

LEGAL and ADMINISTRATIVE SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 30, 2024

Significant 2024 Events:

The Legal and Administrative Services Department has been engaged in a number of matters through the first half of 2024. Below are some of the highlights for the first half of the year:

City Attorney's Office

- As of June 1, represented the City in traffic and ordinance related matters in 2024, including 2,798 scheduled initial court appearances, 41 scheduled jury and court trials and 1,118 scheduled pre-trials/jury trial conferences or motion hearings.
- Negotiated a new PILOT agreement with Mosaic.
- Worked cooperatively with City staff on multiple acquisitions including land for the SPCP trail and parcels needed for construction projects via the condemnation process.
- Negotiated, drafted and finalized various agreements in relation to downtown development including Fox Commons/City Center access, the Dark Horse 'no build' easement, and a license agreement for the former Blue Ramp site along with the extension/amendment.
- Worked closely with staff and outside counsel to negotiate, finalize terms, and ultimately execute a development agreement with US Venture for the redevelopment of the 222 Building on College Avenue.
- Drafted or assisted in amending or creating more than 90 ordinances, including multiple department renaming ordinances.
- In just under the first six months of 2024, the Attorney's Office processed over 150 new agreements/contracts. This can include negotiation, preparation of the contract document, circulation for signatures, tracking, and distribution.
- Provided officers and staff of the Appleton Police Department with research results, written legal guidance as well as assisted APD officers to address legal questions on multiple occasions.

City Clerk's Office:

- Implemented numerous alcohol licensing changes that included modifications to alcohol license renewals and preparations for electronic delivery of alcohol renewal information.
- Implemented Chapter 125 alcohol law changes such as new forms, new license types, and regulations.
- Updated the alcohol license policy to address licensing activity and clarify regulations for applicants.
- Assisted the APD and DOR with enforcement of gambling devices in Class A establishments.
- Successfully administered the Spring Election during a severe winter storm with power outages to polling places.

- Modified and improved the Election Day Contingency Plans as a result of experiencing a major election incident.
- Completed a third round of redistricting and modified Ward plans as a result of state legislative district changes.
- Created instructions for the creation of Zoom meetings for virtual participation at Committee/Council meetings.

Areas of Primary Concentration for the remainder of 2024:

- 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.
- The City Clerk’s Office will work diligently to facilitate the August and November elections.
- The City Clerk’s Office will continue to review and update the Special Event Policy and related procedures.

Budget Performance Summary

ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	% USED
14510	Administration	\$399,742	\$404,742	\$183,758.94	45.40%
14521	Litigation	\$207,844	\$213,644	\$95,002.88	44.50%
14530	Recordkeeping	\$117,716	\$117,716	\$48,772.64	41.40%
14540	Licensing	-\$158,234	-\$158,234	-\$175,092.01	110.70%
14550	Elections	\$249,314	\$249,314	\$88,462.15	35.50%
14560	Mail/Copy Services	\$196,340	\$196,340	\$69,233.22	35.30%
	Revenue Total	-\$236,000	-\$236,000	-\$193,092.38	81.80%
	Expense Total	\$1,248,722	\$1,259,522	\$503,230.20	40.00%
	Grand Total	\$1,012,722	\$1,023,522	\$310,137.82	30.30%

Legal Services - Attorney's Office

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

*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 2017-2023.

All 2024 numbers are reflective through June 30, 2024.

Average Number
of New Matters
Opened Annually

675

Yearly total as of 6/30/24: 332

Average Number
of Agreements and Contracts
Created Annually

245

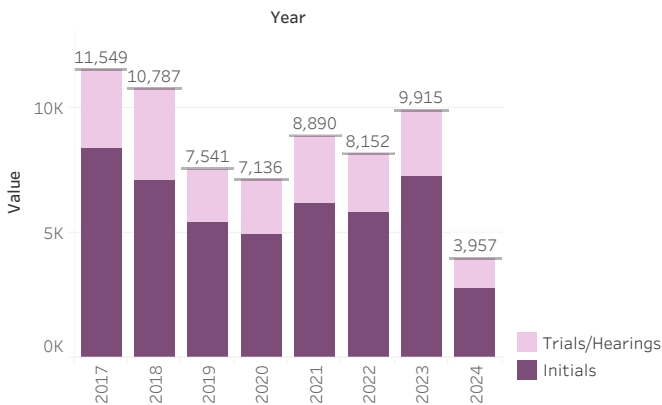
Yearly total as of 6/30/24: 158

Average Number
of Ordinances Adopted
or Published Annually

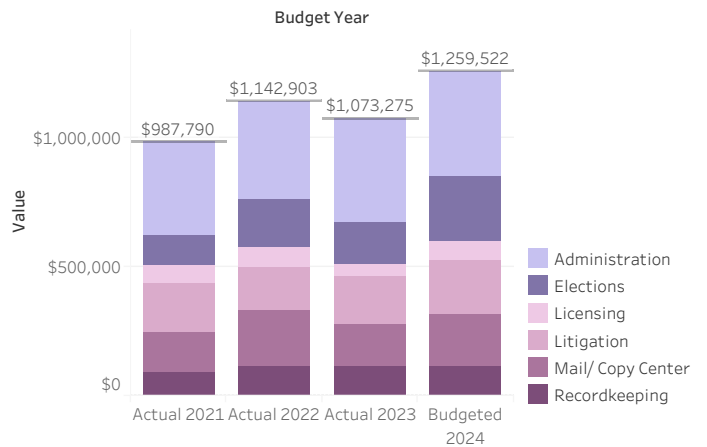
107

Yearly total as of 6/30/24: 95

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

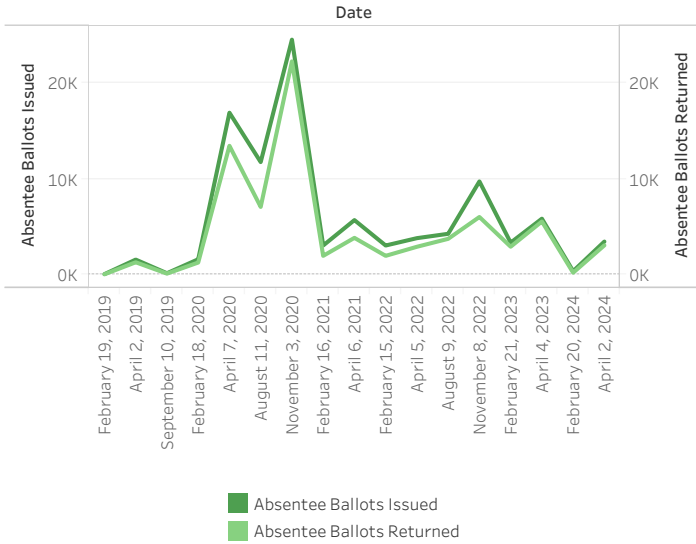


Legal and Administrative Services - City Clerk

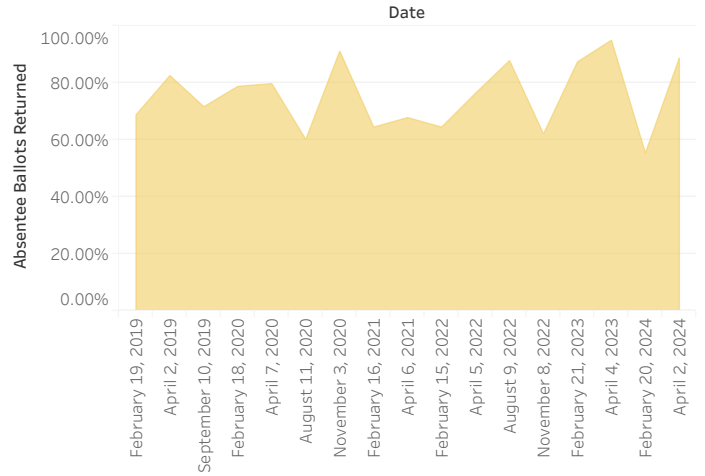
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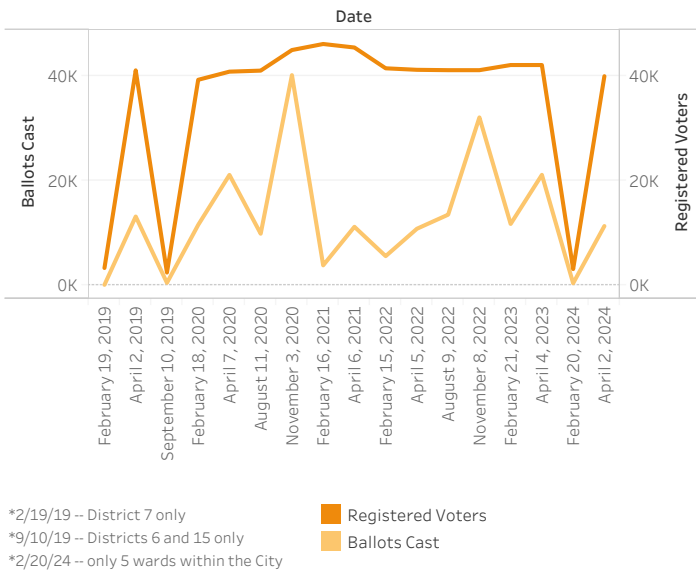
Absentee Ballots



Percent of Absentee Ballots Returned

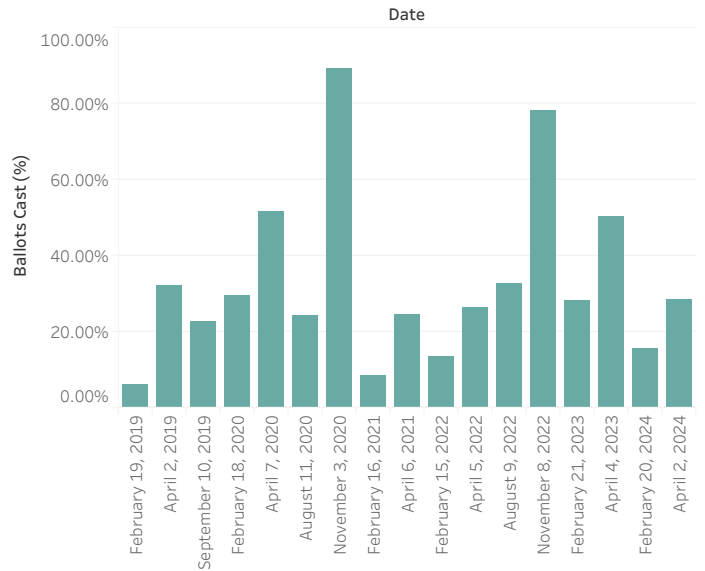


Ballots Cast and Registered Voters*

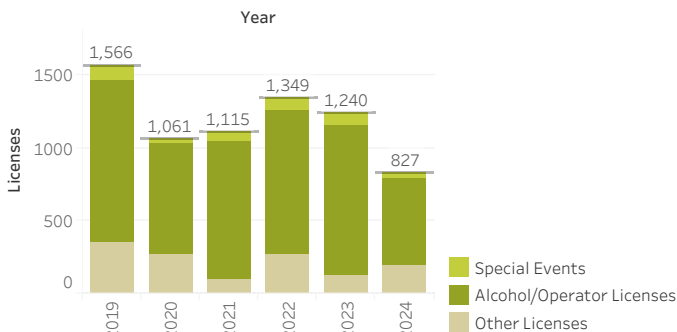


*2/19/19 -- District 7 only
 *9/10/19 -- Districts 6 and 15 only
 *2/20/24 -- only 5 wards within the City

Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

