

CITY OF APPLETON 2022 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

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	\$ 254,327	\$ 208,389	\$ 191,850	\$ 191,850	\$ 195,900
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	\$ 70,697	\$ 66,152	\$ 69,451	\$ 69,451	\$ 69,546

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/insert 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