

CITY OF APPLETON 2022 BUDGET

LEGAL SERVICES

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Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2022 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 2021 EVENTS

City Attorney's Office:

* 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. Our office provided advice and direction to City staff along with the Common Council.

* As of May 29, represented the City in traffic and ordinance related matters in 2021 including 2,351 scheduled initial court appearances, 57 scheduled jury and court trials and 1,092 scheduled pre-trials/jury trial conferences or motion hearings. Court appearances in 2021 are significantly different due to COVID-19. It has taken hours of cooperation with the County to put together a hybrid system of in-person and virtual appearances. While the total number of matters to date is lower than previous years, the amount of prep has increased.

* Operated the Granicus system and provided ongoing tech support to facilitate remote meetings.

* Provided guidance and training to the newly-seated Council and updates to the Alderperson Handbook.

* Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, land use, property damage, foreclosures, and pandemic-related litigation.

* Provided defense litigation as well as worked with outside counsel on pending state and federal matters involving Appleton police officers.

* Worked with the Department of Public Works on four eminent domain processes to acquire the necessary land for future roadway and improvements to current roadways.

* Worked with the Department of Public Works on a budget amendment to acquire a parcel of property in 2021 as opposed to 2022 for a more favorable land price.

* Worked cooperatively with the Department of Public Works and Community and Economic Development Department to eliminate town islands and enter into cooperative agreements with neighboring municipalities.

* Worked with Department of Public Works and Community and Economic Development Department to enter into an intermunicipal agreement with the Village of Harrison for the detachment of certain lands in exchange for the cost sharing of cooperative road improvements.

* Worked with Community and Economic Development Department to resolve a long-standing issue regarding partial sections of three properties south of the river by detaching them from the City and attaching them to Fox Crossing.

* Provided ongoing assistance in various roles in support of the Library building project.

* Assisted the Community and Economic Development Department with the preparation and execution of development agreements.

* Drafted or assisted in amending or creating a number of ordinances, including an update to the Floodplain ordinance, updates to the bicycle/electric scooter ordinance, creation of the Accessory Dwelling Units section to the Zoning Code and multiple pandemic-related temporary ordinances.

* In the first six months of 2021, the Attorney's Office has processed over 200 new agreements/contracts. Processing a contract includes the preparation of the contract document, circulation for signatures, tracking, and distribution.

* This office also responded to or provided guidance for numerous open records requests.

* Worked on agreements for the BIRD Scooter pilot program and Community Piano project.

* Provided comprehensive updates to Appleton Fire Department's record request form as well as provided updated guidance on record responses.

City Clerk's Office:

* Maintained use of electronic poll books and participated in feedback sessions with the WEC to enhance software

* Streamlined end of night and election reconciliation procedures.

* Safely and successfully administered 2 elections and sent out nearly 10,000 absentee ballots.

* Sent out over 1,500 30-day notice letters related to the record number of absentee requests received in 2020-2021.

* Responded to a considerable number of extensive records requests related to elections.

* Updated and modified the Special Event procedures and communications as the COVID-19 pandemic evolved.

* Printed over 80,000 documents for the COVID-19 vaccine clinic.

* Made over 300 volunteer badges for the COVID-19 vaccine clinic.

* Actively recruited 3 new polling places.

* Updated the Alcohol License Policy to be consistent with current laws and practices.

* Restructured the filing system in the vault and for electronic files to make them more identifiable and accessible.

* Maintained in-person staff for all of 2021.

CITY OF APPLETON 2022 BUDGET LEGAL SERVICES

MAJOR 2022 OBJECTIVES

- * Worked with the Department of Public Works, and/or 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 completed timely, 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 in collection efforts.
- * 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 mandated by the insurance carrier.
- * Continue to prosecute City citations 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 projects as they arise.
- * 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 four 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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 254,648 | \$ 271,953 | \$ 192,850 | \$ 192,850 | \$ 196,700 | 2.00% |
| Program Expenses | | | | | | | |
| 14510 | Administration | 346,172 | 348,671 | 373,833 | 384,833 | 374,357 | 0.14% |
| 14521 | Litigation | 218,383 | 178,244 | 185,413 | 185,413 | 178,901 | -3.51% |
| 14530 | Recordkeeping | 99,194 | 102,763 | 117,310 | 117,310 | 90,381 | -22.96% |
| 14540 | Licensing | 70,697 | 66,152 | 69,451 | 69,451 | 69,546 | 0.14% |
| 14550 | Elections | 123,221 | 234,971 | 130,687 | 130,687 | 224,166 | 71.53% |
| 14560 | Mail / Copy Center | 150,554 | 176,782 | 151,817 | 151,817 | 188,916 | 24.44% |
| TOTAL | | \$ 1,008,221 | \$ 1,107,583 | \$ 1,028,511 | \$ 1,039,511 | \$ 1,126,267 | 9.50% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 777,843 | 856,641 | 812,651 | 812,651 | 875,872 | 7.78% |
| Training & Travel | | 17,131 | 8,904 | 20,480 | 31,480 | 17,880 | -12.70% |
| Supplies & Materials | | 98,787 | 130,708 | 85,950 | 85,950 | 127,200 | 47.99% |
| Purchased Services | | 114,460 | 111,330 | 109,430 | 109,430 | 105,315 | -3.76% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 | |

**CITY OF APPLETON 2022 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
- * 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:

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 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | | | | | |
| Opinions issued | 55 | 16 | 40 | 45 | 45 |
| Ordinances reviewed | 109 | 131 | 100 | 75 | 100 |
| Staff training - hours of training | 75 | 75 | 40 | 65 | 25 |
| # of real estate transactions | 13 | 11 | 15 | 10 | 15 |

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 159 | \$ 260 | \$ 300 | \$ 300 | \$ 300 |
| 508500 Cash Short or Over | 15 | - | - | - | - |
| Total Revenue | \$ 174 | \$ 260 | \$ 300 | \$ 300 | \$ 300 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 247,806 | \$ 260,319 | \$ 262,315 | \$ 262,315 | \$ 266,696 |
| 610500 Overtime Wages | 1 | - | - | - | - |
| 615000 Fringes | 65,601 | 65,511 | 74,238 | 74,238 | 73,381 |
| 620100 Training/Conferences | 11,358 | 2,336 | 13,600 | 24,600 | 13,600 |
| 620400 Tuition Fees | 2,515 | 2,506 | 3,500 | 3,000 | - |
| 620600 Parking Permits | 3,258 | 3,780 | 3,780 | 3,780 | 3,780 |
| 630100 Office Supplies | 626 | 454 | 800 | 800 | 800 |
| 630200 Subscriptions | 9,133 | 9,239 | 10,000 | 10,000 | 10,500 |
| 630300 Memberships & Licenses | 2,947 | 2,305 | 3,000 | 3,500 | 3,000 |
| 632001 City Copy Charges | 1,127 | 1,328 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 980 | - | - | - | - |
| 641307 Telephone | 768 | 772 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 52 | 121 | 200 | 200 | 200 |
| Total Expense | \$ 346,172 | \$ 348,671 | \$ 373,833 | \$ 384,833 | \$ 374,357 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

With the death of the recipient of the duty disability payment, the City's obligation is terminated. This amount has been removed beginning 2022.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 25 | \$ - | \$ 200 | \$ 200 | \$ - |
| Total Revenue | <u>\$ 25</u> | <u>\$ -</u> | <u>\$ 200</u> | <u>\$ 200</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 147,368 | \$ 129,719 | \$ 125,146 | \$ 125,146 | \$ 127,023 |
| 615000 Fringes | 47,528 | 34,890 | 38,377 | 38,377 | 37,878 |
| 640202 Recording/Filing Fees | 3,081 | 1,470 | 7,000 | 7,000 | 7,000 |
| 640400 Consulting Services | 12,516 | 4,275 | 7,000 | 7,000 | 7,000 |
| 662500 Disability Payments | 7,890 | 7,890 | 7,890 | 7,890 | - |
| Total Expense | <u>\$ 218,383</u> | <u>\$ 178,244</u> | <u>\$ 185,413</u> | <u>\$ 185,413</u> | <u>\$ 178,901</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|------------------|-------------------|-------------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 36,691 | \$ 46,907 | 52,520 | 52,520 | \$ 47,840 |
| 610500 Overtime Wages | 298 | 2,547 | 250 | 250 | 242 |
| 615000 Fringes | 11,298 | 21,337 | 28,090 | 28,090 | 7,099 |
| 630100 Office Supplies | 1,028 | 171 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 40 | 70 | - | - | - |
| 631603 Other Misc. Supplies | 100 | 30 | 100 | 100 | 100 |
| 632002 Outside Printing | - | - | 500 | 500 | 250 |
| 640202 Recording/Filing Fees | 330 | 120 | 200 | 200 | 200 |
| 640800 Contractor Fees | 730 | - | 150 | 150 | 150 |
| 641200 Advertising | 48,679 | 31,581 | 35,000 | 35,000 | 34,000 |
| Total Expense | <u>\$ 99,194</u> | <u>\$ 102,763</u> | <u>\$ 117,310</u> | <u>\$ 117,310</u> | <u>\$ 90,381</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-----------------------------|------------------|
| <u>Advertising</u> | |
| Required legal publications | <u>\$ 34,000</u> |

**CITY OF APPLETON 2022 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 increase in special events licenses in 2022 reflects the expectation that special events that were cancelled due to the COVID-19 pandemic will resume.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 430100 Amusements License | \$ 8,035 | \$ 8,230 | \$ 7,500 | \$ 7,500 | \$ 7,700 |
| 430300 Cigarette License | 5,300 | 5,800 | 5,000 | 5,000 | 5,300 |
| 430600 Liquor License | 130,117 | 113,909 | 100,000 | 100,000 | 110,000 |
| 430700 Operators License | 64,503 | 37,125 | 55,000 | 55,000 | 38,000 |
| 430900 Sundry License | 4,400 | 3,220 | 4,000 | 4,000 | 3,500 |
| 431300 Special Events License | 25,942 | 13,365 | 6,500 | 6,500 | 18,000 |
| 431600 Second Hand/Pawnbroker | 2,370 | 1,980 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation | 2,510 | 5,145 | 2,500 | 2,500 | 2,500 |
| 431800 Christmas Tree License | 450 | 405 | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,170 | 810 | 850 | 850 | 800 |
| 432100 Taxi Driver License | 2,500 | 1,950 | 2,000 | 2,000 | 1,500 |
| 432200 Special "B" Beer License | 900 | 200 | 800 | 800 | 800 |
| 441100 Sundry Permits | 680 | 660 | 700 | 700 | 600 |
| 501000 Miscellaneous Revenue | 5,450 | 15,590 | 4,800 | 4,800 | 5,000 |
| Total Revenue | <u>\$ 254,327</u> | <u>\$ 208,389</u> | <u>\$ 191,850</u> | <u>\$ 191,850</u> | <u>\$ 195,900</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 43,587 | \$ 41,227 | \$ 41,101 | \$ 41,101 | \$ 41,717 |
| 610500 Overtime Wages | 115 | 2,119 | 100 | 100 | 120 |
| 615000 Fringes | 25,564 | 21,894 | 26,340 | 26,340 | 25,799 |
| 630100 Office Supplies | 1,068 | 460 | 750 | 750 | 750 |
| 631603 Other Misc. Supplies | 146 | 29 | - | - | - |
| 632002 Outside Printing | 267 | - | 100 | 100 | 100 |
| 642900 Interfund Allocations | (50) | 423 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | - | 1,000 | 1,000 | 1,000 |
| Total Expense | <u>\$ 70,697</u> | <u>\$ 66,152</u> | <u>\$ 69,451</u> | <u>\$ 69,451</u> | <u>\$ 69,546</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 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. 2021 was a two-election year and 2022 is a four-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

In 2021, seasonal election positions moved to a fixed hourly rate versus a step rate increase based on anniversary. These changes were incorporated into the 2022 budget.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Misc. State Aids | \$ - | \$ 44,974 | \$ - | \$ - | |
| 490800 Misc Intergov. Charges | 122 | - | 500 | 500 | 500 |
| 502000 Donations & Memorials | - | 18,330 | - | - | - |
| Total Revenue | <u>\$ 122</u> | <u>\$ 63,304</u> | <u>\$ 500</u> | <u>\$ 500</u> | <u>\$ 500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 44,090 | \$ 67,150 | \$ 44,941 | \$ 44,941 | \$ 49,397 |
| 610500 Overtime Wages | 1,033 | 16,193 | 2,000 | 2,000 | 3,069 |
| 610800 Part Time | 261 | 53,594 | 22,000 | 22,000 | 99,593 |
| 611000 Other Compensation | 25,100 | - | - | - | - |
| 615000 Fringes | 20,764 | 30,180 | 27,621 | 27,621 | 28,307 |
| 620200 Mileage Reimbursement | - | 221 | 100 | 100 | 300 |
| 620600 Parking Permits | - | 61 | - | - | 200 |
| 630100 Office Supplies | 286 | 4,352 | 500 | 500 | 1,500 |
| 631603 Other Misc. Supplies | 520 | 1,784 | 500 | 500 | 500 |
| 632002 Outside Printing | 3,033 | 14,468 | 3,000 | 3,000 | 6,500 |
| 641200 Advertising | 2,710 | 3,501 | 2,500 | 2,500 | 2,500 |
| 641800 Equip Repairs & Maint | 20,715 | 35,287 | 22,000 | 22,000 | 25,000 |
| 650301 Facility Rent | 1,260 | 3,990 | 2,025 | 2,025 | 3,800 |
| 659900 Other Contracts/Obligation | 3,449 | 4,190 | 3,500 | 3,500 | 3,500 |
| Total Expense | <u>\$ 123,221</u> | <u>\$ 234,971</u> | <u>\$ 130,687</u> | <u>\$ 130,687</u> | <u>\$ 224,166</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

| | |
|------------------------|------------------|
| Maintenance agreements | 25,000 |
| | <u>\$ 25,000</u> |

CITY OF APPLETON 2022 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:

It is anticipated that there will be a significant increase in postage in the coming year. This along with an anticipated increased number of absentee ballots results in a significant increase in the Postage Budget.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 37,624 | \$ 39,731 | \$ 41,163 | \$ 41,163 | \$ 41,781 |
| 610500 Overtime Wages | 165 | 1,341 | 100 | 100 | 121 |
| 615000 Fringes | 22,949 | 21,982 | 26,349 | 26,349 | 25,809 |
| 630100 Office Supplies | 1,150 | 3,342 | 1,700 | 1,700 | 1,700 |
| 630400 Postage\Freight | 67,602 | 89,938 | 55,000 | 55,000 | 92,000 |
| 631603 Other Misc. Supplies | 8,460 | 2,291 | 6,500 | 6,500 | 6,500 |
| 632002 Outside Printing | 274 | 446 | 1,000 | 1,000 | 1,000 |
| 641800 Equip Repairs & Maint | 1,389 | 493 | 1,500 | 1,500 | 1,500 |
| 650302 Equipment Rent | 10,941 | 17,218 | 18,505 | 18,505 | 18,505 |
| Total Expense | <u>\$ 150,554</u> | <u>\$ 176,782</u> | <u>\$ 151,817</u> | <u>\$ 151,817</u> | <u>\$ 188,916</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|------------------------|------------------|
| United Mailing Service | \$ 7,500 |
| UPS | 1,500 |
| US Postal Service | 83,000 |
| | <u>\$ 92,000</u> |

Rent

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

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|--|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | - | 44,974 | - | - | - | - |
| 430100 Amusements License | 8,035 | 8,230 | 7,900 | 7,500 | 7,500 | 7,700 |
| 430300 Cigarette License | 5,300 | 5,800 | 5,700 | 5,000 | 5,000 | 5,300 |
| 430600 Liquor License | 130,117 | 113,909 | 97,159 | 100,000 | 100,000 | 110,000 |
| 430700 Operators License | 64,503 | 37,125 | 31,815 | 55,000 | 55,000 | 38,000 |
| 430900 Sundry License | 4,400 | 3,220 | 2,228 | 4,000 | 4,000 | 3,500 |
| 431300 Special Events License | 25,942 | 13,365 | 7,780 | 6,500 | 6,500 | 18,000 |
| 431600 Second Hand License | 2,370 | 1,980 | 255 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation License | 2,510 | 5,145 | 2,530 | 2,500 | 2,500 | 2,500 |
| 431800 Christmas Tree License | 450 | 405 | - | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,170 | 810 | 720 | 850 | 850 | 800 |
| 432100 Taxi Driver License | 2,500 | 1,950 | 650 | 2,000 | 2,000 | 1,500 |
| 432200 Special "B" Beer License | 900 | 200 | 270 | 800 | 800 | 800 |
| 441100 Sundry Permits | 680 | 660 | 450 | 700 | 700 | 600 |
| 480100 General Charges for Service | 159 | 260 | 256 | 300 | 300 | 300 |
| 490800 Misc Intergovernmental Charges | 122 | - | - | 500 | 500 | 500 |
| 501000 Miscellaneous Revenue | 5,450 | 15,590 | 4,920 | 4,800 | 4,800 | 5,000 |
| 502000 Donations & Memorials | - | 18,330 | - | - | - | - |
| 503500 Other Reimbursements | 25 | - | - | 200 | 200 | - |
| 508500 Cash Short or Over | 15 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 254,648 | 271,953 | 162,633 | 192,850 | 192,850 | 196,700 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 508,713 | 530,751 | 225,628 | 567,186 | 567,186 | 574,454 |
| 610500 Overtime Wages | 1,612 | 22,201 | 764 | 2,450 | 2,450 | 3,552 |
| 610800 Part-Time Wages | 436 | 53,594 | 22,210 | 22,000 | 22,000 | 99,593 |
| 611000 Other Compensation | 25,150 | - | - | - | - | - |
| 611400 Sick Pay | - | 3,825 | 1,613 | - | - | - |
| 611500 Vacation Pay | 48,228 | 50,476 | 11,215 | - | - | - |
| 615000 Fringes | 193,704 | 195,794 | 82,251 | 221,015 | 221,015 | 198,273 |
| TOTAL PERSONNEL | 777,843 | 856,641 | 343,681 | 812,651 | 812,651 | 875,872 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 11,358 | 2,336 | 2,470 | 13,600 | 24,600 | 13,600 |
| 620200 Mileage Reimbursement | - | 221 | 89 | 100 | 100 | 300 |
| 620400 Tuition Fees | 2,515 | 2,506 | 1,705 | 3,000 | 3,000 | - |
| 620600 Parking Permits | 3,258 | 3,841 | 3,810 | 3,780 | 3,780 | 3,980 |
| TOTAL TRAINING / TRAVEL | 17,131 | 8,904 | 8,074 | 20,480 | 31,480 | 17,880 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,158 | 8,780 | 4,633 | 4,250 | 4,250 | 5,250 |
| 630200 Subscriptions | 9,133 | 9,239 | 4,146 | 10,000 | 10,000 | 10,500 |
| 630300 Memberships & Licenses | 2,987 | 2,375 | 1,987 | 3,500 | 3,500 | 3,000 |
| 630400 Postage\Freight | 67,602 | 89,938 | 65,785 | 55,000 | 55,000 | 92,000 |
| 631603 Other Misc. Supplies | 9,226 | 4,134 | 574 | 7,100 | 7,100 | 7,100 |
| 632001 City Copy Charges | 1,127 | 1,328 | 158 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 4,554 | 14,914 | 857 | 4,600 | 4,600 | 7,850 |
| TOTAL SUPPLIES | 98,787 | 130,708 | 78,140 | 85,950 | 85,950 | 127,200 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 3,411 | 1,590 | 2,196 | 7,200 | 7,200 | 7,200 |
| 640400 Consulting Services | 12,516 | 4,275 | 2,874 | 7,000 | 7,000 | 7,000 |
| 640800 Contractor Fees | 730 | - | - | 150 | 150 | 150 |
| 641200 Advertising | 51,389 | 35,082 | 12,070 | 37,500 | 37,500 | 36,500 |
| 641307 Telephone | 768 | 772 | 384 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 22,156 | 35,900 | 160 | 23,700 | 23,700 | 26,700 |
| 642900 Interfund Allocations | (50) | 423 | 127 | 60 | 60 | 60 |
| 650301 Facility Rent | 1,260 | 3,990 | 2,025 | 2,025 | 2,025 | 3,800 |
| 650302 Equipment Rent | 10,941 | 17,218 | 4,257 | 18,505 | 18,505 | 18,505 |
| 659900 Other Contracts/Obligation | 3,449 | 4,190 | - | 4,500 | 4,500 | 4,500 |
| 662500 Disability Payments | 7,890 | 7,890 | 658 | 7,890 | 7,890 | - |
| TOTAL PURCHASED SVCS | 114,460 | 111,330 | 24,751 | 109,430 | 109,430 | 105,315 |
| TOTAL EXPENSE | 1,008,221 | 1,107,583 | 454,646 | 1,028,511 | 1,039,511 | 1,126,267 |