LEGAL and ADMINISTRATIVE SERVICES DEPARTMENT
MID-YEAR REVIEW

All figures through June 30, 2026

Significant 2026 Events:

The Legal and Administrative Services Department has been engaged in a number of matters through the first half of 2026. Below are some of the highlights for the first half of the year:

City Attorney's Office

- Through June of 2026, represented the City in traffic and ordinance related matters including 3,432 scheduled initial court appearances and 1,517 hearings and trials.
- Worked closely with AFD staff on the development of a regional food truck inspection program and prepared a multi-jurisdictional MOU to support consistent regional fire code licensing and enforcement across NE Wisconsin and beyond.
- Assisted the Community Development and Public Works departments with the drafting and negotiation of several development agreements, provided counsel regarding proposed projects including the Thrivent development, Transit Center project and others, and provided advice and guidance on other development matters.
- Provided assistance to various departments regarding historical information pertaining to land use matters, agreements, contracts, and the like.
- Drafted or assisted in amending or creating more than 43 ordinances along with comprehensive updates to retail food establishments, sidewalk cafes, hotels, motels, tourist rooming houses and bed and breakfast establishments, swimming pools, camps, and tattoo and body piercing sections.
- In just under the first six months of 2026, 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.
- Assisted the City Clerk with license application process for amusement devices in licensed premises.
- 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.
- Assisted with negotiations, drafting, and execution of a long-term FCEC Management Agreement.

City Clerk's Office

- After successful implementation of the new Special Events Policy and associated processes, further updated the policy to account for unanticipated situations and the effects of the policy in practice.
- Developed and approved a comprehensive City of Appleton Board of Review Rules & Procedures policy.
- Administered the 2026 Board of Review.
- Established a new polling place for Aldermanic District 15.
- As of May 2026, administered a Spring Election and began preparing to administer a Partisan Primary Election in August and General Election in November.

- As of May 2026, sent out 4,173 absentee ballots and served 1,181 in-person absentee voters.
- Developed and conducted New Election Inspector Training, Special Voting Deputy Training, and Chief Inspector Training.
- Worked with the Information Technology Department and other City departments to build and test new software for license and permit management to be implemented in 2027.
- Assisted with the process and proceedings related to a Commercial Solicitation license suspension.
- Worked with the Attorney's Office and Police Department to revise our Mechanical Amusement Device Application and license approval process.
- Implemented the first year of electronic delivery of Alcohol License renewal documents and information.
- Updated the Alcohol License Policy to reflect current practices and clarify processes for place-to-place transfers and surrender of alcohol licenses.

Areas of Primary Concentration for the remainder of 2026:

- 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 and work closely with outside counsel to manage external litigation.
- Actively explore opportunities for process improvement and streamlining of procedures.
- Continue training for electronic poll books and developing additional procedures to assist with operation and set-up of the devices.
- Successfully administer two scheduled elections, with minimal issues and maximum efficiency.
- Work with other departments to reduce mail costs and find innovative ways to distribute information and documents.
- Implement the new software for license and permit management and work with license applicants to help ease the transition to the new system.

Budget Performance Summary

ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	% USED
14510	Administration	$423,080	$431,280	$202,783.54	47.00%
14521	Litigation	$219,722	$230,722	$103,445.20	44.80%
14530	Recordkeeping	$119,471	$119,471	$54,701.31	45.80%
14540	Licensing	-$195,106	-$195,106	-$174,308.87	89.30%
14550	Elections	$256,474	$288,474	$77,872.28	27.00%
14560	Mail/Copy Services	$194,844	$197,844	$45,555.04	23.00%
	Revenue Total	-$256,130	-$256,130	-$193,422.75	75.50%
	Expense Total	$1,274,615	$1,328,815	$503,471.25	37.90%
	Grand Total	$1,018,485	$1,072,685	$310,048.50	28.90%