

## **LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW**

All figures through June 30, 2023

### **Significant 2023 Events:**

The Legal Services Department has been engaged in a number of matters through the first half of 2023. Below are some of the highlights for the first half of the year:

#### **City Attorney's Office**

- As of April 14, represented the City in traffic and ordinance related matters in 2023 including 1,738 scheduled initial court appearances, 28 scheduled jury and court trials and 608 scheduled pre-trials/jury trial conferences or motion hearings.
- Worked cooperatively with City staff on the acquisition of two additional Condo units in City Center for future City use.
- Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, property damage, foreclosures, and small claims.
- Assisted the Community and Economic Development Department with the drafting and negotiation of several development agreements within City TIDs.
- Provided review of the initial TID #13 creation documents.
- Provided research, advice, and guidance regarding aldermanic resolutions being considered or submitted.
- Partnered with IT to begin a thorough review of existing contracts, service agreements, licenses and the like.
- Provided assistance on the wastewater polymer incident, including participating in the investigation of the incident, interviewing of witnesses, developing strategies, and making recommendations about best practices moving forward.
- Provided officers and staff of the Appleton Police Department with written legal guidance on no fewer than seven areas of law significant to their duties.

#### **City Clerk's Office:**

- Digitized files to increase accessibility of records and documents.
- Fairly and effectively administered two elections.
- Conducted training for the 2023 Board of Review members.
- Developed an outline and initiated review and revisions to the special event policy, application, and review process.
- Merged, sorted & filed approximately 7,500 absentee ballot requests from previous elections.
- Secured a new District 12 polling place and sent notices to all residents in the district.
- Updated and revised Election Day contingency plans.
- Maneuvered a department and entire floor renovation without disrupting services to constituents and internal departments.

**Areas of Primary Concentration for the remainder of 2023:**

- We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.
- The City Attorney’s Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.
- We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.
- Work collaboratively to update the alcohol licensing section of the Municipal Code.
- The City Clerk’s Office will provide Granicus training to all staff users.
- The City Clerk’s Office will work to provide for an orderly Revaluation Board of Review this fall.

**Budget Performance Summary**

<b>ORG</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>% USED</b>
14510	Administration	\$392,480	\$395,880	\$186,426	47.10%
14521	Litigation	\$187,504	\$187,504	\$76,705	40.90%
14530	Recordkeeping	\$112,207	\$112,207	\$54,320	48.40%
14540	Licensing	\$73,366	\$73,366	\$33,953	46.30%
14550	Elections	\$157,929	\$157,929	\$103,481	65.50%
14560	Mail/Copy Services	\$173,129	\$173,129	\$72,457	41.90%
	Licensing Revenue Total	\$239,350	\$239,350	\$187,042	78.14%
	Expense Total	\$1,096,915	\$1,100,015	\$527,342	47.90%
	<b>Grand Total</b>	<b>\$1,096,615</b>	<b>\$1,100,015</b>	<b>\$527,342</b>	<b>47.90%</b>

# Legal Services - Attorney's Office

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

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

\*\*Averages are calculated using data from the years 2017-2022.

All 2023 numbers are reflective through June 30, 2023.

Average Number  
of New Matters  
Opened Annually

**670**

Yearly total as of 6/30/23: 508

Average Number  
of Agreements and Contracts  
Created Annually

**241**

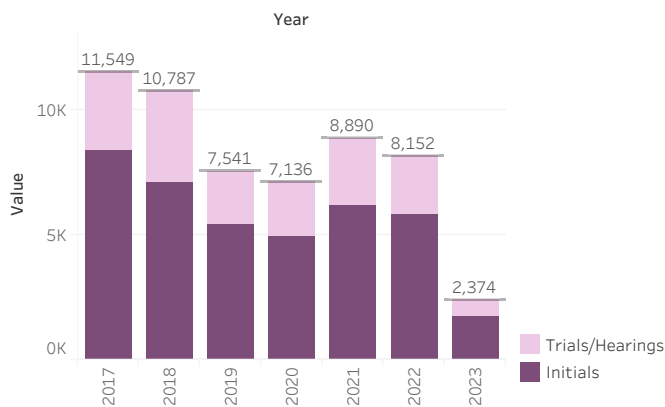
Yearly total as of 6/30/23: 147

Average Number  
of Ordinances Adopted  
or Published Annually

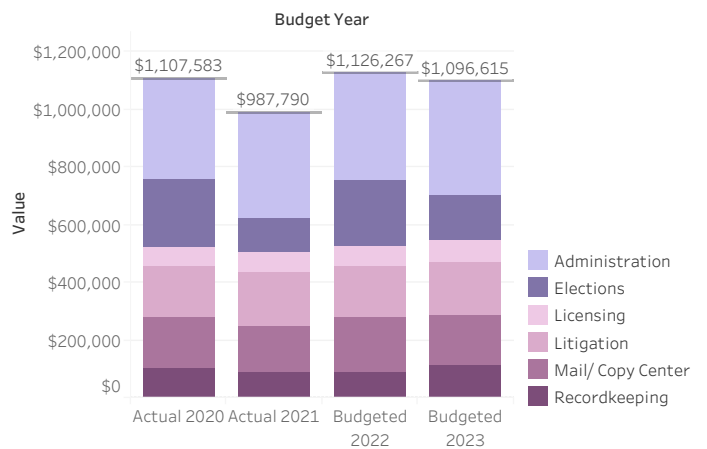
**99**

Yearly total as of 6/30/23: 19

## Annual Initial Appearances and Annual Trials and Hearings



## Department Budget Summary

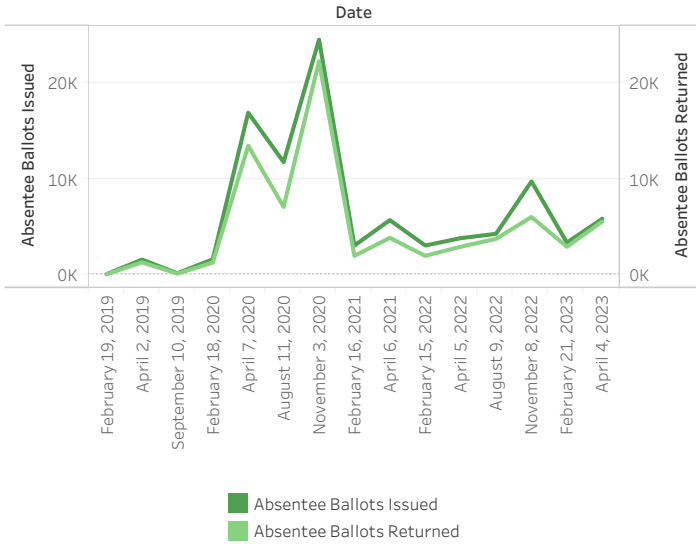


# Legal Services - City Clerk

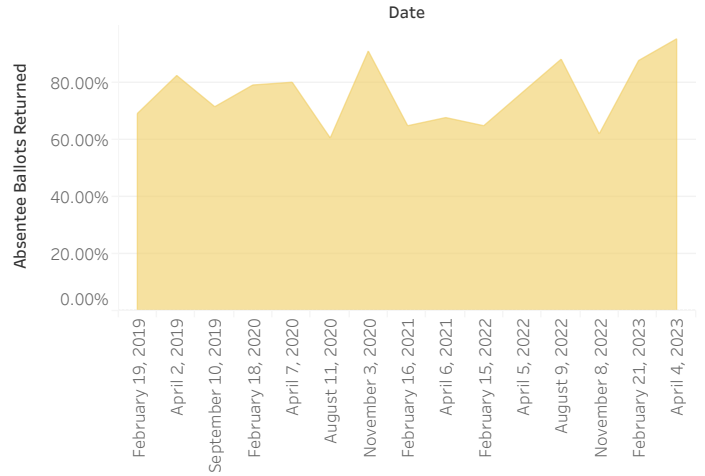
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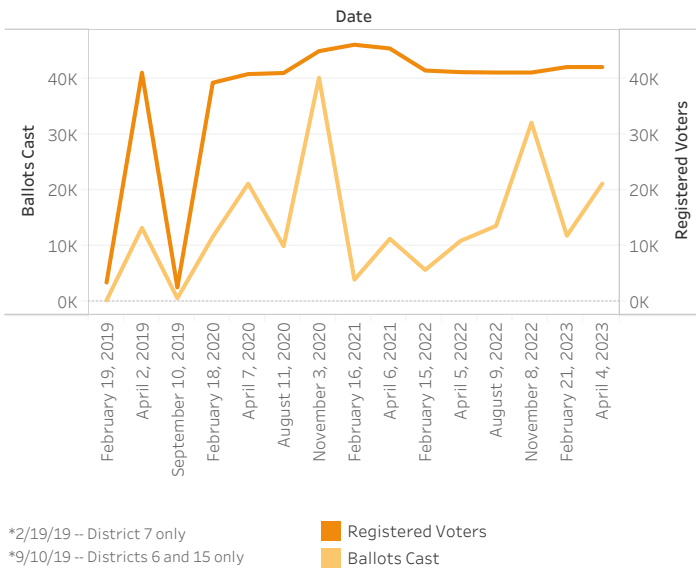
## Absentee Ballots



## Percent of Absentee Ballots Returned

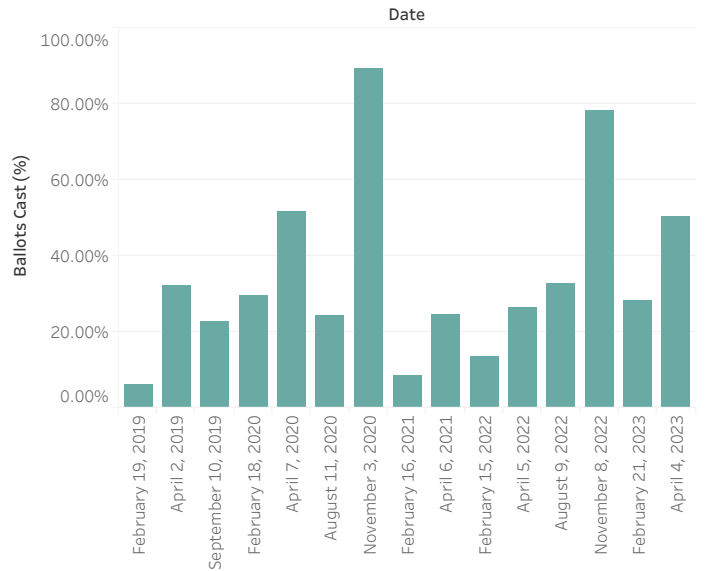


## Ballots Cast and Registered Voters\*

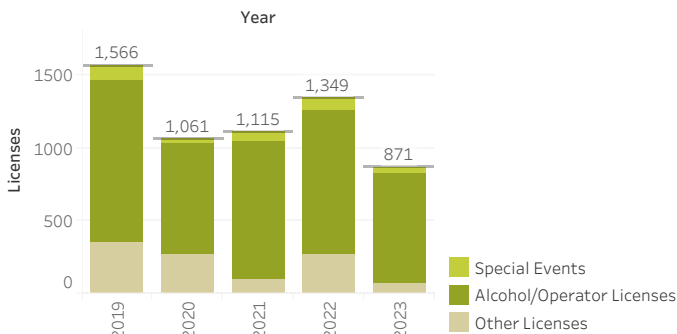


\*2/19/19 -- District 7 only  
\*9/10/19 -- Districts 6 and 15 only

## Voter Turnout



## Licenses Issued



## Pieces of Metered Mail and Postage Costs

