

**CITY OF APPLETON 2023 BUDGET**

**LEGAL SERVICES**

**City Attorney: Christopher R. Behrens**

**Deputy City Attorney: Amanda K. Abshire**

**City Clerk: Kami L. Lynch**

# CITY OF APPLETON 2023 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 2022 EVENTS

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

- \* As of April 29, represented the City in traffic and ordinance related matters in 2022 including 1,875 scheduled initial court appearances, 59 scheduled jury and court trials and 767 scheduled pre-trials/jury trial conferences or motion hearings.
- \* Operated the Granicus system and provided ongoing technical support to facilitate committee meetings.
- \* Provided guidance and training to the newly-seated Council and completed a significant revision 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 small claims.
- \* 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 two eminent domain processes to acquire the necessary land for future roadway and a second raw water line Permanent Limited Easement (PLE).
- \* Provided ongoing assistance in various roles in support of the Library building project.
- \* Assisted the Community and Economic Development Department with the preparation and finalization of multiple sales/property transactions in the first quarter of 2022.
- \* Drafted or assisted in amending or creating a number of ordinances, including redistricting, parking, a stormwater ordinance rewrite and changes to the solid waste ordinances in Chapter 15.
- \* Legal Services represented the Complainant and separately advised the Safety and Licensing Committee in the revocation of a tavern's alcohol license.
- \* In the first six months of 2022, the Attorney's Office has processed over 250 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 received by various departments.
- \* Worked on an agreement for a second BIRD Scooter pilot program.
- \* Provided comprehensive updates to Appleton Fire Department's record request form as well as provided ongoing support and guidance regarding record responses.

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

- \* Maintained use of electronic poll books and implemented 2 software updates.
- \* Performed an operational analysis of electronic poll book equipment to detect necessary hardware upgrades/repairs.
- \* Streamlined end of night and election reconciliation procedures.
- \* Responded to a considerable number of extensive records requests related to elections.
- \* Restructured the filing system in the vault to make files more identifiable and accessible.
- \* Digitized files to increase accessibility of records and documents.
- \* Drafted and mailed letters to all properties affected by redistricting.
- \* Worked with the counties and State to make Ward and Aldermanic boundary adjustments to accommodate new legislative district changes as a result of a court ruling modifying the previously adopted districts.
- \* Implemented all redistricting changes through election plan modifications in WisVote.
- \* Revised the alcohol license demerit point tracking and notification process.
- \* Fairly and effectively administered four elections, including a high-turnout November General Election.

## CITY OF APPLETON 2023 BUDGET LEGAL SERVICES

### MAJOR 2023 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.
- \* 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.
- \* 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 elections, with minimal issues and maximum efficiency.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
<b>Program Revenues</b>		\$ 271,953	\$ 204,416	\$ 196,700	\$ 196,700	\$ 239,700	21.86%
<b>Program Expenses</b>							
14510	Administration	348,671	364,823	374,357	374,357	392,480	4.84%
14521	Litigation	178,243	188,395	178,901	178,901	187,504	4.81%
14530	Recordkeeping	102,763	87,738	90,381	90,381	112,207	24.15%
14540	Licensing	66,153	67,817	69,546	69,546	73,366	5.49%
14550	Elections	234,971	117,031	224,166	224,166	157,929	-29.55%
14560	Mail/Copy Center	176,782	161,986	188,916	188,916	173,129	-8.36%
<b>TOTAL</b>		<b>\$ 1,107,583</b>	<b>\$ 987,790</b>	<b>\$ 1,126,267</b>	<b>\$ 1,126,267</b>	<b>\$ 1,096,615</b>	<b>-2.63%</b>
<b>Expenses Comprised Of:</b>							
Personnel		856,641	797,733	875,872	875,872	879,820	0.45%
Training & Travel		8,904	15,309	17,880	17,880	15,000	-16.11%
Supplies & Materials		130,708	97,322	127,200	127,200	103,225	-18.85%
Purchased Services		111,330	77,426	105,315	105,315	98,570	-6.40%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

# CITY OF APPLETON 2023 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 2023 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 260	\$ 168	\$ 300	\$ 300	\$ 100
Total Revenue	<u>\$ 260</u>	<u>\$ 168</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 260,319	\$ 264,155	\$ 266,696	\$ 266,696	\$ 283,583
615000 Fringes	65,511	71,112	73,381	73,381	76,877
620100 Training/Conferences	2,336	9,705	13,600	13,600	10,600
620400 Tuition Fees	2,506	1,705	-	-	-
620600 Parking Permits	3,780	3,780	3,780	3,780	4,320
630100 Office Supplies	454	941	800	800	800
630200 Subscriptions	9,239	8,749	10,500	10,500	10,500
630300 Memberships & Licenses	2,305	2,340	3,000	3,000	3,200
632001 City Copy Charges	1,328	1,308	1,500	1,500	1,500
641307 Telephone	772	772	900	900	900
641800 Equipment Repairs & Maint.	121	256	200	200	200
Total Expense	<u>\$ 348,671</u>	<u>\$ 364,823</u>	<u>\$ 374,357</u>	<u>\$ 374,357</u>	<u>\$ 392,480</u>

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2023 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:

We have decreased our recording/filing fees budget to reflect expectations based on activity in prior years.

**CITY OF APPLETON 2023 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ -	\$ 182	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 182	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 129,718	\$ 140,827	\$ 127,023	\$ 127,023	\$ 136,846
615000 Fringes	34,890	38,711	37,878	37,878	40,158
640202 Recording/Filing Fees	1,470	3,159	7,000	7,000	3,500
640400 Consulting Services	4,275	5,040	7,000	7,000	7,000
662500 Disability Payments	7,890	658	-	-	-
Total Expense	\$ 178,243	\$ 188,395	\$ 178,901	\$ 178,901	\$ 187,504

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2023 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 2023 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 46,907	\$ 45,180	\$ 47,840	47,840	\$ 50,997
610500 Overtime Wages	2,547	668	242	242	257
615000 Fringes	21,337	7,320	7,099	7,099	26,178
630100 Office Supplies	171	363	500	500	350
630300 Memberships & Licenses	70	-	-	-	-
631603 Other Misc. Supplies	30	26	100	100	75
632002 Outside Printing	-	-	250	250	150
640202 Recording/Filing Fees	120	210	200	200	200
640800 Contractor Fees	-	-	150	150	-
641200 Advertising	31,581	33,971	34,000	34,000	34,000
Total Expense	<u>\$ 102,763</u>	<u>\$ 87,738</u>	<u>\$ 90,381</u>	<u>\$ 90,381</u>	<u>\$ 112,207</u>

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

Advertising

Required legal publications \$ 34,000

**CITY OF APPLETON 2023 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:**

A slight increase is anticipated for alcohol license revenue as we now allow gas stations to get "Class A" Liquor licenses. There could also be more Reserve Liquor Licenses issued, which, by statute, cost \$10,000.

The increase in operator licensing revenue relates to the timing of issuing two-year licenses. Odd years have approximately double the number of licenses up for renewal.

The increase in special events license revenue reflects the expectation that events will continue to be scheduled as they were prior to the pandemic. In addition, credits that were issued for cancelled events will no longer be carried forward to 2023.

**CITY OF APPLETON 2023 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
430100 Amusements License	\$ 8,230	\$ 8,110	\$ 7,700	\$ 7,700	\$ 8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,400
430600 Alcohol License	113,909	100,473	110,000	110,000	125,000
430700 Operators License	37,125	58,230	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	18,000	18,000	23,000
431600 Second Hand/Pawnbroker	1,980	2,115	1,800	1,800	1,800
431700 Commercial Solicitation	5,145	4,505	2,500	2,500	4,000
431800 Christmas Tree License	405	315	400	400	350
432000 Taxi Cab/Limousine License	810	750	800	800	750
432100 Taxi Driver License	1,950	1,250	1,500	1,500	1,250
432200 Special Class "B" License	200	620	800	800	700
441100 Sundry Permits	660	555	600	600	600
501000 Miscellaneous Revenue	15,590	5,820	5,000	5,000	5,500
Total Revenue	<u>\$ 208,389</u>	<u>\$ 203,811</u>	<u>\$ 195,900</u>	<u>\$ 195,900</u>	<u>\$ 239,350</u>
Expenses					
610100 Regular Salaries	\$ 41,227	\$ 41,869	\$ 41,717	\$ 41,717	\$ 44,475
610500 Overtime Wages	2,119	427	120	120	128
615000 Fringes	21,895	24,354	25,799	25,799	26,753
630100 Office Supplies	460	953	750	750	800
631603 Other Misc. Supplies	29	-	-	-	-
632002 Outside Printing	-	-	100	100	150
642900 Interfund Allocations	423	214	60	60	60
659900 Other Contracts/Obligation	-	-	1,000	1,000	1,000
Total Expense	<u>\$ 66,153</u>	<u>\$ 67,817</u>	<u>\$ 69,546</u>	<u>\$ 69,546</u>	<u>\$ 73,366</u>

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2023 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. 2022 was a four-election year and 2023 is a two-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

**CITY OF APPLETON 2023 BUDGET  
LEGAL SERVICES**

**Elections**

**Business Unit 14550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
<b>Revenues</b>					
422400 Misc. State Aids	\$ 44,974	\$ -	\$ -	\$ -	\$ -
490800 Misc Intergov. Charges	-	255	500	500	250
502000 Donations & Memorials	18,330	-	-	-	-
<b>Total Revenue</b>	<b>\$ 63,304</b>	<b>\$ 255</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 250</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 67,149	\$ 50,209	\$ 49,397	\$ 49,397	\$ 48,311
610500 Overtime Wages	16,193	351	3,069	3,069	1,851
610800 Part-Time	53,594	22,210	99,593	99,593	44,011
615000 Fringes	30,181	26,222	28,307	28,307	27,966
620200 Mileage Reimbursement	221	89	300	300	80
620600 Parking Permits	61	30	200	200	-
630100 Office Supplies	4,352	13	1,500	1,500	800
631603 Other Misc. Supplies	1,784	463	500	500	500
632002 Outside Printing	14,468	1,966	6,500	6,500	2,700
641200 Advertising	3,501	1,841	2,500	2,500	1,500
641800 Equipment Repairs & Maint.	35,287	8,475	25,000	25,000	10,000
650301 Facility Rent	3,990	2,025	3,800	3,800	2,025
659900 Other Contracts/Obligation	4,190	3,137	3,500	3,500	18,185
<b>Total Expense</b>	<b>\$ 234,971</b>	<b>\$ 117,031</b>	<b>\$ 224,166</b>	<b>\$ 224,166</b>	<b>\$ 157,929</b>

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment programming	3,000
	<u>\$ 18,185</u>

# CITY OF APPLETON 2023 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 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:

The decrease in postage/freight expense in 2023 is due to the reduced number of elections from four in 2022 to two in 2023.

**CITY OF APPLETON 2023 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 14560**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 39,731	\$ 39,340	\$ 41,781	\$ 41,781	\$ 44,538
610500 Overtime Wages	1,341	528	121	121	128
615000 Fringes	21,982	24,245	25,809	25,809	26,763
630100 Office Supplies	3,342	3,816	1,700	1,700	2,000
630400 Postage/Freight	89,938	71,080	92,000	92,000	75,000
631603 Other Misc. Supplies	2,291	3,896	6,500	6,500	3,500
632002 Outside Printing	446	1,409	1,000	1,000	1,200
641800 Equipment Repairs & Maint.	493	-	1,500	1,500	800
641800 Interfund Allocations	-	(775)	-	-	-
650302 Equipment Rent	17,218	18,447	18,505	18,505	19,200
Total Expense	<u>\$ 176,782</u>	<u>\$ 161,986</u>	<u>\$ 188,916</u>	<u>\$ 188,916</u>	<u>\$ 173,129</u>

**DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000**

Postage/Freight

United Mailing Service	\$ 8,000
UPS	500
US Postal Service	66,500
	<u>\$ 75,000</u>

Equipment Rent

Color copier rental	\$ 1,800
Office copier rental	1,500
Large copier rental	7,000
Postage machine rental	7,000
Folder/inserter machine rental	1,500
Additional copies	1,200
Charges to departments	(800)
	<u>\$ 19,200</u>

**CITY OF APPLETON 2023 BUDGET  
LEGAL SERVICES**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	44,974	-	-	-	-	-
430100 Amusements License	8,230	8,110	7,515	7,700	7,700	8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,300	5,400
430600 Liquor License	113,909	100,474	124,586	110,000	110,000	125,000
430700 Operators License	37,125	58,230	13,905	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	2,885	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	13,055	18,000	18,000	23,000
431600 Second Hand License	1,980	2,115	90	1,800	1,800	1,800
431700 Commercial Solicitation License	5,145	4,505	2,050	2,500	2,500	4,000
431800 Christmas Tree License	405	315	-	400	400	350
432000 Taxi Cab/Limousine License	810	750	30	800	800	750
432100 Taxi Driver License	1,950	1,250	450	1,500	1,500	1,250
432200 Special Class "B" Beer License	200	620	220	800	800	700
441100 Sundry Permits	660	555	430	600	600	600
480100 General Charges for Service	260	169	32	300	300	350
490800 Misc Intergovernmental Charges	-	256	559	500	500	-
501000 Miscellaneous Revenue	15,590	5,820	4,747	5,000	5,000	5,500
502000 Donations & Memorials	18,330	-	-	-	-	-
503500 Other Reimbursements	-	179	-	-	-	-
508500 Cash Short or Over	-	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>271,953</b>	<b>204,416</b>	<b>175,854</b>	<b>196,700</b>	<b>196,700</b>	<b>239,700</b>
Personnel						
610100 Regular Salaries	530,751	538,580	221,639	574,454	574,454	608,750
610500 Overtime Wages	22,201	1,975	1,356	3,552	3,552	2,364
610800 Part-Time Wages	53,594	22,310	29,450	99,593	99,593	44,011
611000 Other Compensation	-	-	-	-	-	-
611400 Sick Pay	3,825	1,814	-	-	-	-
611500 Vacation Pay	50,476	41,094	11,829	-	-	-
615000 Fringes	195,794	191,960	77,815	198,273	198,273	224,695
<b>TOTAL PERSONNEL</b>	<b>856,641</b>	<b>797,733</b>	<b>342,089</b>	<b>875,872</b>	<b>875,872</b>	<b>879,820</b>
Training~Travel						
620100 Training/Conferences	2,336	9,705	1,910	13,600	13,600	10,600
620200 Mileage Reimbursement	221	89	-	300	300	80
620400 Tuition Fees	2,506	1,705	815	-	-	-
620600 Parking Permits	3,841	3,810	3,780	3,980	3,980	4,320
<b>TOTAL TRAINING/TRAVEL</b>	<b>8,904</b>	<b>15,309</b>	<b>6,505</b>	<b>17,880</b>	<b>17,880</b>	<b>15,000</b>
Supplies						
630100 Office Supplies	8,780	6,085	2,019	5,250	5,250	4,750
630200 Subscriptions	9,239	8,749	3,089	10,500	10,500	10,500
630300 Memberships & Licenses	2,375	2,340	-	3,000	3,000	3,200
630400 Postage/Freight	89,938	71,080	61,160	92,000	92,000	75,000
631603 Other Misc. Supplies	4,134	4,385	1,772	7,100	7,100	4,075
632001 City Copy Charges	1,328	1,308	343	1,500	1,500	1,500
632002 Outside Printing	14,914	3,375	8,561	7,850	7,850	4,200
<b>TOTAL SUPPLIES</b>	<b>130,708</b>	<b>97,322</b>	<b>76,944</b>	<b>127,200</b>	<b>127,200</b>	<b>103,225</b>
Purchased Services						
640202 Recording/Filing Fees	1,590	3,369	1,260	7,200	7,200	3,700
640400 Consulting Services	4,275	5,040	-	7,000	7,000	7,000
640800 Contractor Fees	-	-	-	150	150	-
641200 Advertising	35,082	35,812	11,329	36,500	36,500	35,500
641307 Telephone	772	772	328	900	900	900
641800 Equipment Repairs & Maint.	35,900	8,731	124	26,700	26,700	11,000
642900 Interfund Allocations	423	(562)	-	60	60	60
650301 Facility Rent	3,990	2,022	1,890	3,800	3,800	2,025
650302 Equipment Rent	17,218	18,447	5,173	18,505	18,505	19,200
659900 Other Contracts/Obligation	4,190	3,137	-	4,500	4,500	19,185
662500 Disability Payments	7,890	658	-	-	-	-
<b>TOTAL PURCHASED SVCS</b>	<b>111,330</b>	<b>77,426</b>	<b>20,104</b>	<b>105,315</b>	<b>105,315</b>	<b>98,570</b>
<b>TOTAL EXPENSE</b>	<b>1,107,583</b>	<b>987,790</b>	<b>445,642</b>	<b>1,126,267</b>	<b>1,126,267</b>	<b>1,096,615</b>