

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2017 BUDGET LEGAL SERVICES

MISSION STATEMENT

The mission of the office of Legal Services encompasses three general areas: (1) representing the City in civil and quasi-criminal proceedings; (2) serving as legal advisor to the City, its agencies, officials and, in some instances, its employees. More specifically, these missions include: prosecuting and defending claims and lawsuits for and against the City, its officials, and its employees according to law; prosecuting ordinance and traffic violations in Outagamie County Circuit Court; providing legal services to City-owned utilities; and providing in-house counsel for the Police Department; and (3) City Clerk responsibilities including maintaining and providing accurate information, and providing quality service and assistance to the public, elected officials and City departments relative to the functions of City government.

DISCUSSION OF SIGNIFICANT 2016 EVENTS

City Attorney's Office:

- * The Fox River clean up litigation is still in process. Currently, the City is defending a request by Appvion for contribution for sums they have paid for that clean up. We continue to work with outside counsel to defend the City's interest in that case.
- * Worked with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. That is a long process and we are making progress on obtaining those facilities in the future.
- * Represented the City in traffic and ordinance related matters in 2015 including 6,607 scheduled initial court appearances, 133 scheduled jury and court trials and 3,601 scheduled pre-trials/jury trial conferences or motion hearings. Through June 4, 2016, staff has represented the City in 2,637 scheduled initial court appearances, 40 scheduled jury and court trials and 1,597 scheduled pre-trials/jury trial conferences or motion hearings.
- * Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- * Actively engaged in other litigation including the defense in a variety of lawsuits. Staff resolved a number of matters through mediation or dispositive motions.
- * Continues to work with outside counsel on a worker's compensation claim for retraining benefits.
- * Continues to work closely with various departments and the Appleton Area School District regarding establishing a joint employee health clinic.
- * Assisted the Parks, Recreation and Facilities Management Department with a performance bond claim.
- * Continues to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- * Continues to work with the Finance and Utilities Departments on customer issues such as theft of water and collection.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPPA issues.
- * Worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.
- * Worked with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project. We anticipate this project going through the balance of this year and into next year with land acquisitions.
- * Filed a second claim against the Village of Harrison and Town of Harrison over the attempted annexation of property in the City's growth area. The case has just begun and we anticipate there being significant activity over the next several months.
- * Worked with the Department of Public Works, completing an update to the Stormwater Management and Erosion Control ordinances.

City Clerk's Office:

- * Successfully conducted four elections including a presidential election.
- * Learned and utilized the new State WisVote system for election administration for all four elections.
- * As a result of the Spring Election held on April 5th, the Clerk's Office processed 4,811 voter registrations.
- * Administered nine weeks of early in-person absentee voting with a very high volume of early voters and registrations.
- * Implemented new laws regarding voter photo ID, absentee ballots, early voting, residency requirements, and campaign finance.
- * At the time of liquor license renewals, 194 beer/liquor licenses were issued.
- * Attended various training including the Municipal Clerk's Institute, liquor licensing updates, election law changes and classes at the Wisconsin Municipal Clerk's Association Annual Conference.
- * The general policy for alcohol licensing was revised to reflect changes in legislation such as the issuance of Class "A" cider only licenses and to remove the economic development grant program for Reserve "Class B" licenses.
- * Worked with the special events staff committee and reviewed and updated the Special Events Policy.
- * The Board of Review proceeding was completed at the beginning of June.

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

MAJOR 2017 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for the Oneida Street construction project are completed.
- * Work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * Continue working with insurance counsel to make sure as much of the remaining invoices for the Fox River litigation are appropriately paid to the City.
- * Continue to work with outside counsel as appropriate, for the excessive assessments lawsuits currently pending.
- * 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.
- * Continue to work with the court and school district on truancy court matters, spending an average of fifteen days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Effectively conduct two regularly scheduled elections including the spring primary in February and the spring election in April.
- * Learn the State's new online voter registration system and work to make voters aware of the new online registration option.
- * Continue to examine how to advance election processes through new devices and software.
- * Streamline and effectively perform records management duties through the use of electronic records management.
- * Continue to evaluate and improve the administration of licenses and permits.
- * Work with Department of Public Works for the development of the Leona Street stormwater pond.
- * Obtain and implement a document management system with assistance from Information Technology.
- * Work with other City departments for a successful exhibition center construction process.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
Program Revenues		\$ 299,299	\$ 252,151	\$ 291,240	\$ 291,240	\$ 259,200	-11.00%
Program Expenses							
14510	Administration	291,563	256,959	330,085	334,884	326,318	-1.14%
14521	Litigation	399,957	329,166	242,143	246,657	257,860	6.49%
11020	Recordkeeping	104,267	73,905	107,635	107,635	104,924	-2.52%
11030	Licensing	59,237	73,732	64,830	66,016	66,471	2.53%
11040	Elections	300,390	134,496	333,478	333,956	194,520	-41.67%
11050	Mail / Copy Center	164,112	160,379	193,030	194,340	179,715	-6.90%
TOTAL		\$ 1,319,526	\$ 1,028,637	\$ 1,271,201	\$ 1,283,488	\$ 1,129,808	-11.12%
Expenses Comprised Of:							
Personnel		779,894	705,773	851,164	860,295	798,902	-6.14%
Administrative Expense		129,232	126,986	161,427	164,583	141,391	-12.41%
Supplies & Materials		122,365	35,472	112,200	112,200	48,900	-56.42%
Purchased Services		269,600	145,838	131,940	131,940	125,315	-5.02%
Utilities		755	756	1,070	1,070	900	-15.89%
Repair & Maintenance		17,680	13,812	13,400	13,400	14,400	7.46%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2017 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: " Prompt delivery of 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

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
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 performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	40	26	75	75	40
Work Process Outputs					
Written opinions issued	7	3	<20	<20	<20
Ordinances reviewed	104	106	104	90	100
Staff training - hours of training	193.5	56	120	120	120
# of real estate transactions	15	21	13	30	70

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4801 Charges for Serv. - Nontax	\$ 182	\$ 50	\$ 200	\$ 200	\$ 100
4802 Charges for Serv. - Tax	412	177	200	200	200
5035 Other Reimbursements	100	-	-	-	-
5085 Cash Short or Over	4	(7)	-	-	-
Total Revenue	<u>\$ 698</u>	<u>\$ 220</u>	<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 207,451	\$ 175,754	\$ 228,552	\$ 230,195	\$ 232,117
6105 Overtime	125	883	-	-	-
6150 Fringes	57,518	52,371	73,255	73,255	63,643
6201 Training\Conferences	8,536	10,844	9,500	12,656	11,000
6206 Parking Permits	2,559	2,667	3,158	3,158	3,158
6301 Office Supplies	398	1,723	950	950	800
6302 Subscriptions	6,879	7,101	8,000	8,000	9,000
6303 Memberships & Licenses	2,687	3,363	3,200	3,200	4,000
6320 Printing & Reproduction	1,656	1,341	2,200	2,200	1,500
6404 Consulting	2,875	-	-	-	-
6413 Utilities	755	756	1,070	1,070	900
6418 Equip Repairs & Maint	124	156	200	200	200
Total Expense	<u>\$ 291,563</u>	<u>\$ 256,959</u>	<u>\$ 330,085</u>	<u>\$ 334,884</u>	<u>\$ 326,318</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2017 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: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunity 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:

The legal fees account is used for payment of outside counsel for the excess assessment litigation and for the recording of documents. We anticipate the court of appeals decision this Fall. If the City prevails, legal fees would be decreased. Recording fees include such things as deeds and documents generated by land acquisition for street purposes.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	66	66	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$39,977	\$19,644	<\$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	0	0	0	0	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	78%	78%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	9	12	2	0	0

* This measure does not include legal cases in the Risk Management Fund (PCBs) or any other cases specific to an Enterprise Fund (General Fund only).

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 118,122	\$ 169,408	\$ 137,460	\$ 141,974	\$ 141,585
6150 Fringes	34,501	45,537	36,793	36,793	38,385
6301 Office Supplies	222	-	-	-	-
6402 Legal Fees	127,625	96,890	50,000	50,000	60,000
6404 Consulting Services	107,303	9,441	10,000	10,000	10,000
6625 Disability Payments	12,184	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 399,957</u>	<u>\$ 329,166</u>	<u>\$ 242,143</u>	<u>\$ 246,657</u>	<u>\$ 257,860</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Legal Fees

Outside counsel	\$ 50,000
Recording/filing fees	10,000
	<u>\$ 60,000</u>

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

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: "Prompt delivery of 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 and improve coordination of electronic records through new electronic records management software.
- * Organize vault files in a logical and accessible manner.
- * Monitor Granicus system for potential improvements and training opportunities for City staff.

Major Changes in Revenue, Expenditures or Programs:

The number of hours of maintaining records is expected to increase due to reorganization of duties along with working with Information Technology to implement a new electronic records management system.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Retrieval of information					
% same day responses	95%	95%	95%	90%	95%
1 week retrieval for detailed requests	5%	5%	5%	10%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	261	480	500	960	1,200
# of requests for information	208	78	250	140	200
# of publication notices	184	498	300	500	500
# of ordinances adopted/amended	77	106	200	95	165

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 42,652	\$ 25,228	\$ 43,950	\$ 43,950	\$ 47,840
6105 Overtime	3,804	336	600	600	600
6150 Fringes	21,189	11,538	22,585	22,585	14,359
6301 Office Supplies	769	434	1,500	1,500	850
6320 Printing & Reproduction	2,617	-	2,600	2,600	2,500
6402 Legal Fees	-	150	600	600	400
6408 Contractor Fees	200	150	800	800	375
6412 Advertising	33,036	36,069	35,000	35,000	38,000
Total Expense	<u>\$ 104,267</u>	<u>\$ 73,905</u>	<u>\$ 107,635</u>	<u>\$ 107,635</u>	<u>\$ 104,924</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 38,000

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, 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: "Prompt delivery of 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.

Major Changes in Revenue, Expenditures or Programs:

Liquor license revenue is increasing due to reserve licenses no longer being reimbursable for the economic development grant.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	100%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	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	215	222	225	194	205
# of operator licenses issued	615	1,159	1,200	400	1,200
# of general licenses issued	368	556	500	540	600

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4301 Amusements	\$ 7,940	\$ 8,080	\$ 7,800	\$ 7,800	\$ 7,500
4303 Cigarette	5,395	5,700	5,600	5,600	5,700
4306 Liquor	114,424	83,942	79,900	79,900	92,000
4307 Operators	46,256	85,374	80,000	80,000	80,000
4309 Miscellaneous	5,430	5,322	4,400	4,400	4,800
4313 Special Events	20,550	21,464	20,000	20,000	20,000
4316 Second Hand/Pawnbroker	2,130	2,280	1,000	1,000	1,200
4317 Commercial Solicitation	4,055	4,955	4,300	4,300	4,200
4318 Christmas Tree	405	405	400	400	400
4320 Taxi Cab/Limousine	2,622	1,690	1,300	1,300	1,000
4321 Taxi Driver	3,980	4,000	2,000	2,000	2,000
4322 Special "B" Beer License	820	865	500	500	600
4411 Alarm Permits	1,920	2,095	1,640	1,640	1,500
5010 Misc. Revenue - Nontax	6,080	6,026	6,000	6,000	6,000
Total Revenue	\$ 222,007	\$ 232,198	\$ 214,840	\$ 214,840	\$ 226,900
Expenses					
6101 Regular Salaries	\$ 37,074	\$ 39,380	\$ 38,896	\$ 40,082	\$ 40,664
6105 Overtime	1,260	295	375	375	375
6150 Fringes	20,213	21,254	21,819	21,819	22,692
6301 Office Supplies	690	2,011	3,200	3,200	2,800
6320 Printing & Reproduction	-	-	600	600	-
6429 Interfund Allocation	-	(430)	(60)	(60)	(60)
6599 Other Contracts / Obligations	-	11,222	-	-	-
Total Expense	\$ 59,237	\$ 73,732	\$ 64,830	\$ 66,016	\$ 66,471

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

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: "Prompt deliver of 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.
- * Utilize the City's website to post municipal election night results.
- * Provide effective training for all election inspectors.
- * Streamline polling place procedures and materials.
- * Effectively assist local candidates and maintain campaign finance reports.
- * Continue education on WisVote system to learn more functionalities as they become available.

Major Changes in Revenue, Expenditures or Programs:

The State is to launch a new online voter registration system by the February election. This would allow voters to register to vote or update their registration through an online system, as long as they have a Wisconsin driver's license or ID card as the system would communicate with the Department of Motor Vehicles system for address verification.

The decrease in intergovernmental charges revenue is due to two elections in 2017 vs. four in 2016.

Increase in salaries for hiring four additional pollworkers to assist where needed for the elections. A \$5 per day increase in the chief election inspector wages was also added.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	6,164	2,775	6,000	11,000	2,250
# of voter registrations processed	4,475	378	8,500	9,100	400
# of absentee ballots issued	7,023	945	8,500	8,800	1,050
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	47,660	8,620	90,000	82,000	9,680
Avg. # of registered voters per election	41,000	41,900	45,000	44,000	43,000
# of elections administered	4	2	4	4	2
% of staff trained at each election	98%	98%	100%	100%	100%

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4908 Misc. Intergov. Charges	\$ 76,594	\$ 19,733	\$ 76,000	\$ 76,000	\$ 32,000
Total Revenue	<u>\$ 76,594</u>	<u>\$ 19,733</u>	<u>\$ 76,000</u>	<u>\$ 76,000</u>	<u>\$ 32,000</u>
Expenses					
6101 Regular Salaries	\$ 139,678	\$ 73,514	\$ 151,891	\$ 152,369	\$ 100,423
6105 Overtime	2,222	778	2,987	2,987	1,976
6108 Part Time	4,396	-	-	-	-
6150 Fringes	26,079	23,791	26,100	26,100	25,471
6201 Training\Conferences	-	-	400	400	400
6202 Local Auto Expense	54	211	600	600	400
6206 Parking Permits	658	57	300	300	100
6301 Office Supplies	1,736	422	13,500	13,500	650
6316 Miscellaneous Supplies	2,466	621	5,000	5,000	500
6320 Printing & Reproduction	101,740	21,837	82,000	82,000	35,000
6328 Signs	-	-	500	500	-
6412 Advertising	3,161	1,454	3,600	3,600	1,600
6418 Equip Repairs & Maint	10,665	10,861	11,000	11,000	11,200
6503 Rent	3,360	900	3,600	3,600	1,800
6599 Other Contracts/Obligations	4,175	50	32,000	32,000	15,000
Total Expense	<u>\$ 300,390</u>	<u>\$ 134,496</u>	<u>\$ 333,478</u>	<u>\$ 333,956</u>	<u>\$ 194,520</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 3,800
Election ballots	19,800
Other supplies	11,400
	<u>\$ 35,000</u>

Other Contracts/Obligations

Ballot layout	\$ 4,000
Ballot coding memory cards for tabulators	11,000
	<u>\$ 15,000</u>

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to insure 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: "Prompt delivery of 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

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	1%	0%	0%
# of copies made in mail center	887,812	682,072	1,000,000	875,000	925,000
Work Process Outputs					
# of pieces of outgoing mail	142,658	144,429	160,000	140,000	135,000
# of packages handled	337	298	400	250	375

CITY OF APPLETON 2017 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 41,459	\$ 43,737	\$ 43,098	\$ 44,408	\$ 45,053
6105 Overtime	1,295	205	375	375	375
6150 Fringes	20,855	21,764	22,428	22,428	23,344
6301 Office Supplies	200	4,655	1,600	1,600	6,000
6304 Postage\Freight	68,393	71,273	85,000	85,000	79,000
6316 Miscellaneous Supplies	11,379	5,291	12,500	12,500	5,600
6320 Printing & Reproduction	2,510	6,381	3,900	3,900	3,800
6327 Miscellaneous Equipment	-	-	2,900	2,900	-
6418 Equip Repairs & Maint	6,890	2,796	2,200	2,200	3,000
6503 Rent	11,131	4,277	19,029	19,029	13,543
Total Expense	\$ 164,112	\$ 160,379	\$ 193,030	\$ 194,340	\$ 179,715

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 12,000
UPS	3,000
US Postal Service	64,000
	<u>\$ 79,000</u>

Rent

Color copier rental	\$ 4,960
Back copier rental	9,380
Front copier rental	2,203
Additional copies	5,000
Charges to departments	(8,000)
	<u>\$ 13,543</u>