

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Amy Molitor

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

MISSION STATEMENT

The Legal and Administrative 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 2025 EVENTS

City Attorney's Office:

- During the first quarter of 2025, represented the City in traffic and ordinance related matters including 1,417 scheduled initial court appearances, 32 scheduled jury and court trials and 651 scheduled pre-trials/jury trial conferences or motion hearings.
- Operated the Granicus system and provided legal and procedural advice during committee meetings.
- 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.
- Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, property damage, foreclosures, and small claims.
- Provided defense litigation, as well as worked with outside counsel, on pending state and federal matters involving Appleton police officers as well as claims and potential litigation arising out of a flooding event in July 2024.
- Provided ongoing assistance in various roles in support of the Library building project and their move to the current location.
- 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 and Transit Center project, 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.
- Provided research, advice, and guidance regarding aldermanic resolutions being considered or submitted.
- 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 70 ordinances along with comprehensive update reviews of the sign code, fire code and Ch. 9 license renewals.
- In the first five months of 2025, the Attorney's Office processed over 110 new agreements/contracts. Processing a contract can include negotiation, preparation of the contract document, circulation for signatures, tracking, and distribution.
- Responded to, or provided guidance for, numerous open records requests received by City departments.
- Provided officers and staff of the Appleton Police Department with research results and written legal guidance as well as assisted APD officers to address legal questions on multiple situations.

City Clerk's Office:

- Implemented the new Special Events Policy with clarified practices and language, a flat application fee, and service chargeback provisions.
- Created new Special Event Application documents and comprehensive information sheets related to permitting requirements.
- Entered into Special Event Service Agreements with large event organizers and agreed upon reimbursement rates for services.
- Developed special event service tracking and invoices.
- Provided Board of Review training to neighboring municipalities.
- Administered the 2025 Board of Review.
- Organized historical files in the vault according to retention schedules and document type.
- Administered a spring Primary election which included an aldermanic district primary.
- Administered a high turnout spring election in which three new alders were elected.
- Sent out 11,561 absentee ballots.
- Created a systematic collection and reconciliation system for election night returns.
- Assisted with the process and proceedings related to an alcohol license application denial.
- Processed and submitted three annexations as of June.
- Procured a new mailing contract for mail equipment/services beginning in the 4th quarter of 2025.

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

MAJOR 2026 OBJECTIVES

- Work 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.
- Represent and defend the City in future lawsuits brought against it, 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 pre-trials/jury conferences and motion hearings.
- Work with the Parks and Recreation Department (APRD) on the continued development of trails and parkland, display of public art, and other 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.
- Work cooperatively with the Community Development Department to develop and negotiate development agreements and land transactions, and provide guidance regarding Municipal Code updates and other development issues as they arise.
- Continue to develop and implement new filing systems for City records and documents.
- 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 developing additional procedures to assist with operation and set-up of the devices.
- Successfully administer two scheduled elections, with minimal issues and maximum efficiency.
- Actively assist local candidates with qualifications and forms required for running for office.
- Work with other departments to reduce mail costs and find innovative ways to distribute information and documents.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2023	2024	Adopted 2025	Amended 2025	2026	
Program Revenues		\$ 245,529	\$ 266,970	\$ 314,000	\$ 314,000	\$ 256,130	-18.43%
Program Expenses							
14510	Administration	397,899	404,805	410,181	410,181	423,180	3.17%
14521	Litigation	183,411	207,375	214,283	214,283	219,722	2.54%
14530	Recordkeeping	113,605	119,003	119,167	119,167	119,471	0.26%
14540	Licensing	48,797	42,380	57,170	57,170	59,124	3.42%
14550	Elections	162,683	250,097	200,695	200,695	258,274	28.69%
14560	Mail/Copy Center	166,880	160,481	190,434	190,434	194,844	2.32%
TOTAL		\$ 1,073,275	\$ 1,184,141	\$ 1,191,930	\$ 1,191,930	\$ 1,274,615	6.94%
Expenses Comprised Of:							
Personnel		839,632	974,884	940,315	940,315	1,022,635	8.75%
Training & Travel		13,178	11,260	15,000	15,000	15,520	3.47%
Supplies & Materials		126,049	107,096	124,275	124,275	134,950	8.59%
Purchased Services		94,416	90,901	112,340	112,340	101,510	-9.64%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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 and 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:

No major changes.

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Revenues					
480100 General Charges for Service	\$ 158	\$ 148	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 158</u>	<u>\$ 148</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 290,460	\$ 295,693	\$ 296,278	\$ 296,278	\$ 306,403
615000 Fringes	78,060	84,402	81,883	81,883	84,557
620100 Training/Conferences	8,853	11,190	10,600	10,600	10,600
620600 Parking Permits	4,325	-	4,320	4,320	4,320
630100 Office Supplies	2,345	465	800	800	800
630200 Subscriptions	9,211	8,591	10,500	10,500	11,000
630300 Memberships & Licenses	2,346	3,260	3,200	3,200	3,400
632001 City Copy Charges	651	168	1,500	1,500	1,000
640400 Consulting Services	865	-	-	-	-
641307 Telephone	783	812	900	900	900
641800 Equipment Repairs & Maint.	-	224	200	200	200
Total Expense	<u>\$ 397,899</u>	<u>\$ 404,805</u>	<u>\$ 410,181</u>	<u>\$ 410,181</u>	<u>\$ 423,180</u>

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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.

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 132,559	\$ 145,872	\$ 146,882	\$ 146,882	\$ 151,289
615000 Fringes	47,311	59,224	56,901	56,901	57,933
640202 Recording/Filing Fees	2,438	1,658	3,500	3,500	3,500
640400 Consulting Services	1,103	621	7,000	7,000	7,000
Total Expense	\$ 183,411	\$ 207,375	\$ 214,283	\$ 214,283	\$ 219,722

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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 2026 BUDGET
LEGAL AND ADMINISTRATIVE SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Expenses					
610100 Regular Salaries	\$ 53,308	\$ 54,998	\$ 55,113	55,113	\$ 56,704
610500 Overtime Wages	417	1,703	278	278	286
615000 Fringes	26,472	29,666	28,351	28,351	28,731
630100 Office Supplies	172	205	200	200	150
631603 Other Misc. Supplies	11	-	-	-	-
632002 Outside Printing	-	-	75	75	-
640202 Recording/Filing Fees	90	90	150	150	100
641200 Advertising	33,135	32,341	35,000	35,000	33,500
Total Expense	<u>\$ 113,605</u>	<u>\$ 119,003</u>	<u>\$ 119,167</u>	<u>\$ 119,167</u>	<u>\$ 119,471</u>

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications	\$ 33,500
	<u>\$ 33,500</u>

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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:

In 2025, a new Special Event Policy was approved. This policy will invoice the event organizer after the event for 25% of City services incurred for the special event. The amount reflected for 2026 is lower than the amount budgeted for 2025 as the 2025 number was set before the policy was adopted with this rate. The 2026 number is based on actual and projected chargeback revenue based upon special event service agreements in place and anticipated events occurring in 2026.

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Revenues					
430100 Amusements License	\$ 8,670	\$ 12,450	\$ 10,500	\$ 10,500	\$ 10,800
430300 Cigarette License	6,000	6,500	5,500	5,500	6,000
430600 Liquor License	124,686	140,511	130,000	130,000	135,000
430700 Operators License	54,335	54,421	50,000	50,000	48,000
430900 Sundry License	3,624	3,017	3,400	3,400	2,000
431300 Special Event Permits	25,913	32,659	100,000	100,000	40,000
431600 Second Hand/Pawnbroker	1,850	1,485	1,900	1,900	1,500
431700 Commercial Solicitation	2,810	4,015	3,000	3,000	2,900
431800 Christmas Tree License	225	180	200	200	180
432000 Taxi Cab/Limousine License	870	690	700	700	700
432100 Taxi Driver License	1,250	350	1,000	1,000	350
432200 Special Class "B" License	750	767	600	600	600
441100 Sundry Permits	790	685	800	800	600
501000 Miscellaneous Revenue	5,460	7,031	5,800	5,800	5,600
Total Revenue	\$ 237,233	\$ 264,761	\$ 313,400	\$ 313,400	\$ 254,230
Expenses					
610100 Regular Salaries	\$ 37,695	\$ 39,776	\$ 48,256	\$ 48,256	\$ 49,704
610500 Overtime Wages	418	705	139	139	143
615000 Fringes	20,374	6,799	7,125	7,125	7,727
630100 Office Supplies	1,183	1,627	1,500	1,500	1,400
631603 Other Misc. Supplies	-	45	50	50	-
632002 Outside Printing	30	-	100	100	150
642900 Interfund Allocations	(10,903)	(6,572)	-	-	-
Total Expense	\$ 48,797	\$ 42,380	\$ 57,170	\$ 57,170	\$ 59,124

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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:

- Promote use of the State's MyVote website for online voter registration and absentee ballot requests.
- Utilize the City's website for additional voter outreach and education.
- Provide effective training for all election inspectors.
- Streamline and organize polling place procedures and materials.
- Effectively assist local candidates.
- Continue to enhance efficiencies 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. 2026 will have four scheduled elections in comparison to two in 2025. The accounts increasing include Part-Time Wages, Parking Permits, Office Supplies, Outside Printing, and Facility Rent. There is also the continuation of allocating additional funds in equipment repairs/maintenance to purchase additional Badger Books for expanded use or potential replacement of aging or failing equipment.

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Revenues					
422400 Misc. State Aids	\$ 7,559	\$ 984	\$ -	\$ -	\$ 800
490800 Misc Intergov. Charges	579	1,077	500	500	1,000
Total Revenue	<u>\$ 8,138</u>	<u>\$ 2,061</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 1,800</u>
Expenses					
610100 Regular Salaries	\$ 47,800	\$ 69,235	\$ 54,280	\$ 54,280	\$ 59,542
610500 Overtime Wages	265	1,720	2,162	2,162	2,267
610800 Part-Time Wages	31,650	106,173	57,484	57,484	122,731
615000 Fringes	25,826	24,145	30,449	30,449	18,174
620200 Mileage Reimbursement	-	70	80	80	100
620600 Parking Permits	-	-	-	-	500
630100 Office Supplies	420	5,184	1,200	1,200	3,200
631603 Other Misc. Supplies	634	161	250	250	300
632002 Outside Printing	9,645	1,070	6,000	6,000	10,000
641200 Advertising	1,436	2,919	1,500	1,500	3,000
641800 Equipment Repairs & Maint.	24,716	9,264	30,000	30,000	20,000
650301 Facility Rent	1,890	3,060	1,890	1,890	3,060
659900 Other Contracts/Obligation	18,401	27,096	15,400	15,400	15,400
Total Expense	<u>\$ 162,683</u>	<u>\$ 250,097</u>	<u>\$ 200,695</u>	<u>\$ 200,695</u>	<u>\$ 258,274</u>

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 11,700
Equipment & Ballot Programming	3,700
	<u>\$ 15,400</u>

Equipment Repairs/Maintenance

ES&S Maintenance	\$ 10,000
Badger Books Replacement	
Units (4)	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE 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 printing, copying, and mailing requests.
- Collaboration 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:

Postage has increased due to the anticipation of mailing additional absentee ballots with four scheduled elections.

CITY OF APPLETON 2026 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2023	2024	Adopted 2025	Amended 2025	2026
Expenses					
610100 Regular Salaries	\$ 40,712	\$ 46,062	\$ 46,062	\$ 46,062	\$ 47,444
610500 Overtime Wages	-	1,055	133	133	137
615000 Fringes	6,305	7,656	28,539	28,539	28,863
630100 Office Supplies	5,120	7,069	4,500	4,500	4,800
630400 Postage/Freight	90,867	78,485	93,000	93,000	98,000
631603 Other Misc. Supplies	2,712	62	500	500	250
632002 Outside Printing	702	704	900	900	500
641800 Equipment Repairs & Maint.	1,445	1,445	800	800	1,450
642900 Interfund Allocations	-	-	(4,000)	(4,000)	(6,000)
650302 Equipment Rent	19,017	17,943	20,000	20,000	19,400
Total Expense	\$ 166,880	\$ 160,481	\$ 190,434	\$ 190,434	\$ 194,844

DETAILED SUMMARY OF 2026 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 14,000
UPS	1,000
US Postal Service	83,000
	<u>\$ 98,000</u>

Equipment Rent

Postage machine rental	\$ 7,400
Copier Rental	12,000
	<u>\$ 19,400</u>

**CITY OF APPLETON 2026 BUDGET
LEGAL AND ADMINISTRATIVE SERVICES**

	2023 ACTUAL	2024 ACTUAL	2025 YTD ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2026 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	7,559	984	-	-	-	800
430100 Amusements License	8,670	12,450	8,200	10,500	10,500	10,800
430300 Cigarette License	6,000	6,500	3,100	5,500	5,500	6,000
430600 Liquor License	124,686	140,512	67,812	130,000	130,000	135,000
430700 Operators License	54,335	54,422	13,653	50,000	50,000	48,000
430900 Sundry License	3,624	3,017	1,545	3,400	3,400	2,000
431300 Special Events License	25,913	32,659	15,150	100,000	100,000	40,000
431600 Second Hand License	1,850	1,485	150	1,900	1,900	1,500
431700 Commercial Solicitation License	2,810	4,015	1,150	3,000	3,000	2,900
431800 Christmas Tree License	225	180	-	200	200	180
432000 Taxi Cab/Limousine License	870	690	-	700	700	700
432100 Taxi Driver License	1,250	350	150	1,000	1,000	350
432200 Special Class "B" Beer License	750	767	190	600	600	600
441100 Sundry Permits	790	685	280	800	800	600
480100 General Charges for Service	158	148	148	100	100	100
490800 Misc Intergovernmental Charges	579	1,078	520	500	500	1,000
501000 Miscellaneous Revenue	5,460	7,031	3,791	5,800	5,800	5,600
TOTAL PROGRAM REVENUES	245,529	266,973	115,839	314,000	314,000	256,130
Personnel						
610100 Regular Salaries	555,930	611,511	162,848	646,871	646,871	671,086
610500 Overtime Wages	1,101	5,181	1,053	2,712	2,712	2,833
610800 Part-Time Wages	31,650	106,173	30,737	57,484	57,484	122,731
611400 Sick Pay	668	-	-	-	-	-
611500 Vacation Pay	45,935	40,124	7,931	-	-	-
615000 Fringes	204,348	211,895	56,846	233,248	233,248	225,985
TOTAL PERSONNEL	839,632	974,884	259,415	940,315	940,315	1,022,635
Training~Travel						
620100 Training/Conferences	8,853	11,190	2,819	10,600	10,600	10,600
620200 Mileage Reimbursement	-	70	35	80	80	100
620600 Parking Permits	4,325	-	-	4,320	4,320	4,820
TOTAL TRAINING/TRAVEL	13,178	11,260	2,854	15,000	15,000	15,520
Supplies						
630100 Office Supplies	9,240	14,550	3,541	8,200	8,200	10,350
630200 Subscriptions	9,211	8,591	2,616	10,500	10,500	11,000
630300 Memberships & Licenses	2,346	3,260	-	3,200	3,200	3,400
630400 Postage/Freight	90,867	78,485	31,781	93,000	93,000	98,000
631603 Other Misc. Supplies	3,357	268	-	800	800	550
632001 City Copy Charges	651	168	30	1,500	1,500	1,000
632002 Outside Printing	10,377	1,774	-	7,075	7,075	10,650
TOTAL SUPPLIES	126,049	107,096	37,968	124,275	124,275	134,950
Purchased Services						
640202 Recording/Filing Fees	2,528	1,750	758	3,650	3,650	3,600
640400 Consulting Services	1,968	621	-	7,000	7,000	7,000
641200 Advertising	34,571	35,259	9,205	36,500	36,500	36,500
641307 Telephone	783	812	271	900	900	900
641800 Equipment Repairs & Maint.	26,161	10,933	121	31,000	31,000	21,650
642900 Interfund Allocations	(10,903)	(6,573)	(770)	(4,000)	(4,000)	(6,000)
650301 Facility Rent	1,890	3,060	1,170	1,890	1,890	3,060
650302 Equipment Rent	19,017	17,943	3,557	20,000	20,000	19,400
659900 Other Contracts/Obligation	18,401	27,096	11,685	15,400	15,400	15,400
TOTAL PURCHASED SVCS	94,416	90,901	25,997	112,340	112,340	101,510
TOTAL EXPENSE	1,073,275	1,184,141	326,234	1,191,930	1,191,930	1,274,615