

CITY OF APPLETON 2021 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2021 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 2020 EVENTS

City Attorney's Office:

- * Represented the City in traffic and ordinance related matters in 2019 including 5,435 scheduled initial court appearances, 59 scheduled jury and court trials and 2,047 scheduled pre-trials/jury trial conferences or motion hearings. 2020 statistics are significantly lower due to the courts being closed for the COVID-19 pandemic.
- * Actively engaged in litigation including defense of a variety of lawsuits. In early 2020, we received a favorable decision from the State for an alleged discrimination matter that occurred at the Scheig Center. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge.
- * 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.
- * Prepared for training regarding HIPAA issues, as well as prepared for General Employee Training and Supervisory Training sessions re: first amendment issues.
- * Worked with the Department of Public Works on various eminent domain matters including the acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought a portion of this issue 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. Worked through a number of issues regarding relocation of the restaurant from the Blue Ramp site to a new location.
- * Assisted the Community and Economic Development Department with the preparation and execution of development agreements.
- * Drafted or assisted in the drafting of a number of ordinances, including the 'vaping ordinance', the conversion therapy ordinance, and a high volume of zoning text amendments.
- * In the first six months of 2020, the Attorney's Office has processed a total of 250 agreements/contracts. We also worked with City departments to review the contracting process and requirements.
- * Implemented an electronic signature and routing process for contracts due to COVID-19.
- * Completed a 2-year project to create a City-wide master record retention schedule that was approved by the State and adopted by the Common Council.
- * Initial bids for a WWTP electrical distribution project came in almost \$1 million over budget. The equipment supplier offered a modest reduction but all bids were rejected at the advice of this office. The specs were modified and rebid resulting in a savings of over \$1.3 million. (The savings were more than the 2020 budget for the Legal Services Department.)

City Clerk's Office:

- * Implemented the use of electronic poll books at polling locations and trained election workers on new equipment
- * Safely and successfully administered the Spring Election during the height of a health pandemic
- * Prepared for summer/fall election administration with expectations that the health pandemic may still be active
- * Processed and mailed a record number of absentee ballots
- * Created new election training materials that could be delivered electronically and without in-person training sessions
- * Administered 4 regularly scheduled elections including elections for Mayor and President
- * Verified nomination papers for 11 mayoral candidates for the Spring Primary
- * Worked closely with other departments, specifically the first floor Finance Department to administer operations of the office while closed to the public - process license applications, conduct bid openings, register voters
- * Continued to process mail for the City, while changing procedures to adapt to being closed and having minimal staff at City offices
- * Worked with IT Department, the Mayor's office, and Council to hold Council and Committee meetings with the option to appear remotely
- * Coordinated a process for meeting agendas to process items through a Committee of the Whole at Council
- * Streamlined the Operator License process to issue licenses without photo IDs to facilitate quicker turn-around time and allow applications to be submitted completely by mail/drop-off

CITY OF APPLETON 2021 BUDGET LEGAL SERVICES

MAJOR 2021 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, projects are not delayed and items such as land acquisitions and negotiated agreements are 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 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 to bring developments throughout the City 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
- * 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.
- * Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices
- * Successfully administer two elections, with minimal issues and maximum efficiency
- * Assist with redistricting efforts as a result of the 2020 census

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 226,650	\$ 254,648	\$ 219,950	\$ 219,950	\$ 192,850	-12.32%
Program Expenses							
14510	Administration	340,189	346,172	355,143	355,143	373,833	5.26%
14521	Litigation	190,426	218,383	193,645	193,645	185,413	-4.25%
14530	Recordkeeping	110,839	99,194	90,578	90,578	117,310	29.51%
14540	Licensing	66,360	70,697	69,558	69,558	69,451	-0.15%
14550	Elections	209,508	123,221	243,762	243,762	130,687	-46.39%
14560	Mail / Copy Center	154,100	150,554	149,898	149,898	151,817	1.28%
TOTAL		\$ 1,071,422	\$ 1,008,221	\$ 1,102,584	\$ 1,102,584	\$ 1,028,511	-6.72%
Expenses Comprised Of:							
Personnel		868,220	777,843	877,309	877,309	812,651	-7.37%
Training & Travel		16,397	17,131	20,250	20,250	20,480	1.14%
Supplies & Materials		90,465	98,787	93,650	93,650	85,950	-8.22%
Purchased Services		96,340	114,460	111,375	111,375	109,430	-1.75%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2021 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 City 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:

Staff is attempting to participate in online/virtual webinars to obtain required continuing legal education credits. Due to many conferences being canceled or postponed and uncertainty with travel, expenditures remain uncertain but are anticipated to return to expected levels in 2021.

The increase in subscription costs is due to a 3% increase in our electronic law library subscription as well as the cost of receiving updates to our Wisconsin State Bar Reference material.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</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 activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Work Process Outputs					
Written opinions issued	44	55	25	75	40
Ordinances reviewed	12	109	100	100	100
Staff training - hours of training	70	75	75	40	40
# of real estate transactions	17	13	20	10	15

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
480100 General Charges for Service	\$ 117	\$ 159	\$ 300	\$ 300	\$ 300
508500 Cash Short or Over	1	15	-	-	-
Total Revenue	<u>\$ 118</u>	<u>\$ 174</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
610100 Regular Salaries	\$ 242,844	\$ 247,806	\$ 247,266	\$ 247,266	\$ 262,315
610500 Overtime Wages	-	1	-	-	-
615000 Fringes	68,227	65,601	72,327	72,327	74,238
620100 Training/Conferences	9,770	11,358	13,600	13,600	13,600
620400 Tuition Fees	2,488	2,515	3,500	3,500	3,500
620600 Parking Permits	3,180	3,258	2,900	2,900	3,780
630100 Office Supplies	953	626	800	800	800
630200 Subscriptions	6,048	9,133	8,650	8,650	10,000
630300 Memberships & Licenses	4,503	2,947	3,500	3,500	3,000
632001 City Copy Charges	1,437	1,127	1,500	1,500	1,500
632002 Outside Printing	-	980	-	-	-
641307 Telephone	618	768	900	900	900
641800 Equip Repairs & Maint	121	52	200	200	200
Total Expense	<u>\$ 340,189</u>	<u>\$ 346,172</u>	<u>\$ 355,143</u>	<u>\$ 355,143</u>	<u>\$ 373,833</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to advise and represent the City of Appleton and its employees in potential claims, filed claims, and pending litigation.

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 providing various services to the public including public works, police and fire protection. This office has maintained an active and aggressive stance in representing the interests of the City, whether a matter is handled by office staff or in cooperation with outside counsel.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Active consultation with City depts re: potential claims filed will mitigate damages and identify areas of risk					
# of claims filed against City	70	63	<100	<100	<100
Total # of lawsuits filed against the City	5	8	4	3	0
Strategic Outcomes					
Minimize cost of settlements					
Total amount demanded	\$417,178	\$206,133	\$107,018	\$225,000	\$225,000
\$ value of settlements and judgements paid	\$2,283	\$32,805	\$0	\$42,000	\$68,000
Work Process Outputs					
# of claims and lawsuits resolved with no settlement or judgment paid					
# of Lawsuits filed after claim denied	2	4	1	1	0
# of non-claim related lawsuits filed against City	3	4	3	3	0

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 200	\$ 25	\$ 200	\$ 200	\$ 200
Total Revenue	<u>\$ 200</u>	<u>\$ 25</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>
Expenses					
610100 Regular Salaries	\$ 130,489	\$ 147,368	\$ 136,593	\$ 136,593	\$ 125,146
615000 Fringes	47,777	47,528	35,162	35,162	38,377
640202 Recording/Filing Fees	1,142	3,081	7,000	7,000	7,000
640400 Consulting Services	3,128	12,516	7,000	7,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 190,426</u>	<u>\$ 218,383</u>	<u>\$ 193,645</u>	<u>\$ 193,645</u>	<u>\$ 185,413</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 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
- * Continue to move records to offsite storage facility

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	98%	95%	95%	95%	98%
1 week retrieval for detailed requests	2%	5%	5%	5%	2%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,060	800	850	700	1,060
# of requests for information	98	10	80	50	75
# of publication notices	195	190	200	200	185
# of ordinances adopted/amended	123	108	100	125	100

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 49,400	\$ 36,691	\$ 47,840	\$ 47,840	\$ 52,520
610500 Overtime Wages	1,758	298	1,242	1,242	250
615000 Fringes	25,939	11,298	14,746	14,746	28,090
630100 Office Supplies	642	1,028	700	700	500
630300 Memberships & Licenses	-	40	-	-	-
631603 Other Misc. Supplies	-	100	100	100	100
632002 Outside Printing	178	-	1,700	1,700	500
640202 Recording/Filing Fees	180	330	100	100	200
640800 Contractor Fees	150	730	150	150	150
641200 Advertising	32,592	48,679	24,000	24,000	35,000
Total Expense	<u>\$ 110,839</u>	<u>\$ 99,194</u>	<u>\$ 90,578</u>	<u>\$ 90,578</u>	<u>\$ 117,310</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

<u>Advertising</u>	
Required legal publications	<u>\$ 35,000</u>

**CITY OF APPLETON 2021 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:

The significant reduction in special events licenses for 2021 reflects the expectation that continued pandemic response will curtail many events.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval	New Measure	1,617	870	300	700
% of licenses issued within time specified on application	New Measure	99%	100%	98%	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	211	207	215	208	215
# of operator licenses issued	764	911	750	525	900
# of general licenses issued	463	448	475	150	500

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
430100 Amusements License	\$ 8,422	\$ 8,035	\$ 8,000	\$ 8,000	\$ 7,500
430300 Cigarette License	5,400	5,300	5,000	5,000	5,000
430600 Liquor License	108,495	130,117	105,000	105,000	100,000
430700 Operators License	57,270	64,503	60,000	60,000	55,000
430900 Sundry License	4,555	4,400	4,000	4,000	4,000
431300 Special Events License	24,475	25,942	22,000	22,000	6,500
431600 Second Hand/Pawnbroker	1,710	2,370	1,600	1,600	1,800
431700 Commercial Solicitation	3,960	2,510	3,000	3,000	2,500
431800 Christmas Tree License	450	450	400	400	400
432000 Taxi Cab/Limousine License	1,530	1,170	1,000	1,000	850
432100 Taxi Driver License	2,710	2,500	2,000	2,000	2,000
432200 Special "B" Beer License	860	900	650	650	800
432400 Street Vendor License	20	-	-	-	-
441100 Sundry Permits	1,565	680	1,000	1,000	700
501000 Miscellaneous Revenue	4,910	5,450	4,800	4,800	4,800
Total Revenue	\$ 226,332	\$ 254,327	\$ 218,450	\$ 218,450	\$ 191,850
Expenses					
610100 Regular Salaries	\$ 39,598	\$ 43,587	\$ 39,520	\$ 39,520	\$ 41,101
610500 Overtime Wages	1,493	115	798	798	100
615000 Fringes	23,068	25,564	25,780	25,780	26,340
630100 Office Supplies	799	1,068	1,200	1,200	750
631603 Other Misc. Supplies	-	146	-	-	-
632002 Outside Printing	-	267	200	200	100
642900 Interfund Allocations	(110)	(50)	60	60	60
659900 Other Contracts/Obligation	1,512	-	2,000	2,000	1,000
Total Expense	\$ 66,360	\$ 70,697	\$ 69,558	\$ 69,558	\$ 69,451

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 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
- * Enhance processes that are more efficient in election administration

Major Changes in Revenue, Expenditures or Programs:

The budget for this program fluctuates from year to year based on the number of elections to be held. 2020 is a four-election year and 2021 is a two-election year.

The move of certain payroll expense from the "other compensation" category to "part time" reflects a change in the way elections workers are compensated. Prior to 2020, elections workers were paid a flat stipend per day that they worked. To improve flexibility in staffing polling places and to more fairly compensate those workers who are required to work more hours, election workers have been moved to an hourly pay scale.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	7,287	4,497	7,500	7,000	4,000
# of voter registrations processed	6,794	1,698	6,900	5,000	1,500
# of absentee ballots issued	10,224	1,546	13,000	45,000	3,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	54,776	13,834	57,000	61,000	13,000
Avg. # of registered voters per election	37,825	37,263	41,000	41,000	39,800
# of elections administered	6	3	4	4	2
% of staff trained at each election	98%	99%	100%	90%	100%

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
490800 Misc Intergov. Charges	\$ -	\$ 122	\$ 1,000	\$ 1,000	\$ 500
Total Revenue	<u>\$ -</u>	<u>\$ 122</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 500</u>
Expenses					
610100 Regular Salaries	\$ 54,802	\$ 44,090	\$ 47,200	\$ 47,200	\$ 44,941
610500 Overtime Wages	2,318	1,033	7,588	7,588	2,000
610800 Part Time	-	261	-	-	22,000
611000 Other Compensation	95,659	25,100	106,868	106,868	-
615000 Fringes	17,886	20,764	28,281	28,281	27,621
620200 Mileage Reimbursement	239	-	200	200	100
620600 Parking Permits	720	-	50	50	-
630100 Office Supplies	1,085	286	2,000	2,000	500
631603 Other Misc. Supplies	3,090	520	2,000	2,000	500
632002 Outside Printing	4,663	3,033	8,000	8,000	3,000
641200 Advertising	4,478	2,710	4,500	4,500	2,500
641800 Equip Repairs & Maint	17,840	20,715	30,000	30,000	22,000
650301 Facility Rent	3,915	1,260	3,575	3,575	2,025
659900 Other Contracts/Obligation	2,813	3,449	3,500	3,500	3,500
Total Expense	<u>\$ 209,508</u>	<u>\$ 123,221</u>	<u>\$ 243,762</u>	<u>\$ 243,762</u>	<u>\$ 130,687</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

Maintenance agreements	<u>22,000</u>
	<u>\$ 22,000</u>

**CITY OF APPLETON 2021 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:

The unusually high amount of postage expense in 2019 was due to the City-wide property revaluation, which required notices to be mailed.

The increase in equipment rental costs (\$1,005) is due to the anticipated increase in rental fees for the postage machine and copier which are both coming to the end of their current lease.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	745,807	622,977	600,000	500,000	620,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure	73	50	40	30
Work Process Outputs					
# of pieces of outgoing mail	111,231	85,982	120,000	150,000	95,000
# of packages handled	131	55	125	50	68

CITY OF APPLETON 2021 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 43,183	\$ 37,624	\$ 39,520	\$ 39,520	\$ 41,163
610500 Overtime Wages	760	165	798	798	100
615000 Fringes	23,018	22,949	25,780	25,780	26,349
630100 Office Supplies	2,538	1,150	2,500	2,500	1,700
630400 Postage\Freight	55,962	67,602	52,000	52,000	55,000
631603 Other Misc. Supplies	8,353	8,460	6,800	6,800	6,500
632002 Outside Printing	215	274	2,000	2,000	1,000
641800 Equip Repairs & Maint	3,323	1,389	3,000	3,000	1,500
650302 Equipment Rent	16,748	10,941	17,500	17,500	18,505
Total Expense	<u>\$ 154,100</u>	<u>\$ 150,554</u>	<u>\$ 149,898</u>	<u>\$ 149,898</u>	<u>\$ 151,817</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 7,500
UPS	1,500
US Postal Service	46,000
	<u>\$ 55,000</u>

Rent

Color copier rental	\$ 1,800
Office copier rent	1,405
Large copier rental	7,000
Postage machine rent	7,000
Folder/insert machine rental	1,300
Additional copies	1,200
Charges to departments	(1,200)
	<u>\$ 18,505</u>

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	-	-	-	-	-	-
430100 Amusements License	8,422	8,035	7,759	8,000	8,000	7,500
430300 Cigarette License	5,400	5,300	5,300	5,000	5,000	5,000
430600 Liquor License	108,495	130,117	96,240	105,000	105,000	100,000
430700 Operators License	57,270	64,503	25,770	60,000	60,000	55,000
430900 Sundry License	4,555	4,400	2,620	4,000	4,000	4,000
431300 Special Events License	24,475	25,942	12,840	22,000	22,000	6,500
431600 Second Hand License	1,710	2,370	75	1,600	1,600	1,800
431700 Commercial Solicitation License	3,960	2,510	3,845	3,000	3,000	2,500
431800 Christmas Tree License	450	450	-	400	400	400
432000 Taxi Cab/Limousine License	1,530	1,170	810	1,000	1,000	850
432100 Taxi Driver License	2,710	2,500	1,500	2,000	2,000	2,000
432200 Special "B" Beer License	860	900	50	650	650	800
432400 Street Vendor License	20	-	-	-	-	-
441100 Sundry Permits	1,565	680	345	1,000	1,000	700
480100 General Charges for Service	117	159	102	300	300	300
490800 Misc Intergovernmental Charges	-	122	-	1,000	1,000	500
501000 Miscellaneous Revenue	4,910	5,450	4,820	4,800	4,800	4,800
503500 Other Reimbursements	200	25	-	200	200	200
508500 Cash Short or Over	1	15	-	-	-	-
TOTAL PROGRAM REVENUES	226,650	254,648	162,076	219,950	219,950	192,850
Personnel						
610100 Regular Salaries	511,009	508,713	302,391	557,939	557,939	567,186
610500 Overtime Wages	6,330	1,612	3,697	10,426	10,426	2,450
610800 Part-Time Wages	642	436	22,384	-	-	22,000
611000 Other Compensation	95,809	25,150	-	106,868	106,868	-
611500 Vacation Pay	48,515	48,228	27,805	-	-	-
615000 Fringes	205,915	193,704	120,039	202,076	202,076	221,015
TOTAL PERSONNEL	868,220	777,843	476,316	877,309	877,309	812,651
Training~Travel						
620100 Training/Conferences	9,770	11,358	427	13,600	13,600	13,600
620200 Mileage Reimbursement	239	-	111	200	200	100
620400 Tuition Fees	2,488	2,515	2,506	3,500	3,500	3,000
620600 Parking Permits	3,900	3,258	3,780	2,950	2,950	3,780
TOTAL TRAINING / TRAVEL	16,397	17,131	6,824	20,250	20,250	20,480
Supplies						
630100 Office Supplies	6,017	4,158	3,679	7,200	7,200	4,250
630200 Subscriptions	6,048	9,133	5,213	8,650	8,650	10,000
630300 Memberships & Licenses	4,503	2,987	1,460	3,500	3,500	3,500
630400 Postage/Freight	55,962	67,602	76,911	52,000	52,000	55,000
631603 Other Misc. Supplies	11,443	9,226	3,042	8,900	8,900	7,100
632001 City Copy Charges	1,437	1,127	650	1,500	1,500	1,500
632002 Outside Printing	5,055	4,554	4,507	11,900	11,900	4,600
632700 Miscellaneous Equipment	-	-	-	-	-	-
TOTAL SUPPLIES	90,465	98,787	95,462	93,650	93,650	85,950
Purchased Services						
640201 Attorney Fees	-	-	-	-	-	-
640202 Recording/Filing Fees	1,322	3,411	1,050	7,100	7,100	7,200
640400 Consulting Services	3,128	12,516	3,300	7,000	7,000	7,000
640800 Contractor Fees	150	730	-	150	150	150
641200 Advertising	37,070	51,389	17,011	28,500	28,500	37,500
641307 Telephone	618	768	454	900	900	900
641800 Equip Repairs & Maint	21,284	22,156	613	33,200	33,200	23,700
642900 Interfund Allocations	(110)	(50)	309	60	60	60
650301 Facility Rent	3,915	1,260	1,965	3,575	3,575	2,025
650302 Equipment Rent	16,748	10,941	8,371	17,500	17,500	18,505
659900 Other Contracts/Obligation	4,325	3,449	3,281	5,500	5,500	4,500
662500 Disability Payments	7,890	7,890	5,260	7,890	7,890	7,890
TOTAL PURCHASED SVCS	96,340	114,460	41,614	111,375	111,375	109,430
TOTAL EXPENSE	1,071,422	1,008,221	620,216	1,102,584	1,102,584	1,028,511