

# **LEGAL and ADMINISTRATIVE SERVICES DEPARTMENT**

## **MID-YEAR REVIEW**

All figures through June 30, 2025

### **Significant 2025 Events:**

The Legal and Administrative Services Department has been engaged in a number of matters through the first half of 2025. Below are some of the highlights for the first half of the year:

#### **City Attorney's Office**

- As of June 30, represented the City in traffic and ordinance related matters in 2025, including 3,003 scheduled initial court appearances and 1,306 hearings and trials.
- Worked cooperatively with City staff on multiple acquisitions including acquiring a blighted strip of abandoned property along the river using the eminent domain process and assisting with the negotiation, purchase, closing, and drafting of a use agreement for the Summer Street Lift Station parcel.
- 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 to facilitate resolution of contractual issues.
- Assisted with the preparation and processing of three annexations to the City.
- Assisted AFD with the preparation, coordination and execution of multiple automatic aid agreements with other jurisdictions.
- Drafted or assisted in amending or creating more than 92 ordinances.
- In just under the first six months of 2025, the Attorney's Office processed over 117 new agreements/contracts. This can include negotiation, preparation of the contract document, circulation for signatures, tracking, and distribution.
- Provided officers and staff of the Appleton Police Department with research results, written legal guidance as well as assisted APD officers to address legal questions on multiple occasions.

#### **City Clerk's Office**

- Implemented new procedures related to the updated Special Events policy including a new application process, fee schedule, and charge-back procedure.
- Worked with internal and external stakeholders to prepare and execute several Special Event Service agreements for historic or high-attendance special events.
- Finished a multi-year review of documents and records held by the City Clerk's Office to determine adherence to retention requirements. This improved our organization of documents and has allowed for more efficiency in record retrieval.
- Developed new procedures for managing alcohol license renewals, resulting in improved methods of processing of applications and fewer establishments failing to submit prior to the renewal deadline.
- Successfully completed the necessary license renewals by processing applications and issuing licenses for 192 alcohol license holders, 60 cigarette, tobacco, and vape license holders and 284 operator license holders.
- Successfully administered the Spring Primary Election and Spring Election, including

preparing and sending out over 11,000 absentee ballots.

- Improved the election night returns check-in procedures to increase security and ensure accuracy to facilitate an efficient reconciliation process the following day.

**Areas of Primary Concentration for the remainder of 2025:**

- 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.
- The City Clerk’s Office will begin preparations for the next election cycle, including completing an analysis of our current electronic poll book inventory to identify upgrade and repair needs.
- The City Clerk’s Office will continue our maintenance of voter records, complying with the State of Wisconsin 4-year maintenance procedures, as well as conducting thorough reviews of outdated voter registration applications to identify records that have exceeded retention requirements.
- The City Clerk’s Office will implement a new mail processing system to lower costs and increase staff efficiency.

**Budget Performance Summary**

ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	% USED
14510	Administration	\$410,081	\$410,081	\$194,228.79	47.40%
14521	Litigation	\$214,283	\$214,283	\$97,925.08	45.70%
14530	Recordkeeping	\$119,167	\$119,167	\$53,702.22	45.10%
14540	Licensing	-\$256,230	-\$256,230	-\$205,464.40	80.20%
14550	Elections	\$200,195	\$200,195	\$97,828.47	48.90%
14560	Mail/Copy Services	\$190,434	\$190,434	\$111,150.45	58.40%
	Revenue Total	-\$314,000	-\$314,000	-\$234,148.51	74.60%
	Expense Total	\$1,191,930	\$1,191,930	\$583,519.12	49.00%
	<b>Grand Total</b>	<b>\$877,930</b>	<b>\$877,930</b>	<b>\$349,370.61</b>	<b>39.80%</b>