

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2025 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 2024 EVENTS

City Attorney's Office:

- As of June 1, represented the City in traffic and ordinance related matters in 2024, including 2,798 scheduled initial court appearances, 41 scheduled jury and court trials and 1,118 scheduled pre-trials/jury trial conferences or motion hearings.
- Operated the Granicus system and provided legal and procedural advice during committee meetings.
- Negotiated a new PILOT agreement with Mosaic.
- Worked cooperatively with City staff on multiple acquisitions including land for the Southpoint Commerce Park trail and parcels needed for construction projects via the condemnation process.
- 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.
- Provided ongoing assistance in various roles in support of the Library building project including the second relocation.
- Assisted the Community Development and Public Works department with the drafting and negotiation of several development agreements including RISE apartments, Fox Commons, Villas at Meade Pond, 222 Building, and an amendment to the Clearwater Creek Development Agreement.
- Memorandum of Understanding was signed and put into effect with Gold Cross.
- 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.
- Negotiated, drafted and finalized various agreements in relation to downtown development including Fox Commons/City Center access, the Dark Horse 'no build' easement, and a license agreement for the former Blue Ramp site along with the extension/amendment.
- Drafted or assisted in amending or creating more than 90 ordinances, including multiple department renaming ordinances.
- Obtained Oneida Street DNR site closure from a previous street project.
- In just under the first six months of 2024, 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.
- Performed a thorough review of all parking agreements.
- 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 situations.

City Clerk's Office:

- Implemented numerous alcohol licensing changes that included modifications to alcohol license renewals and preparations for electronic delivery of alcohol renewal information.
- Implemented Chapter 125 alcohol law changes such as new forms, new license types, and regulations.
- Updated the alcohol license policy to address licensing activity and clarify regulations for applicants.
- Assisted the APD and DOR with enforcement of gambling devices in Class A establishments.
- Successfully administered the Spring Election during a severe winter storm with power outages at polling places.
- Modified and improved the Election Day Contingency Plans as a result of experiencing a major election incident.
- Administered the 2024 Board of Review.
- Made modifications to the Special Event Policy to reflect current practices and standards.
- Began proposals for changing how Special Events are applied for, paid for, and implemented.
- Completed the destruction of November 2020 election materials.
- Completed a third round of redistricting and modified Ward plans as a result of state legislative district changes.
- Created a Student Voter Guide to assist Lawrence University students with voting options/requirements.
- Administered a demanding and hectic Presidential Election and coinciding Special Election.
- Ordered and utilized new absentee ballot envelopes and instructions as prescribed by the WEC.
- Created instructions for the creation of Zoom meetings for virtual participation at Committee/Council meetings.

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

MAJOR 2025 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			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		\$ 261,004	\$ 245,529	\$ 236,000	\$ 236,000	\$ 314,000	33.05%
Program Expenses							
14510	Administration	378,854	397,899	399,842	404,842	410,181	2.59%
14521	Litigation	169,787	183,411	207,844	213,644	214,283	3.10%
14530	Recordkeeping	114,638	113,605	117,716	117,716	119,167	1.23%
14540	Licensing	71,597	48,797	74,666	74,666	57,170	-23.43%
14550	Elections	191,989	162,683	252,314	252,314	200,695	-20.46%
14560	Mail/Copy Center	216,038	166,880	196,340	196,340	190,434	-3.01%
TOTAL		\$ 1,142,903	\$ 1,073,275	\$ 1,248,722	\$ 1,259,522	\$ 1,191,930	-4.55%
Expenses Comprised Of:							
Personnel		902,928	839,632	966,477	966,477	940,315	-2.71%
Training & Travel		14,867	13,178	15,480	20,480	15,000	-3.10%
Supplies & Materials		142,632	126,049	161,850	161,850	124,275	-23.22%
Purchased Services		82,476	94,416	104,915	110,715	112,340	7.08%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2025 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 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 2025 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 General Charges for Service	\$ 85	\$ 158	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 85</u>	<u>\$ 158</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 272,433	\$ 290,460	\$ 288,207	\$ 288,207	\$ 296,278
615000 Fringes	77,249	78,060	79,615	79,615	81,883
620100 Training/Conferences	10,111	8,853	10,600	15,600	10,600
620400 Tuition Fees	815	-	-	-	-
620600 Parking Permits	3,780	4,325	4,320	4,320	4,320
630100 Office Supplies	654	2,345	800	800	800
630200 Subscriptions	8,880	9,211	10,500	10,500	10,500
630300 Memberships & Licenses	2,994	2,346	3,200	3,200	3,200
632001 City Copy Charges	1,021	651	1,500	1,500	1,500
640400 Consulting Services	-	865	-	-	-
641307 Telephone	793	783	900	900	900
641800 Equipment Repairs & Maint.	124	-	200	200	200
Total Expense	<u>\$ 378,854</u>	<u>\$ 397,899</u>	<u>\$ 399,842</u>	<u>\$ 404,842</u>	<u>\$ 410,181</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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 2025 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 126,746	\$ 132,559	\$ 142,605	\$ 142,605	\$ 146,882
615000 Fringes	39,366	47,311	54,739	54,739	56,901
640202 Recording/Filing Fees	2,907	2,438	3,500	3,500	3,500
640400 Consulting Services	768	1,103	7,000	12,800	7,000
Total Expense	\$ 169,787	\$ 183,411	\$ 207,844	\$ 213,644	\$ 214,283

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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 2025 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 48,783	\$ 53,308	\$ 53,568	53,568	\$ 55,113
610500 Overtime Wages	1,647	417	270	270	278
615000 Fringes	27,422	26,472	27,328	27,328	28,351
630100 Office Supplies	56	172	250	250	200
631603 Other Misc. Supplies	-	11	-	-	-
632002 Outside Printing	-	-	100	100	75
640202 Recording/Filing Fees	60	90	200	200	150
641200 Advertising	36,670	33,135	36,000	36,000	35,000
Total Expense	<u>\$ 114,638</u>	<u>\$ 113,605</u>	<u>\$ 117,716</u>	<u>\$ 117,716</u>	<u>\$ 119,167</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications	\$ 35,000
	<u>\$ 35,000</u>

CITY OF APPLETON 2025 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:

In 2025, changes will occur in the way special events are paid for. Event organizers will be charged for 25% of the City services incurred as a result of the event. This is reflected as a revenue increase, when in actuality it is recouping a portion of the costs that are incurred by departments to support the various special events occurring within the City.

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
430100 Amusements License	\$ 8,651	\$ 8,670	\$ 8,200	\$ 8,200	\$ 10,500
430300 Cigarette License	6,200	6,000	5,500	5,500	5,500
430600 Liquor License	149,265	124,686	125,000	125,000	130,000
430700 Operators License	50,760	54,335	48,000	48,000	50,000
430900 Sundry License	3,780	3,624	3,200	3,200	3,400
431300 Special Events License	21,565	25,913	25,000	25,000	100,000
431600 Second Hand/Pawnbroker	2,130	1,850	2,000	2,000	1,900
431700 Commercial Solicitation	5,075	2,810	4,000	4,000	3,000
431800 Christmas Tree License	225	225	250	250	200
432000 Taxi Cab/Limousine License	720	870	700	700	700
432100 Taxi Driver License	1,150	1,250	1,050	1,050	1,000
432200 Special Class "B" License	570	750	600	600	600
441100 Sundry Permits	765	790	3,500	3,500	800
501000 Miscellaneous Revenue	6,820	5,460	5,900	5,900	5,800
Total Revenue	\$ 257,676	\$ 237,233	\$ 232,900	\$ 232,900	\$ 313,400
Expenses					
610100 Regular Salaries	\$ 42,472	\$ 37,695	\$ 45,777	\$ 45,777	\$ 48,256
610500 Overtime Wages	1,107	418	132	132	139
615000 Fringes	27,639	20,374	27,707	27,707	7,125
630100 Office Supplies	324	1,183	800	800	1,500
631603 Other Misc. Supplies	40	-	-	-	50
632002 Outside Printing	-	30	200	200	100
642900 Interfund Allocations	15	(10,903)	50	50	-
Total Expense	\$ 71,597	\$ 48,797	\$ 74,666	\$ 74,666	\$ 57,170

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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.
- 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. 2025 is a two-election year requiring less staffing and supplies for election administration than in 2024. However, to save for equipment repairs and replacements, this budget includes an increase in the Equipment Repairs/Maintenance account. Our Badger books will be over 5 years old in 2025 and our hardware model is no longer available or supported for use as electronic poll books. A phased product replacement plan that begins in 2025 will ensure that our hardware remains available and functional to support election day activities.

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
422400 Misc. State Aids	\$ 2,057	\$ 7,559	\$ 2,000	\$ 2,000	\$ -
490800 Misc Intergov. Charges	-	579	1,000	1,000	500
502000 Donations & Memorials	1,186	-	-	-	-
Total Revenue	<u>\$ 3,243</u>	<u>\$ 8,138</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 500</u>
Expenses					
610100 Regular Salaries	\$ 57,277	\$ 47,800	\$ 55,333	\$ 55,333	\$ 54,280
610500 Overtime Wages	1,198	265	1,973	1,973	2,162
610800 Part-Time Wages	82,010	31,650	110,706	110,706	57,484
615000 Fringes	28,291	25,826	30,177	30,177	30,449
620200 Mileage Reimbursement	161	-	160	160	80
620600 Parking Permits	-	-	400	400	-
630100 Office Supplies	527	420	4,000	4,000	1,200
631603 Other Misc. Supplies	2,924	634	500	500	250
632002 Outside Printing	8,274	9,645	13,500	13,500	6,000
641200 Advertising	2,493	1,436	2,600	2,600	1,500
641800 Equipment Repairs & Maint.	1,491	24,716	10,000	10,000	30,000
650301 Facility Rent	3,780	1,890	3,780	3,780	1,890
659900 Other Contracts/Obligation	3,563	18,401	19,185	19,185	15,400
Total Expense	<u>\$ 191,989</u>	<u>\$ 162,683</u>	<u>\$ 252,314</u>	<u>\$ 252,314</u>	<u>\$ 200,695</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

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

Equipment Repairs/Maintenance

Badger Books Replacement Units	
10 units	\$ 30,000
	<u>\$ 30,000</u>

CITY OF APPLETON 2025 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:

Postage has decreased slightly due to less absentee ballots mailed with fewer elections in 2025.

The interfund allocations for charging departments back for mail services was being charged under the licensing account. To reflect this, the interfund allocation amount has been moved to mail/copy to reflect the chargebacks in the appropriate business unit.

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 41,008	\$ 40,712	\$ 44,720	\$ 44,720	\$ 46,062
610500 Overtime Wages	958	-	129	129	133
615000 Fringes	27,322	6,305	3,491	3,491	28,539
630100 Office Supplies	1,700	5,120	6,000	6,000	4,500
630400 Postage/Freight	106,594	90,867	118,000	118,000	93,000
631603 Other Misc. Supplies	6,585	2,712	500	500	500
632002 Outside Printing	2,059	702	2,000	2,000	900
641800 Equipment Repairs & Maint.	10,115	1,445	500	500	800
642900 Interfund Allocations	-	-	-	-	(4,000)
650302 Equipment Rent	19,697	19,017	21,000	21,000	20,000
Total Expense	\$ 216,038	\$ 166,880	\$ 196,340	\$ 196,340	\$ 190,434

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 20,000
UPS	1,000
US Postal Service	72,000
	<u>\$ 93,000</u>

Equipment Rent

Postage machine rental	\$ 8,000
Copier Rental	12,000
	<u>\$ 20,000</u>

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

	2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	2,057	7,559	-	2,000	2,000	-
430100 Amusements License	8,651	8,670	8,200	8,200	8,200	10,500
430300 Cigarette License	6,200	6,000	3,100	5,500	5,500	5,500
430600 Liquor License	149,265	124,686	67,812	125,000	125,000	130,000
430700 Operators License	50,760	54,335	13,653	48,000	48,000	50,000
430900 Sundry License	3,780	3,624	1,545	3,200	3,200	3,400
431300 Special Events License	21,565	25,913	15,150	25,000	25,000	100,000
431600 Second Hand License	2,130	1,850	150	2,000	2,000	1,900
431700 Commercial Solicitation License	5,075	2,810	1,150	4,000	4,000	3,000
431800 Christmas Tree License	225	225	-	250	250	200
432000 Taxi Cab/Limousine License	720	870	-	700	700	700
432100 Taxi Driver License	1,150	1,250	150	1,050	1,050	1,000
432200 Special Class "B" Beer License	570	750	190	600	600	600
441100 Sundry Permits	765	790	280	3,500	3,500	800
480100 General Charges for Service	85	158	148	100	100	100
490800 Misc Intergovernmental Charges	1,186	579	520	1,000	1,000	500
501000 Miscellaneous Revenue	6,820	5,460	3,791	5,900	5,900	5,800
TOTAL PROGRAM REVENUES	261,004	245,529	115,839	236,000	236,000	314,000
Personnel						
610100 Regular Salaries	545,339	555,930	162,848	630,210	630,210	646,871
610500 Overtime Wages	4,911	1,101	1,053	2,504	2,504	2,712
610800 Part-Time Wages	82,010	31,650	30,737	110,706	110,706	57,484
611400 Sick Pay	329	668	-	-	-	-
611500 Vacation Pay	43,050	45,935	7,931	-	-	-
615000 Fringes	227,289	204,348	56,846	223,057	223,057	233,248
TOTAL PERSONNEL	902,928	839,632	259,415	966,477	966,477	940,315
Training~Travel						
620100 Training/Conferences	10,111	8,853	2,819	10,600	15,600	10,600
620200 Mileage Reimbursement	161	-	35	160	160	80
620400 Tuition Fees	815	-	-	-	-	-
620600 Parking Permits	3,780	4,325	-	4,720	4,720	4,320
TOTAL TRAINING/TRAVEL	14,867	13,178	2,854	15,480	20,480	15,000
Supplies						
630100 Office Supplies	3,261	9,240	3,541	11,850	11,850	8,200
630200 Subscriptions	8,880	9,211	2,616	10,500	10,500	10,500
630300 Memberships & Licenses	2,994	2,346	-	3,200	3,200	3,200
630400 Postage/Freight	106,594	90,867	31,781	118,000	118,000	93,000
631603 Other Misc. Supplies	9,549	3,357	-	1,000	1,000	800
632001 City Copy Charges	1,021	651	30	1,500	1,500	1,500
632002 Outside Printing	10,333	10,377	-	15,800	15,800	7,075
TOTAL SUPPLIES	142,632	126,049	37,968	161,850	161,850	124,275
Purchased Services						
640202 Recording/Filing Fees	2,967	2,528	758	3,700	3,700	3,650
640400 Consulting Services	768	1,968	-	7,000	12,800	7,000
641200 Advertising	39,163	34,571	9,205	38,600	38,600	36,500
641307 Telephone	793	783	271	900	900	900
641800 Equipment Repairs & Maint.	11,730	26,161	121	10,700	10,700	31,000
642900 Interfund Allocations	15	(10,903)	(770)	50	50	(4,000)
650301 Facility Rent	3,780	1,890	1,170	3,780	3,780	1,890
650302 Equipment Rent	19,697	19,017	3,557	21,000	21,000	20,000
659900 Other Contracts/Obligation	3,563	18,401	11,685	19,185	19,185	15,400
TOTAL PURCHASED SVCS	82,476	94,416	25,997	104,915	110,715	112,340
TOTAL EXPENSE	1,142,903	1,073,275	326,234	1,248,722	1,259,522	1,191,930