

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2024 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 2023 EVENTS

City Attorney's Office:

- * As of April 14, represented the City in traffic and ordinance related matters in 2023, including 1,738 scheduled initial court appearances, 28 scheduled jury and court trials and 608 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided legal and procedural advice during committee meetings.
- * Continued to review, advise, and negotiate PILOT agreements.
- * Worked cooperatively with City staff on the acquisition of two additional Condo units in City Center for future City use.
- * 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 and DPW staff.
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the drafting and negotiation of several development agreements within City TIDs.
- * Provided review of the initial TID #13 creation documents.
- * 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.
- * Partnered with IT to begin a thorough review of existing contracts, service agreements, licenses and the like.
- * Drafted or assisted in amending or creating a number of ordinances, including revision of the subdivision ordinance.
- * Represented the Police Department in the suspension of a tavern's alcohol license. Assisted with negotiation and subsequently drafted the Agreement between the parties. Advised Council on procedure related to negotiated Agreements in alcohol licensing.
- * In just under six months into 2023, the Attorney's Office processed over 125 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.
- * Worked on a revised agreement for the BIRD Scooter pilot program.
- * Provided assistance on the Wastewater polymer incident, including participating in the investigation of the incident, interviewing of witnesses, developing strategies, and making recommendations about best practices moving forward.
- * Provided officers and staff of the Appleton Police Department with written legal guidance on no fewer than seven areas of law significant to their duties.
- * Worked with Appleton Police Department officers to address legal questions they have arising out of particular situations or types of situations.

City Clerk's Office:

- * Digitized files to increase accessibility of records and documents.
- * Fairly and effectively administered two elections.
- * Implemented Modus Election Management software to expedite election worker communications, streamline scheduling, and generate reports.
- * Conducted training for the 2023 Board of Review members.
- * Administered the 2023 Board of Review with a City-wide Revaluation.
- * Developed an outline and initiated review and revisions to the special event policy, application, and review process.
- * Merged, sorted & filed approximately 7,500 absentee ballot requests from previous elections.
- * Secured a new District 12 polling place and sent notices to all residents in the district.
- * Updated and revised Election Day contingency plans.
- * Provided Granicus training to all staff users.
- * Maneuvered a department and entire floor renovation without disrupting services to constituents and internal departments.

CITY OF APPLETON 2024 BUDGET LEGAL SERVICES

MAJOR 2024 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 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 pre-trials/jury conferences and motion hearings.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) 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 Community and Economic Development 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 to develop additional procedures to assist with operation and set-up of the devices.
- * Successfully administer four high-turnout 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			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 204,416	\$ 261,004	\$ 239,700	\$ 239,700	\$ 236,000	-1.54%
Program Expenses							
14510	Administration	364,823	378,854	392,480	395,880	399,842	1.88%
14521	Litigation	188,395	169,787	187,504	187,504	207,844	10.85%
14530	Recordkeeping	87,738	114,638	112,207	112,207	117,716	4.91%
14540	Licensing	67,817	71,597	73,366	73,366	74,666	1.77%
14550	Elections	117,031	191,989	157,929	157,929	252,314	59.76%
14560	Mail/Copy Center	161,986	216,038	173,129	173,129	196,340	13.41%
TOTAL		\$ 987,790	\$ 1,142,903	\$ 1,096,615	\$ 1,100,015	\$ 1,248,722	13.87%
Expenses Comprised Of:							
Personnel		797,733	902,928	879,820	879,820	966,477	9.85%
Training & Travel		15,309	14,867	15,000	18,400	15,480	3.20%
Supplies & Materials		97,322	142,632	103,225	103,225	161,850	56.79%
Purchased Services		77,426	82,476	98,570	98,570	104,915	6.44%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2024 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 168	\$ 85	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 168</u>	<u>\$ 85</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 264,155	\$ 272,433	\$ 283,583	\$ 283,583	\$ 288,207
615000 Fringes	71,112	77,249	76,877	76,877	79,615
620100 Training/Conferences	9,705	10,111	10,600	14,000	10,600
620400 Tuition Fees	1,705	815	-	-	-
620600 Parking Permits	3,780	3,780	4,320	4,320	4,320
630100 Office Supplies	941	654	800	800	800
630200 Subscriptions	8,749	8,880	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	3,200	3,200	3,200
632001 City Copy Charges	1,308	1,021	1,500	1,500	1,500
641307 Telephone	772	793	900	900	900
641800 Equipment Repairs & Maint.	256	124	200	200	200
Total Expense	<u>\$ 364,823</u>	<u>\$ 378,854</u>	<u>\$ 392,480</u>	<u>\$ 395,880</u>	<u>\$ 399,842</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 182	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 182</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 140,827	\$ 126,746	\$ 136,846	\$ 136,846	\$ 142,605
615000 Fringes	38,711	39,366	40,158	40,158	54,739
640202 Recording/Filing Fees	3,159	2,907	3,500	3,500	3,500
640400 Consulting Services	5,040	768	7,000	7,000	7,000
662500 Disability Payments	658	-	-	-	-
Total Expense	<u>\$ 188,395</u>	<u>\$ 169,787</u>	<u>\$ 187,504</u>	<u>\$ 187,504</u>	<u>\$ 207,844</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 2024 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 45,180	\$ 48,783	\$ 50,997	50,997	\$ 53,568
610500 Overtime Wages	668	1,647	257	257	270
615000 Fringes	7,320	27,422	26,178	26,178	27,328
630100 Office Supplies	363	56	350	350	250
631603 Other Misc. Supplies	26	-	75	75	-
632002 Outside Printing	-	-	150	150	100
640202 Recording/Filing Fees	210	60	200	200	200
641200 Advertising	33,971	36,670	34,000	34,000	36,000
Total Expense	<u>\$ 87,738</u>	<u>\$ 114,638</u>	<u>\$ 112,207</u>	<u>\$ 112,207</u>	<u>\$ 117,716</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 36,000

CITY OF APPLETON 2024 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 decrease in operator licensing revenue relates to the timing of issuing two-year licenses. Odd-numbered years have approximately double the number of licenses up for renewal in comparison to even-numbered years. There has also been a gradual decline in the number of licensed operators over the past four years.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
430100 Amusements License	\$ 8,110	\$ 8,651	\$ 8,000	\$ 8,000	\$ 8,200
430300 Cigarette License	5,900	6,200	5,400	5,400	5,500
430600 Alcohol License	100,473	149,265	125,000	125,000	125,000
430700 Operators License	58,230	50,760	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	23,000	23,000	25,000
431600 Second Hand/Pawnbroker	2,115	2,130	1,800	1,800	2,000
431700 Commercial Solicitation	4,505	5,075	4,000	4,000	4,000
431800 Christmas Tree License	315	225	350	350	250
432000 Taxi Cab/Limousine License	750	720	750	750	700
432100 Taxi Driver License	1,250	1,150	1,250	1,250	1,050
432200 Special Class "B" License	620	570	700	700	600
441100 Sundry Permits	555	765	600	600	3,500
501000 Miscellaneous Revenue	5,820	6,820	5,500	5,500	5,900
Total Revenue	\$ 203,811	\$ 257,676	\$ 239,350	\$ 239,350	\$ 232,900
Expenses					
610100 Regular Salaries	\$ 41,869	\$ 42,472	\$ 44,475	\$ 44,475	\$ 45,777
610500 Overtime Wages	427	1,107	128	128	132
615000 Fringes	24,354	27,639	26,753	26,753	27,707
630100 Office Supplies	953	324	800	800	800
631603 Other Misc. Supplies	-	40	-	-	-
632002 Outside Printing	-	-	150	150	200
642900 Interfund Allocations	214	15	60	60	50
659900 Other Contracts/Obligation	-	-	1,000	1,000	-
Total Expense	\$ 67,817	\$ 71,597	\$ 73,366	\$ 73,366	\$ 74,666

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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:

- * 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 and maintain campaign finance reports
- * 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. 2024 is a four-election year and includes a mayoral election in the spring and a presidential election in the fall. The Wisconsin Elections Committee (WEC) is creating and mandating new absentee envelopes for 2024, so this substantially contributes to the increase in outside printing costs. The majority of the Other Misc. Supplies account funds moved into Office Supplies to keep the Other Misc. Supplies account for unanticipated or infrequent items.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Misc. State Aids	\$ -	\$ 2,057	\$ -	\$ -	\$ 2,000
490800 Misc Intergov. Charges	255	-	250	250	1,000
502000 Donations & Memorials	-	1,186	-	-	-
Total Revenue	\$ 255	\$ 3,243	\$ 250	\$ 250	\$ 3,000
Expenses					
610100 Regular Salaries	\$ 50,209	\$ 57,277	\$ 48,311	\$ 48,311	\$ 55,333
610500 Overtime Wages	351	1,198	1,851	1,851	1,973
610800 Part-Time Wages	22,210	82,010	44,011	44,011	110,706
615000 Fringes	26,222	28,291	27,966	27,966	30,177
620200 Mileage Reimbursement	89	161	80	80	160
620600 Parking Permits	30	-	-	-	400
630100 Office Supplies	13	527	800	800	4,000
631603 Other Misc. Supplies	463	2,924	500	500	500
632002 Outside Printing	1,966	8,274	2,700	2,700	13,500
641200 Advertising	1,841	2,493	1,500	1,500	2,600
641800 Equipment Repairs & Maint.	8,475	1,491	10,000	10,000	10,000
650301 Facility Rent	2,025	3,780	2,025	2,025	3,780
659900 Other Contracts/Obligation	3,137	3,563	18,185	18,185	19,185
Total Expense	\$ 117,031	\$ 191,989	\$ 157,929	\$ 157,929	\$ 252,314

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment & Ballot Programming	4,000
	<u>\$ 19,185</u>

CITY OF APPLETON 2024 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 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:

The increase in postage is related to recent postage rate increases and additional mailings projected for 2024, such as a greater number of absentee ballots for four scheduled elections.

The increase in the Office Supplies expense is because the Other Misc. Supplies account expenditures were moved into the Office Supplies account, to better reflect regular supplies necessary for operations. The Other Misc. Supplies account will be reserved for unexpected or non-traditional supply needs.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 39,340	\$ 41,008	\$ 44,538	\$ 44,538	\$ 44,720
610500 Overtime Wages	528	958	128	128	129
615000 Fringes	24,245	27,322	26,763	26,763	3,491
630100 Office Supplies	3,816	1,700	2,000	2,000	6,000
630400 Postage/Freight	71,080	106,594	75,000	75,000	118,000
631603 Other Misc. Supplies	3,896	6,585	3,500	3,500	500
632002 Outside Printing	1,409	2,059	1,200	1,200	2,000
641800 Equipment Repairs & Maint.	-	10,115	800	800	500
642900 Interfund Allocations	(775)	-	-	-	-
650302 Equipment Rent	18,447	19,697	19,200	19,200	21,000
Total Expense	\$ 161,986	\$ 216,038	\$ 173,129	\$ 173,129	\$ 196,340

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 22,000
UPS	1,700
US Postal Service	94,300
	<u>\$ 118,000</u>

Equipment Rent

Postage machine rental	7,600
Copier Rental	13,400
	<u>\$ 21,000</u>

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	-	2,057	-	-	-	2,000
430100 Amusements License	8,110	8,651	8,055	8,000	8,000	8,200
430300 Cigarette License	5,900	6,200	5,300	5,400	5,400	5,500
430600 Liquor License	100,474	149,265	97,262	125,000	125,000	125,000
430700 Operators License	58,230	50,760	15,930	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	1,889	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	14,547	23,000	23,000	25,000
431600 Second Hand License	2,115	2,130	165	1,800	1,800	2,000
431700 Commercial Solicitation License	4,505	5,075	1,265	4,000	4,000	4,000
431800 Christmas Tree License	315	225	-	350	350	250
432000 Taxi Cab/Limousine License	750	720	-	750	750	700
432100 Taxi Driver License	1,250	1,150	350	1,250	1,250	1,050
432200 Special Class "B" Beer License	620	570	240	700	700	600
441100 Sundry Permits	555	765	430	600	600	3,500
480100 General Charges for Service	169	85	33	350	350	100
490800 Misc Intergovernmental Charges	256	1,186	-	-	-	1,000
501000 Miscellaneous Revenue	5,820	6,820	4,180	5,500	5,500	5,900
503500 Other Reimbursements	179	-	-	-	-	-
TOTAL PROGRAM REVENUES	<u>204,416</u>	<u>261,004</u>	<u>149,646</u>	<u>239,700</u>	<u>239,700</u>	<u>236,000</u>
Personnel						
610100 Regular Salaries	538,580	545,339	177,666	608,750	608,750	630,210
610500 Overtime Wages	1,975	4,911	1,337	2,364	2,364	2,504
610800 Part-Time Wages	22,310	82,010	31,650	44,011	44,011	110,706
611400 Sick Pay	1,814	329	-	-	-	-
611500 Vacation Pay	41,094	43,050	7,898	-	-	-
615000 Fringes	191,960	227,289	64,257	224,695	224,695	223,057
TOTAL PERSONNEL	<u>797,733</u>	<u>902,928</u>	<u>282,808</u>	<u>879,820</u>	<u>879,820</u>	<u>966,477</u>
Training~Travel						
620100 Training/Conferences	9,705	10,111	1,078	10,600	14,000	10,600
620200 Mileage Reimbursement	89	161	-	80	80	160
620400 Tuition Fees	1,705	815	-	-	-	-
620600 Parking Permits	3,810	3,780	4,325	4,320	4,320	4,720
TOTAL TRAINING/TRAVEL	<u>15,309</u>	<u>14,867</u>	<u>5,403</u>	<u>15,000</u>	<u>18,400</u>	<u>15,480</u>
Supplies						
630100 Office Supplies	6,085	3,261	2,830	4,750	4,750	11,850
630200 Subscriptions	8,749	8,880	2,892	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	130	3,200	3,200	3,200
630400 Postage/Freight	71,080	106,594	29,582	75,000	75,000	118,000
631603 Other Misc. Supplies	4,385	9,549	451	4,075	4,075	1,000
632001 City Copy Charges	1,308	1,021	213	1,500	1,500	1,500
632002 Outside Printing	3,375	10,333	-	4,200	4,200	15,800
TOTAL SUPPLIES	<u>97,322</u>	<u>142,632</u>	<u>36,098</u>	<u>103,225</u>	<u>103,225</u>	<u>161,850</u>
Purchased Services						
640202 Recording/Filing Fees	3,369	2,967	877	3,700	3,700	3,700
640400 Consulting Services	5,040	768	1,173	7,000	7,000	7,000
641200 Advertising	35,812	39,163	11,408	35,500	35,500	38,600
641307 Telephone	772	793	193	900	900	900
641800 Equipment Repairs & Maint.	8,731	11,730	8,301	11,000	11,000	10,700
642900 Interfund Allocations	(562)	15	-	60	60	50
650301 Facility Rent	2,022	3,780	1,890	2,025	2,025	3,780
650302 Equipment Rent	18,447	19,697	2,763	19,200	19,200	21,000
659900 Other Contracts/Obligation	3,137	3,563	15,185	19,185	19,185	19,185
662500 Disability Payments	658	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>77,426</u>	<u>82,476</u>	<u>41,790</u>	<u>98,570</u>	<u>98,570</u>	<u>104,915</u>
TOTAL EXPENSE	<u>987,790</u>	<u>1,142,903</u>	<u>366,099</u>	<u>1,096,615</u>	<u>1,100,015</u>	<u>1,248,722</u>