition Fees	-	2,488	3,500	3,500	3,500
620600 Parking Permits	3,135	3,180	2,900	2,900	2,900
630100 Office Supplies	1,323	953	800	800	800
630200 Subscriptions	7,569	6,048	8,650	8,650	8,650
630300 Memberships & Licenses	2,335	4,503	3,500	3,500	3,500
632001 City Copy Charges	1,420	1,437	1,500	1,500	1,500
632002 Outside Printing	55	-	-	-	-
641307 Telephone	1,029	618	900	900	900
641800 Equip Repairs & Maint	58	121	200	200	200
<b>Total Expense</b>	<b>\$ 336,788</b>	<b>\$ 340,189</b>	<b>\$ 349,530</b>	<b>\$ 349,530</b>	<b>\$ 355,143</b>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	73	70	<100	<100	<100
<b>Strategic Outcomes</b>					
Minimize cost of settlements					
\$ value of settlements and judgments	\$47,646	\$34,151	<\$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	1	0	0	0	0
<b>Work Process Outcomes</b>					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff	85%	100%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	7	5	0	0	0

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503500 Other Reimbursements	\$ -	\$ 200	\$ -	\$ -	\$ 200
Total Revenue	\$ -	\$ 200	\$ -	\$ -	\$ 200
Expenses					
610100 Regular Salaries	\$ 130,111	\$ 130,489	\$ 133,924	\$ 133,924	\$ 136,593
615000 Fringes	44,675	47,777	32,761	32,761	35,162
640201 Attorney Fees	1,312	-	-	-	-
640202 Recording/Filing Fees	4,690	1,142	10,000	10,000	7,000
640400 Consulting Services	3,723	3,128	10,000	10,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	\$ 192,401	\$ 190,426	\$ 194,575	\$ 194,575	\$ 193,645

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**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: "Responsibly deliver 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 to prepare for transition to an electronic records management system
- \* Organize vault files in a logical and accessible manner

**Major Changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Retrieval of information					
% same day responses	97%	98%	98%	98%	95%
1 week retrieval for detailed requests	3%	2%	2%	2%	5%
<b>Strategic Outcomes</b>					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
<b>Work Process Outputs</b>					
# hrs. maintaining records	1,280	1,060	1,200	1,200	850
# of requests for information	136	98	100	100	80
# of publication notices	188	195	200	200	200
# of ordinances adopted/amended	84	123	100	100	100



**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 48,252	\$ 49,400	\$ 50,482	\$ 50,482	\$ 47,840
610500 Overtime Wages	653	1,758	-	-	1,242
615000 Fringes	26,646	25,939	26,858	26,858	14,746
630100 Office Supplies	713	642	700	700	700
630300 Memberships & Licenses	20	-	-	-	-
631603 Other Misc. Supplies	118	-	100	100	100
632002 Outside Printing	1,516	178	2,000	2,000	1,700
640202 Recording/Filing Fees	30	180	100	100	100
640800 Contractor Fees	165	150	200	200	150
641200 Advertising	32,910	32,592	24,000	24,000	24,000
Total Expense	<u>\$ 111,023</u>	<u>\$ 110,839</u>	<u>\$ 104,440</u>	<u>\$ 104,440</u>	<u>\$ 90,578</u>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

Advertising

Required legal publications \$ 24,000

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**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: "Responsibly deliver 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:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval		New Measure →	1300	1300	870
% of licenses issued withing time specified on application		New Measure →	100%	100%	100%
<b>Strategic Outcomes</b>					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
License applications processed					
# of beer/liquor licenses issued	209	211	214	214	215
# of operator licenses issued	1,094	764	1,050	1,050	750
# of general licenses issued	431	463	500	500	475

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 320	\$ -	\$ -	\$ -	\$ -
430100 Amusements License	8,260	8,422	8,000	8,000	8,000
430300 Cigarette License	5,400	5,400	5,200	5,200	5,000
430600 Liquor License	115,068	108,495	90,000	90,000	105,000
430700 Operators License	74,095	57,270	68,000	68,000	60,000
430900 Sundry License	4,630	4,555	4,000	4,000	4,000
431300 Special Events License	29,682	24,475	23,000	23,000	22,000
431600 Second Hand/Pawnbroker	2,145	1,710	1,650	1,650	1,600
431700 Commercial Solicitation	3,685	3,960	3,000	3,000	3,000
431800 Christmas Tree License	405	450	400	400	400
432000 Taxi Cab/Limousine License	1,560	1,530	1,200	1,200	1,000
432100 Taxi Driver License	2,550	2,710	2,000	2,000	2,000
432200 Special "B" Beer License	730	860	650	650	650
432400 Street Vendor License	-	20	-	-	-
441100 Sundry Permits	1,685	1,565	1,200	1,200	1,000
501000 Miscellaneous Revenue	5,080	4,910	5,000	5,000	4,800
<b>Total Revenue</b>	<b>\$ 255,295</b>	<b>\$ 226,332</b>	<b>\$ 213,300</b>	<b>\$ 213,300</b>	<b>\$ 218,450</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 39,573	\$ 39,598	\$ 42,765	\$ 42,765	\$ 39,520
610500 Overtime Wages	289	1,493	-	-	798
615000 Fringes	25,238	23,068	25,731	25,731	25,780
630100 Office Supplies	1,071	799	1,200	1,200	1,200
632002 Outside Printing	267	-	200	200	200
642900 Interfund Allocations	(55)	(110)	60	60	60
659900 Other Contracts/Obligation	2,196	1,512	2,000	2,000	2,000
<b>Total Expense</b>	<b>\$ 68,579</b>	<b>\$ 66,360</b>	<b>\$ 71,956</b>	<b>\$ 71,956</b>	<b>\$ 69,558</b>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2020 BUDGET

## LEGAL SERVICES

**Elections**

**Business Unit 14550**

### 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: "Responsibly deliver 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
- \* Implement new election equipment and related processes that are more effective and efficient in election administration
- \* Secure more election workers for the 2020 election year

**Major Changes in Revenue, Expenditures or Programs:**

The Clerk's Office will be holding four elections in 2020 including two with presidential races on the ballot. Additionally, there are municipal contests with the Mayor and City Attorney on the ballot in the spring. Due to the increased number of elections in comparison to 2019 (two regular plus one special election), costs related to staffing, supplies, equipment and facility rental have increased in the 2020 Budget.

### PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Accurate election roll					
# voter status changes	3,857	7,287	3,000	3,000	7,500
# of voter registrations processed	284	6,794	200	200	6,900
# of absentee ballots issued	1,354	10,224	1,500	1,500	13,000
<b>Strategic Outcomes</b>					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
# of election votes cast	11,899	54,776	13,000	13,000	57,000
Avg. # of registered voters per election	35,827	37,825	39,000	39,000	41,000
# of elections administered	3	6	2	3	4
% of staff trained at each election	96%	98%	100%	100%	100%

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Elections**

**Business Unit 14550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
490800 Misc Intergov. Charges	\$ 23,634	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	<u>\$ 23,634</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 35,912	\$ 52,168	\$ 46,650	\$ 46,650	\$ 47,200
610500 Overtime Wages	272	2,318	3,683	3,683	7,588
611000 Other Compensation	43,498	95,659	37,298	37,298	106,868
611500 Vacation Pay	1,649	2,634	-	-	-
615000 Fringes	13,777	17,886	15,187	15,187	28,281
620100 Training/Conferences	74	-	-	-	-
620200 Mileage Reimbursement	-	239	200	200	200
620600 Parking Permits	70	720	50	50	50
630100 Office Supplies	569	1,085	700	700	2,000
631603 Other Misc. Supplies	240	3,090	1,000	1,000	2,000
632002 Outside Printing	25,872	4,663	8,000	8,000	8,000
641200 Advertising	2,988	4,478	1,500	1,500	4,500
641800 Equip Repairs & Maint	7	17,840	22,000	22,000	30,000
650301 Facility Rent	1,680	3,915	2,025	2,025	3,575
659900 Other Contracts/Obligation	209	2,813	2,500	2,500	3,500
Total Expense	<u>\$ 126,817</u>	<u>\$ 209,508</u>	<u>\$ 140,793</u>	<u>\$ 140,793</u>	<u>\$ 243,762</u>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

**Equip Repairs & Maint**

Upgrade modems	\$ 8,000
Maintenance agreements	22,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 14560**

**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: "Responsibly deliver 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 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	600,011	745,807	660,000	660,000	600,000
<b>Strategic Outcomes</b>					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure →		60	60	50
<b>Work Process Outputs</b>					
# of pieces of outgoing mail	109,243	111,231	110,000	110,000	120,000
# of packages handled	146	131	150	150	125

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 14560**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 46,338	\$ 43,183	\$ 47,632	\$ 47,632	\$ 39,520
610500 Overtime Wages	373	760	-	-	798
615000 Fringes	26,482	23,018	26,442	26,442	25,780
630100 Office Supplies	(528)	2,538	2,500	2,500	2,500
630300 Memberships & Licenses	20	-	-	-	-
630400 Postage\Freight	50,435	55,962	52,000	52,000	52,000
631603 Other Misc. Supplies	6,546	8,353	6,800	6,800	6,800
632002 Outside Printing	3,383	215	2,000	2,000	2,000
632700 Miscellaneous Equipment	2,000	-	-	-	-
641800 Equip Repairs & Maint	1,260	3,323	3,000	3,000	3,000
642900 Interfund Allocations	(3,353)	-	-	-	-
650302 Equipment Rent	16,666	16,748	17,500	17,500	17,500
<b>Total Expense</b>	<b>\$ 149,622</b>	<b>\$ 154,100</b>	<b>\$ 157,874</b>	<b>\$ 157,874</b>	<b>\$ 149,898</b>

**DETAILED SUMMARY OF 2020 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>

**CITY OF APPLETON 2020 BUDGET  
LEGAL SERVICES**

	2017 <u>ACTUAL</u>	2018 <u>ACTUAL</u>	2019 <u>YTD ACTUAL</u>	2019 <u>ORIG BUD</u>	2019 <u>REVISED BUD</u>	2020 <u>BUDGET</u>
<b>Program Revenues</b>						
422400 Miscellaneous State Aids	320	-	-	-	-	-
430100 Amusements License	8,260	8,422	7,086	8,000	8,000	8,000
430300 Cigarette License	5,400	5,400	4,300	5,200	5,200	5,000
430600 Liquor License	115,068	108,495	91,583	90,000	90,000	105,000
430700 Operators License	74,095	57,270	22,845	68,000	68,000	60,000
430900 Sundry License	4,630	4,555	2,620	4,000	4,000	4,000
431300 Special Events License	29,682	24,475	18,325	23,000	23,000	22,000
431600 Second Hand/Pawnbroker Licens	2,145	1,710	375	1,650	1,650	1,600
431700 Commercial Solicitation Licens	3,685	3,960	1,700	3,000	3,000	3,000
431800 Christmas Tree License	405	450	-	400	400	400
432000 Taxi Cab/Limousine License	1,560	1,530	-	1,200	1,200	1,000
432100 Taxi Driver License	2,550	2,710	900	2,000	2,000	2,000
432200 Special "B" Beer License	730	860	280	650	650	650
432400 Street Vendor License	-	20	-	-	-	-
441100 Sundry Permits	1,685	1,565	135	1,200	1,200	1,000
480100 General Charges for Service	144	117	124	300	300	300
490800 Misc Intergovernmental Charges	23,634	-	122	1,000	1,000	1,000
501000 Miscellaneous Revenue	5,080	4,910	3,730	5,000	5,000	4,800
503500 Other Reimbursements	160	200	-	-	-	200
508500 Cash Short or Over	24	1	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>279,257</b>	<b>226,650</b>	<b>154,125</b>	<b>214,600</b>	<b>214,600</b>	<b>219,950</b>
<b>Personnel</b>						
610100 Regular Salaries	490,427	511,009	165,759	564,780	564,780	557,939
610500 Overtime Wages	1,648	6,330	1,300	3,683	3,683	10,426
610800 Part-Time Wages	-	642	126	-	-	-
611000 Other Compensation	43,723	95,809	21,614	37,298	37,298	106,868
611500 Vacation Pay	47,565	48,515	13,590	-	-	-
615000 Fringes	208,209	205,915	65,964	197,632	197,632	202,076
<b>TOTAL PERSONNEL</b>	<b>791,572</b>	<b>868,220</b>	<b>268,353</b>	<b>803,393</b>	<b>803,393</b>	<b>877,309</b>
<b>Training~Travel</b>						
620100 Training/Conferences	12,106	9,770	1,662	13,600	13,600	13,600
620200 Mileage Reimbursement	-	239	-	200	200	200
620400 Tuition Fees	-	2,488	823	3,500	3,500	3,500
620600 Parking Permits	3,205	3,900	4,341	2,950	2,950	2,950
<b>TOTAL TRAINING / TRAVEL</b>	<b>15,311</b>	<b>16,397</b>	<b>6,826</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>
<b>Supplies</b>						
630100 Office Supplies	3,147	6,017	1,350	5,900	5,900	7,200
630200 Subscriptions	7,569	6,048	2,888	8,650	8,650	8,650
630300 Memberships & Licenses	2,375	4,503	130	3,500	3,500	3,500
630400 Postage\Freight	50,435	55,962	32,834	52,000	52,000	52,000
631603 Other Misc. Supplies	6,904	11,443	1,616	7,900	7,900	8,900
632001 City Copy Charges	1,420	1,437	232	1,500	1,500	1,500
632002 Outside Printing	31,092	5,055	274	12,200	12,200	11,900
632700 Miscellaneous Equipment	2,000	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>104,942</b>	<b>90,465</b>	<b>39,324</b>	<b>91,650</b>	<b>91,650</b>	<b>93,650</b>
<b>Purchased Services</b>						
640201 Attorney Fees	1,312	-	-	-	-	-
640202 Recording/Filing Fees	4,720	1,322	1,384	10,100	10,100	7,100
640400 Consulting Services	3,723	3,128	2,480	10,000	10,000	7,000
640800 Contractor Fees	165	150	-	200	200	150
641200 Advertising	35,898	37,070	10,732	25,500	25,500	28,500
641307 Telephone	1,029	618	239	900	900	900
641800 Equip Repairs & Maint	1,325	21,284	8,042	25,200	25,200	33,200
642900 Interfund Allocations	(3,408)	(110)	-	60	60	60
650301 Facility Rent	1,680	3,915	1,110	2,025	2,025	3,575
650302 Equipment Rent	16,666	16,748	3,174	17,500	17,500	17,500
659900 Other Contracts/Obligation	2,405	4,325	-	4,500	4,500	5,500
662500 Disability Payments	7,890	7,890	3,945	7,890	7,890	7,890
<b>TOTAL PURCHASED SVCS</b>	<b>73,405</b>	<b>96,340</b>	<b>31,106</b>	<b>103,875</b>	<b>103,875</b>	<b>111,375</b>
<b>TOTAL EXPENSE</b>	<b>985,230</b>	<b>1,071,422</b>	<b>345,609</b>	<b>1,019,168</b>	<b>1,019,168</b>	<b>1,102,584</b>



**CITY OF APPLETON 2020 BUDGET  
SPECIAL REVENUE FUNDS**

**Tuchscherer Disability**

**Business Unit 7120**

**PROGRAM MISSION**

To account for moneys received by the City in an employee disability settlement, and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

The City's obligation under this trust is partially offset by the investment income.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
<b>Revenues</b>					
Interest Income	\$ 203	\$ 272	\$ 240	\$ 240	\$ 180
<b>Expenses</b>					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(6,188)	(6,119)	(6,151)	(6,151)	(6,211)
Fund Balance - Beginning	30,380	24,192	18,073	18,073	11,922
Fund Balance - Ending	\$ 24,192	\$ 18,073	\$ 11,922	\$ 11,922	\$ 5,711



**CITY OF APPLETON 2020 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

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**CITY OF APPLETON 2020 BUDGET  
CAPITAL PROJECTS FUNDS**

**City Center**

**Business Unit 4030**

**PROGRAM MISSION**

This fund provides for capital equipment purchases located in the City Center facility.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 1: "Prompt delivery of excellent services"

**Objectives:**

Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
No projects planned for 2020		

**Major program changes:**

Elections equipment was budgeted for purchase in 2018 but became available via a multi-jurisdictional purchase in late 2017. Borrowing for that purchase occurred in 2018. Electronic poll books had also been budgeted for 2018, but the purchase was delayed until 2019 and re-budgeted.

**PERFORMANCE INDICATORS**

Actual 2017   Actual 2018   Target 2019   Projected 2019   Target 2020

Note: Since this program exists solely to account for capital investments at City Center and related equipment needs, there are no applicable performance measures.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	
	<b>Program Revenues</b>	\$ -	\$ 114,075	\$ 124,000	\$ 124,000	\$ -	-100.00%
	<b>Program Expenses</b>	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -	-100.00%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	82,076	-	124,000	124,000	-	-100.00%

**CITY OF APPLETON 2020 BUDGET  
CAPITAL PROJECTS FUNDS**

**City Center**

**Business Unit 4030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
591000 Proceeds of Long-term Debt	-	114,075	124,000	124,000	-
Total Revenue	\$ -	\$ 114,075	\$ 124,000	\$ 124,000	\$ -
Expenses					
680401 Equipment	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -
Total Expense	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2020 BUDGET**  
**CITY CENTER**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
<b>Revenues</b>					
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	82,076	-	124,000	124,000	-
Total Expenses	<u>82,076</u>	<u>-</u>	<u>124,000</u>	<u>124,000</u>	<u>-</u>
Revenues over (under) Expenses	(82,076)	-	(124,000)	(124,000)	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	114,075	124,000	92,001	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>114,075</u>	<u>124,000</u>	<u>92,001</u>	<u>-</u>
Net Change in Equity	(82,076)	114,075	-	(31,999)	-
Fund Balance - Beginning	-	(82,076)	31,999	31,999	-
Residual Equity Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (82,076)</u>	<u>\$ 31,999</u>	<u>\$ 31,999</u>	<u>\$ -</u>	<u>\$ -</u>