

# *City of Cleveland* *2009 Budget Book*

**Frank G. Jackson,  
Mayor**

**Martin J. Sweeney,  
Council President**

## **Committee on Finance**

**Martin J. Sweeney, Chair**  
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**Ordinance 142 – 09**  
**Passed March 23, 2009**  
**Effective March 23, 2009**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Cleveland  
Ohio**

For the Fiscal Year Beginning

**January 1, 2007**

Handwritten signature of Charles S. Coy.

President

Handwritten signature of Jeffrey R. Egan.

Executive Director

**Note:** The 2008 Awards from the Government Finance Officers Association had not been finalized as of printing.

<http://portal.cleveland-oh.gov/CityofCleveland/Home/Government/CityAgencies/Finance/formsandpublication>



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Official Publication of the City of Cleveland  
March 23, 2009

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NOTES



**MAYOR'S 2009  
LETTER OF TRANSMITTAL  
MARCH 23, 2009**

To the Cleveland City Council and Citizens of Cleveland:

The City of Cleveland, like many American cities, is currently facing fiscal challenges as a result of the national and global economic crisis. The magnitude of the unprecedented financial failures of 2008 and the subsequent ripple effect throughout the economy baffled regulators, economists and policymakers throughout the world. Our fiscal vigilance from 2006 to the present certainly did not anticipate the depth of the current recession but has successfully positioned the City of Cleveland to not only weather immediate fiscal decline but positioned the City for future growth and stability.

The strategic implementation of the five year budget projections to manage the City's finances, Operations Efficiency Task Force and Clean Cleveland have resulted in significant reductions in operating costs and a balanced budget for 2009 without reducing personnel or cutting city services. We are not out of the woods. The many unknown variables require that stringent fiscal controls and mandated energy conservation be the platform for the 2009 operating budget. The Budget Management Strategy for fiscal 2009 includes but is not limited to the following:

- Hiring freeze that only allows replacement of critical employees
- A mandated 10% reduction in both overtime and fuel consumption citywide
- Restricted travel and material and supply purchases
- A mandated 3% reduction in energy consumption
- Funding for only contract negotiated salary increases in 2009

As required by the provisions of Section 38 of the Charter of the City of Cleveland, I transmit the estimate of receipts and expenditures for all departments and divisions of the City for the year 2009:

- General Fund expenditures are estimated at \$541,501,686 compared to \$523,046,301 actual in 2008. This 3.5% increase in expenditures is primarily due to negotiated salaries and wage driven benefits such as hospitalization and pension contributions.
- General Fund revenues are projected to decrease from \$524,676,358 actual in 2008 to projected \$512,095,696 in 2009. This 2.4% decrease assumes no increase in income tax collections for fiscal 2009, a 6% decrease in Local Government Fund, significant decrease in interest earnings and grant recovery citywide. Modest declines anticipated in other sources.

The projected gap will be funded by carrying over more than \$29 million in savings from reduced operating costs from 2006 to the present. The 2009 operating budget supports the following:

- Two police cadet classes and an entry level test with the goal of achieving and maintaining a budgeted strength of 1,645 officers;
- One fire cadet class and an entry level test with the goal of maintaining efficient fire operations on a balanced schedule;
- EMS operations and House of Corrections at current strength;
- Operation Clean Cleveland's focus on eliminating blight through maintenance, demolition or rehab of vacant and abandoned properties;
- Maintenance of the level of city services that include public safety, waste collection, street resurfacing, snow removal and recreation facilities that ensure enhanced quality of life for the citizens of the City of Cleveland.



We recognize that the projections for national economic recovery are dire, long ranged and dependent on federal intervention. The outlook for 2010 is not encouraging and will require yet more stringent measures.

While I am engaged in the possibilities of all State and Federal stimulus initiatives that may benefit the City of Cleveland and the region, I continue to be steadfast in my mission to stimulate our local economy. Through the Department of Economic Development, we have invested over \$13 million in Cleveland businesses in order to retain and create new jobs in the City. We continue to promote Cleveland as the world's gateway to the Midwest through our airport administration, Cleveland Hopkins International and Burke Lakefront, and are engaged in the repositioning of Cleveland's lakefront port as a means to attract international investment. In anticipation of the success of our efforts, we are developing a locally trained workforce through Workforce Development that will attract and maintain new companies in our region.

We have had our successes and disappointments and much work is ahead of us. I acknowledge and appreciate the partnership that has supported the City's competitive edge and look forward to our continued growth and development throughout the region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank G. Jackson".

Frank G. Jackson, Mayor  
City of Cleveland

## INTRODUCTION

The City of Cleveland's budget relates the available resources (revenues) to the amounts expected to be spent (expenditures). Specifically, the budget is a plan of action which outlines how much will be spent and on what items or programs.

Except for budgetary purposes, the basis of accounting used by the City conforms to GAAP as applicable to governmental units. All governmental funds are accounted for using a current financial resources (current assets and current liabilities) measurement focus. The modified accrual basis of accounting is utilized for governmental funds. Revenues are recognized when they are susceptible to accrual (both measurable and available). Expenditures are recognized when the related liability is incurred, except for interest on long term debt which is recorded when due.

The City maintains budgetary control on a non-GAAP basis at the character level (personnel and related expenditures and other expenditures) within each division. Unencumbered appropriations lapse at the end of each calendar year. The City's basis for budgetary purposes differs from GAAP in that revenues are recognized when received, rather than when susceptible to accrual (measurable and available), and encumbrances and pre-encumbrances are included as expenditures rather than included in fund balances.

The State of Ohio requires that all funds be balanced, that is, resources (revenues plus fund balances and decertifications) must equal or exceed expenditures. Accordingly, the annual budgets for the various funds are generated with strict adherence to this guideline. In addition, the Cuyahoga County Auditor must certify that the City's appropriation measure does not exceed the amounts set forth in the County Budget Commissions Certificate of Estimated Resources.

The City of Cleveland has two types of budgets that provide the framework for expending funds. The first type, the annual operating budget, covers the calendar year and primarily relates to the normal daily operations of the City. This budget outlines specific expenditures (salaries, supplies, etc.) and programmatic totals. Under Ohio law, cities are required to maintain their accounts on a cash basis. Therefore, expenditure amounts presented in this document include not only actual expenditures, but also encumbrances and pre-encumbrances. Budgets that fall under this annually appropriated category are:

- General Fund
- Restricted Income Tax Fund
- Street Construction & Maintenance
- Utilities
- Airports
- Convention Center
- West Side Market
- Stadium Fund
- East Side Market
- Parking Facilities
- Cemeteries
- Golf Courses
- Motor Vehicle Maintenance
- Telephone Exchange
- Printing & Reproduction
- Storeroom
- Central Collection Agency
- Sinking Fund

## INTRODUCTION

The budgets that span several years are primarily plans for capital expenditures or grants. These budgets cover programs or projects which either require more than one year to complete or which bridge two calendar years. Examples are:

- Capital Projects
- Categorical Grants
- Community Development Block Grant (CDBG)
- Workforce Investment Act (WIA)

The Mayor's Estimate focuses only on the annual operating budget for each division. As in previous years, it is divided into an introductory section, a fund structure, and a program structure.

The Fund Structure section summarizes financial activity within the accounting entities (funds) required by law. The Program Section provides the detail necessary for review and evaluation of service delivery, and programs conducted at a division level.

## BUDGETARY POLICIES

The following principles, representing sound fiscal management, will govern the preparation of the annual General Fund budget

- (1) The annual General Fund budget should be prepared and considered in a prudent manner without reliance on unrealistic revenue or expenditure assumptions.
- (2) The annual General Fund budget should first fully account for payment of all current liabilities including all necessary operating expenses to be incurred during the budget year.
- (3) The initial budgetary goal each year should be to fully fund all current obligations so as to eliminate any year-end GAAP deficit that may exist.
- (4) Consistent with (2) and (3), the Mayor should propose and the Council should adopt annual General Fund budgets which provide for a reserve in excess of anticipated expenditures which may then be credited to the Rainy Day Reserve Fund.
- (5) The Rainy Day Reserve Fund should accumulate to at least a level equal to two percent (2%) of General Fund expenditures. It should only be reduced during significant periods of economic downturn or to fund unanticipated one-time General Fund obligations. If drawn upon, the City will seek to replenish the Rainy Day Reserve Fund in its entirety during succeeding budget years.

## BUDGETARY PROCESS

The annual cycle begins in January with the passage of the current year budget. From that point on, the budgetary process assumes a two-pronged approach. First, the Office of Budget and Management (OBM) closely monitors the current year budget on a monthly basis. The purpose of this scrutiny is to discover any deviations - either in revenues or expenditures - from the original estimates used in the preparation of the budget. These variances are continually analyzed to determine if they are permanent differences or merely the result of timing. Appropriate action is taken, if necessary, to bring the budget into balance.

## BUDGETARY PROCESS

The annual appropriation ordinance, which is passed by City Council, establishes the legal spending limits of each division in two categories - personnel expenses and other expenses. Adjustments to the budget can only be made within a division and then within each category. Further legislation is needed in order to move budget authority from "personnel" to "other" or vice versa, or between divisions. At least one of these so-called transfer ordinances is submitted in the last quarter of the year. For those funds finding themselves with additional revenue over and above the original budget, a supplemental appropriation ordinance is prepared to permit an increase in the budget.

Beginning in June, preliminary work is done in preparation for the next year's budget. The various factors, which will have an impact upon future revenue and expenditure levels, are studied and quantified. These factors include such items as contracts, legal requirements, inflation and economic fluctuations. An inflation factor is established for every revenue and expenditure type and these factors are then applied to current year budget figures to arrive at estimates for the two succeeding years. This is known as the Three Year Plan.

The second year of the Three Year Plan results in the Tax Budget document for the next year. By State law, each municipality is required to submit to its County Budget Commission an estimate of revenues and expenditures for the next calendar year. City Council must approve this document prior to submission to the County by the July 20 deadline. The City of Cleveland generally requests an extension of this deadline to assure the most recent data is used for forecasting. From this Tax Budget, the County establishes tax levy amounts for the coming year.

The Tax Budget is a useful document for several reasons. First, it gives a preliminary glimpse of the expenditures required to fund current service levels in the coming year along with an estimate of the revenues available to support those needs. As such, it serves to identify problem areas to be addressed as the budgetary cycle progresses. Second, because it is a legal requirement, each municipality by necessity must begin thinking about the coming year's budget early in the prior year. This provides ample opportunity to initiate steps to meet future needs.

Based upon target funding levels established from the Tax Budget, OBM elicits departmental input into the budget process. A budget workbook is distributed to each division during September for completion by the middle of October. This permits each division to allocate its funds according to stated priorities. A critical component of the workbook is the "Funding Impact Statement". Each division must fill out an impact statement describing how the funding level would affect services.

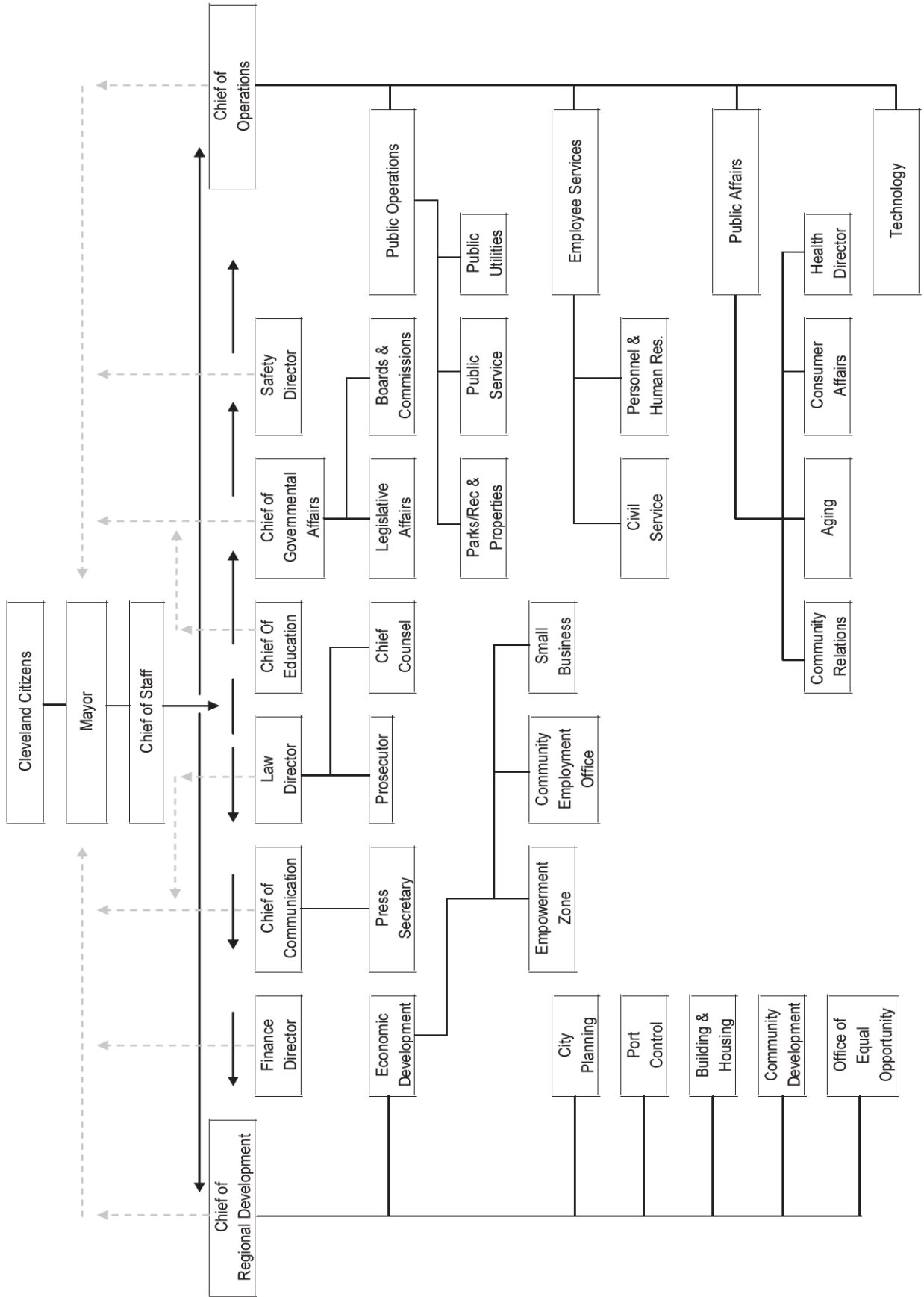
The budget workbooks provide the basis for analysis of program delivery anticipated in the coming year. A summary of the impacts is presented to the Mayor for his input and acceptance or rejection. From the basic assumptions agreed upon by the Mayor and Finance Director, the production of the Mayor's Estimate and Appropriation Ordinance is set in motion. As designated in the City Charter, the budget must be submitted to City Council by February 1.

The following table outlines the major steps in the budgetary process. As described above, some steps are required by State law while others are mandated by the Charter of the City of Cleveland. Still others are procedural in nature and are designed to facilitate the planning aspects of the budget.

**BUDGETARY PROCESS**

DOCUMENT	DATES	PURPOSE
THREE YEAR FINANCIAL PLAN	June-September	<ul style="list-style-type: none"> <li>• Planning tool projects future needs identifies problems</li> </ul>
TAX BUDGET	State law requires submission to County by July 20. Request for extension can be granted by the State.	<ul style="list-style-type: none"> <li>• Submission of the Tax Budget assures the municipality that:               <ul style="list-style-type: none"> <li>• Appropriate property tax levy is established.</li> <li>• Apportionment of local government fund (not in Cuyahoga Co.) is determined.</li> </ul> </li> </ul>
BUDGET PACKET	Distributed to Divisions in August	<ul style="list-style-type: none"> <li>• To be completed and returned to OBM by late September. Permits input by departments into allocation process. Provides detailed information about future plans.</li> </ul>
BUDGET ESTIMATE	Submitted to Council by February 1	<ul style="list-style-type: none"> <li>• The Charter of the City of Cleveland states that the Mayor shall prepare an estimate of the expenses of conducting the affairs of the City for the following year and shall submit such estimate to Council no later than Feb. 1.</li> </ul>
TRANSFER ORDINANCE	November-Early December	<ul style="list-style-type: none"> <li>• To make funds available to Departments / Divisions exceeding their original budget. Funds are shifted from Divisions which will not expend their original budget. Provides funds to programs of changing priority over course of budget year.</li> </ul>
AMENDED CERTIFICATE OF RESOURCES	November-December	<ul style="list-style-type: none"> <li>• City notifies County of additional revenue sources. Permits municipality to increase appropriation to the level of additional revenue. County issues new certificate.</li> </ul>
SUPPLEMENTAL APPROPRIATION ORDINANCE	Late November-December	<ul style="list-style-type: none"> <li>• To make additional appropriations based on additional generation of revenue and the aforementioned amended certificate of resources.</li> </ul>
TEMPORARY APPROPRIATION ORDINANCE	Late November-December	<ul style="list-style-type: none"> <li>• As established in State Law: Provides Department / Divisions with sufficient level of appropriation to continue services through the first quarter of the calendar year.</li> <li>• City Council by law must pass the full year's budget by April 1.</li> </ul>
CERTIFICATE OF ESTIMATED RESOURCES	Early January	<ul style="list-style-type: none"> <li>• County approves level of appropriation permitting municipality to provide services during the fiscal year.</li> </ul>

**CITY OF CLEVELAND**  
**ADMINISTRATIVE ORGANIZATION CHART**





OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.

County Auditor's Form No. 32A

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 94.14% current & delinquent collection of current levy for previous tax year

Fund	Unencumbered Balance, Jan. 1, 2009	General Property Tax	Local Government	Other Sources	Total
General Fund	\$29,444,864.22	\$42,516,556.46	\$44,666,801.07	\$421,620,735.00	\$538,248,956.75
Fireman's Pension Fund	\$0.00	\$1,645,800.67	\$0.00	\$0.00	\$1,645,800.67
Police Pension Fund	\$0.00	\$1,645,802.55	\$0.00	\$0.00	\$1,645,802.55
General Fund Sum.	\$29,444,864.22	\$45,808,159.68	\$44,666,801.07	\$421,620,735.00	\$541,540,559.97
Restricted Tax	\$664,212.58	\$0.00	\$0.00	\$36,612,500.00	\$37,276,712.58
SCMR	\$10,000.28	\$0.00	\$0.00	\$27,864,214.00	\$27,874,214.28
Rainy Day Fund	\$8,382,699.89	\$0.00	\$0.00	\$0.00	\$8,382,699.89
Schools Rec & Cult Act	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
Debt Service Fund	\$8,825,225.92	\$23,864,132.27	\$0.00	\$39,092,431.00	\$71,781,789.19
Utilities Admin	\$721,960.74	\$0.00	\$0.00	\$2,458,840.00	\$3,180,800.74
Utilities Radio Comm	\$224,749.16	\$0.00	\$0.00	\$2,193,961.00	\$2,418,710.16
Utilities Fiscal Control	\$1,182,740.76	\$0.00	\$0.00	\$3,590,529.00	\$4,773,269.76
Water	\$117,929,633.35	\$0.00	\$0.00	\$257,672,000.00	\$375,601,633.35
Water Pollution	\$3,931,257.83	\$0.00	\$0.00	\$25,978,000.00	\$29,909,257.83
Cleve Public Power	\$24,772,723.68	\$0.00	\$0.00	\$179,445,076.00	\$204,217,799.68
Airport Operations	\$50,076,677.59	\$0.00	\$0.00	\$156,157,781.00	\$206,234,458.59
Cemetery	\$2,000.44	\$0.00	\$0.00	\$2,095,174.00	\$2,097,174.44
Golf	\$501,453.27	\$0.00	\$0.00	\$1,865,000.00	\$2,366,453.27
Parking Facilities	\$1,171,176.45	\$0.00	\$0.00	\$10,470,181.00	\$11,641,357.45
Convention Center	\$672,931.20	\$0.00	\$0.00	\$6,200,799.00	\$6,873,730.20
West Side Market	\$64,915.98	\$0.00	\$0.00	\$1,231,943.00	\$1,296,858.98
East Side Market	\$183,042.51	\$0.00	\$0.00	\$0.00	\$183,042.51
Stadium	\$17,856,157.79	\$0.00	\$0.00	\$22,600,000.00	\$40,456,157.79
Telephone	\$288,692.46	\$0.00	\$0.00	\$6,414,119.00	\$6,702,811.46
Motor Vehicle Maint.	\$337,917.20	\$0.00	\$0.00	\$18,446,055.00	\$18,783,972.20
Printing	\$88,349.50	\$0.00	\$0.00	\$2,760,700.00	\$2,849,049.50
Storeroom	\$173,708.89	\$0.00	\$0.00	\$700,562.00	\$874,270.89
Central Collection Agcy.	\$729,110.91	\$0.00	\$0.00	\$10,116,261.00	\$10,845,371.91
<b>Total</b>	<b>\$268,236,202.60</b>	<b>\$69,672,291.95</b>	<b>\$44,666,801.07</b>	<b>\$1,237,586,861.00</b>	<b>\$1,620,162,156.62</b>

Transfers	Amount:
General Fund To:	
Stadium Fund	\$ 8,600,000.00
Debt Service	\$ 6,637,882.00
IX Center Fund	\$ 240,000.00
Cemetery Fund	\$ 417,970.00
Schools	\$ 2,000,000.00
Streets	\$ 6,137,714.00
Sinking Fund	\$ 468,212.00
non-annually appropriated Special Revenue Fund	\$ 50,000.00
	<u>\$24,551,778.00</u>

### CITY OF CLEVELAND FUND STRUCTURE

The fund structure makes it difficult to define the City's budget because, in fact, each fund has its own budget. Federal and State grants not only have their own funds but operate on a fiscal year determined by the grantor agency rather than the City's fiscal year (which coincides with the calendar year). The chart below does not include grants for the above reason and eliminates inter-fund subsidies, Internal Service, and other miscellaneous funds in order to avoid "double counting". Capital Projects and Debt Service are not included in the operating budget. Details to support the various operations are shown in the Program Section of this report.

	REVENUE	EXPENDITURES	EXCESS/ (DEFICIENCY) OF REVENUE OVER EXPENDITURES	BALANCE BEGINNING	ENDING
<b>GENERAL FUND</b>					
General Fund	\$ 512,095,696	\$ 541,501,686	\$ (29,405,990)	\$ 29,444,864	\$ 38,874
<b>SPECIAL REVENUE FUNDS</b>					
Street Maint & Construction *	\$ 27,864,214	\$ 27,874,214	\$ (10,000)	\$ 10,000	\$ 0
<b>ENTERPRISES</b>					
<b>MAJOR</b>					
Water	\$ 257,672,000	\$ 265,243,333	\$ (7,571,333)	\$ 117,929,633	\$ 110,358,300
Water Pollution Control	25,978,000	25,556,059	421,941	3,931,258	4,353,199
Cleveland Public Power	179,445,076	178,503,814	941,262	24,772,724	25,713,986
Airport-General Operations	156,157,781	154,081,191	2,076,590	50,076,678	52,153,268
	<u>\$ 619,252,857</u>	<u>\$ 623,384,397</u>	<u>\$ (4,131,540)</u>	<u>\$ 196,710,292</u>	<u>\$ 192,578,752</u>
<b>SMALL</b>					
Cemeteries*	\$ 2,095,174	\$ 2,097,174	\$ (2,000)	\$ 2,000	\$ 0
Golf	1,865,000	1,984,695	(119,695)	501,453	381,758
Parking Facilities	10,470,181	10,458,051	12,130	1,171,176	1,183,306
Convention Center	6,200,799	6,200,799	-	672,931	672,931
West Side Market	1,231,943	1,253,787	(21,844)	64,916	43,072
East Side Market	-	40,000	(40,000)	183,043	143,043
	<u>\$ 21,863,097</u>	<u>\$ 22,034,506</u>	<u>\$ (171,409)</u>	<u>\$ 2,595,520</u>	<u>\$ 2,424,111</u>
<b>AGENCY FUND</b>					
Central Collection Agency	\$ 9,716,261	\$ 10,045,319	\$ (329,058)	\$ 729,111	\$ 400,053
<b>Less: Interfund Subsidies from GF</b>	<u>\$ (6,555,684)</u>	<u>\$ (6,555,684)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>NET CITY OF CLEVELAND OPERATING BUDGET FOR 2009</b>					
	<u>\$ 1,184,236,441</u>	<u>\$ 1,218,284,438</u>	<u>\$ (34,047,997)</u>	<u>\$ 229,489,788</u>	<u>\$ 195,441,791</u>

\* Includes General Fund Subsidy



## CAPITAL BUDGET PROGRAM

Capital expenditures are those which cost more than \$5,000 or have a useful life of at least five (5) years. The overriding criteria governing the selection of projects for inclusion in the Citywide Development Program are:

- Preservation and revitalization of Cleveland's neighborhoods, particularly new housing development;
- Cost-effective provision of basic services;
- Economic development and job creation; and
- Maintenance and/or upgrade of existing facilities.

### THE CAPITAL PROGRAM

Projects are classified into ten (10) functional areas, which fall within three (3) major groupings. Basic Services are traditional activities undertaken by local government and are primarily paid for with local dollars and the federal Highway Trust Fund for road and bridge (Transportation) projects. Development projects receive limited local dollars and are funded primarily from grants from the U.S. Department of Housing and Urban Development such as the Community Development Block Grant and from program income generated by the repayment of loans from these grants. Major Enterprises are those City functions which operate more like businesses. Instead of depending upon tax receipts for their finances, they are self-supporting entities.

Projects scheduled for 2009 will be in some stage of planning, design or construction during the year and have the local funds on hand, or will during the year. Many of the projects scheduled in prior years continue to be underway in 2009 due to the typically extensive capital project design and construction process. Projects for years 2009 through 2014, while somewhat more tentative in nature because they are in the planning design stage, do have proposed sources of funding identified in most instances. Capital Projects, their recommended funding source(s) and the year in which they will begin the program are the result of a series of working sessions, involving the Capital Budget office, the Commissioner of the implementing Division and appropriate staff actually working on current and planned capital projects.

### FINANCING THE PROGRAM

The program is funded from local, state, federal and in some instances private sources. The appropriate funding source is assigned to each project based upon policy considerations, legal restriction and expected availability of funds.

### LOCAL SOURCES

The most common means of financing municipal capital improvements is through General Obligation (GO) bonds. These are debt instruments which pledge the full faith and credit of the City as the primary source of repayment. GO bonds are generally used for capital projects associated with the provision of basic services. The Restricted Income Tax (RIT) was established by Cleveland voters as a special fund which constitutes one-ninth of the City's total income tax receipts. It is used for debt service on bonds issued to finance capital projects, and for direct capital expenditures on equipment and vehicles. After assuring sufficient funding to the Sinking Fund for meeting the City's annual debt obligations, the RIT is used for annually recurring capital expenditures and for capital projects which are precluded from funding by bonds because of IRS regulations, State law or local financial policy.

## CAPITAL BUDGET PROGRAM

The Community Development Block Grant is a form of special revenue sharing from the federal government, which by statute must be directed toward housing and neighborhood development projects which principally benefit low and moderate income persons. The City's major enterprises generally fund capital improvements either through operating revenues or revenue bonds which, unlike GO bonds, are not repaid by tax receipts, but by user fees or fees for service from the enterprise itself. In the current budget year, the City plans to issue new general obligations bonds to support current year projects.

### OTHER SOURCES

Certain special capital projects are funded by money from the State of Ohio. The Ohio Department of Transportation (ODOT) pays a share of the cost of numerous road and bridge projects either from State funds generated by highway user fees, such as gasoline taxes or license fees, or by acting as a "pass through" for federal funds from the Highway Trust Fund. Other significant projects receive partial funding from the State's biennial capital budget. The Ohio Public Works Commission also makes Issue 2 funds available for certain infrastructure improvements based on a priority ranking system.

Cleveland relies heavily on federal capital funding programs to finance projects. The most significant of these are programs for roads and bridges which are a part of the federal Highway Trust Fund. The five year program also anticipates federal funding from the Federal Aviation Administration and other federal agencies.

**ECONOMIC OUTLOOK**

Economic indicators are statistical data showing general trends in the economy. The composite index is designed to anticipate changes in the local economy as measured by total nonagricultural wage and salary employment. The composite index, derived from historical data on six components, the national index has decreased slightly from 102.2 at the start of 2008 to 99.0 in November of 2008. The composite index of leading economic indicators for Ohio also declined from 96.1 to 94.8. during the same time period. The leading indicator index for the Cleveland-Elyria-Mentor metropolitan area declined from 93.5 to 91.5. These trends suggest that economic growth will slow in the coming months.

Economic activity continued to deteriorate as 2008 came to an end. Employment, earnings, production, and investment all continued to fall nationally and in Ohio. Since the start of the recession in December 2007, the number of unemployed persons has grown by 3.6 million nationwide, bringing the unemployment rate to 7.2 percent. Unemployment has increased by 2.3 percent from 4.9 percent at the start of the year.

Ohio's unemployment rate increased to 7.3 percent in November 2008 from 5.5 percent at the start of the year. The majority of the losses came from manufacturing and trade, transportation, and utilities, while education and health services posted an increase. The number of workers unemployed in Ohio in November 2008 was 434,000 up from 328,000 at the start of the year.

Year-end unemployment for the City of Cleveland was at 8.9 percent in November 2008 up from 8.1 percent at the start of the year.

**Annual Average Unemployment  
for the City of Cleveland**

		<b><u>YEAR</u></b>	<b><u>CPI%</u></b>
2003	8.1%	2003	2.0%
2004	8.2%	2004	3.3%
2005	7.7%	2005	3.4%
2006	7.3%	2006	2.6%
2007	7.7%	2007	4.1%
2008	8.9%	2008	-0.1%

The Consumer Price Index (CPI) is the most widely used measure of inflation and is sometimes viewed as an indicator of the effectiveness of government economic policy. It provides information about price changes over time of goods and services purchased by households in the Nation's economy to government, business, labor, and private citizens and is used by them as a guide to making economic decisions.

The CPI is often used to adjust consumers' income payments (for example, Social Security) to adjust income eligibility levels for government assistance and to automatically provide cost-of-living wage adjustments to millions of American workers. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) the CPI for Urban Wage Earners and Clerical Workers (CPI-W), which covers households of wage earners and clerical workers that comprise approximately 32 percent of the total population and (2) the CPI for All Urban Consumers (CPI-U) and the Chained CPI for All Urban Consumers (C-CPI- U), which cover approximately 87 percent of the total population and include in addition to wage earners and clerical worker households, groups

## ECONOMIC OUTLOOK CONTINUED

such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation fares, charges for doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected in 87 urban areas across the country from about 50,000 housing units and approximately 23,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. The National CPI-U decreased to 0.7 percent in December. The index is now only 1 percent higher than in December 2007. Declining energy prices, particularly for gasoline, drove most of the decline.

The Consumer Price Index for All Urban Consumers within the Cleveland metropolitan area (CPI-U) decreased 3.9 percent from November 2007 to November 2008 to 0.2 percent. In the previous 12-month period ended in November 2007, the Cleveland-Akron area CPI-U increased 4.4 percent. A 49 percent decrease in gasoline prices was the largest contributing factor in the recent bimonthly drop in the Cleveland area all items CPI-U. Declines in the components for housing, apparel, and recreation were also recorded.

## HEALTH CARE

Medical care is one of eight major groups in the Consumer Price Index (CPI). These indexes are limited to items with an out-of-pocket expenditure, although in the case of medical care the term out-of-pocket includes any health insurance premium amounts that are deducted from employee paychecks. Over the years, rising health care costs have imposed a burden on families and small businesses and put coverage out of the reach of many Americans. According to the Census Bureau, 45 million people lack health insurance coverage, including 8.4 million children. The President has proposed a comprehensive plan to address the problems of rising health care costs and lack of insurance, however, the index for medical care continues to rise each year. The 2009 Estimate assumes an increase from 2008.

## DESCRIPTION OF EEO CATEGORIES

### OFFICIALS AND ADMINISTRATORS

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

### PROFESSIONALS

Occupations which require specialized and theoretical knowledge, which is usually acquired through college training or through, work experience and other training which provides comparable knowledge. Includes: personnel and labor relation workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

## DESCRIPTION OF EEO CATEGORIES

### TECHNICIANS

Occupations which require a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

### PROTECTIVE SERVICE WORKERS

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

### PARAPROFESSIONALS

Occupations in which workers perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare services aides, recreation assistants, homemakers aides, home health aides, and kindred workers.

### OFFICE AND CLERICAL

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

### SKILLED CRAFT WORKERS

Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, typesetters and kindred workers.

### SERVICE AND MAINTENANCE

Occupations in which workers perform duties which result in or contribute to the comfort, conveniences, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and ground keepers, refuse collectors, construction laborers, and kindred workers.

## FUND STRUCTURE

## SECTION I

## FUND STRUCTURE

The City of Cleveland maintains numerous funds, each with its own specific purpose and revenue sources. The purposes are defined by law and all expenditures must be in accordance with the purpose designated for the specific fund. For operating details see Section II.

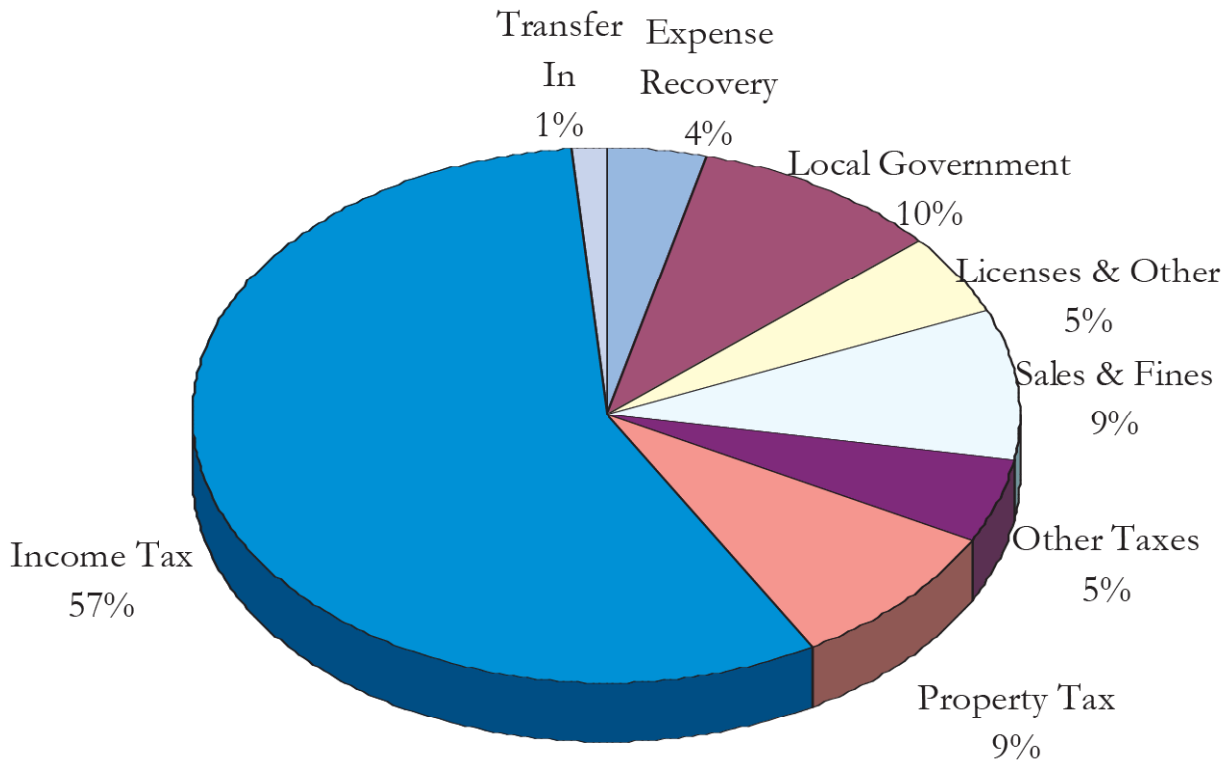
FUND	PURPOSE	REVENUE
GENERAL	Provides for general operating expenses of the city.	State and local taxes, service charges, licenses and permits, and fines.
SPECIAL REVENUE: RESTRICTED INCOME TAX	Capital improvements and debt service payments.	One-ninth of city income tax collections.
STREETS	Street maintenance and repair.	State gasoline and automobile license tax, permit fees and operating transfer from the General Fund.
RESERVE FUND	Reserves for economic fluctuations for general operating expenses.	Excess of revenues over expenditures in General Fund.
RAINY DAY	Reserve for economic downturns and one time obligations.	Excess of revenues over expenditures in General Fund.
DEBT SERVICE	Sinking Fund pays and records transactions involved in debt financing.	Property tax, Restricted Income Tax and interest earnings.
ENTERPRISE: MAJOR	Provide water, sewer, electric services and airport facilities.	User fees.
SMALL	Convention Center & West Side Market, Cemeteries, Golf, Parking Facilities, East Side Market, Stadium.	User fees and some General Fund operating transfers.
INTERNAL SERVICE	Telephone Exchange, Motor Vehicle Maintenance, Printing, Storeroom.	User fees (charged to City Divisions).
AGENCY	Central Collection Agency for collection of income taxes.	User fees charged to city and suburbs for collection of income tax.

**GENERAL FUND**

The General Fund supports most basic operations including Police and Fire protection, Emergency Medical Service, Waste Collection, Recreation, Health Centers, Park Maintenance, Building and Housing regulation and Municipal Courts. It also includes support services such as Personnel, Finance and Law. Funding for these activities is derived from a variety of revenue sources which include taxes, licenses and permits, fines and user fees. These are described in greater detail in the following section.

The 2009 General Fund budget is comprised of \$ 541.5 million in expenditures. The 2009 proposed revenues are estimated at \$ 512.1 million.

**General Fund Revenue Distribution**



**NOTE:**

- Other Taxes include Admission Tax, Motor Vehicle Lessor Tax, Parking Tax, Estate Tax, and Cigarette & Liquor Taxes.

**GENERAL FUND****REVENUE**

As the previous chart indicates, the City's Income Tax is the largest source of revenue for the General Fund. It is generated by a 2% tax on wages and earnings, not only of Cleveland residents but also of those working within the City, regardless of place of residence. Of total collections, eight-ninths (88.9%) flows to the General Fund while one-ninth (11.1%) is placed in a Restricted Income Tax Fund to be used for debt service payments and capital expenditures. Because the Income Tax makes up such a large proportion of the General Fund, the amount of financial resources available to provide City services is directly related to the health of the local economy (see Economic Outlook).

The second largest revenue source is the Local Government Fund and Local Government Revenue Assistance Fund. These are State of Ohio revenue sharing programs in which cities share in the collection of the State Income, Sales, Corporate Franchise and Public Utilities Excise Taxes. These funds are distributed in two ways - 9/10 to counties divided among all towns, villages and municipalities, and 1/10 directly to cities which collect an income tax. The Local Government Revenue Assistance Fund went into effect July 1, 1989. Based on the State of Ohio distribution formula 4.2% of total tax collections are allocated to the Local Government Fund and 6% of total collections are allocated to the Revenue Assistance Fund.

The third largest General Fund revenue source is generated by County property tax collections. In 2006, the Cuyahoga County reappraised all property values (required every six years). Revenues from fines and forfeitures include collections from parking violations and court levied civil and criminal fines. This revenue is directly related to the number of parking and moving violations issued by the City and court fines and costs.

Other taxes include both locally and state collected sources. Locally, the City receives Admission Tax for most entertainment events scheduled in the City as well as a tax on the leasing of motor vehicles. Both of these taxes were previously increased as part of an overall funding plan for the reconstruction/rebuilding of Cleveland Municipal Stadium. The Motor Vehicle Lessor Tax was raised from \$4 to \$6 per transaction as of August 1, 1996. The Admission Tax was increased from 6% to 8% effective January 1, 1997. The State distributes a portion of Estate, Liquor and Cigarette taxes to their municipality of origin. Over past several years these latter three taxes have remained relatively stable.

All other revenue received by the City is grouped into the other category. Included are sales and charges for service which are charged to users of City services. Examples are fees for emergency medical service, medical care at the City's health centers and copies of birth and death certificates. Additionally, licenses and permits, interest income, various miscellaneous sources, central service costs and expenditure recoveries are part of this category.

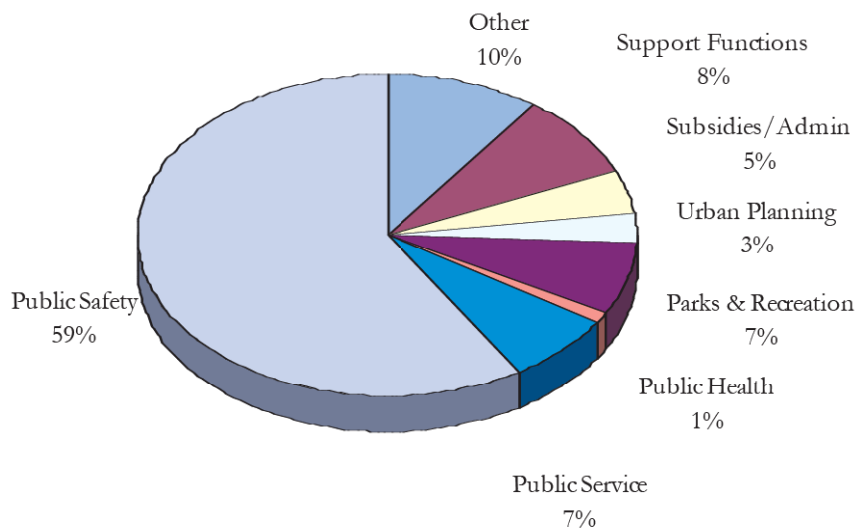


**GENERAL FUND**

**EXPENDITURES**

The City delivers tax-supported services to its residents in several basic program areas including Safety, Service, Parks and Recreation, Health, and Urban Planning and Development. The following chart shows that well over half of the General Fund budget (59%) is devoted to Public Safety, with 7% of all funds going to Public Service (including Waste Collection and the General Fund Operating Transfer to Streets) and 7% to Parks and Recreation. Only 8% is devoted to support functions such as financial, legal and personnel administration.

**General Fund Expenditure Distribution**



**NOTES:**

- Other Includes:
  - Aging
  - City Council
  - Community Relations
  - Mayor's Office
  - Municipal Courts
- Support Functions include Non-Departmental expenses, legal, financial, and personnel costs.
- Urban Planning includes Community Development, Economic Development, City Planning, OEO, and various boards.

In the following pages, financial data is presented for all divisions for comparison with previous years. Staffing levels are also included for every division. For 2006 and 2007, the actual number of employees on the payroll at year-end and actual expenditures are presented. For 2008, year end unaudited expenditures are presented and will be revised to year end actuals in the next budget book. In some divisions such as Police, Fire, Streets and Waste Collection where there is substantial turnover, average staffing levels are used for a more realistic picture. Due to rounding, numbers in the expenditure detail sections may not add.

## REVENUE BY SOURCE AND TYPE

(000'S Omitted)

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>RECEIPTS</b>				
<b>LOCAL TAXES</b>				
Property Taxes	\$ 47,596	\$ 50,881	\$ 50,118	\$ 51,301
Income Tax	271,120	278,873	290,077	290,000
Admission Tax	11,531	13,971	13,161	11,000
Motor Vehicle Lessor Tax	3,012	3,169	2,786	2,850
Parking Tax	10,319	10,720	10,673	10,200
Other	1,113	2,401	2,018	1,992
<b>Total</b>	<b>\$ 344,691</b>	<b>\$ 360,015</b>	<b>\$ 368,834</b>	<b>\$ 367,343</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$ 11,785</b>	<b>\$ 11,650</b>	<b>\$ 11,718</b>	<b>\$ 11,327</b>
<b>INTERGOVERNMENTAL REVENUE</b>				
Local Government Fund	\$ 55,922	\$ 56,178	\$ 53,226	\$ 49,953
Electric Excise Tax	6,044	6,469	3,365	3,100
Cigarette & Liquor Tax	770	850	754	714
Estate Tax	2,690	3,032	6,151	3,000
Other	28	54	0	-
<b>Total</b>	<b>\$ 65,454</b>	<b>\$ 66,583</b>	<b>\$ 63,496</b>	<b>\$ 56,767</b>
<b>SALES &amp; CHARGES FOR SERVICES</b>	<b>\$ 19,179</b>	<b>\$ 20,318</b>	<b>\$ 20,732</b>	<b>\$ 20,668</b>
<b>FINES &amp; FORFEITURES</b>	<b>20,831</b>	<b>25,334</b>	<b>26,775</b>	<b>26,608</b>
<b>MISCELLANEOUS</b>	<b>6,681</b>	<b>5,330</b>	<b>3,301</b>	<b>1,778</b>
<b>TRANSFERS IN</b>	<b>125</b>	<b>6,758</b>	<b>6,674</b>	<b>7,865</b>
<b>EXPENDITURE RECOVERY</b>	<b>21,659</b>	<b>20,929</b>	<b>23,146</b>	<b>19,740</b>
<b>TOTAL RECEIPTS</b>	<b>\$ 490,407</b>	<b>\$ 516,918</b>	<b>\$ 524,676</b>	<b>\$ 512,096</b>
<b>EXPENDITURES</b>	<b>\$ 487,233</b>	<b>\$ 511,567</b>	<b>\$ 523,046</b>	<b>\$ 541,502</b>
<b>NET</b>	<b>\$ 3,174</b>	<b>\$ 5,350</b>	<b>\$ 1,630</b>	<b>\$ (29,406)</b>
<b>DECERTIFICATIONS</b>	<b>\$ 2,524</b>	<b>\$ 898</b>	<b>\$ 1,599</b>	<b>\$ -</b>
<b>CHANGE IN RECEIVABLES</b>	<b>\$ 645</b>	<b>\$ (367)</b>	<b>\$ 67</b>	<b>\$ -</b>
<b>BEGINNING BALANCE</b>	<b>\$ 13,924</b>	<b>\$ 20,267</b>	<b>\$ 26,149</b>	<b>\$ 29,445</b>
<b>ENDING BALANCE</b>	<b>\$ 20,267</b>	<b>\$ 26,149</b>	<b>\$ 29,445</b>	<b>\$ 39</b>



## EXPENDITURE BY PROGRAM AREA

(000's Omitted)

	2006		2007		2008		2009	
	Actual	Staff	Actual	Staff	Unaudited	Staff	Budget	Staff
	Amount		Amount		Amount		Amount	
<b>LEGISLATIVE BRANCH - Council</b>	\$ 5,623	64	\$ 6,013	63	\$ 6,494	63	\$ 6,662	64
<b>JUDICIAL BRANCH</b>								
Municipal Court	\$ 20,953	311	\$ 21,827	316	\$ 22,994	314	\$ 24,075	319
Housing Court	2,916	44	3,039	43	3,123	40	3,426	45
Clerk of Courts	10,107	165	14,229	165	14,536	168	14,912	171
<b>TOTAL JUDICIAL BRANCH</b>	<b>\$ 33,976</b>	<b>520</b>	<b>\$ 39,095</b>	<b>524</b>	<b>\$ 40,653</b>	<b>522</b>	<b>\$ 42,413</b>	<b>535</b>
<b>EXECUTIVE BRANCH</b>								
<b>OFFICE OF THE MAYOR</b>	\$ 1,947	24	\$ 2,266	26	\$ 2,249	27	\$ 2,344	27
<b>PUBLIC SAFETY</b>								
Director's Office	\$ 2,664	32	\$ 3,108	32	\$ 3,107	29	\$ 3,284	30
Police-Uniform	171,275	1,628	174,351	1,641	176,124	1,656	182,101	1,645
Civilian	-	358	-	343	-	248	-	255
Fire-Uniform	83,280	901	91,330	895	89,716	877	92,001	897
Civilian	-	10	-	10	-	10	-	10
Emergency Medical Service	22,804	295	22,696	281	23,666	256	23,431	274
Dog Pound	876	14	969	14	985	14	1,091	14
Correction	-	-	7,136	87	14,962	179	15,426	202
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 280,899</b>	<b>3,238</b>	<b>\$ 299,590</b>	<b>3,303</b>	<b>\$ 308,560</b>	<b>3,269</b>	<b>\$ 317,334</b>	<b>3,327</b>
<b>COMMUNITY RELATIONS BRD</b>	\$ 1,064	18	\$ 1,221	17	\$ 1,208	16	\$ 1,280	17
<b>PUBLIC SERVICE</b>								
Public Service Administration	\$ 422	5	\$ 446	5	\$ 459	5	\$ 467	5
Architecture	694	9	664	8	616	7	595	7
Waste Collection & Disposal	27,239	219	27,236	219	26,669	219	27,928	245
Engineering & Construction	4,755	65	4,802	61	4,927	60	4,723	64
Traffic Engineering	4,273	44	4,434	41	4,384	40	4,292	42
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 37,383</b>	<b>342</b>	<b>\$ 37,582</b>	<b>334</b>	<b>\$ 37,055</b>	<b>331</b>	<b>\$ 38,005</b>	<b>363</b>
<b>PARKS, RECREATION &amp; PROPERTIES</b>								
Director's Office	\$ 667	8	\$ 731	7	\$ 728	7	\$ 738	7
Research, Planning & Development	698	9	745	9	780	9	793	9
Recreation	12,126	140	12,863	142	14,139	160	14,463	162
Parking Facilities	1,133	21	1,183	25	1,185	22	1,306	25
Property Management	8,429	93	8,250	90	8,170	88	8,415	90
Parks, Maintenance & Properties	13,586	134	13,560	138	13,812	128	13,632	130
<b>TOTAL PARKS, RECREATION</b>	<b>\$ 36,639</b>	<b>405</b>	<b>\$ 37,332</b>	<b>411</b>	<b>\$ 38,814</b>	<b>414</b>	<b>\$ 39,347</b>	<b>423</b>
<b>BOXING AND WRESTLING COMMISSION</b>								
	\$ -		\$ 4		\$ 5		\$ 5	-

## EXPENDITURE BY PROGRAM AREA

(000's Omitted)

	2006		2007		2008		2009	
	Actual	Staff	Actual	Staff	Unaudited	Staff	Budget	Staff
	Amount		Amount		Amount		Amount	
<b>URBAN PLANNING AND DEVELOPMENT</b>								
<b>Department of Community Development</b>								
Director's Office	\$ 170	5	\$ 212	6	\$ 407	16	\$ 391	17
Administrative Services	681	31	793	29	807	29	735	33
Neighborhood Services	352	24	360	22	514	22	475	23
Real Estate (Neigh Dlvpt)	782	23	906	20	479	9	404	11
<b>Total Dept of Comm Dev</b>	<b>\$ 1,985</b>	<b>83</b>	<b>\$ 2,271</b>	<b>77</b>	<b>\$ 2,207</b>	<b>76</b>	<b>\$ 2,005</b>	<b>84</b>
<b>Department of Building and Housing</b>								
Director's Office	\$ 1,969	26	\$ 2,144	29	\$ 2,299	27	\$ 1,850	22
Code Enforcement	6,496	115	6,804	111	6,455	96	6,448	92
Constructon Permit	1,500	23	1,540	23	1,624	23	1,651	23
<b>Total Dept of Building &amp; Hous.</b>	<b>\$ 9,965</b>	<b>164</b>	<b>\$ 10,488</b>	<b>163</b>	<b>\$ 10,378</b>	<b>146</b>	<b>\$ 9,949</b>	<b>137</b>
<b>Regulatory Boards &amp; Commissions</b>								
Building Standards and Appeals	\$ 97	1	\$ 99	1	\$ 101	1	\$ 121	1
Zoning Appeals	199	2	197	2	194	2	199	2
Landmarks Commission	166	9	187	2	175	2	183	2
Fair Campaign Finance	\$ -		\$ -		\$ -		\$ 3	
<b>Total Regulatory Boards</b>	<b>\$ 462</b>	<b>12</b>	<b>\$ 483</b>	<b>5</b>	<b>\$ 470</b>	<b>5</b>	<b>\$ 506</b>	<b>5</b>
Economic Development	\$ 921	12	\$ 1,480	17	\$ 1,582	13	\$ 1,457	16
Equal Opportunity	718	12	776	14	691	11	713	11
City Planning Commission	1,512	21	1,477	21	1,586	20	1,642	20
Harbors	-		6		259	1	288	1
<b>TOTAL URBAN PLANNING</b>	<b>\$ 15,563</b>	<b>304</b>	<b>\$ 16,981</b>	<b>297</b>	<b>\$ 17,173</b>	<b>272</b>	<b>\$ 16,560</b>	<b>274</b>
<b>PUBLIC HEALTH</b>								
Director's Office	\$ 684	8	\$ 715	8	\$ 676	7	\$ 855	7
Correction	6,680	86	-		-		-	
Health	3,231	36	3,122	35	3,224	34	3,385	34
Environment	1,261	16	1,365	16	1,273	16	1,244	16
Air Quality	403	1	615	2	410	1	463	2
<b>TOTAL PUBLIC HEALTH</b>	<b>\$ 12,259</b>	<b>147</b>	<b>\$ 5,817</b>	<b>61</b>	<b>\$ 5,583</b>	<b>58</b>	<b>\$ 5,947</b>	<b>59</b>
<b>DEPARTMENT OF CONSUMER AFFAIRS</b>								
Consumer Affairs	\$ 246	4	\$ 302	3	\$ 328	6	\$ 395	6
<b>TOTAL CONSUMER AFFAIRS</b>	<b>\$ 246</b>	<b>4</b>	<b>\$ 302</b>	<b>3</b>	<b>\$ 328</b>	<b>6</b>	<b>\$ 395</b>	<b>6</b>
<b>DEPARTMENT OF AGING</b>								
Aging	\$ 540	6	\$ 623	9	\$ 746	9	\$ 821	9
<b>TOTAL DEPT OF AGING</b>	<b>\$ 540</b>	<b>6</b>	<b>\$ 623</b>	<b>9</b>	<b>\$ 746</b>	<b>9</b>	<b>\$ 821</b>	<b>9</b>

**EXPENDITURE BY PROGRAM AREA**

(000's Omitted)

	2006		2007		2008		2009	
	Actual	Staff	Actual	Staff	Unaudited	Staff	Budget	Staff
	Amount		Amount		Amount		Amount	
<b>SUPPORT FUNCTIONS FINANCIAL AND LEGAL</b>								
<b>ADMINISTRATION</b>								
<b>Department of Finance</b>								
Director's Office	\$ 617	6	\$ 755	7	\$ 734	8	\$ 866	9
Accounts	1,740	19	1,804	20	1,878	20	1,986	20
Assessments & Licenses	1,624	27	1,886	29	2,198	32	3,608	39
Treasury	542	6	479	5	441	5	635	8
Purchases & Supplies	515	9	537	9	592	9	592	9
Bureau of Internal Audit	618	5	563	5	604	6	835	6
Information Technology Services	2,613	24	3,007	25	3,127	25	3,789	27
Information Technology & Planning	253	2	218	2	177	2	178	2
Financial Reporting & Control	966	13	921	15	1,323	16	1,432	17
<b>Total Department of Finance</b>	<b>\$ 9,488</b>	<b>111</b>	<b>\$ 10,170</b>	<b>117</b>	<b>\$ 11,074</b>	<b>123</b>	<b>\$ 13,921</b>	<b>137</b>
Office of Budget and Management	\$ 589	7	\$ 654	8	\$ 642	7	\$ 686	8
Law	7,956	87	8,164	86	9,121	85	9,080	93
<b>TOTAL FINANCIAL &amp; LEGAL</b>	<b>\$ 18,033</b>	<b>205</b>	<b>\$ 18,988</b>	<b>211</b>	<b>\$ 20,837</b>	<b>215</b>	<b>\$ 23,687</b>	<b>238</b>
<b>PERSONNEL ADMINISTRATION</b>								
Office of Personnel	\$ 1,894	19	\$ 1,797	19	\$ 1,866	16	\$ 1,824	17
Civil Service Commission	1,715	8	757	9	1,051	8	963	8
<b>TOTAL PERSONNEL ADMIN</b>	<b>\$ 3,609</b>	<b>27</b>	<b>\$ 2,554</b>	<b>28</b>	<b>\$ 2,917</b>	<b>24</b>	<b>\$ 2,787</b>	<b>25</b>
<b>NON-DEPARTMENTAL</b>								
County Auditor Deductions	\$ 1,163		\$ 844		\$ 2,109		\$ 2,226	
Other Administrative	16,218		16,205		16,393		17,137	
<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$ 17,381</b>		<b>\$ 17,049</b>		<b>\$ 18,502</b>		<b>\$ 19,363</b>	
<b>TOTAL SUPPORT FUNCTIONS</b>	<b>\$ 39,023</b>	<b>232</b>	<b>\$ 38,591</b>	<b>239</b>	<b>42,256</b>	<b>239</b>	<b>45,837</b>	<b>263</b>
<b>SUBSIDIES TO OTHER FUNDS</b>	<b>\$ 22,071</b>		<b>\$ 26,157</b>		<b>\$ 21,922</b>		<b>\$ 24,552</b>	
<b>TOTAL GENERAL FUND</b>	<b>\$ 487,233</b>	<b>5,304</b>	<b>\$ 511,574</b>	<b>5,287</b>	<b>\$ 523,046</b>	<b>5,226</b>	<b>\$ 541,502</b>	<b>5,367</b>

## SPECIAL REVENUE FUNDS

**Restricted Income Tax Fund**

Established in 1981, this fund receives one-ninth of the City's income tax collections. These funds are restricted by law to expenditures for capital improvements and debt service.

	(000's Omitted)			
	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
RECEIPTS	\$ 34,418	\$ 35,544	\$ 36,794	\$ 36,613
EXPENDITURES				
Capital	13,754	15,997	12,708	11,079
Debt Service	21,350	19,500	24,013	26,198
TOTAL EXPENDITURES	<u>\$ 35,104</u>	<u>\$ 35,497</u>	<u>\$ 36,720</u>	<u>\$ 37,277</u>
Net	\$ (686)	\$ 48	\$ 74	\$ (664)
Decertifications	42	4	26	-
Beginning Balance	1,156	512	564	664
Ending Balance	<u>\$ 512</u>	<u>\$ 564</u>	<u>\$ 664</u>	<u>\$ 0</u>

**Street Construction**

This fund supports basic street maintenance including snow removal, street repairs and resurfacing. The primary revenue sources are the State Auto License and Gasoline taxes and an operating transfer from the General Fund.

	(000's Omitted)							
	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS								
TAXES-STATE:								
Gasoline Excise Tax	\$ 9,790		\$ 9,864		\$ 9,948		\$ 9,650	
Motor Vehicle License Tax	4,599		4,646		4,480		4,345	
Total Taxes-State	<u>\$ 14,389</u>		<u>\$ 14,510</u>		<u>\$ 14,428</u>		<u>\$ 13,995</u>	
LOCAL:								
General Fund Operating Transfer	\$ 5,040		\$ 8,250		\$ 8,179		\$ 6,138	
LICENSES & PERMITS	\$ 3		\$ 3		\$ 3		\$ 3	
SALES & CHARGES FOR SERVICES	1,950		1,885		2,015		1,727	
MISCELLANEOUS	9		12		9		2	
EXPENDITURE RECOVERIES	3		1,826		3,563		6,000	
TOTAL RECEIPTS	<u>\$ 21,394</u>		<u>\$ 26,485</u>		<u>\$ 28,197</u>		<u>\$ 27,864</u>	
EXPENDITURES	<u>\$ 21,459</u>	185	<u>\$ 26,507</u>	185	<u>\$ 28,337</u>	173	<u>\$ 27,874</u>	169
Net	\$ (66)		\$ (23)		\$ (139)		\$ (10)	
Decertifications & Receivables	23		27		137		-	
Beginning Balance	50		8		12		10	
Ending Balance	<u>\$ 8</u>		<u>\$ 12</u>		<u>\$ 10</u>		<u>\$ 0</u>	

**SPECIAL REVENUE FUNDS**

**Rainy Day Reserve Fund**

This Fund was created in 1993 pursuant to Ordinance 1987-92. General Fund revenues in excess of anticipated expenditures are to be credited to this fund to be used only during periods of significant economic downturns or to fund unanticipated one-time General Fund obligations.

	(000's Omitted)			
	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
RECEIPTS	\$ 3,676	\$ 1,237	\$ 1,219	\$ -
EXPENDITURES	-	-	-	-
Net	\$ 3,676	\$ 1,237	\$ 1,219	\$ -
Beginning Balance	2,251	5,927	7,164	8,383
<b>Ending Balance</b>	<b>\$ 5,927</b>	<b>\$ 7,164</b>	<b>\$ 8,383</b>	<b>\$ 8,383</b>

**SPECIAL REVENUE FUNDS**

**Debt Service**

Debt Service payments are made through this fund group. Revenue is derived from property taxes, income taxes, TIF receipts and transfer payments from various special revenue funds.

	(000's Omitted)							
	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS	\$ 52,912		\$ 60,735		\$ 153,224		\$ 62,957	
EXPENDITURES	56,444	2	58,370	2	153,027	2	64,509	2
Net	\$ (3,531)		\$ 2,365		\$ 197		\$ (1,552)	
Decertifications	59		-		-		-	
Beginning Balance	9,735		6,263		8,628		8,825	
<b>Ending Balance</b>	<b>\$ 6,263</b>		<b>\$ 8,628</b>		<b>\$ 8,825</b>		<b>\$ 7,273</b>	

**School Activities**

School payments for recreation and cultural activities are made through this fund group. Revenue is derived from parking and vehicle lessor taxes by transfer payments from the general fund.

	(000's Omitted)							
	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
RECEIPTS	\$ 2,000		\$ 2,000		\$ 1,996		\$ 2,000	
EXPENDITURES	2,000		2,000		2,000		2,000	
Net	\$ 0		\$ 0		\$ (4)		\$ -	
Beginning Balance	4		4		4		0	
<b>Ending Balance</b>	<b>\$ 4</b>		<b>\$ 4</b>		<b>\$ 0</b>		<b>\$ 0</b>	



**MAJOR ENTERPRISE FUNDS**

Enterprise Funds are used to account for operations that function in a manner similar to private business enterprises and are financed primarily by user fees to the general public. The City of Cleveland operates two categories of enterprises. Major Enterprises, consisting of Public Utilities and Airports, are totally self-supporting, whereas the Small Enterprise group, consisting of Cemeteries, Golf Courses, Municipal Parking Facilities, the Cleveland Convention Center and the West Side Market, do not maintain full accrual accounting and may require tax support.

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>UTILITIES ADMINISTRATION</b>								
<b>FISCAL CONTROL &amp; RADIO</b>								
RECEIPTS	\$ 6,533		\$ 8,068		\$ 8,383		\$ 8,243	
EXPENDITURES	6,730	75	8,008	70	7,355	75	9,076	82
Net	\$ (197)		\$ 61		\$ 1,028		\$ (833)	
Decertifications	5		181		64		-	
Beginning Balance	987		795		1,037		2,129	
<b>Ending Balance</b>	<b>\$ 795</b>		<b>\$ 1,037</b>		<b>\$ 2,129</b>		<b>\$ 1,297</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>WATER</b>								
RECEIPTS	\$ 222,800		\$ 257,898		\$ 244,632		\$ 257,672	
EXPENDITURES	235,575	1,111	240,481	1,095	248,851	1,099	265,243	1,167
Net	\$ (12,775)		\$ 17,417		\$ (4,219)		\$ (7,571)	
Receivables & Adjustments	(3,551)		(13,792)		(2,460)		-	
Decertifications	5,898		5,073		5,889		-	
Beginning Balance	120,451		110,023		118,720		117,930	
<b>Ending Balance</b>	<b>\$ 110,023</b>		<b>\$ 118,720</b>		<b>\$ 117,930</b>		<b>\$ 110,358</b>	

## MAJOR ENTERPRISE FUNDS

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>WATER POLLUTION CONTROL</b>								
RECEIPTS	\$ 20,285		\$ 22,650		\$ 24,355		\$ 25,978	
EXPENDITURES	22,669	150	24,316	146	22,426	146	25,556	161
Net	\$ (2,384)		\$ (1,666)		\$ 1,930		\$ 422	
Decertifications	158		2,031		543		-	
Beginning Balance	3,320		1,094		1,459		3,931	
<b>Ending Balance</b>	<b>\$ 1,094</b>		<b>\$ 1,459</b>		<b>\$ 3,931</b>		<b>\$ 4,353</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>CLEVELAND PUBLIC POWER</b>								
RECEIPTS	\$ 150,257		\$ 157,746		\$ 164,862		\$ 179,445	
EXPENDITURES	146,006	326	152,457	326	160,135	324	178,504	355
Net	\$ 4,251		\$ 5,289		\$ 4,728		\$ 941	
Receivables & Adjustments	-		125		(4,552)		-	
Decertifications	1,303		2,895		1,368		-	
Beginning Balance	9,366		14,920		23,229		24,773	
<b>Ending Balance</b>	<b>\$ 14,920</b>		<b>\$ 23,229</b>		<b>\$ 24,773</b>		<b>\$ 25,714</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>PORT CONTROL</b>								
GENERAL OPERATIONS:								
RECEIPTS	\$ 147,832		\$ 138,397		\$ 136,528		\$ 156,158	
EXPENDITURES	136,541	341	130,985	360	134,451	367	154,081	431
Net	\$ 11,290		\$ 7,412		\$ 2,077		\$ 2,077	
Receivables & Adjustments	(5,393)		(2,676)		(7,090)		-	
Decertifications	2,879		425		91		-	
Beginning Balance	41,060		49,836		54,998		50,077	
<b>Ending Balance</b>	<b>\$ 49,836</b>		<b>\$ 54,998</b>		<b>\$ 50,077</b>		<b>\$ 52,153</b>	

**SMALL ENTERPRISE FUNDS**

(000's Omitted)

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>CEMETERIES</b>								
RECEIPTS	\$ 2,089		\$ 1,967		\$ 2,033		\$ 2,095	
EXPENDITURES	2,097	23	1,973	25	2,044	24	2,097	24
Net	\$ (8)		\$ (6)		\$ (10)		\$ (2)	
Decertifications	-		4		9		-	
Beginning Balance	13		6		4		2	
<b>Ending Balance</b>	<b>\$ 6</b>		<b>\$ 4</b>		<b>\$ 2</b>		<b>\$ 0</b>	

(000's Omitted)

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>GOLF COURSES</b>								
RECEIPTS	\$ 2,001		\$ 1,947		\$ 1,748		\$ 1,865	
EXPENDITURES	2,590	12	2,030	13	1,971	13	1,985	13
Net	\$ (589)		\$ (83)		\$ (223)		\$ (120)	
Decertifications	10		97		68		-	
Beginning Balance	1,221		642		657		501	
<b>Ending Balance</b>	<b>\$ 642</b>		<b>\$ 657</b>		<b>\$ 501</b>		<b>\$ 382</b>	

(000's Omitted)

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>MUNICIPAL PARKING FACILITIES</b>								
RECEIPTS	\$ 8,852		\$ 12,583		\$ 11,480		\$ 10,470	
EXPENDITURES	7,936	19	9,967	20	10,507	17	10,458	17
Net	\$ 916		\$ 2,616		\$ 973		\$ 12	
Receivables & Adjustments	(735)		(2,134)		(1,230)		-	
Decertifications	1		3		36		-	
Beginning Balance	724		907		1,392		1,171	
<b>Ending Balance</b>	<b>\$ 907</b>		<b>\$ 1,392</b>		<b>\$ 1,171</b>		<b>\$ 1,183</b>	

(000's Omitted)

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>EAST SIDE MARKET</b>								
RECEIPTS	\$ 55		\$ 9		\$ 6		\$ -	
EXPENDITURES	77	1	58		15		40	
Net	\$ (22)		\$ (50)		\$ (9)		\$ (40)	
Decertifications	-		-		-		-	
Beginning Balance	264		242		192		183	
<b>Ending Balance</b>	<b>\$ 242</b>		<b>\$ 192</b>		<b>\$ 183</b>		<b>\$ 143</b>	

**SMALL ENTERPRISE FUNDS**

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>CONVENTION CENTER</b>								
<b>RECEIPTS</b>								
LOCAL TAXES	\$ 4,351		\$ 4,421		\$ 4,184		\$ 4,200	
SALES & CHARGES FOR SERVICES	2,066		1,649		1,323		1,536	
MISCELLANEOUS	37		43		36		30	
EXPENDITURE RECOVERIES	424		516		465		435	
<b>TOTAL RECEIPTS</b>	<b>\$ 6,879</b>		<b>\$ 6,629</b>		<b>\$ 6,008</b>		<b>\$ 6,201</b>	
<b>EXPENDITURES</b>	<b>6,935</b>	<b>31</b>	<b>6,422</b>	<b>27</b>	<b>6,529</b>	<b>26</b>	<b>6,201</b>	<b>26</b>
Net	\$ (56)		\$ 206		\$ (521)		\$ -	
Decertifications	43		8		47		-	
Beginning Balance	947		933		1,148		673	
<b>Ending Balance</b>	<b>\$ 933</b>		<b>\$ 1,148</b>		<b>\$ 673</b>		<b>\$ 673</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>WEST SIDE MARKET</b>								
<b>RECEIPTS</b>								
SALES & CHARGES FOR SERVICES	\$ 1,024		\$ 1,103		\$ 1,106		\$ 1,206	
MISCELLANEOUS	25		28		25		15	
EXPENDITURE RECOVERIES	10		11		10		11	
<b>TOTAL RECEIPTS</b>	<b>\$ 1,060</b>		<b>\$ 1,142</b>		<b>\$ 1,140</b>		<b>\$ 1,232</b>	
<b>EXPENDITURES</b>	<b>1,114</b>	<b>9</b>	<b>1,154</b>	<b>7</b>	<b>1,143</b>	<b>8</b>	<b>1,254</b>	<b>8</b>
Net	\$ (54)		\$ (12)		\$ (3)		\$ (22)	
Decertifications	10		3		1		-	
Beginning Balance	121		77		68		65	
<b>Ending Balance</b>	<b>\$ 77</b>		<b>\$ 68</b>		<b>\$ 65</b>		<b>\$ 43</b>	

**INTERNAL SERVICE FUNDS**

This fund group provides services to other City Divisions. Their operations are supported by charges to user Divisions.

(000's Omitted)

	2006		2007		2008		2009	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
<b>TELEPHONE EXCHANGE</b>								
RECEIPTS	\$ 6,349		\$ 6,702		\$ 6,167		\$ 6,414	
EXPENDITURES	6,359	17	6,390	16	6,400	14	6,687	18
Net	\$ (10)		\$ 312		\$ (232)		\$ (273)	
Decertifications	1		-		195		-	
Beginning Balance	23		14		326		289	
<b>Ending Balance</b>	<b>\$ 14</b>		<b>\$ 326</b>		<b>\$ 289</b>		<b>\$ 16</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
<b>MOTOR VEHICLE MAINTENANCE</b>								
RECEIPTS	\$ 16,565		\$ 17,964		\$ 21,388		\$ 18,446	
EXPENDITURES	16,808	102	17,909	94	21,319	84	18,784	87
Net	\$ (243)		\$ 55		\$ 70		\$ (338)	
Decertifications	64		124		66		-	
Beginning Balance	202		23		202		338	
<b>Ending Balance</b>	<b>\$ 23</b>		<b>\$ 202</b>		<b>\$ 338</b>		<b>\$ 0</b>	

(000's Omitted)

	2006		2007		2008		2009	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
<b>PRINTING &amp; REPRODUCTION</b>								
RECEIPTS	\$ 2,207		\$ 2,392		\$ 2,663		\$ 2,761	
EXPENDITURES	2,154	13	2,285	13	2,928	12	2,752	14
Net	\$ 52		\$ 106		\$ (266)		\$ 9	
Decertifications	-		101		39		-	
Beginning Balance	54		107		315		88	
<b>Ending Balance</b>	<b>\$ 107</b>		<b>\$ 315</b>		<b>\$ 88</b>		<b>\$ 97</b>	

## INTERNAL SERVICE FUNDS

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>STOREROOM</b>								
RECEIPTS	\$ 862		\$ 851		\$ 880		\$ 701	
EXPENDITURES	951	2	714	2	840	1	874	2
Net	\$ (89)		\$ 137		\$ 39		\$ (174)	
Decertifications	8		(8)		-		-	
Beginning Balance	86		5		135		174	
<b>Ending Balance</b>	<b>\$ 5</b>		<b>\$ 135</b>		<b>\$ 174</b>		<b>\$ 0</b>	

## AGENCY FUND

(000's Omitted)

	2006		2007		2008		2009	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
<b>CENTRAL COLLECTION</b>								
<b>AGENCY</b>								
RECEIPTS	\$ 8,464		\$ 10,022		\$ 6,817		\$ 10,116	
EXPENDITURES	8,714	97	8,450	91	9,002	84	10,445	109
Net	\$ (250)		\$ 1,571		\$ (2,185)		\$ (329)	
Decertifications	309		1		6		-	
Beginning Balance	1,277		1,336		2,908		729	
<b>Ending Balance</b>	<b>\$ 1,336</b>		<b>\$ 2,908</b>		<b>\$ 729</b>		<b>\$ 400</b>	



NOTES

## SECTION II PROGRAM STRUCTURE

Program Budgeting relates departmental activities directly to services provided, allowing the taxpayer to more easily identify the service received for the money spent. By reviewing the City's budget in program terms, service delivery priorities will be more evident and service levels at the recommended funding level can be more readily determined. Due to rounding, numbers in expenditure detail may not add.

### COUNCIL AND CLERK OF COUNCIL

**MARTIN J. SWEENEY, COUNCIL PRESIDENT**

**PATRICIA J. BRITT, CLERK OF COUNCIL**

The legislative powers of the City are vested in the Council, except for those powers reserved to the people. Council has authority, expressly conferred by the Charter, to divide the City into wards, determine Council meeting dates, elect a president and choose a clerk. The Council, the Mayor and any person or authorized committee have the power to inquire into the conduct of any department office, officer or employee of the City and to make investigations as to City affairs.

The Clerk of Council keeps a record of the proceedings of Council and of its committees. She has custody of all the laws and ordinances of the City. She edits, indexes and annually binds the City Record. She furnishes all transcripts, orders certificates called for by any person and is empowered to authenticate them with her official signature and seal. She furnishes information to the County Auditor regarding ordinances passed by Council relating to streets or alleys and supplies the public library with copies of all reports, Council proceedings, documents and matters printed by authority of the City.

The City Council meets every week on Monday evenings except during July and August when one regular meeting is held each month. Special meetings may be called by the President at any time. All meetings are held in the Council Chambers of City Hall. Various committees meet during the week to discuss in detail all legislation before Council, and to approve, amend or disapprove such legislation.

Within the office of Council and Clerk, several specialized activities are carried on:

- Municipal activity research on a variety of City problems and how Cleveland can benefit from problems and solutions of others.
- Public Communications information function, a liaison between Council, the press and the public.
- Preparation of public resolutions of congratulations, commemorations, commendations, appreciation and welcome.
- Financial oversight and reporting to keep Council regularly informed on the status of fund income, division expenses and overall fiscal condition of the City. Various fiscal analyses and studies are prepared both for budget preparation and control.
- Municipal archives involves the maintenance of historical and current data of various kinds affecting the City, and providing information to local as well as out of town and foreign requests.





**COUNCIL AND CLERK OF COUNCIL**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	ACTUAL			UNAUDITED			BUDGET			
	COST	STAFF		COST	STAFF		COST	STAFF		
	FT	PT		FT	PT		FT	PT		
<b>PROGRAMS:</b>										
Legislative	\$ 2,874	38	1	\$ 3,104	39	1	\$ 3,184	40	1	
Council Clerks	2,934	22		3,169	22		3,251	22		
Bureau of the Budget	205	3		221	2		227	2		
	<b>\$ 6,013</b>	<b>63</b>	<b>1</b>	<b>\$ 6,494</b>	<b>63</b>	<b>1</b>	<b>\$ 6,662</b>	<b>64</b>	<b>1</b>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 6,005			\$ 6,488			\$ 6,656			
Self Generated	8			6			6			
	<b>\$ 6,013</b>	<b>63</b>	<b>1</b>	<b>\$ 6,494</b>	<b>63</b>	<b>1</b>	<b>\$ 6,662</b>	<b>64</b>	<b>1</b>	

## COUNCIL AND CLERK OF COUNCIL

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,709,183	\$ 1,812,108	\$ 1,929,175	\$ 1,900,378
ELECTED OFFICIALS	1,474,705	1,475,279	1,561,413	1,587,650
PART-TIME PERMANENT	28,606	52,500	41,386	44,380
LONGEVITY	8,050	8,150	9,400	9,625
WAGE SETTLEMENTS	-	60,000	-	-
SEPARATION PAYMENTS	11,912	12,413	9,753	70,000
<b>TOTAL</b>	<b>\$ 3,232,456</b>	<b>\$ 3,420,450</b>	<b>\$ 3,551,127</b>	<b>\$ 3,612,033</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 430,032	\$ 502,794	\$ 504,281	\$ 539,359
DENTAL	30,625	31,953	29,907	31,536
VISION CARE	3,112	3,277	3,241	3,476
PERS	433,396	460,879	504,203	534,030
FICA-MEDICARE	39,151	41,781	43,697	44,180
WORKERS COMPENSATION	7,270	76,421	91,114	81,544
LIFE INSURANCE	2,693	2,831	2,843	2,880
UNEMPLOYMENT COMPENSATION	42,516	4,779	3,393	56,420
<b>TOTAL</b>	<b>\$ 988,795</b>	<b>\$ 1,124,715</b>	<b>\$ 1,182,679</b>	<b>\$ 1,293,425</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 18,710	\$ 49,889	\$ 38,812	\$ 27,296
TUITION & REGISTRATION FEES	16,993	13,297	25,676	19,800
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	147	-
PROFESSIONAL DUES	3,541	8,100	3,818	3,892
<b>TOTAL</b>	<b>\$ 39,244</b>	<b>\$ 71,286</b>	<b>\$ 68,453</b>	<b>\$ 50,988</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 416,695	\$ 549,455	\$ 781,116	\$ 476,861
TRAVEL-NON TRAINING	234	-	-	-
MEDICAL SERVICES	-	-	1,325	-
EXPENSE ACCOUNT REIMBURSE	165,307	161,392	154,542	302,400
ADVERTISING AND PUBLIC NOTICE	462,752	333,743	402,616	592,475
PARKING IN CITY FACILITIES	39,170	38,633	37,815	36,000
INSURANCE AND OFFICIAL BONDS	100	200	100	100
TAXES	137	61	368	500
PHOTOCOPY MACHINE RENTAL	875	-	-	-
<b>TOTAL</b>	<b>\$ 1,085,270</b>	<b>\$ 1,083,484</b>	<b>\$ 1,377,882</b>	<b>\$ 1,408,336</b>

**COUNCIL AND CLERK OF COUNCIL**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 15,799	\$ 16,348	\$ 12,687	\$ 26,400
POSTAGE	60,347	118,674	125,158	91,000
MEDICAL SUPPLIES	-	121	-	-
FOOD	9,845	8,748	20,923	15,400
OTHER SUPPLIES	-	98	-	-
JUST IN TIME OFFICE SUPPLIES	11,228	14,607	12,108	8,000
<b>TOTAL</b>	<b>\$ 97,219</b>	<b>\$ 158,596</b>	<b>\$ 170,876</b>	<b>\$ 140,800</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 3,290	\$ 1,164	-	\$ 6,781
<b>TOTAL</b>	<b>\$ 3,290</b>	<b>\$ 1,164</b>	<b>-</b>	<b>\$ 6,781</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 121,644	\$ 101,266	\$ 94,910	\$ 101,039
CHARGES FROM PRINTING	21,145	20,087	21,800	22,000
CHARGES FROM STOREROOM	30,993	29,053	26,574	26,118
CHARGES FROM WATER - GIS PROJ	2,785	2,869	-	-
<b>TOTAL</b>	<b>\$ 176,567</b>	<b>\$ 153,275</b>	<b>\$ 143,284</b>	<b>\$ 149,157</b>
<b>TOTAL DIVISION</b>	<b>\$ 5,622,841</b>	<b>\$ 6,012,970</b>	<b>\$ 6,494,301</b>	<b>\$ 6,661,520</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICE	\$ -	\$ -	\$ -	1,000
MISCELLANEOUS REVENUES	494	100	547	200
EXPENDITURE RECOVERIES	202	8,331	5,392	5,100
<b>TOTAL DIVISION</b>	<b>\$ 696</b>	<b>\$ 8,431</b>	<b>\$ 5,939</b>	<b>\$ 6,300</b>

**COUNCIL AND CLERK OF COUNCIL**

**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Clerk of Council	42,866	103,752
1	1	1	Council President	84,038	84,038
20	19	20	Councilman	74,038	74,038
<u>22</u>	<u>21</u>	<u>22</u>			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Executive Assistant Council President	24,975	75,234
20	20	20	Executive Assistant Council (Wards 1-19 & 21)	20,800	35,360
1	1	1	Council Receptionist	20,800	45,140
<u>22</u>	<u>22</u>	<u>22</u>			
<b>PROFESSIONALS</b>					
2	2	2	Administrative Assistant	21,851	71,329
1	1	1	Administrative Secretary	20,800	71,329
1	1	1	Chief Archivist	21,851	75,234
1	1	1	Deputy Chief Archivist	20,800	71,329
1	1	1	Chief Legislative Secretary	21,851	75,234
1	1	1	Personnel Administrator-Council	26,274	75,234
1	0	0	Executive Assistant-Clerk of Council	24,974	75,234
1	1	1	Executive Assistant	24,974	75,234
1	1	1	First Assistant Clerk	24,976	75,234
1	1	1	Information & Technology Administrator	21,851	71,329
3	3	3	Legislative Assistant	20,800	60,187
3	2	2	Legislative Committee Clerk	20,800	60,187
0	1	1	Public Relations Manager	21,851	75,234
2	1	1	Policy Research Analyst	21,851	71,329
1	1	1	Planning and Development Advisor	55,000	74,984
1	0	0	Government Affairs Liason	21,851	71,329
1	0	0	Publicist	21,851	71,329
1	1	1	Financial Officer	20,800	71,329
1	1	1	Director of Policy Research	24,974	75,234
<u>24</u>	<u>20</u>	<u>20</u>			
68	63	64	TOTAL FULL TIME		
1	1	1	Special Council	41,416	80,340
1	1	1	TOTAL PART TIME		
<u>69</u>	<u>64</u>	<u>65</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



NOTES

## CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

RONALD B. ADRINE, ADMINISTRATIVE AND PRESIDING JUDGE

The Cleveland Municipal Court is a court of record having jurisdiction in law and equity pursuant to the Ohio Revised Code. The Court has territorial jurisdiction over the City of Cleveland and the Village of Bratenahl. The Court may determine misdemeanor violations of both the City of Cleveland Ordinances and the state of Ohio statutes. The court conducts preliminary hearings and sets bonds in felony cases committed in the City of Cleveland. In civil matters, the Small Claims Division of the Court can determine actions where the amount in controversy does not exceed \$3,000.00. The General Division of the Court can determine civil cases where the amount in controversy does not exceed \$15,000.00. These civil cases can include, but are not limited to, actions for the recovery of property, injunctions, contracts, personal injury, collection proceedings, and transferred judgments.

### GET ON TRACK

The Cleveland Municipal Court, in conjunction with Cuyahoga Community College, Employment Connection, Cleveland Municipal School District Adult Education and Ameri-I-Can, launched Get on Track, a program designed to facilitate eligible young men and women in becoming responsible adults and law-abiding, contributing members to society. The purpose of the program is to help young adults realize that education, employment, character development, a positive attitude and possessing a valid license for drivers are keys to a more successful and productive lifestyle. Get on Track, under the direction of Judge Emanuella Groves and Judge Lauren C. Moore, targets those charged with traffic or misdemeanor offenses. Participants must commit to the program for up to 18 months. So far over 30 people have graduated from the Get on Track program and about 40 people are entering the program each month. Because of the strong interest, the court has assigned two probation officers to work exclusively with Get on Track participants.

### DOMESTIC INTERVENTION, EDUCATION AND TRAINING (DIET)

The Cleveland Municipal Court is proud to be named recipient of a \$205,000.00 grant from the Community Corrections Act, with the objective of diverting 285 offenders charged with domestic violence related offenses to a domestic abuse education program. Offenders must attend one, two hour session per week for 16 weeks. Each session, which averages 15 participants, is being led by two qualified staff facilitators who stress one of the eight themes: non-violence, non-threatening behavior, respect, support and trust, accountability and honesty, sexual respect, partnership and negotiation, and fairness. The so-called "DIET" program also serves the Cuyahoga County Court of Common Pleas and 12 municipal courts, including Bedford; Berea; Cleveland Heights; East Cleveland; Euclid; Garfield Heights; Lakewood; Lyndhurst; Parma; Rocky River; Shaker Heights and South Euclid.

### SELECTIVE INTERVENTION PROGRAM (SIP)

The Selective Intervention Program, which started in 1984, is a diversionary program for criminal defendants with no prior criminal record or pending criminal cases. The program, administered by the Probation Department, involves participants who have not been found guilty and cannot have entered a plea to the pending charges. SIP is an opportunity to have their case dismissed by the court to avoid a conviction, provided the offender is eligible to participate in the program, complies with the conditions of the program and pays the SIP participation fee.

### WEED AND SEED

The Cleveland Municipal Court is proud to continue its involvement in the Weed and Seed Program, now in its fourth year of operation. The program targets an area to "weed" out criminals and "seed" the area with services and programs that would benefit the community. Weed and Seed currently under the direction of Judge Charles Patton and Judge Anita Laster Mays, has partnered with the Cleveland Police Department's Fourth District and Bridgeway Inc. This year the focus is on substance abuse and next year it will include solicitation and prostitution.

**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION****DRUG COURT**

In 1998, the Cuyahoga Court Common Pleas Court, in cooperation with the Cleveland Municipal Court, accepted a federal grant in the amount of \$385,000.00 to establish a Drug Court. The Greater Cleveland Drug Court is a special docket of the Cleveland Municipal Court. Since its establishment, the Honorable Larry A. Jones has presided as Judge for the Greater Cleveland Drug Court and because he is was elected to the Eighth District Court of Appeals, Judge Anita Laster Mays is now in the process of overseeing the Drug Court.

Through the program, eligible Drug Court defendants can be linked with substance abuse and/or mental health treatment services, as necessary. Treatment services include substance abuse assessment, pretreatment groups, primary outpatient treatment, residential treatment, and aftercare. Mental health services are available for offenders who are dually diagnosed with substance abuse and mental health issues through state funding and the Cuyahoga County Mental Health Board. The program also provides mandatory drug testing and cooperation with the Sheriff's Department to apprehend defendants who fail to appear for court or scheduled treatment services.

Over 700 people have successfully completed the Greater Cleveland Drug Court Program, which is a benefit not just for the individuals involved, but also for the community they live and all taxpayers. Average treatment typically costs approximately \$3,000, while six months of incarceration averages \$14,000. The Drug Court Program celebrated it's Tenth Anniversary in 2008 and because of it's tremendous success, the program will be expanded countywide in 2009.

**MENTALLY DISORDERED OFFENDERS PROGRAM (MDO)**

The "MDO" Program operates in cooperation with Recovery Resources to provide intensive supervision to mentally disordered offenders. The Cleveland Municipal Court has recognized the need for specialized services and supervision for mentally ill offenders to obtain the services necessary for these individuals to function as healthy, law-abiding citizens and to reduce the likelihood that they will come back into the criminal justice system as offenders. The Judges of the Cleveland Municipal Court identify probationers with possible mental illness. An assessment of the probationer is made by the Municipal Court Probation Department Psychiatric Unit to determine if the probationer is a candidate for the MDO program, currently under the direction of Judge Kathleen Ann Keough. In conjunction with Recovery Resources, offenders may be linked to a variety of programs and agencies. Certain offenders may be offered a full range of services provided by Recovery Resources, including forensic psychiatry, intensive outpatient substance abuse treatment for dually diagnosed offenders, as well as partial hospitalization services. The MDO program continues to grow at a rapid pace as the number of individuals coming into the criminal justice system with mental health issues increases.

**TRAFFIC INTERVENTION PROGRAM (TIP)**

Currently one out of every four traffic cases before the Court involves driving without a valid license or driving with a license under suspension. The Cleveland Municipal Court "TIP" program is designed to identify and assist traffic offenders with driver's license problems who pose a risk to the public. The goal is to increase the number of licensed, insured drivers on the road. Employees in the TIP program assist defendants in obtaining information through direct links to the Bureau of Motor Vehicles computer. This information can include driver's license status, history, and reinstatement fees/requirements. This and TIP eliminates unnecessary continuances of defendants' cases and saves the defendant the time waiting in line at the local BMV offices.

## CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

### MOCK TRIAL

The annual Mock Trial Competition, sponsored by the Cleveland Municipal Court, the Cleveland Municipal School District and the Cleveland Bar Association, will be going into its 13th year now under the direction of Judge Anita Laster Mays and Judge Lauren C. Moore. The program, started by Former Judge Robert J. Triozzi, involves 250-300 Cleveland students and their teachers who end up spending an entire day at the Justice Center presenting both sides of a hypothetical case that is based upon similar cases before the court, such as stalking, driving under the influence, and children getting access to firearms. The ultimate aim of the Mock Trial Competition is to improve student listening, speaking and reasoning skills.

### INTERPRETERS UNIT

In recognition of the increasing diversity of our citizenry, the Cleveland Municipal Court has moved forward to enhance the quality of the interpretive services provided to defendants and other individuals involved in the court system, through increased evaluation and training for staff members providing interpretation in Court proceedings. The Court now has three employees, who provide interpretation services so we can better serve the rapidly growing Hispanic community, as well as the many diverse ethnic origins that make up the city.

### TRUANCY ENFORCEMENT

In an effort to keep children focused on their education, The Court began a relationship with the Cleveland Municipal School District in their effort to crackdown on truancy, which resulted in several hundred citations. The Court, with assistance from Judge Charles L. Patton Jr., consolidated the cases and ended up dismissing many of them after the parent attended a responsibility and accountability workshop conducted by the Partnership for a Safer Cleveland.

### TOWN HALL MEETINGS

The Cleveland Municipal Court remains committed to continuing our annual Town Hall Meetings in an effort to give citizens a forum for expression and raise public consciousness and satisfaction with the court. We have conducted the Town Hall Meetings in conjunction with the Clerk of Courts office, which help promote the gatherings throughout the City of Cleveland.

### CLEVELAND JUSTICE

The Court continues it's a very successful partnership with Channel 20 in the production of Cleveland Justice, a half hour program that gives viewers an insight on what happens in our courtrooms on a daily basis. A different judge is featured each week and the program airs twice a day,. Reaction has been very positive and we plan to continue and expand this partnership so viewers can better understand the courts role in the community.



**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

*Mission Statement*

To ensure the rule of law, administer justice and to improve public safety, by providing a forum where persons obtain the orderly resolution of disputes and related services; all done in a fair, impartial, professional, courteous and timely manner.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Administration of Justice	\$ 19,295	207 7		\$ 8,992	113 9		\$ 9,387	117 40	
Psychiatric Clinic and Probation Services	6,522	99 4		7,743	99 1		8,083	99 3	
Bailiff Services	1,359	13		8,243	105		8,605	105	
	<b>\$ 27,176</b>	<b>319 11</b>		<b>\$ 24,978</b>	<b>317 10</b>		<b>\$ 26,075</b>	<b>321 43</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Supported	\$ 11,068			\$ 12,418			\$ 13,592		
Self Generated*	10,759			10,576			10,483		
	<b>\$ 21,827</b>	<b>316 11</b>		<b>\$ 22,994</b>	<b>314 10</b>		<b>\$ 24,075</b>	<b>319 43</b>	
Special Revenue	\$ 5,349	3		\$ 1,984	3		\$ 2,000	2	
	<b>\$ 27,176</b>	<b>319 11</b>		<b>\$ 24,978</b>	<b>317 10</b>		<b>\$ 26,075</b>	<b>321 43</b>	

**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION****PROGRAM NAME: ADMINISTRATION OF JUSTICE**

**OBJECTIVES:** To provide for the prompt and official adjudication of all criminal and civil actions filed with the court.

**ACTIVITIES:** Preside over cases involving misdemeanor crimes and traffic violations charged in the City of Cleveland and Village of Bratenahl. Set bonds and conduct preliminary hearings in felony cases and either bind the accused over to the Cuyahoga County Court of Common Pleas, order the accused discharged, or find probable cause and retain the case for trial on a misdemeanor charge. Preside over civil cases including torts, contracts, small claims and others. Provide alternative dispute resolution and other innovative programs. Provide policy and administrative management and support of caseload and programs, including legal research, maintaining the court's record, scheduling of cases and jury services, human resources, financial, operational support, and maintenance of a computerized case management system.

**PROGRAM NAME: BAILIFF SERVICES**

**OBJECTIVES:** To provide for court security and processing of the Court's orders.

**ACTIVITIES:** Provide courtroom security, including the court's satellite offices. Provide prisoner transport, preparation of courtroom dockets, and serve writs of process. Enforce all orders of the Court including locating and arresting persons on warrants issued by the court.

**PROGRAM NAME: PROBATION SERVICES**

**OBJECTIVES:** To provide for the protection of the community and enhance the quality of life within the court's jurisdiction by holding offenders accountable for violations of the law and monitoring compliance with their conditions of probation. To provide professional screening of persons for mental and emotional disorders.

**ACTIVITIES:** Investigate backgrounds of referred defendants and prepare pre-sentence investigation reports for the court. Supervise referred misdemeanor offenders in keeping with the goal of protecting and promoting the welfare of the community. Provide for the delivery of services through appropriate community and departmental programs to the offender with the goal of controlling unacceptable behaviors and ensuring compliance with the Court's orders. Maintain contact with victims and/or significant others to ensure continued safety and protection.

**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 13,080,555	\$ 13,165,805	\$ 14,099,349	\$ 14,370,059
ELECTED OFFICIALS	445,456	445,088	445,500	445,500
PART-TIME PERMANENT	265,598	315,570	242,924	329,504
STUDENT TRAINEES	115,358	136,184	94,885	96,000
LONGEVITY	96,750	99,600	103,325	110,750
SEPARATION PAYMENTS	135,967	138,111	89,643	100,000
OVERTIME	2,786	2,527	2,617	-
<b>TOTAL</b>	<b>\$ 14,142,470</b>	<b>\$ 14,302,887</b>	<b>\$ 15,078,243</b>	<b>\$ 15,451,813</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 2,071,186	\$ 2,405,855	\$ 2,548,670	\$ 2,697,139
DENTAL	137,279	143,653	147,725	149,516
VISION CARE	14,600	15,250	15,934	16,183
PERS	1,895,037	1,962,828	2,089,226	2,314,581
FICA-MEDICARE	164,224	169,578	182,829	189,774
WORKERS COMPENSATION	169,474	368,424	402,709	341,025
LIFE INSURANCE	13,406	13,658	14,175	14,355
UNEMPLOYMENT COMPENSATION	18,733	5,405	(183)	11,284
<b>TOTAL</b>	<b>\$ 4,483,939</b>	<b>\$ 5,084,652</b>	<b>\$ 5,401,085</b>	<b>\$ 5,733,857</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 17,500	\$ 20,308	\$ 15,325	\$ 17,500
TUITION & REGISTRATION FEES	26,705	18,785	17,006	20,000
PROFESSIONAL DUES	5,000	6,202	10,015	5,000
<b>TOTAL</b>	<b>\$ 49,205</b>	<b>\$ 45,295</b>	<b>\$ 42,346</b>	<b>\$ 42,500</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,833,854	\$ 1,970,283	\$ 1,980,590	\$ 2,348,700
COURT REPORTER	1,628	682	3,131	3,000
MILEAGE (PRIVATE AUTO)	4,509	3,345	1,542	3,500
JURY AND WITNESS FEES	104,998	83,677	119,722	125,000
PARKING IN CITY FACILITIES	4,847	4,845	4,931	5,000
INSURANCE & OFFICIAL BONDS	325	2,002	-	2,000
PHOTOCOPY MACHINE RENTAL	2,002	-	-	-
<b>TOTAL</b>	<b>\$ 1,952,163</b>	<b>\$ 2,064,835</b>	<b>\$ 2,109,916</b>	<b>\$ 2,487,200</b>

## CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

### EXPENDITURES - CONTINUED

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget
<b>MATERIALS AND SUPPLIES</b>							
OFFICE SUPPLIES	\$ 67,941	\$	61,613	\$	29,878	\$	63,000
CLOTHING	45,907		45,202		43,060		41,600
OFFICE FURNITURE & EQUIPMENT	-		-		155		-
AMMUNITION	-		2,041		3,362		2,100
JUST IN TIME OFFICE SUPPLIES	36,357		36,572		31,602		34,100
<b>TOTAL</b>	<b>\$ 150,205</b>	<b>\$</b>	<b>145,428</b>	<b>\$</b>	<b>108,057</b>	<b>\$</b>	<b>140,800</b>
<b>MAINTENANCE</b>							
MAINTENANCE OFFICE EQUIP	\$ 176	\$	9,780	\$	-	\$	500
MAINTENANCE CONTRACTS	11,847		-		9,780		12,000
MAINTENANCE VEHICLES	-		-		25		-
<b>TOTAL</b>	<b>\$ 12,023</b>	<b>\$</b>	<b>9,780</b>	<b>\$</b>	<b>9,805</b>	<b>\$</b>	<b>12,500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM TELEPHONE EXCH	\$ 43,424	\$	61,606	\$	59,989	\$	58,923
CHARGES FROM RADIO SYSTEM	15,334		15,737		19,763		22,703
CHARGES FROM PRINTING	60,681		49,468		72,051		85,000
CHARGES FROM STOREROOM	43,525		47,026		58,585		39,929
CHARGES FROM MOTOR VEHICLES	-		-		33,674		-
<b>TOTAL</b>	<b>\$ 162,964</b>	<b>\$</b>	<b>173,837</b>	<b>\$</b>	<b>244,062</b>	<b>\$</b>	<b>206,555</b>
<b>TOTAL DIVISION</b>	<b>\$ 20,952,969</b>	<b>\$</b>	<b>21,826,713</b>	<b>\$</b>	<b>22,993,514</b>	<b>\$</b>	<b>24,075,225</b>

### REVENUE

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget
SALES & CHARGES FOR SERVICES	\$ 500	\$	-	\$	7,350	\$	-
INTERGOVERNMENTAL	13,111		-		-		-
FINES & FORFEITURES	10,709,501		10,000,871		10,139,777		10,094,569
MISCELLANEOUS REVENUES	369,036		395,986		140,608		138,917
EXPENDITURE RECOVERIES	345,704		362,138		288,344		250,012
<b>TOTAL DIVISION</b>	<b>\$ 11,437,852</b>	<b>\$</b>	<b>10,758,995</b>	<b>\$</b>	<b>10,576,079</b>	<b>\$</b>	<b>10,483,498</b>

**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrative & Presiding Judge	37,950	37,950
11	11	11	Associate Judge	37,050	37,050
1	1	1	Bailiff	42,000	92,400
1	1	1	Chief Deputy Bailiff	58,333	84,000
2	2	2	Deputy Chief Probation Officer	58,333	84,000
1	1	1	Chief Probation Officer	64,167	92,400
2	2	2	Deputy Bailiff Administrative Assistant III	48,750	70,200
7	3	3	Deputy Bailiff Administrative Assistant II	39,167	56,400
4	4	4	Deputy Bailiff Administrative Assistant I	34,167	49,200
1	1	1	Deputy Bailiff Central Scheduling Director	52,500	75,600
1	1	1	Deputy Bailiff Court Administrator	79,167	114,000
2	2	2	Deputy Bailiff Deputy Court Administrator	71,667	103,200
1	1	1	Deputy Bailiff Jury Commissioner	48,750	70,200
1	1	1	Deputy Bailiff Deputy Central Scheduling	27,492	52,266
1	1	1	Deputy Bailiff Finance Officer	52,500	75,600
1	1	1	Deputy Bailiff Deputy Director Information Technology	64,167	92,400
8	8	8	Probation Officer Supervisor	48,750	70,200
<hr/> 46	<hr/> 42	<hr/> 42			
<b>OFFICE &amp; CLERICAL</b>					
101	96	99	Deputy Bailiff	27,491	52,266
12	11	12	Personal Bailiff	63,969	76,763
6	6	6	Deputy Bailiff Supervisor	44,167	63,000
1	1	1	Deputy Bailiff Chief of Security	48,750	70,200
1	0	0	Deputy Bailiff Assistant Chief of Security	48,750	70,200
0	1	1	Deputy Bailiff Chief of Enforcement	50,213	60,255
3	4	3	Deputy Bailiff Warrant Officer	27,492	56,400
1	1	1	Deputy Bailiff HR / Personnel Director	58,333	84,000
12	12	12	Deputy Bailiff Scheduler I	27,492	52,266
1	1	1	Deputy Bailiff Public Information Officer	48,750	70,200
1	1	1	Deputy Bailiff Intake Supervisor	39,167	56,400
2	1	1	Deputy Bailiff Clerk Typist Supervisor	39,167	56,400
1	1	1	Deputy Bailiff Court Interpreter Coordinator	39,167	56,400
0	0	1	Deputy Bailiff Accounts Coordinator	45,493	54,590
0	1	1	Deputy Bailiff Procurement Coordinator	45,493	54,590
0	1	1	Deputy Bailiff Personnel Specialist	50,213	60,255
25	26	26	Deputy Bailiff Clerk Typists	24,525	49,362
<hr/> 167	<hr/> 164	<hr/> 168			
<b>PROFESSIONALS</b>					
1	1	1	Deputy Bailiff Chief Court Reporter	52,500	75,600
1	1	1	Deputy Bailiff Deputy Chief Court Reporter	48,750	70,200
7	7	7	Deputy Bailiff Court Reporter	36,509	60,154
0	1	1	Deputy Bailiff Caseload Coordinator	52,500	75,600
0	2	2	Deputy Bailiff Senior Magistrate	58,533	84,000

**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

**COMPARISON OF STAFFING LEVEL - CONTINUED**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
1	1	1	Chief Magistrate	71,667	103,200
2	1	1	Deputy Chief Magistrate	64,167	92,400
0	1	1	Deputy Bailiff Mediation Coordinator	29,585	57,069
1	1	1	Alcohol & Drug Treatment Case Manager	48,750	70,200
53	52	52	Probation Officer	34,035	60,176
1	1	1	Psychiatric Social Worker	34,167	49,200
1	1	1	Chief Social Worker	48,750	75,600
1	0	0	Psychology Assistant	27,083	39,000
0	0	1	Psychologist	60,093	79,310
1	1	1	Deputy Bailiff Drug Court Coordinator	52,500	75,600
12	13	13	Magistrate	58,333	84,000
1	1	1	Small Claims Magistrate	58,333	84,000
1	1	1	Deputy Bailiff Computer Specialists	44,167	70,200
1	0	0	Deputy Bailiff System Analyst I	48,750	70,200
1	2	2	Deputy Bailiff System Analyst II	52,500	75,600
2	2	2	Deputy Bailiff Project Manager II	64,167	92,400
2	3	3	Deputy Bailiff Program Analyst II	52,500	75,600
1	1	1	Deputy Bailiff Program Analyst I	39,167	56,400
1	1	1	Deputy Bailiff Network Engineer III	52,500	75,600
1	1	1	Deputy Bailiff Network Engineer II	44,167	63,000
1	0	0	Deputy Bailiff Network Engineer I	39,167	56,400
1	1	1	Deputy Bailiff Database Administrator II	52,500	75,600
1	1	1	Deputy Bailiff Database Administrator III	64,167	92,400
2	2	2	Deputy Bailiff Technical Support Specialist II	39,167	56,400
2	3	3	Deputy Bailiff Technical Support Specialist I	27,083	39,000
1	1	1	Deputy Bailiff Probation Systems Admin/Trainer	48,750	70,200
1	1	1	Deputy Probation Training Coordinator	44,167	63,000
1	1	1	Deputy Bailiff Employment Specialist	52,500	70,200
0	1	1	Deputy Bailiff Education & Training Specialist	50,213	60,255
0	1	1	Deputy Bailiff Docket Coordinator	40,343	48,410
1	0	0	Deputy Bailiff Training / Special Projects	48,750	70,200
<u>104</u>	<u>108</u>	<u>109</u>			
317	314	319	TOTAL FULL TIME		
2	0	1	Deputy Bailiff	27,492	52,266
4	0	2	Magistrate	58,333	84,000
2	2	2	Court Reporter	36,509	60,154
3	2	4	Judge	148.20 / day	148.20 / day
7	5	7	Law Clerk	20,800	26,728
2	1	2	Psychologist I,II,III	10.74 Hr.	77.50 Hr.
0	0	1	Psychiatric Social Worker	21.87 Hr.	26.25 Hr.
24	24	24	Student Aide	10.00 Hr.	10.30 Hr.
<u>44</u>	<u>34</u>	<u>43</u>	TOTAL PART TIME		
<u>361</u>	<u>348</u>	<u>362</u>	TOTAL GENERAL FUND		
2	3	2	TOTAL SPECIAL REVENUE FUNDS		
<u>363</u>	<u>351</u>	<u>364</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION****RAYMOND L. PIANKA, JUDGE**

The Housing Division of Cleveland Municipal Court, informally known as "Housing Court," was established by the State legislature in 1980, in response to deteriorated housing stock within the city's neighborhoods. Through the efforts of concerned citizens and public officials to stop the accelerated deterioration and loss of dwelling units, the Housing Court Bill was introduced in the state legislature.

The Housing Court has jurisdiction over criminal and civil actions to enforce City ordinances and State law affecting both residential and commercial property in the City of Cleveland, including the City Building, Housing Health, Fire, Zoning and Air Pollution Codes, the City Landlord-Tenant Ordinance, and the Ohio Landlord Tenant Act. The Court conducts hearing and adjudicates criminal and civil cases filed before it in accordance with the applicable law. Matters heard by the Housing Court include all degrees of misdemeanor criminal cases, eviction actions, actions for the appointment of a receiver, civil actions for nuisance abatement, complaints for injunctive relief (in the event of lockouts or utility terminations), actions to compel repairs or release rent, and actions for money damages. The Housing Court has jurisdiction over foreclosure actions as well.

Merely listing the types of actions and claims heard by the Housing Court, however, does not tell the whole story. In criminal cases, for example, the Housing Court conducts trials, enters findings, and, when appropriate, sentences defendants who are found guilty to jail time, a fine, or both. The work of the Housing Court goes well beyond the mere adjudication of cases, however, due both to the nature of the crimes charged, and to the philosophy and goals of the Housing Court.

The nature of the crimes charged in the Housing Court are significantly different from those in the General Division of the Municipal Court. The conditions for which the defendants are charged have the ability to persist; in many cases simply fining or jailing a defendant will not lead to repair of the property. This leaves both the defendant and the community in peril. As a result, while punishment is an appropriate aim and result in some cases, the primary goal of this Court overall is compliance with the law. In this respect the Housing Court is a therapeutic court, and not a punitive one.

The Housing Court invests significant time and energy into assisting and, at times, compelling defendants to bring their properties up to code. The work of the Housing Court Specialists is invaluable in this effort. The position of Housing Court Specialist was created by the Ohio legislature to provide assistance to the Judge of the Housing Court. Specialists, chosen for their expertise and experience in the areas of real property, housing, finance, or community development, work closely with the criminal defendants to whom they are assigned. The Specialists assist the defendants in determining what repairs or corrections are required, evaluating available resources, and obtaining assistance through City, County and neighborhood programs. The Specialists report to the Housing Division Judge on the defendant's efforts, and the results achieved. The Specialists act as a liaison with community groups as well, keeping them informed regarding the progress in each case.

The City's housing stock presents special challenges to the Court. Cleveland has some of Ohio's oldest housing stock, an increasing amount of which is rental property. This makes efforts to secure both technical and financial assistance for defendants more challenging.

## CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

The Court relies heavily upon City programs to assist defendants in achieving compliance with City ordinances. The Senior Housing Assistance Program ("SHAP"), the Repair A Home ("RAH") Program, home loan programs, the Paint Program, the Cleveland Action to Support Housing ("CASH") Program and the Lutheran Housing free tool loan program all have provided assistance to Housing Court defendants in the past year. The availability of these programs is crucial to achieving the goal of safe, beautified homes and businesses, and improved neighborhoods. The absence of these programs would leave the Court without important tools to achieve its objectives.

The civil cases brought before the Housing Court present similar social and resource issues. The vast majority of the civil cases before the Court are eviction actions. The Court, in an attempt to assist the parties in taking responsibility for the resolution of their disputes, offers mediation services free of charge to landlords and tenants who are willing to participate. Through mediation, an ever-increasing number of litigants are able to reach "win-win" solutions that will permit them to retain their landlord-tenant relationship, or terminate that relationship peaceably. The Court recognizes that the physical move-out of a tenant will occur in some of the more than 10,000 eviction actions filed each year in the Housing Court. To assist elderly tenants who are losing their housing, the Court refers those tenants to the City's Department of Aging, and, when possible, encourages landlords to work with that department and their tenants to ease the impact of relocation.

The improvement of the housing stock is addressed in civil cases as well as criminal. Some of the cases, such as actions filed by the City of Cleveland for nuisance abatement, have as their focus the repair or rehabilitation of problem properties. In those cases, the City inspects the premises regularly, reporting the results of the inspection to the Court. The Court, through its Judge, Magistrates, and Housing Court Specialists, monitors the condition of the premises closely, requiring strict adherence to the court's order regarding needed repairs. Those actions, filed in significantly greater numbers by the City in 2003, often are filed regarding properties about which a criminal action is pending. The cases are extremely time-intensive, however, the filing of both a criminal and civil case opens up a wide range of options for the Court to secure repair of the defective conditions.

The issue of the condition of housing before the Court arises as issue in eviction actions as well. In those cases, Housing Court bailiffs who view defective or dangerous conditions at rental premises may file with the Court a communication, which prompts an order requiring the City to inspect the premises. This may lead to an order forbidding the landlord from re-renting the premises until all violations are corrected. The Court closely monitors compliance with these orders.

The staff of the Housing Court recognizes the significant impact that this Court can have upon the quality of life in our neighborhoods. The Housing Court is faced not only with the legal problems and issues before it, but with the social, economic, and technical problems as well. By continuing its coordinated effort to resolve both the legal and practical problems that arise in the cases before it, the Court will continue to fulfill its mission.



**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**

*Mission Statement*

To improve the quality of life for citizens living and working in the City of Cleveland by enforcing City ordinances, State, and Federal laws.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Housing Court	\$ 3,087	43	1	\$ 3,152	40	1	\$ 3,456	45	4
	<b>\$ 3,087</b>	<b>43</b>	<b>1</b>	<b>\$ 3,152</b>	<b>40</b>	<b>1</b>	<b>\$ 3,456</b>	<b>45</b>	<b>4</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 3,037			\$ 2,623			\$ 2,960		
Self Generated	2			500			466		
	<b>\$ 3,039</b>	<b>43</b>	<b>1</b>	<b>\$ 3,123</b>	<b>40</b>	<b>1</b>	<b>\$ 3,426</b>	<b>45</b>	<b>4</b>
Special Revenue	\$ 48			\$ 29			\$ 30		
	<b>\$ 3,087</b>	<b>43</b>	<b>1</b>	<b>\$ 3,152</b>	<b>40</b>	<b>1</b>	<b>\$ 3,456</b>	<b>45</b>	<b>4</b>

**PROGRAM NAME: SELECTIVE INTERVENTION PROGRAM ("SIP")**

**OBJECTIVES:** To assist first time offenders who are owner occupants in bringing their property into compliance with the City's ordinances within a proscribed period of time, to avoid a criminal record resulting from the prosecution process.

**ACTIVITIES:** The Housing Court Judge refers cases to the selective intervention program from the regular criminal docket. SIP cases are supervised by an assigned Housing Court Specialist, who assists the defendant in developing a compliance schedule, evaluating available resources, and obtaining available assistance through City, County and neighborhood programs. The Specialist supervises the defendant's efforts at bringing the property into compliance with City ordinances, reporting to the Court regularly on the defendant's progress. Recent problems with the administration of certain City programs make the Specialists' attempts to enlist assistance for the defendants more challenging.

**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION****PROGRAM NAME: WARRANT/CAPIAS PROGRAM**

**OBJECTIVES:** To locate defendants who fail to appear in court, and bring them before the Court to answer criminal charges.

**ACTIVITIES:** The Warrant/Capias program is staffed by Housing Court Bailiffs and a Warrant Capias Coordinator. Staff members search public records, contact neighbors and other individuals, visit properties, and follow up on leads to locate absent criminal defendants. The Housing Court Judge determines whether those individuals are arrested or given the opportunity to reschedule their court date without arrest. This program previously benefited from the expertise and efforts of two part-time officers who had previous police experience; however, due to budget cuts those officers were terminated.

**PROGRAM NAME: NUISANCE ABATEMENT "TOOL KIT"**

**OBJECTIVES:** To educate the public regarding options available to compel the repair or demolition of nuisance properties in their neighborhoods and to fairly and efficiently adjudicate cases brought regarding these properties.

**ACTIVITIES:** In response to requests from the community, the Court has developed written materials for neighbors interested in participating in the code enforcement process. The Court conducts regular meetings with residents interested in the issue of code enforcement, with presenters discussing relevant issues including receivership, home maintenance, court procedure, mental health issues presented by defendants, etc.

**PROGRAM NAME: RECEIVERSHIP/NUISANCE ABATEMENT CASES**

**OBJECTIVES:** To fairly and efficiently adjudicate the receivership and nuisance abatement cases brought in the Housing Court.

**ACTIVITIES:** Receivership actions are filed by neighbors and community development groups, and may be filed by the City, in an attempt to stabilize deteriorating or vacant properties. Civil nuisance abatement actions are filed by the City to compel owners to address conditions which pose a threat to the health and safety of neighborhoods. Both of these types of filings are increasing. Both types of cases are extremely time-intensive for the Housing Court staff, requiring the work of the Judge, magistrates, housing court specialists, the staff attorney, and the Court's ADR specialist. These cases often call for one or more site visits, multiple meetings with the parties, and may involve issues of liens and real estate title. The Court continues to develop its expertise in these cases, doing the required research and putting into place standard procedures and orders, to ensure the prompt, fair adjudication of these cases, with notice to all interested parties.

**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION****PROGRAM NAME: HOME COURT VIDEO SERIES**

**OBJECTIVES:** To educate the public regarding issues effecting residential and commercial property law and programs available through the Housing Court.

**ACTIVITIES:** The Housing Court produces videos featuring experts in their respective fields, who provide information on a number of topics of interest to City residents, including: mold, winterization, exterior maintenance of historic homes, garage maintenance, landlord rights and responsibilities, water problems, insect damage, porches, slate roof, trees, Court Community Service, and other topics. New videos include information on rodents and lead hazards. The videos are available through the Court and the Cleveland Public Library, and are aired on a local public access channel.

**PROGRAM NAME: FORECLOSURES**

**OBJECTIVES:** To adjudicate foreclosure actions fairly and efficiently, developing procedures and expertise in processing these cases while monitoring the condition of the properties.

**ACTIVITIES:** In 2004, the Housing Court established the requisite rules and procedures to begin hearing foreclosure actions, in response to several attorneys expressing a desire to file foreclosures in the Housing Court. The Court will continue to develop in this area, relying upon the expertise of its staff to offer information to the owners and tenants, monitor the condition of the property, require stabilization of the property during the foreclosure process, minimize the amount of time vacant properties remain in foreclosure and hasten the transfer of those properties to responsible owners.

**PROGRAM NAME: MEDIATION/ALTERNATIVE DISPUTE RESOLUTION**

**OBJECTIVES:** To provide parties with an opportunity to resolve their disputes by agreement, with assistance from court personnel. This often enables parties to address both the issues raised in the case before the court, and issues that go beyond the limits of the pleadings.

**ACTIVITIES:** The use of alternative dispute resolution continues to increase in the Housing Court. The Court employs a mediation coordinator, an alternative dispute resolution specialist, and volunteer mediators to offer the parties this option at most stages of the criminal and civil cases. Additionally, Housing Court Specialists provide occasional assistance with mediations, as do the Court's staff attorney and judicial clerk. Since 2004, over 1200 landlord-tenant disputes have been resolved in whole or in part through mediation. In addition, the alternative dispute resolution specialist, an attorney with significant court experience, has aided parties in resolving a class action lawsuit, and numerous complex civil cases set for jury trial. In a number of criminal cases, disputes involving the City, contractors, and homeowners have been resolved to the satisfaction of all parties.

## CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,971,278	\$ 2,046,102	\$ 2,076,731	\$ 2,264,062
ELECTED OFFICIALS	37,050	37,050	37,050	37,050
PART-TIME PERMANENT	54,354	11,383	25,393	18,342
STUDENT TRAINEES	-	15,705	3,405	23,600
LONGEVITY	9,900	11,975	13,950	13,750
SEPARATION PAYMENTS	7,508	20,041	24,842	15,000
BONUS INCENTIVE	750	-	2,500	-
OVERTIME	2,316	-	-	1,080
<b>TOTAL</b>	<b>\$ 2,083,156</b>	<b>\$ 2,142,255</b>	<b>\$ 2,183,871</b>	<b>\$ 2,372,884</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 289,083	\$ 317,990	\$ 317,491	\$ 377,739
DENTAL	20,961	20,893	19,985	23,251
VISION CARE	2,313	2,370	2,289	2,751
PERS	282,228	292,164	303,649	355,497
FICA-MEDICARE	27,585	28,381	29,420	32,323
WORKERS COMPENSATION	47,707	78,647	67,650	65,386
LIFE INSURANCE	1,789	1,894	1,845	2,025
UNEMPLOYMENT COMPENSATION	2,350	17,462	8,043	11,284
CLOTHING ALLOWANCE	2,400	2,700	3,500	2,700
<b>TOTAL</b>	<b>\$ 676,416</b>	<b>\$ 762,501</b>	<b>\$ 753,872</b>	<b>\$ 872,956</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 5,845	\$ 959	\$ 1,861	\$ 3,000
TUITION & REGISTRATION FEES	6,382	6,376	7,786	6,000
MILEAGE (PRIVATE AUTO) TRNG PRPS	-	-	81	-
PROFESSIONAL DUES	14,586	9,151	12,537	8,000
<b>TOTAL</b>	<b>\$ 26,813</b>	<b>\$ 16,486</b>	<b>\$ 22,265</b>	<b>\$ 17,000</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 32,203	\$ 26,610	\$ 54,123	\$ 45,000
COURT REPORTER	454	1,444	2,114	2,500
MILEAGE (PRIVATE AUTO)	1,921	1,627	1,578	3,500
JURY AND WITNESS FEES	-	-	-	100
ADVERTISING AND PUBLIC NOTICE	900	1,310	-	1,000
PARKING IN CITY FACILITIES	4,417	6,527	9,506	8,100
INSURANCE AND OFFICIAL BONDS	737	500	120	900
PHOTOCOPY MACHINE RENTAL	534	-	-	-
OTHER CONTRACTUAL	3,739	4,172	4,235	4,500
<b>TOTAL</b>	<b>\$ 44,905</b>	<b>\$ 42,191</b>	<b>\$ 71,676</b>	<b>\$ 65,600</b>

**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 2,609	\$ 1,701	\$ 1,497	\$ 3,500
POSTAGE	16	437	10,277	10,000
CLOTHING	982	1,552	2,158	4,750
OFFICE FURNITURE & EQUIP	5,815	2,824	7,733	4,000
OTHER SUPPLIES	2,028	1,160	1,541	2,500
JUST IN TIME OFFICE SUPPLIES	10,709	8,250	8,409	7,500
<b>TOTAL</b>	<b>\$ 22,159</b>	<b>\$ 15,923</b>	<b>\$ 31,615</b>	<b>\$ 32,250</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 943	\$ -	\$ 30	\$ 500
CAR WASHES	253	169	214	700
<b>TOTAL</b>	<b>\$ 1,196</b>	<b>\$ 169</b>	<b>\$ 244</b>	<b>\$ 1,200</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 23,598	\$ 7,177	\$ 12,701	\$ 15,143
CHARGES FROM RADIO COMM	-	504	2,298	3,742
CHARGES FROM PRINTING	13,806	18,106	17,028	20,978
CHARGES FROM MOTOR VEHICLES	24,036	33,796	27,699	23,906
<b>TOTAL</b>	<b>\$ 61,440</b>	<b>\$ 59,582</b>	<b>\$ 59,726</b>	<b>\$ 63,769</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,916,085</b>	<b>\$ 3,039,108</b>	<b>\$ 3,123,269</b>	<b>\$ 3,425,659</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 600	\$ 725	\$ -
FINES & FORFEITURES	-	-	498,590	465,912
MISCELLANEOUS REVENUES	160	25	25	-
EXPENDITURE RECOVERIES	301	1,272	322	-
<b>TOTAL DIVISION</b>	<b>\$ 461</b>	<b>\$ 1,897</b>	<b>\$ 499,662</b>	<b>\$ 465,912</b>

**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**

**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Judge	37,050	37,050
1	1	1	Deputy Bailiff Court Administrator	64,816	94,095
1	1	1	Deputy Bailiff Finance Officer	38,544	64,534
1	1	1	Personal Bailiff	63,969	79,066
<u>4</u>	<u>4</u>	<u>4</u>			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Housing Court Administrative Assistant	23,064	49,616
1	1	1	Housing Court Receptionist	23,064	34,062
1	1	1	Housing Court Secretary	20,816	35,067
1	1	1	Housing Court Scheduler	23,064	49,616
<u>4</u>	<u>4</u>	<u>4</u>			
<b>PROFESSIONALS</b>					
1	0	0	Deputy Bailiff Staff Attorney	29,585	67,866
2	2	2	Deputy Bailiff Supervisor	44,167	63,000
10	9	10	Deputy Bailiff Housing Court	22,174	52,784
1	0	1	Deputy Bailiff Chief Housing Court Specialist	52,159	83,722
1	1	1	Deputy Bailiff Court Coordinator	23,064	50,891
1	1	1	Deputy Bailiff Court Reporter	36,509	60,154
1	0	1	Deputy Bailiff Hsng Crt Magistrate Personal Blf	23,064	49,616
10	9	10	Deputy Bailiff Housing Court Specialist	29,585	56,905
2	1	2	Deputy Bailiff Law Clerk	20,000	24,000
1	1	1	Housing Court ADR Specialist Magistrates Dept.	42,178	81,565
1	1	1	Housing Court Chief Bailiff	38,884	82,720
1	1	1	Housing Court Chief Magistrate	71,667	103,200
5	5	5	Housing Court Magistrate	42,178	81,565
1	1	1	Project Coordinator	31,050	65,408
<u>38</u>	<u>32</u>	<u>37</u>			
46	40	45	<b>TOTAL FULL TIME</b>		
1	0	1	Project Coordinator	31,050	65,408
0	0	1	Judge	148.20 / day	148.20 / day
1	0	0	Housing Court Specialist	29,585	56,905
1	1	2	Student Aide	10.30 Hr.	10.30 Hr.
<u>3</u>	<u>1</u>	<u>4</u>	<b>TOTAL PART TIME</b>		
<u>49</u>	<u>41</u>	<u>49</u>	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION**

**EARLE B. TURNER, CLERK OF MUNICIPAL COURT**

The Clerk of Municipal Court has the power to administer oaths, take affidavits, and issue judgments including those for unpaid costs, process subpoenas, and approve all bonds, etc. The Clerk is responsible for keeping all journals, records, books and papers of the Court, recording its proceedings, and performing all other duties prescribed by Judges of the Court. He receives and collects all costs, fees, fines, penalties, bail, and other monies payable to the office or to any officer of the Court.

The Clerk was appointed to operate the Parking Violations Bureau (P.V.B.) on June 1, 1985. The P.V.B. was established in response to state law which allowed municipalities to decriminalize parking tickets, making parking violations a civil offense, collectible by civil procedure of garnishment. The Clerk's duties involve the collection of current issued parking tickets, keeping records of each ticket, mailing notices, and collecting backlog or past due parking tickets. In past years, the revenues collected from Parking Violations were limited to (1) violators who voluntarily make payments and (2) violators who are forced to pay due to their vehicle being impounded for various reasons.

Working in conjunction with the Judicial Division, the Police Department, and the Prosecutor's Office, a primary objective is to design, develop, and implement an automated information system to perform more effectively and accurately in both the criminal and civil divisions. This will provide instant update information for public professionals and others.

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*Mission Statement*

To record and process all matters decided in the Cleveland Municipal Court.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
		FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>										
Civil	\$ 3,557	40	2	\$ 3,634	32	2	\$ 3,728	35	7	
Criminal	7,257	94	6	7,414	92	5	7,605	92	15	
Parking Violations Bureau	1,707	13	2	1,744	14	2	1,790	14	7	
Finance	427	5	1	436	9	1	447	9	3	
Administration	1,281	13	1	1,308	21	1	1,342	21	3	
	<b>\$ 14,229</b>	<b>165</b>	<b>12</b>	<b>\$ 14,536</b>	<b>168</b>	<b>11</b>	<b>\$ 14,912</b>	<b>171</b>	<b>35</b>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Self Generated *	\$ 14,229			\$ 14,536			\$ 14,912			
	<b>\$ 14,229</b>	<b>165</b>	<b>12</b>	<b>\$ 14,536</b>	<b>168</b>	<b>11</b>	<b>\$ 14,912</b>	<b>171</b>	<b>35</b>	

\* Revenue generated by this Division exceeds expenditures. See Division's Revenue Summary for total receipts.

**CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION****PROGRAM NAME: CIVIL**

**OBJECTIVES:** To collect and disburse revenue, and keep and maintain all appropriate records resulting from Civil Proceedings.

**ACTIVITIES:** Process filings for Small Claims, Trusteeships, General Division Filings, and Evictions Process and disburse funds as ordered by the court Garnishments and other types of attachments. Process and disburse funds as ordered by the Housing Court for the rent.

**PROGRAM NAME: CRIMINAL**

**OBJECTIVES:** To collect and disburse revenue from criminal proceedings.

**ACTIVITIES:** Process felony, misdemeanor, minor misdemeanor, housing and traffic cases. Process and disburse funds as ordered by the Codified Ordinance of the State of Ohio and the City of Cleveland.

**PROGRAM NAME: PARKING VIOLATIONS BUREAU**

**OBJECTIVES:** To collect fines from parking ticket offenders.

**ACTIVITIES:** Supply vendor-produced parking tickets to parking enforcement agencies. Make a record of all issued parking tickets to facilitate tracking and status update. Provide hearings and subsequent adjudication for contested parking tickets. Initiate collection procedures when applicable.

**PROGRAM NAME: FINANCE**

**OBJECTIVES:** To disburse revenue collected by the Civil, Criminal and Parking Violation Bureau Divisions and maintain the accounting records.

**ACTIVITIES:** Review and appraise the soundness, adequacy and application of accounting, financial and other operating controls in compliance with established policies and procedures. Support Civil, Criminal and Parking Violation Bureau Division's accountability, internal controls and adherence to the ordinances, statues and judges's orders in all finance-related activities.

**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To oversee the operations of the Civil Division, Criminal Division, Finance and Parking Violation Bureau.

**ACTIVITIES:** All Functions relative to the management and support to the various divisions of the Clerk of Court's office. Administration also serves as the liaison between the Clerk's office and the other divisions of the Court, the City of Cleveland and the Public at large.



**CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION**

**EXPENDITURES**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 5,405,368	\$ 5,686,165	\$ 5,882,603	\$ 6,270,036
ELECTED OFFICIALS	55,667	56,610	58,191	58,191
SEASONAL	400	-	5,821	-
PART-TIME PERMANENT	159,490	172,384	153,474	152,924
STUDENT TRAINEES	52,517	61,454	54,108	60,000
LONGEVITY	52,400	56,100	58,375	61,200
SEPARATION PAYMENTS	36,808	30,000	16,011	38,000
OVERTIME	33,069	24,902	31,401	20,700
<b>TOTAL</b>	<b>\$ 5,795,719</b>	<b>\$ 6,087,616</b>	<b>\$ 6,259,984</b>	<b>\$ 6,661,051</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 1,216,937	\$ 1,355,912	\$ 1,397,909	\$ 1,549,985
DENTAL	80,149	80,055	79,160	87,932
VISION CARE	8,266	8,501	8,607	9,666
PERS	777,532	827,876	874,004	998,552
FICA-MEDICARE	65,243	69,668	74,826	79,891
WORKERS COMPENSATION	62,008	131,161	181,685	163,840
LIFE INSURANCE	7,133	7,234	7,339	7,695
UNEMPLOYMENT COMPENSATION	10,208	7,954	5,157	5,642
<b>TOTAL</b>	<b>\$ 2,227,476</b>	<b>\$ 2,488,360</b>	<b>\$ 2,628,687</b>	<b>\$ 2,903,203</b>
<b>UTILITIES</b>				
CONTRACTUAL UTILITIES	\$ -	\$ 2,384	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,384</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 979,901	\$ 4,783,192	\$ 4,744,017	\$ 4,500,000
ADVERTISING AND PUBLIC NOTICE	26,398	21,100	26,102	26,000
PARKING IN CITY FACILITIES	6	440	1,155	700
INSURANCE AND OFFICIAL BONDS	1,750	1,750	1,750	2,800
PROPERTY RENTAL	35,000	65,000	70,000	70,000
PHOTOCOPY MACHINE RENTAL	2,730	-	-	-
EQUIPMENT RENTAL	-	980	-	980
OTHER CONTRACTUAL	103,188	109,873	79,911	112,300
<b>TOTAL</b>	<b>\$ 1,148,973</b>	<b>\$ 4,982,336</b>	<b>\$ 4,922,935</b>	<b>\$ 4,712,780</b>

## CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 7,340	\$ 6,155	\$ 14,709	\$ 6,000
POSTAGE	31,942	32,199	46,682	31,115
COMPUTER HARDWARE	-	-	50	-
SMALL EQUIPMENT	9,184	2,269	2,978	2,000
OFFICE FURNITURE & EQUIP	8,607	15,061	11,093	-
OTHER SUPPLIES	37,461	28,466	52,982	30,000
JUST IN TIME OFFICE SUPPLIES	28,322	28,408	16,508	25,000
<b>TOTAL</b>	<b>\$ 122,856</b>	<b>\$ 112,558</b>	<b>\$ 145,002</b>	<b>\$ 94,115</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 11,054	\$ 12,018	\$ 10,071	\$ 11,000
MAINTENANCE CONTRACTS	1,214	781	575	1,000
CAR WASHES	-	-	250	-
<b>TOTAL</b>	<b>\$ 12,268</b>	<b>\$ 12,799</b>	<b>\$ 10,896</b>	<b>\$ 12,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 321,521	\$ 98,780	\$ 49,309	\$ 110,147
CHARGES FROM RADIO SYSTEM	5,803	6,234	7,332	8,643
CHARGES FROM PRINTING	96,553	117,077	154,120	135,000
CHARGES FROM STOREROOM	371,273	318,247	353,743	271,750
CHARGES FROM MOTOR VEHICLES	4,753	3,077	4,314	3,723
<b>TOTAL</b>	<b>\$ 799,903</b>	<b>\$ 543,416</b>	<b>\$ 568,818</b>	<b>\$ 529,263</b>
<b>TOTAL DIVISION</b>	<b>\$ 10,107,195</b>	<b>\$ 14,229,470</b>	<b>\$ 14,536,322</b>	<b>\$ 14,912,412</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 442,722	\$ 418,481	\$ 404,070	\$ 397,381
FINES & FORFEITURES	10,120,884	15,330,510	16,130,449	16,044,731
MISCELLANEOUS REVENUES	10,826	1,280	880	-
TRANSFERS IN	-	-	-	1,000,000
<b>TOTAL DIVISION</b>	<b>\$ 10,574,432</b>	<b>\$ 15,750,271</b>	<b>\$ 16,535,399</b>	<b>\$ 17,442,112</b>

**CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION**

**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
171	166	169	Chief Deputy Clerk	20,800	90,714
1	1	1	Clerk of Courts	55,666	56,667
172	167	170			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Deputy Clerk	21,851	71,329
1	1	1			
173	168	171	<b>TOTAL FULL TIME</b>		
15	11	15	Chief Deputy Clerk	9.00 Hr.	25.00 Hr.
20	20	20	Student Assistant	10.00 Hr.	10.72 Hr.
35	31	35	<b>TOTAL PART TIME</b>		
208	199	206	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**OFFICE OF THE MAYOR**  
**FRANK G. JACKSON, MAYOR**

The Mayor serves as the Chief Executive Officer and Ex officio President of the Board of Control for the City. The Mayor's staff provides supervision and management assistance to City funded neighborhood projects and City service operations.

Also, the Administrative section of the Mayor's Office informs the Mayor on the operational status of various service programs and provides feedback on inquiries of members of Council, local citizen groups, and the business community on programs that directly affect them.

**OPERATING SUMMARY**  
**(000'S OMITTED)**

	2007			2008			2009			
	ACTUALS			UNAUDITED			BUDGET			
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT		
<b>PROGRAMS:</b>										
Administration	\$ 1,440	16 1		\$ 1,484	16 1		\$ 1,547	16 1		
Action Center	101	2		90	2		94	2		
Governmental Affairs	145	1		135	1		141	1		
Press & Communications Office	376	5 1		360	6		375	6		
Legislative Affairs	82	1		68	1		70	1		
Educational Affairs	122	1		112	1		117	1		
	<b>\$ 2,266</b>	<b>26 2</b>		<b>\$ 2,249</b>	<b>27 1</b>		<b>\$ 2,344</b>	<b>27 1</b>		
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 2,260			\$ 2,237			\$ 2,342			
Self Generated	6			12			2			
	<b>\$ 2,266</b>	<b>26 2</b>		<b>\$ 2,249</b>	<b>27 1</b>		<b>\$ 2,344</b>	<b>27 1</b>		

**OFFICE OF THE MAYOR****PROGRAM NAME: ACTION CENTER**

**OBJECTIVES:** To handle complaints and inquiries received from the public in writing, by telephone, by e-mail, or from walk-in visitors.

**ACTIVITIES:** Refer complaints to the appropriate Department and respond to the citizen within ten (10) days. Follow-up to ensure prompt corrective action when necessary.

**PROGRAM NAME: PRESS & COMMUNICATIONS OFFICE**

**OBJECTIVES:** To inform the public, through the media, of issues confronting the executive branch of City government and coordinate ceremonial functions as required.

**ACTIVITIES:** Provide liaison with local, regional and national print and broadcast media. Research issues and create and distribute Mayoral news releases and written communication.

**PROGRAM NAME: LEGISLATIVE AFFAIRS**

**OBJECTIVES:** To inform the executive branch of the current status of proposed and pending legislation.

**ACTIVITIES:** Work closely with citizen's inquiry groups and City Council. Respond to inquiries from Council members and City organizations.

## OFFICE OF THE MAYOR

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,307,400	\$ 1,503,259	\$ 1,466,290	\$ 1,520,581
ELECTED OFFICIALS	126,797	127,619	134,039	135,431
PART-TIME PERMANENT	15,293	25,541	21,741	18,110
LONGEVITY	1,700	1,700	2,600	1,800
SEPARATION PAYMENTS	-	10,354	6,760	-
<b>TOTAL</b>	<b>\$ 1,451,190</b>	<b>\$ 1,668,473</b>	<b>\$ 1,631,430</b>	<b>\$ 1,675,922</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 119,758	\$ 167,133	\$ 173,541	\$ 204,818
DENTAL	7,791	9,818	10,172	11,445
VISION CARE	968	1,307	1,306	1,466
PERS	182,614	228,226	243,221	252,678
FICA-MEDICARE	19,127	22,228	23,194	21,387
WORKERS COMPENSATION	3,037	35,872	44,445	37,191
LIFE INSURANCE	780	1,125	1,129	1,215
<b>TOTAL</b>	<b>\$ 334,075</b>	<b>\$ 465,710</b>	<b>\$ 497,008</b>	<b>\$ 530,200</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 10,673	\$ 16,345	\$ 17,159	\$ 20,000
TUITION & REGISTRATION FEES	4,155	3,720	1,978	4,500
MILEAGE TRAINING PURPOSES	-	247	-	-
PROFESSIONAL DUES	4,367	5,340	8,102	5,000
<b>TOTAL</b>	<b>\$ 19,194</b>	<b>\$ 25,652</b>	<b>\$ 27,239</b>	<b>\$ 29,500</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,252	\$ 1,447	\$ 550	\$ 1,500
TRAVEL - NON-TRAINING	1,105	618	-	-
SECURITY SERVICES	494	864	334	600
EXPENSE ACCOUNT REIMBURSE	123	370	517	500
INSURANCE AND OFFICIAL BONDS	200	100	100	200
PHOTOCOPY MACHINE RENTAL	710	-	-	-
<b>TOTAL</b>	<b>\$ 3,884</b>	<b>\$ 3,399</b>	<b>\$ 1,501</b>	<b>\$ 2,800</b>

OFFICE OF THE MAYOR

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	744	\$ -
COMPUTER SUPPLIES	-	1,490	1,067	2,000
COMPUTER HARDWARE	519	-	-	-
FOOD	849	1,574	923	1,500
PAPER & OTHER PRINTING SUPPLIES	-	689	-	-
OTHER SUPPLIES	-	120	140	500
SPECIAL EVENTS SUPPLIES	4,842	3,282	2,319	5,000
BATTERIES	-	-	-	100
JUST IN TIME OFFICE SUPPLIES	11,140	8,855	4,984	12,000
<b>TOTAL</b>	<b>\$ 17,351</b>	<b>\$ 16,010</b>	<b>\$ 10,177</b>	<b>\$ 21,100</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 64,734	\$ 29,753	\$ 36,564	\$ 37,247
CHARGES FROM PRINTING	22,431	19,833	16,516	20,000
CHARGES FROM STOREROOM	8,103	8,258	4,851	7,272
CHARGES FROM MOTOR VEHICLES	23,701	23,577	23,315	20,122
CHARGES FROM WATER - GIS PROJ	2,474	5,427	-	-
<b>TOTAL</b>	<b>\$ 121,443</b>	<b>\$ 86,848</b>	<b>\$ 81,246</b>	<b>\$ 84,641</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,947,137</b>	<b>\$ 2,266,093</b>	<b>\$ 2,248,601</b>	<b>\$ 2,344,163</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES	\$ 500	\$ 3,324	(708)	\$ -
MISCELLANEOUS REVENUES	1,558	801	225	-
EXPENDITURE RECOVERY	1,721	2,100	12,583	1,500
<b>TOTAL DIVISION</b>	<b>\$ 3,779</b>	<b>\$ 6,225</b>	<b>\$ 12,100</b>	<b>\$ 1,500</b>

## OFFICE OF THE MAYOR

## COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
5	4	4	Executive Assistant to the Mayor	50,796	178,000
1	1	1	Mayor	108,963	135,471
1	1	1	Secretary to the Mayor	50,796	178,000
22	21	21	Special Assistant to the Mayor	20,800	96,444
29	27	27	TOTAL FULL TIME		
2	1	1	PART TIME		
31	28	28	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008





NOTES

**DEPARTMENT OF PUBLIC SAFETY**

**MARTIN FLASK, DIRECTOR**

The mission of the Department of Public Safety is to effectively provide a wide range of services which protect the life and property of the community. Services are directly provided through the five operative divisions: Police, Fire, Emergency Medical Service, Dog Pound and the House of Corrections.

**OPERATING SUMMARY  
(000'S OMITTED)**

	COST	2007 ACTUAL		COST	2008 UNAUDITED		COST	2009 BUDGET		
		STAFF FT	PT		STAFF FT	PT		STAFF FT	PT	
<b>DIVISIONS:</b>										
Administration	\$ 7,275	37	5	\$ 7,307	34	5	\$ 7,684	35	7	
Police	177,091	1,995	375	179,055	1,911	385	184,521	1,907	424	
Fire	91,639	905		90,026	887		92,310	907		
EMS	22,766	281		23,736	256		23,501	274		
Dog Pound	974	14	1	987	14	1	1,043	14	4	
House of Correction	7,148	87	1	14,974	179	2	15,438	202	3	
	<b>\$ 306,893</b>	<b>3,319</b>	<b>382</b>	<b>\$ 316,085</b>	<b>3,281</b>	<b>393</b>	<b>\$ 324,497</b>	<b>3,339</b>	<b>438</b>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 278,723			\$ 285,907			\$ 296,223			
Self - Generated	20,866			22,653			21,060			
	<b>\$ 299,589</b>	<b>3,307</b>	<b>382</b>	<b>\$ 308,560</b>	<b>3,292</b>	<b>393</b>	<b>\$ 317,283</b>	<b>3,327</b>	<b>438</b>	
Grants	\$ 5,367	12		\$ 5,400	12		\$ 5,600	12		
Special Revenue	1,937			2,125			1,614			
	<b>\$ 306,893</b>	<b>3,319</b>	<b>382</b>	<b>\$ 316,085</b>	<b>3,304</b>	<b>393</b>	<b>\$ 324,497</b>	<b>3,339</b>	<b>438</b>	

**PUBLIC SAFETY ADMINISTRATION****MARTIN FLASK, DIRECTOR**

In addition to the Divisions of Police, Fire, Emergency Medical Service, Dog Pound and Corrections, Public Safety Administration oversees the activities of the following Sections: General Administration, Medical Unit, Information Support Services, Office of Professional Standards, and the Police Review Board.

General Administration is responsible for the management of each Division within the Department of Public Safety and for each Section within Public Safety Administration. Among its responsibilities are policy and system development, planning, personnel administration, collection and analysis of data for all Safety divisions, responding to various requests for public records, and maintaining fiscal control. This office also acts as a liaison between the various divisions within the Department of Public Safety and City Council.

The Medical Unit is responsible for meeting the medical needs of Public Safety employees. Information Support Services provides information and data processing services to all Public Safety divisions and manages the Department's computer operations, data network and telecommunications projects.

The Office of Professional Standards is responsible for investigating complaints made against members of the Department of Public Safety by citizens and recommends disposition. The Police Review Board is responsible for reviewing the completed investigations of each citizen complaint alleging police misconduct, incidents involving the use of deadly force and situations involving in-custody injury or death.

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*Mission Statement*

To oversee all activities of the Department, develop policy, plan, coordinate personnel administration, assure fiscal responsibility and to act as a liaison between the various divisions of Public Safety and City Council.

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**DEPARTMENT OF PUBLIC SAFETY**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>PROGRAMS:</b>									
General Administration	\$ 6,315	20		\$ 6,357	18		\$ 6,685	19	
Medical	244	3		219	3		231	3	
Information Support Services	540	12		516	11		538	11	
Office of Professional Stand	102	1		142	1		154	1	
Police Review Board	74	1	5	73	1	5	76	1	7
	<b>\$ 7,275</b>	<b>37</b>	<b>5</b>	<b>\$ 7,307</b>	<b>34</b>	<b>5</b>	<b>\$ 7,684</b>	<b>35</b>	<b>7</b>

**FUNDING SOURCE:**

General Fund:									
Tax Support	\$ 3,042			\$ 3,019			\$ 3,240		
Self-Generated	66			88			44		
	<b>\$ 3,108</b>	<b>32</b>	<b>5</b>	<b>\$ 3,107</b>	<b>29</b>	<b>5</b>	<b>\$ 3,284</b>	<b>30</b>	<b>7</b>
Grants	\$ 4,167	5		\$ 4,200	5		\$ 4,400	5	
	<b>\$ 7,275</b>	<b>37</b>	<b>5</b>	<b>\$ 7,307</b>	<b>34</b>	<b>5</b>	<b>\$ 7,684</b>	<b>35</b>	<b>7</b>

**PROGRAM NAME: GENERAL ADMINISTRATION**

**OBJECTIVES:** To develop and implement policy necessary to sustain Department operations.

**ACTIVITIES:** Manage operating divisions within the department. Research and develop policy issues. Maintain fiscal control. Coordinate personnel administration.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
General Fund:									
Tax Support	\$ 2,148	15		\$ 2,157	13		\$ 2,285	12	
Grants	4,167	5		4,200	5		4,400	7	
	<b>\$ 6,315</b>	<b>20</b>		<b>\$ 6,357</b>	<b>18</b>		<b>\$ 6,685</b>	<b>19</b>	

**DEPARTMENT OF PUBLIC SAFETY****PROGRAM NAME: MEDICAL UNIT**

OBJECTIVES: To provide medical care to employees.

ACTIVITIES: Examine and treat employees.

**PROGRAM NAME: INFORMATION SUPPORT SERVICES**

OBJECTIVES: To provide technical support for all Computer Aided Dispatch (CAD), Police Record Management System (RMS) activities. Maintain and support the information system needs of the Department.

ACTIVITIES: Provide access to the RMS at all Police locations for the entry and retrieval of offense incident information. Provide technical and logistical support to Police, Fire, and EMS CAD activities.

**PROGRAM NAME: OFFICE OF PROFESSIONAL STANDARDS**

OBJECTIVES: To ensure citizen complaints against employees of the Department are resolved.

ACTIVITIES: Investigate and recommend disposition of all citizen complaints.

**PROGRAM NAME: POLICE REVIEW BOARD**

OBJECTIVES: To review the completed investigations of each citizen complaint alleging police misconduct, use of deadly force incidents and situations involving in-custody injury or death. To conduct hearings concerning various incidents. To recommend disciplinary dispositions to the Chief of Police and Director of Public Safety.

ACTIVITIES: Determine if the incidents have been properly investigated. Recommend discipline for rule violations when appropriate.

## DEPARTMENT OF PUBLIC SAFETY

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,635,563	\$ 1,696,272	\$ 1,677,849	\$ 1,613,317
BOARD MEMBERS	28,034	29,371	34,376	48,100
PART-TIME PERMANENT	5,589	8,351	-	-
LONGEVITY	16,200	14,800	16,450	14,250
SEPARATION PAYMENTS	65,356	23,881	11,325	15,000
BONUS INCENTIVE	1,000	-	-	-
OVERTIME	51,058	74,430	67,399	56,053
<b>TOTAL</b>	<b>\$ 1,802,800</b>	<b>\$ 1,847,105</b>	<b>\$ 1,807,399</b>	<b>\$ 1,746,720</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 238,545	\$ 231,620	\$ 220,234	\$ 227,007
DENTAL	15,625	13,566	12,243	12,518
VISION CARE	1,943	1,876	1,818	1,789
PERS	237,546	247,024	250,142	261,090
FICA-MEDICARE	14,937	15,862	17,078	24,070
WORKER'S COMPENSATION	16,174	38,375	57,361	51,662
LIFE INSURANCE	1,470	1,436	1,388	1,350
UNEMPLOYMENT COMPENSATION	-	789	789	-
CLOTHING ALLOWANCE	1,227	1,220	1,220	1,300
CLOTHING MAINTENANCE	375	360	360	360
<b>TOTAL</b>	<b>\$ 527,842</b>	<b>\$ 552,128</b>	<b>\$ 562,633</b>	<b>\$ 581,146</b>
<b>TRAINING AND PROFESS DUES</b>				
TRAVEL	\$ 79	\$ 264	\$ 1,027	\$ 1,700
TUITION & REGISTRATION FEES	400	1,560	1,142	1,700
PROFESSIONAL DUES & SUBSCRIPT	-	100	349	-
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	508	-
<b>TOTAL</b>	<b>\$ 479</b>	<b>\$ 1,924</b>	<b>\$ 3,026</b>	<b>\$ 3,400</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,642	\$ 9,246	\$ 9,821	\$ 47,800
MILEAGE (PRIVATE AUTO)	161	52	179	500
PARKING IN CITY FACILITIES	13,062	19,273	12,507	15,000
PHOTOCOPY MACHINE RENTAL	624	-	-	-
SPECIAL ASSESSMENT	3,240	1,255	1,496	5,000
OTHER CONTRACTUAL	12,345	269,016	7,750	10,000
<b>TOTAL</b>	<b>\$ 31,074</b>	<b>\$ 298,842</b>	<b>\$ 31,753</b>	<b>\$ 78,300</b>



## DEPARTMENT OF PUBLIC SAFETY

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 56	\$ 1,000
POSTAGE	185	147	-	350
COMPUTER HARDWARE	-	6,627	7,919	-
SMALL EQUIPMENT	3,018	-	48	2,500
OFFICE FURNITURE & EQUIP	-	6,446	240	-
MEDICAL SUPPLIES	6,190	9,928	10,249	9,000
OTHER SUPPLIES	775	874	12,348	-
JUST IN TIME OFFICE SUPPLIES	10,979	15,685	3,136	10,000
<b>TOTAL</b>	<b>\$ 21,147</b>	<b>\$ 39,707</b>	<b>\$ 33,996</b>	<b>\$ 22,850</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 560	\$ -	\$ -	\$ -
MAINTENANCE CONTRACTS	-	-	513,867	-
COMPUTER SOFTWARE MAINT	-	40,337	250	-
COMPUTER HARDWARE MAINT	-	-	-	656,791
MAINTENANCE MISC. EQUIP	-	5,831	-	-
MAINTENANCE BUILDING	60,481	46,299	57,217	55,652
<b>TOTAL</b>	<b>\$ 61,041</b>	<b>\$ 92,467</b>	<b>\$ 571,334</b>	<b>\$ 712,443</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 186,155	\$ 248,820	\$ 68,729	\$ 121,914
CHARGES FROM RADIO SYSTEM	405	665	1,011	1,052
CHARGES FROM PRINTING	21,235	21,824	22,312	12,000
CHARGES FROM STOREROOM	9,148	3,952	4,705	4,634
CHARGES FROM MOTOR VEHICLE	2,465	134	-	-
<b>TOTAL</b>	<b>\$ 219,408</b>	<b>\$ 275,395</b>	<b>\$ 96,757</b>	<b>\$ 139,600</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,663,791</b>	<b>\$ 3,107,568</b>	<b>\$ 3,106,898</b>	<b>\$ 3,284,459</b>



DEPARTMENT OF PUBLIC SAFETY

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUES \$	- \$	- \$	90 \$	-
SALES & CHARGES FOR SERVICES	36,966	34,610	40,940	38,000
MISCELLANEOUS REVENUES	4,436	3,468	6,918	3,000
EXPENDITURE RECOVERIES	2,928	28,303	40,350	3,000
<b>TOTAL DIVISION</b>	<b>\$ 44,330</b>	<b>\$ 66,381</b>	<b>\$ 88,298</b>	<b>\$ 44,000</b>



DEPARTMENT OF PUBLIC SAFETY

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Director of Public Safety	50,796	171,581
1	1	1	Exe. Comm. of Public Safety – Projects, Grants and Tech.	36,590	138,195
1	1	1	Executive Commissioner of Public Safety – Operations	36,590	138,195
1	1	1	Secretary to the Director	36,590	138,195
4	4	4			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Clerk, Principal	11.93 Hr.	19.13 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	15.78 Hr.
1	1	1	Private Secretary to the Director	20,800	44,373
1	1	1	Secretary, Private	10.00 Hr.	20.19 Hr.
5	5	5			
<b>PROFESSIONALS</b>					
1	1	1	Administrative Manager	27,194	86,761
3	1	1	Assistant Administrator	20,800	71,329
2	2	2	Analyst, Network II	30,202	87,630
2	1	1	Analyst, Budget	20,800	51,467
1	1	1	Analyst, Senior Budget & Management	26,274	75,986
2	2	2	Analyst, Senior Programmer	23,647	67,345
1	1	1	Assistant, Senior Personnel	20,800	48,702
1	1	1	Director, Project	22,333	77,944
1	0	1	Office of Professional Standards Administrator	26,274	68,745
1	0	0	Professional Standards Investigative Auditor	20,093	55,191
2	2	2	Public Health Nurse III	39,099	50,936
1	1	1	Supervisor, Computer Operations	30,215	83,198
1	1	1	Surgeon of Police	43,108	80,279
19	14	15			

DEPARTMENT OF PUBLIC SAFETY

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
			TECHNICIAN		
1	1	1	Analyst, Software	30,215	86,559
4	4	4	Operator, Computer	10.00 Hr.	22.20 Hr.
1	1	1	Operator, Senior Computer	10.00 Hr.	26.07 Hr.
1	0	0	Programmer, Associate	10.00 Hr.	22.60 Hr.
<u>7</u>	<u>6</u>	<u>6</u>			
35	29	30	TOTAL FULL TIME		
1	1	1	OPS - Board Chair	7,300	7,300
4	4	6	OPS - Board Member	6,800	6,800
<u>5</u>	<u>5</u>	<u>7</u>	TOTAL PART TIME & BOARD MEMBERS		
5	5	5	GRANT POSITIONS		
<u>45</u>	<u>39</u>	<u>42</u>	TOTAL DIVISION		

\*Salary Schedule effective December 8, 2008

**DIVISION OF POLICE**

**MICHAEL C. McGRATH, CHIEF**

The highest priority of the Division of Police is providing basic police services to the community. The Division is organized into four main functional programs in order to deliver these services in the most efficient and cost-effective manner possible.

Administrative Operations provides the necessary support services that enable Field Operations, Homeland Security, and Special Operations to function as effectively as possible. Administrative Operations provides warrant, subpoena and property processing, radio and telephone communications, and management of information and human resources. Additional functions include the reporting and recording of crimes and incidents and the continued development of the Division through planning and training of all personnel.

Field Operations provides response to citizen calls for assistance through uniformed patrol activities in five Districts and interacts through the community via DARE programs, Community Relations, and the Auxiliary Police. The District support sections assist uniformed patrol efforts through the investigations of major offenses, concentrated enforcement action on specific complaints and crime pattern analysis. The Bureau of Traffic provides crowd control and traffic control at major events, and investigates serious traffic accidents. Quality of life issues are addressed by the Community Services Unit.

Special Operations is composed of two main sections, which provide a variety of investigative and technical services to the Division and community. Investigations are completed by Detective Bureaus that specialize in specific crimes such as auto theft, fraud, homicide, sex crimes, and youth crimes. Support units such as SWAT handle volatile situations where specialized training is required. Technical Support provide forensic and crime scene analysis as well as photo lab services.

Homeland Security prevents, responds, and investigates terrorist activities in our City and the Greater Cleveland area by establishing security initiatives, securing our airports, and analyzing crime data for future preventive crime/terrorist trends. Homeland Security coordinates and shares law enforcement intelligence with local, state and federal law enforcement agencies.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL STAFF FT	PT	COST	UNAUDITED STAFF FT	PT	COST	BUDGET STAFF FT	PT
<b>PROGRAMS:</b>									
Administrative Operations	\$ 37,976	556		\$ 36,986	535		\$ 38,241	534	
Field Operations	115,895	1,228	375	117,412	1,166	385	120,786	1,163	424
Special Operations	23,220	211		24,657	210		25,494	210	
	<b>\$ 177,091</b>	<b>\$ 1,995</b>	<b>\$ 375</b>	<b>\$ 179,055</b>	<b>1,911</b>	<b>385</b>	<b>\$ 184,521</b>	<b>1,907</b>	<b>424</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 166,101			\$ 167,025			\$ 174,314		
Self - Generated	8,250			9,099			7,787		
	<b>\$ 174,351</b>	<b>1,988</b>	<b>375</b>	<b>\$ 176,124</b>	<b>1,904</b>	<b>385</b>	<b>\$ 182,101</b>	<b>1,900</b>	<b>424</b>
Grants	820	7		820	7		820	7	
Special Revenue	1,920			2,111			1,600		
	<b>\$ 177,091</b>	<b>\$ 1,995</b>	<b>\$ 375</b>	<b>\$ 179,055</b>	<b>\$ 1,911</b>	<b>385</b>	<b>\$ 184,521</b>	<b>1,907</b>	<b>424</b>

## DIVISION OF POLICE

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### *Mission Statement*

To protect the life and property of all citizens against criminal activity and to create an environment of stability and security within the community.

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### **PROGRAM NAME: ADMINISTRATIVE OPERATIONS**

**OBJECTIVES:** Provides all necessary support activities for Field Operations, Homeland Security, and Special Operations.

**ACTIVITIES:** Establish operating policies and procedures for the Division of Police. Prepare and manage the operating and capital budgets for the Division of Police. Recruit, hire and train both uniform and civilian employees. Record and maintain payroll and personnel records. Collect and record all criminal incident reports. Handle open records requests. Operate and maintain radio and telephone communications. Oversee the storage of recovered, confiscated and forfeited property and vehicles.

### **PROGRAM NAME: FIELD OPERATIONS**

**OBJECTIVES:** To provide protection against loss of life, bodily injury and property loss and to empower the community and Divisional personnel in their combined efforts to reduce crime and the fear of crime with an emphasis on joint planning, evaluation and operations. To reduce traffic accidents in the community and provide safer conditions for motorists, pedestrians, and citizens using public streets, and highways within the City of Cleveland.

**ACTIVITIES:** Investigate all major offenses against person and property. Provide Patrol and Community Based Policing activities. Participate with citizens on Community Relations Committees, the Auxiliary Police Program, crime prevention fairs, Night Out Against Crime, the Task Force on Violent Crime and similar projects in response to community needs. Develop close working relationships with residents by interacting while on patrol and attending community functions. Provide neighborhood patrols to areas that area could benefit from close on-going interaction between the Police and the community. Participate in Community Services programs which aggressively investigates and focuses on deterring crimes that occur on the streets in highly populated, distressed neighborhoods. Conduct DARE programs, Child Accident Prevention Programs, Crime Watch Training and other programs in response to the normal needs of the community. Alleviate traffic congestion, restore normal traffic flow, and provide traffic and crowd control at special events. Respond to scenes of traffic accidents and prepare traffic reports.

**DIVISION OF POLICE**

**OPERATING SUMMARY  
(000'S OMITTED)**

FUNDING SOURCE:	COST	2007 ACTUAL		COST	2008 UNAUDITED		COST	2009 BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
General Fund	\$ 107,652			\$ 107,102			\$ 110,080		
Self Generated	5,503			7,379			8,286		
Grants	820			820			820		
Special Revenue	1,920			2,111			1,600		
	<b>\$ 115,895</b>	<b>1,228</b>	<b>375</b>	<b>\$ 117,412</b>	<b>1,166</b>	<b>385</b>	<b>\$ 120,786</b>	<b>1,163</b>	<b>424</b>

**PROGRAM NAME: SPECIAL OPERATIONS**

**OBJECTIVES:** To target the perpetrators of specific crimes such as auto thefts, financial crimes, homicides, sexual assaults, and drug trafficking for arrest and prosecution.

**ACTIVITIES:** Aggressively investigate crimes that occur in the City of Cleveland. Conduct enforcement activities against specific crimes within a target neighborhood using decoy, surveillance or search operations, based upon crime and analysis and trends. Maintain contact with and enlist the assistance of community leaders and residents to identify those responsible for neighborhood criminal activity. Perform crisis intervention; handle hostage negotiations and other highly dangerous and volatile situations where specialized training or equipment is required. Provide support to district operations in improving the quality of life in neighborhoods through the enforcement of drug laws, and by suppressing juvenile crime. Detect offenders through crime processing and the use of the Automated Fingerprint Imaging System (AFIS) and the use of weapons through the National Integrated Ballistics Information Network (NIBIN).

**PROGRAM NAME: HOMELAND SECURITY**

**OBJECTIVES:** To target the perpetrators of criminal activity, which includes threats and criminal actions against the security of our City.

**ACTIVITIES:** Establish homeland security initiatives within the city of Cleveland and the Greater Cleveland area. Provide security and patrols of Cleveland Hopkins Airport, City Hall, and the borders of the City of Cleveland. Analyze and report crime trends in the City and surround area. Assist outside agencies with protective details of dignitaries.

## DIVISION OF POLICE

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 14,558,561	\$ 13,184,044	\$ 9,239,357	\$ 9,277,985
MILITARY LEAVE	41,733	37,719	87,093	80,000
PART-TIME PERMANENT	52,321	147,326	220,174	250,446
STUDENT TRAINEES	171,356	681,418	1,039,310	705,600
INJURY PAY	2,752	3,228	1,080	
SCHOOL GUARDS	1,500,004	1,524,129	1,446,254	1,502,200
UNIFORMED PERSONNEL	85,069,788	85,370,587	89,063,982	90,727,491
UNIFORMED OVERTIME	8,103,502	8,629,474	10,066,024	11,201,609
LONGEVITY	954,300	977,200	964,300	992,025
WAGE SETTLEMENTS	244,461	-	(5,118)	-
SEPARATION PAYMENTS	3,511,379	3,455,391	3,182,600	3,835,312
BONUS INCENTIVE	228,000	-	-	-
OVERTIME	1,855,712	2,468,495	1,422,716	1,364,534
DEFERRED OVERTIME PAYMENTS	-	369,831	408,997	408,997
<b>TOTAL</b>	<b>\$ 116,293,869</b>	<b>\$ 116,848,842</b>	<b>\$ 117,139,769</b>	<b>\$ 120,346,199</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 15,358,897	\$ 17,056,556	\$ 17,168,327	\$ 18,877,344
DENTAL	1,002,544	1,001,776	956,463	1,058,938
VISION CARE	99,921	101,517	99,322	168,565
PERS	2,197,392	2,233,865	1,757,613	1,913,197
POLICE & FIREMENS DISAB & PENS	18,442,564	18,799,794	19,412,416	20,185,442
FICA-MEDICARE	1,212,387	1,243,226	1,297,602	1,477,883
WORKER'S COMPENSATION	4,498,926	4,364,667	5,915,431	5,962,410
LIFE INSURANCE	87,608	87,334	84,570	100,170
UNEMPLOYMENT COMPENSATION	13,989	31,991	32,095	23,852
CLOTHING ALLOWANCE	703,099	622,777	522,134	560,075
TOOL INSURANCE	650	400	-	-
CLOTHING MAINTENANCE	981,992	1,006,137	919,346	954,105
<b>TOTAL</b>	<b>\$ 44,599,969</b>	<b>\$ 46,550,040</b>	<b>\$ 48,165,319</b>	<b>\$ 51,281,981</b>
<b>TRAINING &amp; PROFESS DUES</b>				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ 255	\$ -
PROFESSIONAL DUES	\$ 4,843	\$ 5,870	\$ 5,692	\$ 7,200
<b>TOTAL</b>	<b>\$ 4,843</b>	<b>\$ 5,870</b>	<b>\$ 5,947</b>	<b>\$ 7,200</b>

**DIVISION OF POLICE**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 21,701	\$ 12,752	\$ 21,601	\$ 194,882
CHILLED WATER	188,533	-	-	-
GAS	232,147	188,982	218,994	-
ELECTRICITY - CPP	1,256,799	1,128,136	1,125,435	1,170,452
ELECTRICITY - OTHER	68,994	45,149	87,287	90,778
STEAM	290,467	506,920	558,902	627,272
CONTRACTUAL UTILITIES	2,250	7,378	-	-
<b>TOTAL</b>	<b>\$ 2,060,891</b>	<b>\$ 1,889,317</b>	<b>\$ 2,012,219</b>	<b>\$ 2,083,384</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 85,920	\$ 114,499	\$ 116,742	\$ 175,000
REFEREE SERVICES	35,994	33,260	33,976	30,000
MILEAGE (PRIVATE AUTO)	50,664	40,486	61,074	65,000
MEDICAL SERVICES	1,352,896	1,268,622	894,723	300,000
EXPENSE ACCOUNT REIMBURSEMENT	-	2,157	-	-
ADVERTISING AND PUBLIC NOTICE	5,457	2,108	3,171	8,000
PARKING IN CITY FACILITIES	172,887	154,824	150,165	140,000
INSURANCE AND OFFICIAL BONDS	582	690	690	700
PHOTOCOPY MACHINE RENTAL	14,264	-	-	-
OTHER CONTRACTUAL	444,491	823,831	162,621	216,980
LOCAL MATCH-GRANT PROGRAMS	42,579	-	-	-
<b>TOTAL</b>	<b>\$ 2,205,734</b>	<b>\$ 2,440,477</b>	<b>\$ 1,423,162</b>	<b>\$ 935,680</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 4,556	\$ 5,198	\$ 34,894	\$ 5,400
POSTAGE	2,533	2,273	3,007	3,500
COMPUTER SUPPLIES	-	-	5,000	-
FUEL	2,581	4,730	266	200
CLOTHING	18,115	45,774	7,035	37,000
SMALL EQUIPMENT	19,968	128,732	64,711	88,000
AMMUNITION	81,871	99,920	158,816	170,000
HYGIENE AND CLEANING SUPPLIES	51,252	48,345	4,802	7,000
LUMBER, GLASS, AND DRYWALL	-	638	546	700
LABORATORY SUPPLIES	45,320	25,738	26,628	31,500
PHOTOGRAPHIC SUPPLIES	64,894	39,749	32,345	45,000
PRINTED MATERIALS	20,949	18,073	18,295	20,000
OTHER SUPPLIES	107,444	131,819	132,386	128,000
SAFETY EQUIPMENT	570	-	-	900
BATTERIES	2,486	2,517	4,000	4,250
JUST IN TIME OFFICE SUPPLIES	83,067	76,736	44,204	85,000
MISC MAINTENANCE SUPPLIES	35,056	11,253	24,990	15,000
<b>TOTAL</b>	<b>\$ 540,662</b>	<b>\$ 641,495</b>	<b>\$ 561,925</b>	<b>\$ 641,450</b>

## DIVISION OF POLICE

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 1,754	\$ -	\$ 17,850	\$ 1,800
MAINTENANCE CONTRACTS	109,847	101,328	-	149,314
COMPUTER HARDWARE MAINT.	-	-	-	4,500
MAINTENANCE MACHINERY	6,000	-	4,369	5,000
REPAIR PARTS	-	500	-	850
CAR WASHES	47,100	52,153	61,168	50,000
MAINTENANCE HELICOPTERS	-	-	-	90,000
MAINTENANCE MISC. EQUIP.	30,557	7,000	26,582	20,000
REPAIR OF OVERHEAD DOORS	-	5,000	5,000	4,000
MOWER & TRACTOR REPAIR	-	-	-	5,000
<b>TOTAL</b>	<b>\$ 195,258</b>	<b>\$ 165,981</b>	<b>\$ 114,969</b>	<b>\$ 330,464</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
COURT COSTS	\$ 29	\$ -	\$ 109	\$ 200
JUDGEMENTS, DAMAGES, & CLAIMS	33,415	13,060	21,249	20,000
POLICE CHIEF EXPENSE FUND	175,887	171,862	250,000	250,000
<b>TOTAL</b>	<b>\$ 209,331</b>	<b>\$ 184,922</b>	<b>\$ 271,358</b>	<b>\$ 270,200</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 1,309,819	\$ 1,535,173	\$ 1,367,805	\$ 1,466,996
CHARGES FROM RADIO SYSTEM	744,432	869,193	858,035	1,018,979
CHARGES FROM PRINTING	245,472	276,836	378,438	400,000
CHARGES FROM STOREROOM	114,369	100,363	81,482	87,482
CHARGES FROM MOTOR VEHICLE	2,730,182	2,796,789	3,743,529	3,230,788
CHARGES FROM WATER G.I.S.	20,625	45,253	-	-
<b>TOTAL</b>	<b>\$ 5,164,899</b>	<b>\$ 5,623,607</b>	<b>\$ 6,429,289</b>	<b>\$ 6,204,245</b>
<b>TOTAL DIVISION</b>	<b>\$ 171,275,456</b>	<b>\$ 174,350,551</b>	<b>\$ 176,123,957</b>	<b>\$ 182,100,803</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 14,690	\$ 13,321	\$ 12,500	\$ 12,000
INTERGOVERNMENTAL	5,737	-	-	-
SALES & CHARGES FOR SERVICES	15,530	221,027	480,501	210,000
MISCELLANEOUS REVENUES	499,186	214,456	325,155	100,000
EXPENDITURE RECOVERIES	7,715,274	7,830,061	8,280,543	7,464,666
<b>TOTAL DIVISION</b>	<b>\$ 8,250,417</b>	<b>\$ 8,250,417</b>	<b>\$ 9,098,699</b>	<b>\$ 7,786,666</b>



**DIVISION OF POLICE**

**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Chief of Police	69,682	165,780
11	11	11	Commander of Police	88,823	92,003
1	1	1	Commissioner of Traffic Control	88,823	92,003
4	4	4	Deputy Chief of Police	63,966	139,667
17	17	17			
<b>OFFICE &amp; CLERICAL</b>					
4	4	4	Clerk, Chief	22,050	46,165
8	7	7	Clerk, Junior	10.00 Hr.	13.46 Hr.
5	3	3	Clerk, Principal	11.93 Hr.	19.13 Hr.
1	1	1	Clerk, Stock	10.00 Hr.	19.76 Hr.
1	1	1	Messenger	10.00 Hr.	14.51 Hr.
4	4	4	Safety Telephone Operator	21,266	31,868
6	5	5	Secretary	10.00 Hr.	16.83 Hr.
3	3	3	Secretary, Private	10.00 Hr.	20.19 Hr.
0	1	1	Stenographer III	10.00 Hr.	17.54 Hr.
4	4	4	Telephone Operator	10.00 Hr.	16.16 Hr.
12	10	10	Typist	10.00 Hr.	14.65 Hr.
48	43	43			
<b>PARA -PROFESSIONALS</b>					
1	1	1	Clerk, Docket	20,800	35,267
11	10	11	Controller, Traffic	10.00 Hr.	14.10 Hr.
1	1	0	Caseworker II	10.00 Hr.	19.23 Hr.
0	1	1	Coordinator, Project	27,326	87,665
13	13	13			
<b>PROFESSIONALS</b>					
1	1	1	Accountant II	10.00 Hr.	21.10 Hr.
1	1	1	Accountant III	10.00 Hr.	23.39 Hr.
3	3	3	Administrative Officer	20,800	51,437
16	22	16	Captain (Police)	76,502	79,312
3	2	2	Director, Project	22,233	77,944
5	5	5	Examiner, Scientific	25,000	54,906
68	68	68	Lieutenant (Police)	65,881	68,374
97	102	96			
<b>PROTECTIVE SERVICE</b>					
1,196	1,153	1,121	Officer, Patrol I**	48,832	52,865
42	41	97	Officer, Patrol II	41,981	47,858
0	56	41	Officer, Patrol III	41,448	46,193
58	41	34	Officer, Patrol IV	40,382	45,005
37	48	40	Trainee	10.50 Hr.	10.50 Hr.
4	4	4	Police Safety Aide	20,800	28,829
211	210	211	Sergeant	56,725	58,943
1,548	1,553	1,548			

## DIVISION OF POLICE

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
SERVICE & MAINTENANCE					
1	1	0	Worker, Custodial	10.00 Hr.	14.50 Hr.
3	2	3	Hostler	10.00 Hr.	14.18 Hr.
4	3	3			
TECHNICIAN					
2	1	2	Bilingual Communication Specialist	22,883	36,983
6	5	6	Dispatcher, Chief Radio	39,788	46,494
95	88	92	Dispatcher, Police Radio	22,886	40,496
4	4	4	Examiner, Fingerprint	22,000	37,764
3	3	3	Operator, Computer	10.00 Hr.	21.33 Hr.
2	2	2	Operator, Data Conversion	10.00 Hr.	14.65 Hr.
68	65	66	Operator, Senior Data Conversion	10.80 Hr.	17.55 Hr.
3	3	3	Supervisor, Data Conversion	11.92 Hr.	19.68 Hr.
1	1	1	Sytems Analyst	22,427	60,011
1	0	0	Network Analyst II	30,214	87,630
1	1	1	Technician, Photographic Laboratory	10.00 Hr.	18.36 Hr.
186	173	180			
1,913	1,904	1,900	TOTAL FULL TIME		
402	368	402	Guard, School Crossing	20.50 Day	27.87 Day
20	15	20	Controller, Traffic	10.00 Hr.	14.10 Hr.
2	2	2	PT Scientific Ez	25,000	54,906
424	385	424	TOTAL PART TIME		
7	7	7	GRANT POSITIONS		
2,344	2,296	2,331	TOTAL DIVISION		

\*Salary Schedule effective December 8, 2008

\*\* Includes employees partially or entirely funded through grants

**DIVISION OF FIRE****PAUL STUBBS, CHIEF**

While the word FIRE is the title of this Division, it is an acknowledged fact that the word "FIRE" has an additional meaning; it is an acronym that stands for Fire, Inspections, Rescue and Emergency services. The duties of the Division of Fire are organized into six programs that enable the Division to accomplish its mission in the safest, most efficient and cost-effective manner. The Programs are Fire Administration, Operations, Operations Support, Prevention and Education, Communications and Training.

Administration includes Headquarters (HQ), Statistics/Research (STATS), the Medical Office (MO), the Employee Assistance Program (EAP), Internal Affairs (IA) and Public Education/Photo/Public Relations (PE/PR). HQ carries out all the tasks necessary to operate the Division in the most efficient and cost-effective manner. STATS collects and compiles all data related to alarm responses, employee payroll and hours, and compiles and takes the necessary action to ensure the City collects monies due for medical transports and unnecessary alarms. The IA unit assists HQ in all internal investigations, including disciplinary cases. The Executive Officer, with the cooperation and assistance of the Officer in charge of the Storeroom/Quarter Master (S/QM), monitors new construction and rehabilitation of the Division of Fire Buildings and works with the Superintendent of Safety Buildings to follow up on needed repairs. PE/PR is responsible for public education activities, including programs for school children as well as Golden Agers, and works with the Mayor's Office and the News Media.

Operations Support consists of the following units: Bureau of Emergency and Rescue Service (BEARS), Bureau of Engine and Apparatus Maintenance (BEAM), Storeroom/Quarter Master (S/QM), Pre-Plan Office (PPO) and the Water Supply Office (WSO) which together provide all the equipment and services that Operations needs to carry out their duties.

The Prevention and Education Program is carried out by the Fire Prevention Bureau (FPB). The FPB is responsible for inspection of buildings in the City except for one and two family dwellings, reviewing all permit applications for hazardous substances and fire protection systems, reviewing plans for new construction and renovation of buildings, ensuring safety at public assemblies and the enforcement of local, state and federal laws pertaining to fire and life safety. In addition, the FPB is responsible for ensuring that hazardous material spills are cleaned up in accordance with environmental laws.

The Bureau of Communications (BOC) carries out the Communications Program and is responsible for receiving all alarms and dispatching the proper units, handling all emergency communications for Fire companies and responding to major incidents to control and coordinate emergency communications. In addition, the BOC handles all normal day to day phone communications, and is responsible for testing all Fire communication equipment.

Training and Education within the Division is the responsibility of the Fire Training Academy (FTA). This includes: training all new firefighters in basic firefighting and emergency medical treatment to comply with state law; developing, maintaining and updating the In-Service Training Manual for use by Company Officers; offering specialized courses in hazardous material response, driver training, pump and aerial ladder operations; orientation for new officers; incident command; and various other subjects. The FTA also maintains training records to comply with state law, tests and evaluates new equipment and explores new methods of Firefighting and the handling of hazardous material incidents.

## DIVISION OF FIRE

### *Mission Statement*

To serve the City of Cleveland with the highest degree of quality and professionalism through a proactive commitment to prevent and mitigate emergency situations where life and property are at risk.

### OPERATING SUMMARY (000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Administration	\$ 4,942	20		\$ 4,486	18		\$ 4,600	13	
Operations	77,698	778		76,259	762		78,430	801	
Operations Support	867	16		1,207	19		1,920	12	
Prevention and Education	3,521	44		3,588	44		2,760	36	
Communications	3,496	37		3,589	35		3,680	36	
Training and Education	1,115	10		897	9		920	9	
	<b>\$ 91,639</b>	<b>905</b>		<b>\$ 90,026</b>	<b>887</b>		<b>\$ 92,310</b>	<b>907</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 90,290			\$ 88,939			\$ 91,164		
Self-Generated	1,039			777			836		
	<b>\$ 91,329</b>	<b>905</b>		<b>\$ 89,716</b>	<b>887</b>		<b>\$ 92,000</b>	<b>907</b>	
Grants	\$ 310			\$ 310			\$ 310		
	<b>\$ 91,639</b>	<b>905</b>		<b>\$ 90,026</b>	<b>887</b>		<b>\$ 92,310</b>	<b>907</b>	

### PROGRAM NAME: ADMINISTRATION

**OBJECTIVES:** To plan, direct, coordinate, control and evaluate all aspects of Divisional Operations to ensure resources are being used effectively and efficiently.

**ACTIVITIES:** Plan and prepare Operating and Capital Budgets. Manage daily operations, maintain discipline, control sick leave, light duty and leave of absences. Collect, compile and enter data on alarms, employee work hours and other data into computer monitoring system. Participate in planning of rehabilitation and construction of new Division facilities. Schedule and coordinate public fire and life safety education programs, public relations and news releases in conjunction with the Mayor's Office, Director's Office and other interested community organizations.

**DIVISION OF FIRE**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	FT		PT	STAFF		FT	PT	STAFF
<b>FUNDING SOURCE:</b>										
General Fund	\$	77,698		\$	76,942		\$	78,430		
	\$	<b>77,698</b>	<b>778</b>	\$	<b>76,942</b>	<b>762</b>	\$	<b>78,430</b>	<b>771</b>	

**PROGRAM NAME: OPERATIONS**

**OBJECTIVES:** To save lives and protect property by: extinguishing and preventing the spread of fire; providing immediate medical care; providing rescue and extrication service; abating hazardous materials releases; and by investigating the causes of fires and other emergencies.

**ACTIVITIES:** Respond to alarms with necessary personnel, apparatus and equipment. Conduct daily training according to Drill Schedules; maintain apparatus, equipment and station. Inspect buildings and fire hydrants and investigate fires and Division accidents.

**PROGRAM NAME: OPERATIONS SUPPORT**

**OBJECTIVES:** To provide the required equipment and support services for Fire Operations.

**ACTIVITIES:** Issue, maintain and repair all Self Contained Breathing Apparatus (SCBA), rescue equipment, nozzles and small equipment. Provide air for SCBA and equipment and supplies at emergency incidents. Provide SCBA air cylinder refill capability and test SCBA face piece fit for all members of the Division. Provide all rescue equipment, 24-hour emergency apparatus repair. Provide, repair and refurbish all protective clothing for the Division. Provide and repair all fire hoses. Provide pre incident information on streets, buildings, hazardous conditions and hydrants/mains.

**PROGRAM NAME: PREVENTION AND EDUCATION**

**OBJECTIVES:** To ensure life safety and reduce fires and the release of hazardous substances.

**ACTIVITIES:** Perform fire and life safety inspections of all buildings except 1 and 2 family dwellings. Review new construction and building renovation plans for compliance with state and local Fire safety laws and test new and existing fire protection systems. Review and issue permits for control of flammable and hazardous substances. Provide Hazardous Materials Specialists to ensure hazardous material spills are cleaned up in compliance with local, state and federal laws.

**DIVISION OF FIRE****PROGRAM NAME: COMMUNICATIONS**

**OBJECTIVES:** To provide efficient communications for the entire Division and Emergency Medical Service units.

**ACTIVITIES:** Dispatch calls for assistance, determine proper response and dispatch fire fighting and/or medical units. Coordinate and control emergency radio transmissions and provide a communications/command post vehicle for major incidents. Maintain records of fire alarms, response times, fire loss estimates and other records.

**PROGRAM NAME: TRAINING AND EDUCATION**

**OBJECTIVES:** To provide the necessary knowledge, skills and abilities in order for the Division to operate in a safe and efficient manner.

**ACTIVITIES:** Conduct basic training classes for newly appointed firefighters including firefighting and emergency medical treatment to comply with state law. Provide hazardous materials training to members of the Division to comply with Federal and OSHA laws and National Fire Protection Association standards. Re-certify firefighters as Emergency Medical Technicians and maintain and update the Division Drill Manual. Conduct classes on safe driving; pump operations, aerial ladder operation, rescue techniques and other subjects. Maintain training records; test and evaluate new equipment and methods.

**DIVISION OF FIRE**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 385,190	\$ 334,394	\$ 353,997	\$ 354,340
MILITARY LEAVE	4,179	3,124	-	-
UNIFORMED PERSONNEL	49,026,505	53,161,092	51,762,613	52,973,486
UNIFORMED OVERTIME	4,971,873	5,768,637	6,009,383	6,208,023
LONGEVITY	505,239	517,800	517,150	512,025
WAGE SETTLEMENTS	100,000	-	-	-
SEPARATION PAYMENTS	301,977	634,938	366,687	500,000
BONUS INCENTIVE	1,500	1,356,500	9,150	-
OVERTIME	30,030	27,795	35,845	23,440
DEFERRED OVERTIME PAYMENTS	-	174,993	174,972	175,000
<b>TOTAL</b>	<b>\$ 55,326,493</b>	<b>\$ 61,979,273</b>	<b>\$ 59,229,797</b>	<b>\$ 60,746,314</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 8,488,498	\$ 8,836,483	\$ 9,016,130	\$ 9,654,333
DENTAL	505,743	508,522	501,080	530,342
VISION CARE	45,113	46,386	46,516	48,334
PERS	50,096	50,196	55,111	57,349
POLICE & FIREMENS DISAB & PENS	12,880,551	13,831,694	13,805,868	14,368,448
FICA-MEDICARE	465,794	532,126	511,043	484,744
WORKER'S COMPENSATION	1,337,894	1,807,666	2,588,015	2,311,584
LIFE INSURANCE	40,875	40,688	40,320	40,230
UNEMPLOYMENT COMPENSATION	4,890	9,230	140	-
CLOTHING ALLOWANCE	545,402	296,791	297,027	278,700
CLOTHING MAINTENANCE	361,600	362,000	354,000	353,600
<b>TOTAL</b>	<b>\$ 24,726,456</b>	<b>\$ 26,321,782</b>	<b>\$ 27,215,250</b>	<b>\$ 28,127,664</b>
<b>TRAINING &amp; PROFESS DUES</b>				
TRAVEL	\$ 4,735	\$ 1,146	\$ 2,878	\$ 2,000
TUITION & REGISTRATION FEES	9,114	1,210	2,458	3,000
OTHER TRAINING SUPPLIES	1,773	13,304	3,002	8,000
MILEAGE (PRIV AUTO) TRNG PRPS	551	476	432	500
PROFESSIONAL DUES	3,799	3,652	3,800	4,000
<b>TOTAL</b>	<b>\$ 19,972</b>	<b>\$ 19,788</b>	<b>\$ 12,570</b>	<b>\$ 17,500</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 28,138	\$ -
GAS	333,189	299,726	324,352	285,517
ELECTRICITY - CPP	401,676	397,934	401,891	417,967
ELECTRICITY - OTHER	32,173	32,944	33,780	35,131
STEAM	32,614	36,026	83,160	54,732
<b>TOTAL</b>	<b>\$ 799,652</b>	<b>\$ 766,630</b>	<b>\$ 871,321</b>	<b>\$ 793,347</b>

## DIVISION OF FIRE

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 61,573	\$ 23,277	\$ 4,411	\$ 30,000
BANK SERVICE FEES	12,008	-	-	-
COURT REPORTER	160	280	45	100
REFEREE SERVICES	-	175	-	200
MILEAGE (PRIVATE AUTO)	1,436	2,254	10,093	6,000
MEDICAL SERVICES	26,294	22,958	49,770	57,000
PARKING IN CITY FACILITIES	7,646	8,602	8,911	10,000
PROPERTY RENTAL	13,421	-	-	-
PHOTOCOPY MACHINE RENTAL	1,615	-	-	-
EQUIPMENT RENTAL	-	25	-	-
SPECIAL ASSESSMENT	-	10	-	-
OTHER CONTRACTUAL	18,859	37,782	30,201	40,000
BANK SERVICE FEES	-	10,475	3,616	8,000
LOCAL MATCH-GRANT PROGRAMS	-	-	16,536	-
<b>TOTAL</b>	<b>\$ 143,012</b>	<b>\$ 105,838</b>	<b>\$ 123,583</b>	<b>\$ 151,300</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 920	\$ 525	\$ 5,030	\$ 1,000
POSTAGE	42	44	234	200
COMPUTER SUPPLIES	5,749	485	2,361	5,000
COMPUTER SOFTWARE	219	-	-	-
COMPUTER HARDWARE	9,797	1,872	6,315	-
CLOTHING	201,602	29,401	16,799	117,500
FUEL	-	90	-	-
HARDWARE & SMALL TOOLS	6,766	12,243	8,210	10,000
MOWER & TRACTOR PARTS	-	128	-	-
SMALL EQUIPMENT	12,812	10,189	10,100	15,000
OFFICE FURNITURE & EQUIPMENT	-	4,006	644	2,000
ELECTRICAL SUPPLIES	-	3,062	3,000	3,000
HYGIENE AND CLEANING SUPPLIES	34,905	52,674	50,647	30,000
LUMBER, GLASS, AND DRYWALL	3,500	3,000	3,000	3,000
MEDICAL SUPPLIES	47,845	58,133	53,616	65,000
PHOTOGRAPHIC SUPPLIES	3,000	-	55	500
MEDICAL EQUIPMENT	2,000	2,000	-	2,000
PAPER AND OTHER SUPPLIES	-	-	-	11,000
SHOP TOOLS	-	10	-	-
OTHER SUPPLIES	29,516	40,369	70,981	40,000
SAFETY EQUIPMENT	15,400	9,569	9,879	10,000
BATTERIES	2,207	2,000	2,021	2,000
JUST IN TIME OFFICE SUPPLIES	18,460	16,905	7,200	16,000
<b>TOTAL</b>	<b>\$ 394,740</b>	<b>\$ 246,705</b>	<b>\$ 250,092</b>	<b>\$ 333,200</b>



**DIVISION OF FIRE**

**EXPENDITURES - CONTINUED**

	2006 Actual	2008 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 2,625	\$ 2,625	\$ -	\$ 3,000
MAINTENANCE CONTRACTS	5,000	4,296	3,948	5,000
COMPUTER HARDWARE MAINT.	23,365	6,600	-	-
COMPUTER SOFTWARE MAINT.	8,934	25,030	250	14,780
MAINTENANCE ELECTRICAL EQUIP	4,164	644	4,150	4,000
MAINTENANCE MACHINERY	9,000	13,500	20,050	10,000
MAINTENANCE VEHICLES	-	79	-	-
GENERATOR REPAIR	-	-	-	5,000
REPAIR PARTS	7,647	9,014	1,641	8,000
CAR WASHES	1,130	1,000	1,000	1,200
MAINTENANCE MISC. EQUIP.	110,984	75,909	120,698	80,000
MOWER & TRACTOR REPAIR	-	-	18	-
MAINTENANCE BUILDING	5,151	8,795	129	5,000
REPAIR OF OVERHEAD DOORS	75,000	62,000	84,078	75,000
<b>TOTAL</b>	<b>\$ 253,000</b>	<b>\$ 209,492</b>	<b>\$ 235,962</b>	<b>\$ 210,980</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ 2,980	\$ 2,826	\$ 1,240	\$ -
<b>TOTAL</b>	<b>\$ 2,980</b>	<b>\$ 2,826</b>	<b>\$ 1,240</b>	<b>\$ -</b>
<b>INTERDEPART SERVICE CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 152,510	\$ 140,734	\$ 234,086	\$ 233,392
CHARGES FROM RADIO SYSTEM	144,395	131,077	111,868	160,352
CHARGES FROM WATER	-	-	21,875	-
CHARGES FROM PRINTING	50,597	52,595	34,450	40,000
CHARGES FROM STOREROOM	1,606	1,384	656	1,041
CHARGES FROM MOTOR VEHICLE	1,255,229	1,331,624	1,373,510	1,185,384
CHARGES FROM WATER - GIS	9,024	19,797	-	-
<b>TOTAL</b>	<b>\$ 1,613,361</b>	<b>\$ 1,677,211</b>	<b>\$ 1,776,445</b>	<b>\$ 1,620,169</b>
<b>TOTAL DIVISION</b>	<b>\$ 83,279,666</b>	<b>\$ 91,329,545</b>	<b>\$ 89,716,260</b>	<b>\$ 92,000,474</b>

**DIVISION OF FIRE**

REVENUE

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
LICENSES & PERMITS	\$ 537,682	\$ 536,388	\$ 478,381	\$ 582,762
SALES & CHARGES FOR SERVICES	298,890	301,116	218,804	215,875
FINES & FORFEITURES	1,034	1,299	588	1,200
MISCELLANEOUS REVENUES	32,510	14,550	20,272	19,000
EXPENDITURE RECOVERIES	67,190	185,309	58,889	17,000
<b>TOTAL DIVISION</b>	<b>\$ 937,306</b>	<b>\$ 1,038,662</b>	<b>\$ 776,934</b>	<b>\$ 835,837</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
28	31	27	Battalion, Chief	72,040	82,468
1	1	1	Fire Chief	64,407	165,780
7	7	6	Fire Chief, Assistant	56,790	120,711
36	39	34			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Clerk, Senior	10.29 Hr.	15.78 Hr.
1	1	1	Secretary	10.00 Hr.	16.83 Hr.
3	3	3	Secretary, Private	10.00 Hr.	20.19 Hr.
5	5	5			
<b>PROFESSIONALS</b>					
1	1	1	Administrator, Personnel	26,274	80,091
60	65	58	Captain (Fire)	62,034	71,093
174	180	166	Lieutenant (Fire)	53,409	61,287
1	1	1	Project Director/ Network	22,333	77,944
236	247	226			
<b>PROTECTIVE SERVICE</b>					
609	593	609	Firefighter Journeyman	45,973	52,834
0	0	30	Trainee	10.50 Hr.	10.50 Hr.
609	593	639			
<b>TECHNICIAN</b>					
2	2	2	Operator, Data Conversion	10.00 Hr.	14.65 Hr.
1	1	1	Supervisor, Data Processing	20,800	58,396
3	3	3			
889	887	907	<b>TOTAL DIVISION</b>		

\*Salary Schedule effective December 8, 2008

**EMERGENCY MEDICAL SERVICES**

**EDWARD J. ECKART, JR., COMMISSIONER**

The Division of Emergency Medical Service (EMS) is ultimately responsible for providing all pre-hospital patient care and transportation for the City of Cleveland. The Division provides accessibility to pre-hospital patient care through a coordinated dispatch and communications network. EMS ensures that patients receive optimal care through a continuing education process, a paramedic-training institute and ongoing communications with prominent medical professionals throughout the Greater Cleveland area.

*Mission Statement*

The Division of EMS is responsible for providing pre-hospital care and transportation to appropriate medical facilities for the City of Cleveland through a coordinated communications network in conjunction with the other divisions of the Department of Public Safety. The Division of EMS ensures optimal patient care through an initial cadet training program, continuing education and paramedic certification accredited by the State of Ohio Department of Public Safety, comprehensive performance improvement program, state of the art technologies, and medical oversight from prominent medical professionals throughout the greater Cleveland area.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Administration	\$ 390	3	\$ 475	5	\$ 470	5		
Advanced Life Support	20,273	253	21,125	228	20,916	244		
Communications	1,990	25	2,136	23	2,115	25		
Employee Development	106		-		-			
Public Education	7		-		-			
	<b>\$ 22,766</b>	<b>281</b>	<b>\$ 23,736</b>	<b>256</b>	<b>\$ 23,501</b>	<b>274</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 11,261		\$ 11,523		\$ 11,392			
Self-Generated	11,435		12,143		12,039			
	<b>\$ 22,696</b>	<b>281</b>	<b>\$ 23,666</b>	<b>256</b>	<b>\$ 23,431</b>	<b>274</b>		
Grants	\$ 70		\$ 70		\$ 70			
	<b>\$ 22,766</b>	<b>281</b>	<b>\$ 23,736</b>	<b>256</b>	<b>\$ 23,501</b>	<b>274</b>		

## EMERGENCY MEDICAL SERVICES

### PROGRAM NAME: ADMINISTRATION

**OBJECTIVES:** To plan, direct, coordinate, control, and evaluate all aspects of the Division of EMS.

**ACTIVITIES:** Prepare, plan, and coordinate the Division's operating and capital budgets. Recruit and hire employees; maintain disciplinary records, record payroll and personnel records. Maintain patient care records; provide copies for legal, medical, and billing purposes. Conduct performance improvement activities and ensure continued quality service to the public.

### PROGRAM NAME: OPERATIONS

**OBJECTIVES:** To respond to emergency scenes, provide basic and advanced life support, transport patients to appropriate medical facilities, ensure preparedness and response for domestic terrorism.

**ACTIVITIES:** to emergency scenes in a safe and expeditious manner. Provide basic and advanced pre-hospital medical interventions in accordance with State of Ohio Department of Public Safety guidelines. Transport patients to appropriate medical facilities. Document medical patient care and billing information to be used for performance review and service billing. Provide medical supply, logistic and technological support for all pre-hospital care functions. Provide supervisory oversight for all business activities.

### PROGRAM NAME: COMMUNICATIONS

**OBJECTIVES:** To effectively respond, control and direct all emergency communications via telephone, radio and data transmissions.

**ACTIVITIES:** Evaluate 9-1-1 calls for assistance through call prioritizing system designed to determine the call type, priority level and subsequent type of response for the Divisions of Fire and EMS. Provide emergency pre-arrival instructions to callers until emergency personnel arrive or the situation has been stabilized. Maintain appropriate legal logs and recordings for all communication activity. Provide initial emergency dispatch training. Provide continuing education programs necessary for emergency medical dispatch recertification. Conduct performance improvement activities to ensure continued quality of service to the public. Respond to requests for public information. Assist other city departments and divisions as necessary.

**EMERGENCY MEDICAL SERVICES****PROGRAM NAME: EMPLOYEE DEVELOPMENT**

**OBJECTIVES:** To plan, direct, and coordinate all educational activities, through State of Ohio Accreditation #239, for the Department of Public Safety including state certification at all levels, including recertification, cadet training, continuing education, and paramedic certification.

**ACTIVITIES:** Provide initial cadet training for all divisional personnel. Conduct State of Ohio certification classes for all levels of pre-hospital care providers. Conduct professional development activities for field, supervisory, and administrative staff. Provide State of Ohio continuing education programs for all levels of pre-hospital care providers. Provide professional recognized enhancement programs for all personnel. Provide clinical experience for pre-hospital care providers through the Field Training Officer Program. Perform pre-hospital paramedic and EMT functioning testing as direct by the Department of Public Safety Medical Director. Promote employee health and wellness through coordinated physical activities/exercise and wellness programs.

**PROGRAM NAME: PUBLIC EDUCATION**

**OBJECTIVES:** To plan, direct, and coordinate all awareness and educational activities for the general public in first aid, CPR, AED, 9-1-1, and general health screenings.

**ACTIVITIES:** Provide certification and training in first aid, CPR, AED in accordance with established American Heart Association standards. Function as community training center for the American Heart Association. Provide general health screenings for the general population through a series of coordinated neighborhood locations throughout the City of Cleveland. Promote general health and wellness education through cooperative efforts with other leading health agencies and organizations.

## EMERGENCY MEDICAL SERVICES

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 11,577,688	\$ 11,409,044	\$ 11,620,123	\$ 11,040,714
MILITARY LEAVE	-	26,224	22,795	33,000
INJURY PAY	6,064	-	-	-
STUDENT TRAINEES	549,356	253,055	263,798	350,000
LONGEVITY	94,450	91,875	90,200	93,600
WAGE SETTLEMENTS	1,302	-	-	-
SEPARATION PAYMENTS	197,939	229,965	142,508	277,250
BONUS INCENTIVE	137,000	-	-	-
OVERTIME	2,723,820	2,653,663	3,219,797	2,300,000
DEFERRED OVERTIME PAYMENTS	-	-	59,843	90,000
<b>TOTAL</b>	<b>\$ 15,287,619</b>	<b>\$ 14,663,826</b>	<b>\$ 15,419,064</b>	<b>\$ 14,184,564</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 2,051,393	\$ 2,197,436	\$ 2,208,016	\$ 2,786,233
DENTAL	134,670	129,399	123,618	159,357
VISION CARE	13,911	14,011	13,551	16,618
PERS	2,044,114	2,001,318	2,123,324	2,096,795
FICA-MEDICARE	187,614	183,206	193,795	154,804
WORKER'S COMPENSATION	906,011	1,146,527	922,863	1,396,729
LIFE INSURANCE	12,836	12,480	11,888	13,770
UNEMPLOYMENT COMPENSATION	5,934	40,142	49,990	45,136
CLOTHING ALLOWANCE	97,400	99,050	88,550	103,950
CLOTHING MAINTENANCE	28,400	28,000	27,200	57,100
<b>TOTAL</b>	<b>\$ 5,482,283</b>	<b>\$ 5,851,569</b>	<b>\$ 5,762,795</b>	<b>\$ 6,830,492</b>
<b>TRAINING &amp; PROFESSIONAL DUES</b>				
TRAVEL	\$ 3,764	\$ 4,226	\$ 1,929	\$ 2,500
TUITION & REGISTRATION FEES	785	2,638	644	1,000
OTHER TRAINING SUPPLIES	-	-	18,813	15,000
PROFESSIONAL DUES	-	149	-	-
<b>TOTAL</b>	<b>\$ 4,549</b>	<b>\$ 7,013</b>	<b>\$ 21,386</b>	<b>\$ 18,500</b>
<b>UTILITIES</b>				
SEWER-OTHER	\$ 79	\$ -	\$ -	\$ -
WATER	23	-	-	-
GAS	17,674	19,245	13,322	10,791
ELECTRICITY - CPP	278	52	3	3
ELECTRICITY - OTHER	1,181	2,031	1,490	1,550
SECURITY & MONITORING SYSTEM	400	100	300	500
<b>TOTAL</b>	<b>\$ 19,635</b>	<b>\$ 21,428</b>	<b>\$ 15,115</b>	<b>\$ 12,844</b>

**EMERGENCY MEDICAL SERVICES**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 8,533	\$ 15,265	\$ 32,689	\$ 25,000
COURT REPORTER	177	90	-	-
REFEREE SERVICES	-	3,211	-	-
TRAVEL - NON-TRAINING	300	-	-	-
JANITORIAL SERVICES	9,999	3,646	6,150	10,000
MEDICAL SERVICES	3,919	2,031	7,059	10,000
PARKING IN CITY FACILITIES	2,258	2,882	5,613	3,000
PHOTOCOPY MACHINE RENTAL	534	-	-	-
OTHER CONTRACTUAL	10,288	2,610	-	-
<b>TOTAL</b>	<b>\$ 36,008</b>	<b>\$ 29,735</b>	<b>\$ 51,511</b>	<b>\$ 48,000</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 208	\$ 703	\$ 1,800
POSTAGE	1,914	1,757	2,233	2,000
COMPUTER SUPPLIES	650	160	738	-
COMPUTER HARDWARE	-	19,126	-	-
COMPUTER SOFTWARE	9,334	1,500	600	-
CLOTHING	17,856	45,408	19,389	30,000
SWEEPER PARTS	766	-	-	-
HARDWARE & SMALL TOOLS	2,274	1,701	450	500
OFFICE FURNITURE & EQUIPMENT	-	691	1,684	-
ELECTRICAL SUPPLIES	1,535	1,067	-	1,000
HYGIENE & CLEANING SUPPLIES	15,670	17,091	20,806	20,000
MEDICAL SUPPLIES	304,173	358,067	312,374	320,000
MEDICAL EQUIPMENT	32,275	43,862	44,116	125,000
PRINTED MATERIALS	24,697	15,578	36,206	50,000
OTHER SUPPLIES	1,761	7,004	15,012	1,000
SAFETY EQUIPMENT	167,803	15,045	97,321	85,000
PHARMACEUTICAL SUPPLIES	38,011	54,669	44,476	45,000
BATTERIES	471	6,922	10,522	10,000
JUST IN TIME OFFICE SUPPLIES	19,482	13,171	4,958	13,500
<b>TOTAL</b>	<b>\$ 638,672</b>	<b>\$ 603,027</b>	<b>\$ 611,588</b>	<b>\$ 704,800</b>

## EMERGENCY MEDICAL SERVICES

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ 78,519	\$ 61,918	\$ 40,473	\$ 45,000
COMPUTER HARDWARE MAINT.	-	-	3,000	-
COMPUTER SOFTWARE MAINT.	38,355	80,939	-	-
MAINTENANCE MISC. EQUIP.	10,179	16,516	21,268	32,000
<b>TOTAL</b>	<b>\$ 127,053</b>	<b>\$ 159,373</b>	<b>\$ 64,741</b>	<b>\$ 77,000</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ -	\$ 1,116	\$ 1,434	\$ 2,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,116</b>	<b>\$ 1,434</b>	<b>\$ 2,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 107,792	\$ 85,614	\$ 69,569	\$ 87,013
CHARGES FROM RADIO SYSTEM	87,305	113,012	61,092	86,902
CHARGES FROM PRINTING	66,256	44,964	41,421	45,000
CHARGES FROM STOREROOM	2,574	1,967	3,620	2,924
CHARGES FROM MOTOR VEHICLE	942,179	1,108,260	1,542,466	1,331,199
CHARGES FROM WATER - GIS PROJ	2,256	4,950	-	-
<b>TOTAL</b>	<b>\$ 1,208,362</b>	<b>\$ 1,358,767</b>	<b>\$ 1,718,168</b>	<b>\$ 1,553,038</b>
<b>TOTAL DIVISION</b>	<b>\$ 22,804,181</b>	<b>\$ 22,695,854</b>	<b>\$ 23,665,802</b>	<b>\$ 23,431,238</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 3,500	\$ -	\$ -
SALES & CHARGES FOR SERVICE	10,698,730	11,394,837	12,091,087	12,027,500
MISCELLANEOUS REVENUE	26,947	2,037	2,006	1,100
EXPENDITURE RECOVERIES	14,796	34,126	49,689	10,000
<b>TOTAL DIVISION</b>	<b>\$ 10,740,473</b>	<b>\$ 11,434,500</b>	<b>\$ 12,142,782</b>	<b>\$ 12,038,600</b>





EMERGENCY MEDICAL SERVICES

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Emergency Medical Service	42,758	133,845
1	1	1			
PROFESSIONALS					
1	1	1	Junior Personnel Assistant	20,800	38,221
1	1	1	Administrative Manager	27,194	86,765
1	1	1	Administrative Officer	20,800	51,437
1	1	0	Analyst, Systems	20,800	60,011
4	4	3			
TECHNICIAN					
38	21	38	Dispatcher, Emergency Medical	24,765	40,504
22	21	22	Supervisor, Emergency Medical Technician	20,093	57,124
231	207	196	Technician, Emergency Medical	26,336	44,184
10	2	14	Trainee	10.50 Hr.	10.50 Hr.
301	251	270			
306	256	274	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DOG POUND**

**JOHN D. BAIRD, CHIEF DOG WARDEN**

The City Dog Pound is responsible for responding to all calls for services or complaints concerning all dogs. The Division is committed to the reduction of the City's stray animal population by providing pet owners in Cleveland with spaying and neutering service for their dogs and cats at a nominal fee.

*Mission Statement*

To reduce the number of stray unwanted dogs in the City of Cleveland by enforcing city animal ordinances and by providing low cost spay/neuter services to Cleveland residents.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Animal Control	\$ 974	14	1	\$ 987	14	1	\$ 1,043	14	4
	<u>\$ 974</u>	<u>14</u>	<u>1</u>	<u>\$ 987</u>	<u>14</u>	<u>1</u>	<u>\$ 1,043</u>	<u>14</u>	<u>4</u>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 945			\$ 960			\$ 1,007		
Self-Generated	24			25			34		
	<u>\$ 969</u>	<u>14</u>	<u>1</u>	<u>\$ 985</u>	<u>14</u>	<u>1</u>	<u>\$ 1,041</u>	<u>14</u>	<u>4</u>
Special Revenue	\$ 5			\$ 2			\$ 2		
	<u>\$ 974</u>	<u>14</u>	<u>1</u>	<u>\$ 987</u>	<u>14</u>	<u>1</u>	<u>\$ 1,043</u>	<u>14</u>	<u>4</u>

**PROGRAM NAME: ANIMAL CONTROL**

OBJECTIVES: Enforce city animal ordinances.

ACTIVITIES: Respond to complaints regarding stray, vicious, and nuisance dogs.

**PROGRAM NAME: LOW COST SPAY/NEUTER CLINIC**

OBJECTIVES: Reduce the number of unwanted pets and the over population of stray animals in the City of Cleveland.

ACTIVITIES: Offer and perform low cost sterilization of pets owned by City residents.

**DOG POUND**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 450,110	\$ 492,849	\$ 498,473	\$ 503,137
PART-TIME PERMANENT	45,936	22,486	19,681	40,000
LONGEVITY	5,825	6,000	6,875	6,750
BONUS INCENTIVE	3,500	-	-	-
OVERTIME	27,409	24,772	23,946	26,464
<b>TOTAL</b>	<b>\$ 532,780</b>	<b>\$ 546,107</b>	<b>\$ 548,975</b>	<b>\$ 576,351</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 98,371	\$ 116,651	\$ 123,614	\$ 129,342
DENTAL	6,287	6,996	7,037	7,274
VISION CARE	678	740	748	767
PERS	72,193	74,349	76,770	83,329
FICA-MEDICARE	5,854	5,956	5,878	5,466
WORKER'S COMPENSATION	8,002	39,693	29,975	16,341
LIFE INSURANCE	559	604	611	630
CLOTHING ALLOWANCE	2,500	2,500	2,500	2,750
CLOTHING MAINTENANCE	3,675	3,675	3,675	3,500
<b>TOTAL</b>	<b>\$ 198,119</b>	<b>\$ 251,164</b>	<b>\$ 250,808</b>	<b>\$ 249,399</b>
<b>TRAINING &amp; PROFESS DUES</b>				
TRAVEL	\$ -	\$ 892	\$ 48	\$ 100
TUITION & REGISTRATION FEES	-	150	-	-
PROFESSIONAL DUES	35	150	185	100
<b>TOTAL</b>	<b>\$ 35</b>	<b>\$ 1,192</b>	<b>\$ 233</b>	<b>\$ 200</b>
<b>UTILITIES</b>				
GAS	\$ 20,166	\$ 22,787	\$ 25,011	\$ 20,259
ELECTRICITY - OTHER	16,006	17,554	17,758	18,468
<b>TOTAL</b>	<b>\$ 36,172</b>	<b>\$ 40,341</b>	<b>\$ 42,769</b>	<b>\$ 38,727</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 50	\$ 728	\$ -	\$ 90,000
SECURITY SERVICES	500	1,992	-	600
PHOTOCOPY MACHINE RENTAL	53	-	-	-
<b>TOTAL</b>	<b>\$ 603</b>	<b>\$ 2,720</b>	<b>\$ -</b>	<b>\$ 90,600</b>

## DOG POUND

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
HARDWARE & SMALL TOOLS	\$ 802	\$ 2,262	\$ 1,741	\$ 2,000
SMALL EQUIPMENT	2,862	3,528	1,210	1,500
HYGIENE AND CLEANING SUPP	5,077	5,320	4,637	6,000
MEDICAL SUPPLIES	15,710	14,723	15,340	18,000
OTHER SUPPLIES	12,775	12,620	13,147	12,392
SAFETY EQUIPMENT	5,550	3,875	4,743	4,624
JUST IN TIME OFFICE SUPPLIES	3,438	2,172	1,868	2,000
<b>TOTAL</b>	<b>\$ 46,214</b>	<b>\$ 44,500</b>	<b>\$ 42,686</b>	<b>\$ 46,516</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ 1,327	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,327</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 5,669	\$ 4,419	\$ 4,465	\$ 4,634
CHARGES FROM RADIO SYSTEM	3,572	5,646	6,676	7,665
CHARGES FROM PRINTING	2,809	4,886	11,208	10,000
CHARGES FROM STOREROOM	1,186	1,362	1,700	1,087
CHARGES FROM MOTOR VEHICLE	47,217	65,596	75,759	65,382
CHARGES FROM WATER G.I.S.	322	707	-	-
<b>TOTAL</b>	<b>\$ 60,775</b>	<b>\$ 82,616</b>	<b>\$ 99,808</b>	<b>\$ 88,768</b>
<b>TOTAL DIVISION</b>	<b>\$ 876,025</b>	<b>\$ 968,640</b>	<b>\$ 985,279</b>	<b>\$ 1,040,561</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 40,491	\$ 21,825	\$ 21,895	\$ 32,000
MISCELLANEOUS REVENUES	3,666	2,238	2,821	1,980
EXPENDITURE RECOVERIES	116	7	505	-
<b>TOTAL DIVISION</b>	<b>\$ 42,328</b>	<b>\$ 24,070</b>	<b>\$ 25,221</b>	<b>\$ 33,980</b>

**DOG POUND**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Chief Dog Warden	20,800	79,686
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
2	2	2	Clerk, Senior	10.29 Hr.	15.78 Hr.
2	2	2			
<b>PROFESSIONALS</b>					
1	1	1	Registered Animal Health Technician	10.00 Hr.	15.59 Hr.
1	1	1			
<b>PROTECTIVE SERVICE</b>					
9	9	9	Warden, Dog	11.04 Hr.	15.97 Hr.
9	9	9			
<b>SERVICE &amp; MAINTENANCE</b>					
1	1	1	Custodial Worker	10.00 Hr.	14.50 Hr.
1	1	1			
14	14	14	<b>TOTAL FULL TIME</b>		
1	1	1	Registered Animal Health Technician	10.00 Hr.	15.59 Hr.
1	0	1	Custodial Worker	10.00 Hr.	14.50 Hr.
2	0	2	Warden, Dog	11.04 Hr.	15.97 Hr.
4	1	4	<b>TOTAL PART TIME</b>		
18	15	18	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**HOUSE OF CORRECTIONS**

**MARY BOUNDS, ACTING COMMISSIONER**

The Division of Correction is charged with the responsibility for security and the booking, care, custody and board of persons arrested and those committed to our care by the Courts. Limited rehabilitation programs are provided for select residents. Features of these programs include vocational training, community work detail programs, GED training, Drug and Alcohol Rehabilitation programs and court-sponsored work release programs.

*Mission Statement*

To provide facilities for the incarceration of persons who have been convicted of crimes and sentenced by the court system.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Custodial Care	\$ 7,148	87	1	\$ 14,974	179	2	\$ 15,438	202	3
	<b>\$ 7,148</b>	<b>87</b>	<b>1</b>	<b>\$ 14,974</b>	<b>179</b>	<b>2</b>	<b>\$ 15,438</b>	<b>202</b>	<b>3</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 7,113			\$ 14,441			\$ 14,783		
Self - Generated	23			521			643		
	<b>\$ 7,136</b>	<b>87</b>	<b>1</b>	<b>\$ 14,962</b>	<b>179</b>	<b>2</b>	<b>\$ 15,426</b>	<b>202</b>	<b>3</b>
Special Revenue	\$ 12			\$ 12			\$ 12		
	<b>\$ 7,148</b>	<b>87</b>		<b>\$ 14,974</b>	<b>179</b>	<b>2</b>	<b>\$ 15,438</b>	<b>202</b>	<b>3</b>

**PROGRAM NAME: CUSTODIAL CARE**

**OBJECTIVES:** To ensure a sufficient level of security personnel to exercise control over the inmate population while providing adequate, safe, humane housing and board.

**ACTIVITIES:** Provide constant surveillance of all inmates to guarantee control and order. Maintain facilities according to state codes. Provide adequate medical care for all persons committed to the Institution.

**HOUSE OF CORRECTIONS**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ -	\$ 2,763,785	\$ 6,075,583	\$ 7,103,109
PART TIME PERMANENT	-	15,785	26,448	44,263
INJURY PAY	-	32,456	252,464	25,000
MILITARY	-	-	212	-
LONGEVITY	-	23,725	59,850	56,775
WAGE SETTLEMENTS	-	-	1,776	31,200
SEPARATION PAYMENTS	-	14,330	50,063	10,000
OVERTIME	-	1,250,974	2,126,188	1,200,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,101,055</b>	<b>\$ 8,592,584</b>	<b>\$ 8,470,347</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ -	\$ 667,605	\$ 1,436,658	\$ 1,623,363
DENTAL	-	39,876	81,586	100,932
VISION CARE	-	4,347	8,918	10,812
PERS	-	545,490	1,174,356	1,275,560
FICA-MEDICARE	-	49,568	115,149	98,574
WORKERS COMPENSATION	-	156,702	256,680	534,724
LIFE INSURANCE	-	3,705	7,500	9,090
UNEMPLOYMENT COMPENSATION	-	21,512	3,951	11,284
CLOTHING ALLOWANCE	-	26,125	56,910	62,383
CLOTHING MAINTENANCE	-	21,075	76,850	79,360
FIREARM ALLOWANCE	-	2,500	750	20,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,538,505</b>	<b>\$ 3,219,308</b>	<b>\$ 3,826,082</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 100	\$ 214	\$ -
TUITION AND REGISTRATION FEES	-	1,015	595	3,000
MILEAGE (PRIV AUTO) TRNG	-	118	313	500
PROFESSIONAL DUES	-	2,648	682	300
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 3,881</b>	<b>\$ 1,804</b>	<b>\$ 3,800</b>
<b>UTILITIES</b>				
GAS	\$ -	\$ 67,741	\$ 79,620	\$ 66,316
BROKERED GAS SUPPLY	-	-	2,251	-
ELECTRICITY - OTHER	-	125,219	124,424	129,401
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 192,960</b>	<b>\$ 206,295</b>	<b>\$ 195,717</b>

## HOUSE OF CORRECTIONS

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 195,000	\$ 302,400	\$ 575,000
MILEAGE (PRIVATE AUTO)	-	21	226	400
MEDICAL SERVICES	-	150,967	968,536	1,000,000
PARKING IN CITY FACILITIES	-	4,177	4,667	1,300
PROPERTY RENTAL	-	46,000	64,200	65,352
INDIGENT RELIEF	-	-	278	350
BANK SERVICES	-	731	377	500
OTHER CONTRACTUAL	-	57,650	336,250	34,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 454,546</b>	<b>\$ 1,676,934</b>	<b>\$ 1,677,402</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 745	\$ 2,674	\$ 4,000
CLOTHING	-	31,117	38,351	32,000
HARDWARE AND SMALL TOOLS	-	5,990	294	1,000
OFFICE FURNITURE AND EQUIP	-	4,630	8,542	2,000
ELECTRICAL SUPPLIES	-	1,369	2,585	1,500
HYGIENE AND CLEANING SUPP	-	79,104	100,484	100,000
PAINTING EQUIPMENT AND SUPP	-	290	2,288	1,000
MEDICAL SUPPLIES	-	2,623	13,467	10,000
FOOD	-	355,417	614,706	600,000
PHOTOGRAPHIC SUPPLIES	-	12,534	12,813	7,500
OTHER SUPPLIES	-	28,342	39,415	30,000
PHARMACEUTICAL SUPPLIES	-	137,906	214,713	228,250
JUST IN TIME OFFICE SUPPLIES	-	8,022	11,166	9,000
BUILDING MAINT SUPPLIES	-	4,980	1,480	3,000
MISC MAINTENANCE SUPPLIES	-	1,962	-	1,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 675,031</b>	<b>\$ 1,062,978</b>	<b>\$ 1,030,750</b>
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ -	\$ 45,171	\$ 7,155	\$ 28,765
MAINTENANCE FIRE APPARATUS	-	2,000	-	8,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 47,171</b>	<b>\$ 7,155</b>	<b>\$ 36,765</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS AND DAMAGES	\$ -	\$ -	\$ 235	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ 17,713	\$ 27,634	\$ 27,390
CHARGES FROM RADIO SYSTEM	-	19,434	27,536	33,067
CHARGES FROM PRINTING	-	12,626	32,174	32,000
CHARGES FROM STOREROOM	-	220	181	108
CHARGES FROM MOTOR VEHICLES	-	72,626	107,633	92,891
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 122,619</b>	<b>\$ 195,158</b>	<b>\$ 185,456</b>
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 7,135,768</b>	<b>\$ 14,962,451</b>	<b>\$ 15,426,319</b>



**HOUSE OF CORRECTIONS**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICES	\$ -	\$ 1,325	\$ 790	\$ -
MISCELLANEOUS REVENUE	-	20,947	1,110	-
EXPENDITURE RECOVERIES	-	734	518,804	643,184
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 23,006</b>	<b>\$ 520,704</b>	<b>\$ 643,184</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	1	Commissioner, Correction	40,315	118,231
1	0	1			
<b>OFFICE &amp; CLERICAL</b>					
1	0	1	Clerk, Senior	10.00 Hr.	15.78 Hr.
1	1	1	Chief Clerk	22,050	46,165
1	1	1	Secretary, Private	10.00 Hr.	20.19 Hr.
1	1	1	Storekeeper	10.00 Hr.	19.76 Hr.
4	3	4			
<b>PROFESSIONALS</b>					
1	0	1	Accountant III	10.00 Hr.	23.39 Hr.
2	1	2	Caseworker II	10.00 Hr.	19.23 Hr.
1	1	1	Recreational Instructor III	10.00 Hr.	18.24 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
2	1	2	Nurse, Practical	14.69 Hr.	19.02 Hr.
1	1	1	Public Health Nurse III	39,099	50,936
8	5	8			
<b>PROTECTIVE SERVICE</b>					
170	156	161	Correctional Officer	12.18 Hr.	16.55 Hr.
0	0	9	Corporal	12.91 Hr.	16.86 Hr.
14	12	14	Supervisor, Correctional	20,800	49,697
184	168	184			
<b>SERVICE &amp; MAINTENANCE</b>					
2	2	2	Cook	11.38 Hr.	15.18 Hr.
1	1	1	Cook, Head	10.00 Hr.	16.80 Hr.
2	0	2	Mechanical Handyman	15.38 Hr.	17.73 Hr.
5	3	5			
202	179	202	<b>TOTAL FULL TIME</b>		
0	1	1	Cook	11.38 Hr.	15.18 Hr.
0	0	1	Storekeeper	10.00 Hr.	19.76 Hr.
1	1	1	Clerk, Junior	10.00 Hr.	13.46 Hr.
1	2	3	<b>TOTAL PART TIME</b>		
203	181	205	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**COMMUNITY RELATIONS BOARD**

**BLAINE GRIFFIN, DIRECTOR**

The Community Relations Board is responsible by City Ordinance for improving cross-cultural relationships in a city with a population, which reflects a wide diversity of racial, ethnic and religious heritage. The mission of the Board is to resolve community conflicts and ameliorate inequities based on racial and social biases, and develop pro-active strategies for affirmative actions and programs that promote multi-cultural harmony. The Board's emphasis is upon the implementation of pro-active activities that promotes diversity and unity. The Board responds to resident complaints, investigates sources of community conflict and provides planning assistance to residents and organizations for resolving neighborhood concerns and appreciating the value and importance of cultural openness and diversity to the well being and future development of the City of Cleveland.

Program activities focus on the most commonly identified concerns of the community which include police-community cooperation, culturally and socially segregated housing patterns and relationships involving our schools, youth and neighborhood residents. Primary functions are coordinating police-citizen committees; mediation and conciliation services; helping to develop neighborhood community and human relations development activities; administering the City's law enforcement and community assistance protocol for the prevention of ethnic intimidation and response to victims; promoting multi-cultural arts and education events; monitoring the police professional standards and practices policy; planning and facilitating human relations training for police, city employees and community groups; and coordinating multi-cultural dialogue groups.

*Mission Statement*

To promote amicable relations among the racial and cultural groups within the community.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Community Outreach	\$ 366	7 13		\$ 362	7 15		\$ 384	8 15	
Human Relations Training & Comm	452	5		447	5		474	5	
Police/Community Cooperation	403	5		399	4		422	4	
Fair Housing & Neighborhood	90	1 4		90	1 5		90	1 5	
Operation Focus	-			36	1		36	1	
Juvenile Accountability Block Grant	-			-			66	1	
	<b>\$ 1,311</b>	<b>18 17</b>		<b>\$ 1,334</b>	<b>18 20</b>		<b>\$ 1,472</b>	<b>20 20</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 1,221	17 17		\$ 1,207			\$ 1,280		
Self - Generated	-			1			-		
	<b>\$ 1,221</b>	<b>17 17</b>		<b>\$ 1,208</b>	<b>16 20</b>		<b>\$ 1,280</b>	<b>17 20</b>	
Fair Housing Grant	\$ 90	1		\$ 90	1		\$ 90	1	
Operation Focus	-			36	1		36	1	
Juvenile Accountability Block Grant	-			-			66	1	
	<b>\$ 1,311</b>	<b>18 17</b>		<b>\$ 1,334</b>	<b>18 20</b>		<b>\$ 1,472</b>	<b>20 20</b>	

**COMMUNITY RELATIONS BOARD****PROGRAM NAME: COMMUNITY OUTREACH**

**OBJECTIVES:** To promote cultural harmony and mutual understanding in the City of Cleveland by helping residents implement proactive strategies for resolving community concerns and developing mechanisms for people of all religious, racial or ethnic backgrounds to cooperatively improve the quality of life citizen to citizen, neighborhood to neighborhood and build sustainable relationships from Cleveland to the world.

**ACTIVITIES:** The Community Relations Board (Hereinafter referred to as the "CRB") provides planning assistance for groups and agencies who seek to promote positive social and cultural relationships in the community. The CRB investigates the sources and conditions of problems and complaints that are disruptive to the quality of life in city neighborhoods, especially when an individual or group is violated because of their protected class (race, ethnicity, religion, sexual orientation, familial status, etc.). The CRB assists in coordinating fair and equitable service delivery to Cleveland's multicultural and diverse population. The CRB administers the priority protocol for preventing and responding to racial and ethnic violence and intimidation in coordination with the police, prosecutor's office, the municipal and county courts and support service agencies. The CRB coordinates resident and organizational involvement through diverse and multi-cultural dialogue groups. The CRB maintains liaisons to individuals and groups interested in addressing the concerns and serving the special needs of various groups from the City of Cleveland's multi-cultural and diverse populations. The CRB establishes support networks and facilitate relationships to attain sustainable community networks. The CRB investigates and provides referral services for any complaint of discrimination based on the City of Cleveland's protected classes. The CRB provides conciliation services on referral from citizens, community organizations and institutions, the police and other city agencies.

**PROGRAM NAME: HUMAN RELATIONS TRAINING AND COMMUNITY EDUCATION**

**OBJECTIVES:** To support and direct CRB members and staff in fulfilling the community relations goals of the Board and city government. To develop the skills of city employees and community groups that will increase community cooperation and minority participation in the productive life of the City. To increase public awareness of and confidence in the role of the Community Relations Board and City government for solving problems that strain inter-group relationships. To reduce racial and cultural stereotypes which create social inequalities, conflicts and instability.

**ACTIVITIES:** Perform curricula and program design. Provide human relations in-service training for police and city employees. Conduct human relations workshops for community groups and agencies. Provide mediation training for community and youth serving organizations and schools. Provide research evaluation, planning and program administration. Conduct Community Relations Board meetings, sub-committees and special hearings. Provide information to the public. Coordinate community forums, conferences, and cultural events. Maintain contacts with all groups throughout the community that want to foster cultural unity and diversity. Review and evaluate existing community resources for mediations, human relations training and youth intervention.



## COMMUNITY RELATIONS BOARD

### PROGRAM NAME: POLICE/COMMUNITY COOPERATION AND SPECIAL EVENTS

**OBJECTIVES:** To Create and strengthen mechanisms for cooperation between citizens and police. To enhance the professional skills of police officers to incorporate the community as a resource for effective law enforcement. To heighten police and citizen awareness of their roles and responsibilities related to the perception of public safety.

**ACTIVITIES:** Administer police district citizen committees and zone meetings. Monitor the investigative standards and complaint practices of police. Coordinate Crime Prevention Fairs for the Division of Police. Provide human relations in-service training for police. Conduct community workshops, training and conferences on safety and law enforcement. Coordinate the annual Cleveland Night Out Against Crime. Coordinate citywide Court watch program to work with citizens to follow high profile case or cases of particular citizen interests. Develop and establish a Special Events section as a one-stop promoter's service for municipal service coordination.

**COMMUNITY RELATIONS BOARD**

**EXPENDITURES**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 632,970	\$ 752,238	\$ 730,716	\$ 764,903
BOARD MEMBERS	74,575	78,025	90,202	86,650
PART TIME PERMANENT	11,098	9,940	13,140	12,542
LONGEVITY	5,000	5,125	4,375	5,075
SEPARATION PAYMENTS	11,081	2,621	7,852	-
OVERTIME	83	-	-	-
<b>TOTAL</b>	<b>\$ 734,807</b>	<b>\$ 847,949</b>	<b>\$ 846,285</b>	<b>\$ 869,170</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 100,826	\$ 144,690	\$ 135,057	\$ 146,380
DENTAL	6,541	8,439	7,462	7,988
VISION CARE	777	998	902	976
PERS	90,666	118,141	109,919	131,045
FICA-MEDICARE	8,025	9,774	10,065	10,516
WORKERS COMPENSATION	19,470	17,885	29,776	17,980
LIFE INSURANCE	528	746	713	765
UNEMPLOYMENT COMPENSATION	12,284	770	366	-
<b>TOTAL</b>	<b>\$ 239,116</b>	<b>\$ 301,443</b>	<b>\$ 294,260</b>	<b>\$ 315,650</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 309	\$ 1,643	\$ 500	\$ 2,000
TUITION & REGISTRATION FEES	250	630	-	1,000
PROFESSIONAL DUES	176	448	-	258
<b>TOTAL</b>	<b>\$ 735</b>	<b>\$ 2,720</b>	<b>\$ 500</b>	<b>\$ 3,258</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 139	\$ 5,205	\$ 7,179	\$ 3,605
COURT REPORTER	320	-	-	-
REFEREE SERVICES	102	-	-	-
MILEAGE (PRIVATE AUTO)	5,037	260	315	7,000
WASTE DISPOSAL	157	-	-	-
EXPENSE ACCOUNT REIMBURSE	244	-	-	-
ADVERTISING AND PUBLIC NOTICE	825	880	-	1,000
PROGRAM PROMOTION	335	-	827	2,000
PARKING IN CITY FACILITIES	8,021	6,284	5,225	6,695
PHOTOCOPY MACHINE RENTAL	126	-	-	-
OTHER CONTRACTUAL	-	-	34	-
LOCAL MATCH-GRANT PROGRAMS	-	-	-	7,284
<b>TOTAL</b>	<b>\$ 15,306</b>	<b>\$ 12,628</b>	<b>\$ 13,580</b>	<b>\$ 27,584</b>

## COMMUNITY RELATIONS BOARD

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ -	500
CLOTHING	-	541	-	-
FOOD	1,107	1,211	954	1,300
OTHER SUPPLIES	352	-	250	300
SPECIAL EVENTS SUPPLIES	3,008	2,075	2,193	5,665
JUST IN TIME OFFICE SUPPLIES	5,865	2,000	1,796	3,000
<b>TOTAL</b>	<b>\$ 10,332</b>	<b>\$ 5,828</b>	<b>\$ 5,193</b>	<b>\$ 10,765</b>
<b>MAINTENANCE</b>				
CAR WASHES	\$ -	\$ 300	\$ 300	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 41,894	\$ 30,699	\$ 27,239	\$ 30,065
CHARGES FROM RADIO SYSTEM	197	47	-	-
CHARGES FROM PRINTING	14,890	11,321	11,772	15,000
CHARGES FROM STOREROOM	4,907	4,291	4,481	4,206
CHARGES FROM MOTOR VEHICLES	1,430	3,794	4,528	3,908
<b>TOTAL</b>	<b>\$ 63,318</b>	<b>\$ 50,152</b>	<b>\$ 48,020</b>	<b>\$ 53,179</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,063,614</b>	<b>\$ 1,221,021</b>	<b>\$ 1,208,138</b>	<b>\$ 1,279,606</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 250	\$ -	\$ -	-
MISCELLANEOUS REVENUES	25	1,725	692	-
EXPENDITURE RECOVERIES	206	369	782	-
<b>TOTAL DIVISION</b>	<b>\$ 481</b>	<b>\$ 2,094</b>	<b>\$ 1,474</b>	<b>\$ -</b>

**COMMUNITY RELATIONS BOARD**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Exec. Director Community Relations Board	50,796	178,000
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Private Secretary to the Director	20,800	46,165
1	1	1			
<b>PROFESSIONALS</b>					
2	2	2	Community Relations Rep. I	10.00 Hr.	18.36 Hr.
2	1	1	Community Relations Rep. II	10.00 Hr.	22.20 Hr.
1	1	1	Community Relations Rep. III	10.00 Hr.	27.47 Hr.
3	4	4	Project Coordinator	27,326	87,665
7	5	5	Project Director	22,333	77,944
1	0	0	Administrative Officer	20,800	51,437
0	1	1	Administrative Assistant	21,851	71,329
0	0	1	Case Worker II	10.00 Hr.	19.23 Hr.
16	14	15			
18	16	17	<b>TOTAL FULL-TIME</b>		
1	1	1	Administrative Officer	20,800	51,437
1	1	1	<b>TOTAL PART TIME</b>		
0	1	1	Project Coordinator	27,326	87,665
1	1	1	Fair Housing Administrator	31,500	85,503
0	0	1	Case Worker II	10.00 Hr.	19.23 Hr.
1	2	3	<b>GRANT POSITIONS</b>		
14	14	14	Community Relations Board Members		
5	5	5	Fair Housing Board Members		
19	19	19	<b>TOTAL BOARD MEMBERS</b>		
39	38	40	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**CONSUMER AFFAIRS**

**OMAYRA G. FELICIANO, INTERIM DIRECTOR**

The Office of Consumer Affairs enforces all provisions of Cleveland's 1972 Consumer Protection code by networking with appropriate public and private complaint intake agencies and achieving the ultimate goal of creating a legal conscience in the marketplace by prosecuting violators of the code within the Cleveland jurisdiction. It is unique among local consumer agencies in that it may subpoena witnesses and hold administrative hearings for the purpose of determining whether a vendor has engaged in an unfair or unconscionable trade practice with a Cleveland consumer. Field work and such hearings may result in criminal and/or civil prosecutions against violators of the code.

In addition to resolving complaints through negotiation and legal proceedings, the office strives to educate consumers on how to avoid fraudulent business practices by working with the media, by holding public forums in the neighborhoods and by working cooperatively with private and governmental consumer agencies. The office also interacts with various levels of government to impact on key consumer issues, ranging from utility rate matters before the Public Utilities Commission of Ohio to banking practices.

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*Mission Statement*

To provide relief from fraudulent, unfair, deceptive, and unconscionable business practices, by monitoring and enforcing the Cleveland Consumer Protection Code, as well as State and Federal Consumer Protection laws.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS</b>								
Consumer Affairs	\$ 302	3	\$ 328	6	\$ 395	6		
Anti-Predatory Program	40	1	40	1	40	1		
	<b>\$ 342</b>	<b>4</b>	<b>\$ 368</b>	<b>7</b>	<b>\$ 435</b>	<b>7</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 302	3	\$ 303		\$ 395			
Self-Generated	-		25		-			
	<b>\$ 302</b>	<b>3</b>	<b>\$ 328</b>	<b>6</b>	<b>\$ 395</b>	<b>6</b>		
Grant	\$ 40	1	\$ 40	1	\$ 40	1		
	<b>\$ 342</b>	<b>4</b>	<b>\$ 368</b>	<b>7</b>	<b>\$ 435</b>	<b>7</b>		



**CONSUMER AFFAIRS**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 150,739	\$ 200,859	\$ 227,600	\$ 271,613
LONGEVITY	-	475	-	300
SEPARATION PAYMENTS	6,913	2,215	-	-
<b>TOTAL</b>	<b>\$ 157,652</b>	<b>\$ 203,549</b>	<b>\$ 227,600</b>	<b>\$ 271,913</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 11,278	\$ 26,680	\$ 21,074	\$ 29,187
DENTAL	1,329	1,983	1,792	1,840
VISION CARE	134	208	285	344
PERS	18,465	30,923	31,114	40,996
FICA-MEDICARE	2,264	2,897	3,240	3,938
WORKERS COMPENSATION	323	4,963	5,422	4,962
LIFE INSURANCE	56	131	184	286
UNEMPLOYMENT COMPENSATION	9,075	-	-	-
<b>TOTAL</b>	<b>\$ 42,924</b>	<b>\$ 67,785</b>	<b>\$ 63,111</b>	<b>\$ 81,553</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 1,002	\$ -	\$ -	\$ 500
TUITION & REGISTRATION FEES	300	303	715	1,000
MILEAGE (PRIV AUTO) TRNG PRPS	-	105	555	1,000
PROFESSIONAL DUES & SUBSCRIPT	25	-	-	-
<b>TOTAL</b>	<b>\$ 1,327</b>	<b>\$ 408</b>	<b>\$ 1,270</b>	<b>\$ 2,500</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 40	\$ -
MILEAGE (PRIVATE AUTO)	-	-	243	500
ADVERTISING AND PUBLIC NOTICE	1,824	248	4,777	5,000
PARKING IN CITY FACILITIES	101	9	44	100
PROPERTY RENTAL	15,462	15,462	15,462	16,000
PHOTOCOPY MACHINE RENTAL	9	-	-	-
<b>TOTAL</b>	<b>\$ 17,396</b>	<b>\$ 15,719</b>	<b>\$ 20,566</b>	<b>\$ 21,600</b>

**CONSUMER AFFAIRS**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE FURNITURE & EQUIPMENT	\$ 31	\$ 394	\$ -	-
JUST IN TIME OFFICE SUPPLIES	3,325	526	794	2,000
<b>TOTAL</b>	<b>\$ 3,356</b>	<b>\$ 920</b>	<b>\$ 794</b>	<b>\$ 2,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 4,807	\$ 4,015	\$ 6,175	\$ 6,250
CHARGES FROM PRINTING	18,197	9,092	8,473	9,000
CHARGES FROM STOREROOM	372	160	222	426
CHARGES FROM MOTOR VEHICLES	-	-	133	115
<b>TOTAL</b>	<b>\$ 23,376</b>	<b>\$ 13,268</b>	<b>\$ 15,003</b>	<b>\$ 15,791</b>
<b>TOTAL DIVISION</b>	<b>\$ 246,030</b>	<b>\$ 301,648</b>	<b>\$ 328,344</b>	<b>\$ 395,357</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ 12	\$ 38	\$ 25,059	-
<b>TOTAL DIVISION</b>	<b>\$ 12</b>	<b>\$ 38</b>	<b>\$ 25,059</b>	<b>-</b>



**CONSUMER AFFAIRS**  
**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Consumer Affairs	50,796	171,582
1	1	1			
PROFESSIONALS					
1	0	0	Assistant Director of Law I	26,250	78,013
2	2	2	Consumer Protection Specialist	10.00 Hr.	17.54 Hr.
2	2	2	Project Coordinator	27,326	87,665
1	0	0	Administrative Manager	27,194	86,765
0	1	1	Supervisor Administrative Services	20,093	55,191
6	5	5			
7	6	6	TOTAL FULL-TIME		
1	1	1	Private Secretary to the Director	20,800	46,165
1	1	1	GRANT POSITION		
8	7	7	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

## DEPARTMENT OF PUBLIC SERVICE

JOMARIE WASIK, DIRECTOR

The Department of Public Service directs and controls six (6) Divisions - Architecture, Waste Collection and Disposal, Engineering and Construction, Traffic Engineering, Motor Vehicle Maintenance, and Street Construction Maintenance and Repair.

Activities include public improvement planning and construction of streets and bridges, boulevards, sidewalks, alleys, lanes, and other public roads and highways; making and preserving of all surveys, maps, plans, drawings and estimates for such public work; maintenance and repair of all streets and bridges including cleaning, snow removal, and ice control, crack sealing and maintenance of all streets and boulevards; granting of permits for the use of the public rights of way of the City; maintenance of all traffic control devices, determination and layout of all parking restrictions, design and placement of all traffic markings, traffic signs and traffic control devices; collection and control of all solid waste and recycling; purchase, repair and maintenance of the City's vehicle fleet.

This Department also coordinates the functions of its Divisions with other Departments and offices of the City, and with Federal, State, County, and neighboring municipal agencies.

 OPERATING SUMMARY  
 (000'S OMITTED)

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>DIVISIONS:</b>									
Administration	\$ 446	5		\$ 459	5		\$ 467	5	
Architecture	664	8		616	7		595	7	
Waste Collection**	27,236	221	31	26,744	219	28	28,078	245	32
Engineering & Construction	4,802	61	1	4,927	60	1	4,723	64	1
Motor Vehicle Maintenance	17,909	94		21,319	84		18,784	87	
Street Construction**	26,507	180	106	28,337	173	108	27,874	169	110
Traffic Engineering	4,434	41		4,384	40		4,292	42	
	<b>\$ 81,997</b>	<b>610</b>	<b>138</b>	<b>\$ 86,786</b>	<b>588</b>	<b>137</b>	<b>\$ 84,813</b>	<b>619</b>	<b>143</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 41,132			\$ 41,138			\$ 40,025		
Self Generated	4,699			4,096			4,118		
<b>Total General Fund</b>	<b>\$ 45,832</b>	<b>336</b>	<b>32</b>	<b>\$ 45,234</b>	<b>331</b>	<b>29</b>	<b>\$ 44,143</b>	<b>363</b>	<b>33</b>
Other Funds:									
State Taxes	\$ 14,510			\$ 14,428			\$ 13,995		
Sales & Charges*	1,962			2,184			1,751		
Miscellaneous Revenue	136			163			125		
Expenditure Recoveries*	17,740			21,148			18,649		
Categorical Grants	-			75			150		
Bond Funds	1,818			3,554			6,000		
<b>Total Other Funds</b>	<b>\$ 36,166</b>	<b>274</b>	<b>106</b>	<b>\$ 41,552</b>	<b>257</b>	<b>108</b>	<b>\$ 40,670</b>	<b>256</b>	<b>110</b>
	<b>\$ 81,997</b>	<b>610</b>	<b>138</b>	<b>\$ 86,786</b>	<b>588</b>	<b>137</b>	<b>\$ 84,813</b>	<b>619</b>	<b>143</b>

\* Includes additions and use of fund balance. Refer to Fund Structure section of this document for details.

\*\* Due to substantial turnover, staffing levels vary throughout the year. Therefore, averages rather than actual employees are used.

**DIVISION OF PUBLIC SERVICE ADMINISTRATION**

**JOMARIE WASIK, DIRECTOR**

The Division of Public Service Administration is headed by the Director of Public Service. The primary function of the Director's office is to coordinate all the activities of the six (6) Public Service Divisions: Architecture, Engineering and Construction, Motor Vehicle Maintenance, Street Construction Maintenance and Repair, Traffic Engineering, and Waste Collection and Disposal, and to monitor, evaluate, and direct existing programs to the Divisions and provide direction towards the development of new programs for the benefit of the residents of the City. The Director and her staff have taken the initiative in helping to establish programs and policies for the carrying out of the Department's basic functions. A few of these programs are as follows: improved snow and ice control program, Keep Cleveland Clean combined services program, continued development of a pavement management program, and a Citywide facility assessment program.

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*Mission Statement*

To provide safe, prompt, cost effective, high quality service delivery to City of Cleveland citizens, employees, businesses, and visitors in the areas of waste collection, street maintenance and repair, facility management, and fleet management.

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**OPERATING SUMMARY**  
(000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Administration	\$ 446	5		\$ 459	5		\$ 467	5	
	<b>\$ 446</b>	<b>5</b>		<b>\$ 459</b>	<b>5</b>		<b>\$ 467</b>	<b>5</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 443			\$ 456			\$ 467		
Self-Generated	3			3			-		
	<b>\$ 446</b>	<b>5</b>		<b>\$ 459</b>	<b>5</b>		<b>\$ 467</b>	<b>5</b>	

## DIVISION OF PUBLIC SERVICE ADMINISTRATION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 309,284	\$ 309,256	\$ 323,593	\$ 321,750
LONGEVITY	2,150	2,150	2,325	2,450
<b>TOTAL</b>	<b>\$ 311,434</b>	<b>\$ 311,406</b>	<b>\$ 325,918</b>	<b>\$ 324,200</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 41,396	\$ 45,765	\$ 48,131	\$ 51,298
DENTAL	2,728	2,726	2,717	2,862
VISION CARE	250	254	259	272
PERS	45,629	43,005	45,613	48,879
FICA-MEDICARE	3,468	3,525	3,690	3,689
WORKERS COMPENSATION	798	8,399	8,295	7,105
LIFE INSURANCE	229	225	225	225
<b>TOTAL</b>	<b>\$ 94,497</b>	<b>\$ 103,900</b>	<b>\$ 108,930</b>	<b>\$ 114,330</b>
<b>TRAINING AND DUES</b>				
TUITION & REGISTRATION FEES	\$ 510	\$ -	\$ -	\$ 250
PROFESSIONAL DUES	-	25	100	-
<b>TOTAL</b>	<b>\$ 510</b>	<b>\$ 25</b>	<b>\$ 100</b>	<b>\$ 250</b>
<b>CONTRACTUAL SERVICES</b>				
PARKING IN CITY FACILITIES	\$ 2,652	\$ 2,714	\$ 2,818	\$ 2,500
INSURANCE AND OFFICIAL BONDS	-	100	-	-
PHOTOCOPY MACHINE RENTAL	91	-	-	-
<b>TOTAL</b>	<b>\$ 2,743</b>	<b>\$ 2,814</b>	<b>\$ 2,818</b>	<b>\$ 2,500</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 316	\$ 200
JUST IN TIME OFFICE SUPPLIES	632	674	233	800
<b>TOTAL</b>	<b>\$ 632</b>	<b>\$ 674</b>	<b>\$ 549</b>	<b>\$ 1,000</b>
<b>MAINTENANCE</b>				
COMPUTER HARDWARE MAINT	\$ -	\$ -	\$ -	\$ 500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 8,983	\$ 24,765	\$ 19,076	\$ 21,684
CHARGES FROM RADIO SYSTEM	95	272	263	442
CHARGES FROM PRINTING	3,180	1,781	970	1,500
CHARGES FROM STOREROOM	251	150	81	122
<b>TOTAL</b>	<b>\$ 12,509</b>	<b>\$ 26,968</b>	<b>\$ 20,390</b>	<b>\$ 23,748</b>
<b>TOTAL DIVISION</b>	<b>\$ 422,325</b>	<b>\$ 445,786</b>	<b>\$ 458,705</b>	<b>\$ 466,528</b>

**DIVISION OF PUBLIC SERVICE ADMINISTRATION**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ 65	\$ -	\$ -	-
EXPENDITURE RECOVERIES	2,267	2,897	3,355	300
<b>TOTAL DIVISION</b>	<b>\$ 2,332</b>	<b>\$ 2,897</b>	<b>\$ 3,355</b>	<b>300</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Director of Public Service	50,796	171,582
1	0	0	Secretary to Director	36,590	138,195
2	1	1			
<b>OFFICE &amp; CLERICAL</b>					
2	2	2	Administrative Officer	20,800	51,437
2	2	2			
<b>PROFESSIONALS</b>					
1	1	1	Project Director	22,333	77,944
1	1	1	Senior Budget & Management Analyst	26,274	75,986
2	2	2			
6	5	5	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

## DIVISION OF ARCHITECTURE

N. KURT WIEBUSCH, COMMISSIONER

The Division of Architecture designs and prepares preliminary drawings, estimates, detail drawings, and specifications for all buildings under the charge of the Department of Public Service and provides these same services to other Departments of the City, upon written request.

In actual practice, the Division furnishes the various Departments and Divisions with all architectural services required for their building programs. These services include the necessary consultations, preparation of contracts, drawings and specifications, the supervision of construction and the approval of payments to contractors. When private sector architectural/engineering firms or consultants are retained for special projects, the Division of Architecture provides programming, coordinates, and supervises all phases of such projects.

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### *Mission Statement*

To plan and construct appropriate and constant physical facilities for the City of Cleveland.

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### OPERATING SUMMARY (000'S OMITTED)

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT    PT	COST	STAFF FT    PT		COST	STAFF FT    PT	
<b>PROGRAMS:</b>								
Facility Design and Construction	\$ 296	3	\$ 239	3		\$ 233	3	
Project Coordination & Admin.	83	1	83	1		78	1	
Development Planning	170	2	175	2		170	2	
Facilities Management	115	2	119	1		114	1	
	<b>\$ 664</b>	<b>8</b>	<b>\$ 616</b>	<b>7</b>		<b>\$ 595</b>	<b>7</b>	
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 336		\$ 316			\$ 295		
Self-Generated	328		300			300		
	<b>\$ 664</b>	<b>8</b>	<b>\$ 616</b>	<b>7</b>		<b>\$ 595</b>	<b>7</b>	





## DIVISION OF ARCHITECTURE

### **PROGRAM NAME: FACILITY DESIGN AND CONSTRUCTION**

**OBJECTIVES:** To plan and implement the rehabilitation and/or construction of City facilities.

**ACTIVITIES:** Prepare working drawings. Conduct inspection of projects. Prepare schedule of construction projects.

### **PROGRAM NAME: PROJECT COORDINATION AND ADMINISTRATION**

**OBJECTIVES:** To ensure the quality of construction and design projects by administering contract standards.

**ACTIVITIES:** Write programs and analyze costs for potential projects. Develop and review proposals to utilize consultants and contractors when required. Inspect projects for adherence to contract requirements.

### **PROGRAM NAME: DEVELOPMENT PLANNING**

**OBJECTIVES:** To develop long range plans for construction projects of City facilities located within the City of Cleveland.

**ACTIVITIES:** Coordinate construction plans with other City Departments or authorities having jurisdiction. Prepare physical designs for City-owned facilities.

### **PROGRAM NAME: FACILITIES MANAGEMENT**

**OBJECTIVES:** To ensure that working conditions for City employees are safe and adequate.

**ACTIVITIES:** Conduct field observations of City buildings. Prepare evaluation reports on their existing use and physical condition and develop recommendations for long-term maintenance. Create strategies of adaptive reuses and make recommendations, which will maximize potential of City buildings based upon current need and/or future predictions.

## DIVISION OF ARCHITECTURE

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 500,812	\$ 458,316	\$ 406,398	\$ 408,326
MILITARY LEAVE	502	705	551	-
LONGEVITY	3,150	3,275	3,175	2,675
SEPARATION PAYMENTS	-	16,340	37,121	-
<b>TOTAL</b>	<b>\$ 504,465</b>	<b>\$ 478,636</b>	<b>\$ 447,245</b>	<b>\$ 411,001</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 76,741	\$ 74,275	\$ 62,639	\$ 65,333
DENTAL	5,197	4,479	3,618	3,756
VISION CARE	538	514	454	460
PERS	68,445	65,718	57,911	61,966
FICA-MEDICARE	5,482	5,078	4,776	4,907
WORKERS COMPENSATION	1,041	10,366	12,750	9,750
LIFE INSURANCE	405	375	319	315
<b>TOTAL</b>	<b>\$ 157,849</b>	<b>\$ 160,804</b>	<b>\$ 142,467</b>	<b>\$ 146,487</b>
<b>TRAINING AND PROFESSIONAL DUES</b>				
TUITION & REGISTRATION FEES	\$ -	\$ 239	\$ 2,205	\$ -
PROFESSIONAL DUES	601	537	1,116	700
<b>TOTAL</b>	<b>\$ 601</b>	<b>\$ 776</b>	<b>\$ 3,321</b>	<b>\$ 700</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 606	\$ 2,000
MILEAGE (PRIVATE AUTO)	726	998	324	1,200
PARKING IN CITY FACILITIES	2,965	2,701	2,037	2,800
PHOTOCOPY MACHINE RENTAL	177	-	-	-
<b>TOTAL</b>	<b>\$ 3,868</b>	<b>\$ 3,698</b>	<b>\$ 2,967</b>	<b>\$ 6,000</b>
<b>MATERIAL AND SUPPLIES</b>				
COMPUTER SUPPLIES	\$ 2,942	\$ -	\$ -	\$ 1,000
OFFICE FURNITURE & EQUIPMENT	-	-	245	-
PHOTOGRAPHIC SUPPLIES	450	-	-	500
PAPER AND OTHER SUPPLIES	-	1,767	1,100	1,767
JUST IN TIME OFFICE SUPPLIES	2,010	4,286	2,825	2,500
<b>TOTAL</b>	<b>\$ 5,402</b>	<b>\$ 6,053</b>	<b>\$ 4,170</b>	<b>\$ 5,767</b>

**DIVISION OF ARCHITECTURE**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP.	\$ -	\$ -	1,000	\$ 1,000
COMPUTER HARDWARE MAINT	1,797	-	1,653	2,000
<b>TOTAL</b>	<b>\$ 1,797</b>	<b>\$ -</b>	<b>2,653</b>	<b>\$ 3,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 13,479	\$ 8,149	\$ 1,207	\$ 6,674
CHARGES FROM PRINTING	2,581	2,120	1,234	7,500
CHARGES FROM STOREROOM	539	928	3,460	1,012
CHARGES FROM MOTOR VEHICLES	3,265	1,953	7,613	6,570
CHARGES FROM WATER - GIS PROJ	226	496	-	-
<b>TOTAL</b>	<b>\$ 20,091</b>	<b>\$ 13,646</b>	<b>\$ 13,514</b>	<b>\$ 21,756</b>
<b>TOTAL DIVISION</b>	<b>\$ 694,073</b>	<b>\$ 663,614</b>	<b>\$ 616,337</b>	<b>\$ 594,711</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 525	\$ -	\$ -
MISCELLANEOUS REVENUES	780	780	390	-
EXPENDITURE RECOVERIES	303,520	326,803	299,817	300,000
<b>TOTAL DIVISION</b>	<b>\$ 304,300</b>	<b>\$ 328,108</b>	<b>\$ 300,207</b>	<b>\$ 300,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Architecture	42,758	143,361
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Administrative Officer	20,800	51,437
2	1	1	Chief Architect	23,647	98,838
1	1	1	Project Director	22,333	77,944
3	3	3	Senior Assistant Architect	10.00 Hr.	23.40 Hr.
1	0	0	Supervisor of Architectural Construction	20,800	54,185
8	6	6			
9	7	7	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DIVISION OF WASTE COLLECTION**

**RONNIE M. OWENS, COMMISSIONER**

The Division of Waste Collection is committed to providing an efficient collection and disposal service to approximately 190,000 dwelling units on a weekly basis. The waste collection process includes residential waste, bulk items, tires, receptacles, and dead animal collection.

In addition to the City's current method of waste collection, an automated Pilot Program begun in 2008 and is being provided to 15,000 Cleveland residents. The new system is significantly more efficient and user-friendly, and should encourage more participation in recycling, since items can be recycled curbside. Through this program, residents receive sturdy garbage carts for trash and recycling which can be wheeled to the curb. The new collection program will eventually be city-wide.

The City of Cleveland annually disposes of approximately 300,000 tons of debris. The majority of this debris is processed through the Ridge Road Transfer Station; a city owned and operated facility, with a daily processing capacity of 3,000 tons per day. The remainder of the debris is disposed of via the use of privately owned Landfills or Transfer Stations.

In addition to the residential collection service, the Division of Waste Collection offers alternative ways of disposal via the Commercial Collection and Residential Dumping program. The Commercial Collection program provides permanent and temporary dumpster rental services to city residents, city facilities and Cleveland area businesses at a competitive rate. The Residential Dumping program provides Cleveland residents the ability to dispose of regular solid waste and recyclables at the Ridge Road Transfer Station free of charge with proof of residency.

*Mission Statement*

To reduce public health hazards resulting from refuse dumping in City of Cleveland neighborhoods by providing collection and appropriate disposal of residential, commercial, recyclable and city owned public area waste for the citizens of the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		BUDGET COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Residential/Recycling Collection	\$ 14,262	180 31		\$ 14,702	178 28		\$ 15,380	202 32	
Disposal/Commodity Processing	11,489	21		10,609	21		11,199	22	
Annllary Services	1,485	20		1,433	20		1,499	21	
	<b>\$ 27,236</b>	<b>221 31</b>		<b>\$ 26,744</b>	<b>219 28</b>		<b>\$ 28,078</b>	<b>245 32</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 23,855			\$ 23,798			\$ 25,047		
Self-Generated	3,381			2,871			2,881		
	<b>\$ 27,236</b>	<b>221 31</b>		<b>\$ 26,669</b>	<b>219 28</b>		<b>\$ 27,928</b>	<b>245 32</b>	
Grants	\$ -			\$ 75			\$ 150		
	<b>\$ 27,236</b>	<b>221 31</b>		<b>\$ 26,744</b>	<b>219 28</b>		<b>\$ 28,078</b>	<b>245 32</b>	

## **DIVISION OF WASTE COLLECTION**

### **PROGRAM NAME: RESIDENTIAL COLLECTIONS/RECYCLING COLLECTION**

**OBJECTIVES:** To remove commingled recyclable commodities from the City's waste stream as well as putrescible and other waste from the City's environment.

**ACTIVITIES:** Provide weekly collection of solid waste and recyclables. Conduct on-site inspections concerning appearance of areas served. Provide weekly collection of bulk items.

### **PROGRAM NAME: WASTE DISPOSAL/COMMODITY PROCESSING**

**OBJECTIVES:** To remove solid waste and to prepare recyclable commodities for marketing (i.e. soft/bale).

**ACTIVITIES:** Deliver collected waste to landfill sites. Market and sell recyclables. Collect tires for processing. Operate transfer station.

### **PROGRAM NAME: ANCILLARY SERVICES**

**OBJECTIVES:** To improve the appearance of the City and contribute to the revitalization efforts being made in Downtown Cleveland.

**ACTIVITIES:** Clean up after special events in neighborhoods and downtown. Improve the appearance of the West Side Market area, downtown streets and parks and municipal buildings. Repair, replace and service outdoor waste receptacles. Provide collection of dead animals. Provide waste container rental through commercial waste collection service. Provide administrative paper recycling.

## DIVISION OF WASTE COLLECTION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 8,001,265	\$ 7,996,459	\$ 8,142,691	\$ 8,582,297
CRAFTS	-	124,193	-	-
SEASONAL	971,607	865,213	771,623	1,072,588
PART-TIME PERMANENT	13,619	20,561	20,534	23,627
INJURY PAY	21,419	26,725	29,385	-
LONGEVITY	88,125	84,175	79,750	79,225
WAGE SETTLEMENTS	-	124,625	3,087	-
SEPARATION PAYMENTS	119,526	17,324	22,627	-
BONUS INCENTIVE	40,000	-	-	-
OVERTIME	405,809	461,670	409,955	440,225
<b>TOTAL</b>	<b>\$ 9,661,371</b>	<b>\$ 9,720,946</b>	<b>\$ 9,479,652</b>	<b>\$ 10,197,962</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 1,593,241	\$ 1,745,339	\$ 1,841,870	\$ 1,902,091
DENTAL	103,527	103,767	103,357	104,985
VISION CARE	10,713	11,010	11,146	11,078
PERS	1,296,100	1,309,934	1,345,109	1,537,539
FICA-MEDICARE	109,523	115,541	113,633	127,401
WORKERS COMPENSATION	1,495,303	980,943	936,769	1,023,462
LIFE INSURANCE	9,713	9,855	10,181	9,855
UNEMPLOYMENT COMPENSATION	71,070	51,868	52,061	70,579
CLOTHING ALLOWANCE	70,675	83,195	83,160	77,680
CLOTHING MAINTENANCE	42,138	28,988	28,950	26,900
<b>TOTAL</b>	<b>\$ 4,802,003</b>	<b>\$ 4,440,440</b>	<b>\$ 4,526,236</b>	<b>\$ 4,891,570</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 476	\$ 1,422	\$ 1,771	\$ 2,000
TUITION & REGISTRATION FEES	198	695	1,075	1,000
MILEAGE (PRIV AUTO) TRNG PRPS	77	-	-	100
PROFESSIONAL DUES	29	49	313	300
<b>TOTAL</b>	<b>\$ 780</b>	<b>\$ 2,166</b>	<b>\$ 3,159</b>	<b>\$ 3,400</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 298,540	\$ 166,158	\$ 217,363	\$ 333,929
GAS	358,324	160,503	194,895	-
ELECTRICITY - CPP	210,003	193,295	222,026	230,907
<b>TOTAL</b>	<b>\$ 866,867</b>	<b>\$ 519,956</b>	<b>\$ 634,284</b>	<b>\$ 564,836</b>

**DIVISION OF WASTE COLLECTION**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 6,900	\$ 5,365	\$ 6,980	\$ 7,000
REFEREE SERVICES	-	6,145	426	500
WASTE DISPOSAL	8,105,546	8,311,203	7,888,703	8,479,201
WASTE DISPOSAL FEE - OHIO EPA	1,007,798	913,215	881,873	927,500
SECURITY SERVICES	1,796	2,792	-	2,500
JANITORIAL SERVICES	4,611	-	1,770	2,500
MEDICAL SERVICES	2,174	588	4,186	3,500
ADVERTISING AND PUBLIC NOTICE	42,872	84,045	68,829	50,000
PROGRAM PROMOTION	27,359	21,127	31,778	15,000
PARKING IN CITY FACILITIES	2,101	2,116	1,321	1,500
PHOTOCOPY MACHINE RENTAL	485	-	-	-
EQUIPMENT RENTAL	-	-	194	-
SPECIAL ASSESSMENT	3,250	3,250	3,250	3,250
LOCAL MATCH-GRANT PROGRAMS	-	-	25,000	50,000
CREDIT CARD PROCESSING FEES	5,878	3,260	5,517	5,000
<b>TOTAL</b>	<b>\$ 9,210,770</b>	<b>\$ 9,353,106</b>	<b>\$ 8,919,827</b>	<b>\$ 9,547,451</b>
<b>MATERIAL AND SUPPLIES</b>				
COMPUTER SUPPLIES	\$ 1,019	\$ 717	\$ 4,407	\$ 700
COMPUTER HARDWARE	2,436	255	-	-
COMPUTER SOFTWARE	-	20,000	-	5,000
HEAVY TRUCK PARTS	-	20,000	-	-
HARDWARE & SMALL TOOLS	9,628	900	-	1,000
SMALL EQUIPMENT	39,991	1,680	65,278	-
OFFICE FURNITURE & EQUIPMENT	1,443	-	630	-
FENCE, POSTS & BARS	1,560	2,500	-	2,500
HYGIENE AND CLEANING SUPPLY	7,288	7,500	9,315	7,500
PHOTOGRAPHIC SUPPLIES	5,920	256	-	500
OTHER SUPPLIES	33,587	15,992	11,394	20,000
SAFETY EQUIPMENT	9,130	8,797	6,519	10,000
SPECIAL EVENTS SUPPLIES	-	-	4,875	-
JUST IN TIME OFFICE SUPPLIES	5,387	5,241	2,724	5,000
<b>TOTAL</b>	<b>\$ 117,388</b>	<b>\$ 83,838</b>	<b>\$ 105,142</b>	<b>\$ 52,200</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP.	\$ 54	\$ -	\$ -	\$ -
MAINTENANCE MACHINERY	-	500	-	-
CAR WASHES	-	10	-	-
MAINTENANCE UTILITY SYSTEMS	-	2,500	-	-
MAINTENANCE MISC EQUIP	30,937	36,672	16,999	40,000
MAINTENANCE BUILDING	11,540	11,695	13,636	20,000
REPAIR OF OVERHEAD DOORS	2,500	11,000	-	5,000
<b>TOTAL</b>	<b>\$ 45,031</b>	<b>\$ 62,377</b>	<b>\$ 30,635</b>	<b>\$ 65,000</b>

## DIVISION OF WASTE COLLECTION

### EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 825	\$ 4,853	\$ 3,408	\$ 5,000
<b>TOTAL</b>	<b>\$ 825</b>	<b>\$ 4,853</b>	<b>\$ 3,408</b>	<b>\$ 5,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 55,473	\$ 46,892	\$ 27,766	\$ 39,639
CHARGES FROM RADIO SYSTEM	33,946	45,142	53,914	61,329
CHARGES FROM WPC	-	-	1,537	-
CHARGES FROM PRINTING	27,661	54,755	45,958	50,000
CHARGES FROM STOREROOM	2,158	7,322	2,254	2,868
CHARGES FROM MOTOR VEHICLES	2,405,681	2,803,661	2,834,855	2,446,573
CHARGES FROM WATER - GIS PROJ	9,156	20,090	-	-
<b>TOTAL</b>	<b>\$ 2,534,076</b>	<b>\$ 2,977,863</b>	<b>\$ 2,966,284</b>	<b>\$ 2,600,409</b>
<b>CAPITAL OUTLAY</b>				
TRANSFER TO CAPITAL PROJECT	\$ -	\$ 70,000	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 27,239,111</b>	<b>\$ 27,235,545</b>	<b>\$ 26,668,627</b>	<b>\$ 27,927,828</b>

### REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 3,013,221	\$ 3,252,548	\$ 2,648,767	\$ 2,795,749
MISCELLANEOUS REVENUES	32,862	23,884	43,813	84,366
EXPENDITURE RECOVERIES	3,474	104,082	178,210	1,000
<b>TOTAL DIVISION</b>	<b>\$ 3,049,556</b>	<b>\$ 3,380,514</b>	<b>\$ 2,870,790</b>	<b>\$ 2,881,115</b>



**DIVISION OF WASTE COLLECTION**

**COMPARISON OF STAFFING**

No. of Employees**			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
5	5	5	Asst. Superintendent of Waste Collection	23.71 Hr.	26.22 Hr.
1	1	1	Commissioner of Waste Collection & Disposal	40,315	128,215
1	1	1	General Superintendent of Waste Collection	30,474	61,911
7	7	7			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Chief Clerk	22,050	46,165
2	2	2	Junior Personnel Assistant	20,800	38,221
1	0	0	Senior Clerk	10.29 Hr.	15.78 Hr.
4	3	3			
<b>PROFESSIONALS</b>					
0	0	1	Accountant IV	20,800	57,689
2	2	2	Assistant Administrator	20,800	62,253
1	1	1	Assistant Manager of Marketing	20,800	58,396
1	1	1	Deputy Project Director	20,093	61,006
1	1	1	Manager of Marketing	30,215	100,844
1	1	1	Project Director	22,333	77,944
1	1	1	Senior Budget and Management Analyst	26,274	75,986
7	7	8			
<b>SKILLED CRAFT</b>					
3	3	3	Construction Equipment Operator Group B	27.27 Hr.	35.24 Hr.
3	3	3			
<b>SERVICE &amp; MAINTENANCE</b>					
1	1	1	Labor Foreman	18.71 Hr.	21.12 Hr.
5	5	5	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
2	2	2	Transfer Station Attendant	19.76 Hr.	22.20 Hr.
68	62	68	Waste Collection Driver	12.33 Hr.	17.85 Hr.
11	9	11	Waste Collection Foreman	18.71 Hr.	21.12 Hr.
4	4	4	Waste Collection Foreman I	20.52 Hr.	22.97 Hr.
3	3	3	Waste Collection Roll-Off Driver	15.52 Hr.	22.94 Hr.
127	110	127	Waste Collector	14.75 Hr.	17.09 Hr.
221	196	221			
<b>TECHNICIAN</b>					
1	1	1	Accident & Safety Inspector	18.86 Hr.	21.28 Hr.
2	2	2	Radio Operator	16.89 Hr.	19.27 Hr.
3	3	3			
245	219	245	<b>TOTAL FULL TIME</b>		
31	27	31	<b>SEASONAL (Average)</b>		
1	1	1	<b>PART TIME</b>		
277	247	277	<b>TOTAL GENERAL FUND</b>		
277	247	277	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

\*\* Due to substantial turnover, staffing levels vary throughout the year. Therefore, averages, rather than actual employees are used.

**DIVISION OF ENGINEERING AND CONSTRUCTION**

**ROBERT MAVEC, ACTING COMMISSIONER**

This Division of Engineering & Construction is responsible for engineering, surveying and major construction of streets, bridges and sidewalks in the City's public right-of-way. This responsibility includes the development, management and completion of the City's street and bridge capital improvement program. Work by other agencies and private parties in the public right-of-way are also monitored, reviewed and field inspected.

The Division's Bureau of Sidewalks enforces Section 729.12 of the revised code of the State of Ohio to assure the proper maintenance of all sidewalks in the City's right-of-way. This very active program includes the Sidewalk Assessment Program and the Sidewalk Citation Program.

Surveying responsibilities include the maintenance of lot plats, street addresses, right-of-way descriptions, public survey points and monuments, and City boundaries. This work includes records management, as well as processing and documenting all changes to Survey/Plat information.

The Division's Bureau of Bridges and Docks maintains and operates the City's six lift bridges spanning the Cuyahoga River. It is also responsible for the full or partial maintenance of 246 bridges and regular structural inspection of 130 City bridges.

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*Mission Statement*

To Manage the City's public right-of-way in a manner that ensures safe passage of pedestrians and vehicles as they commute to and from their neighborhoods by developing and implementing plans for maintenance and construction of roadways, street and sidewalks.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	ACTUAL			UNAUDITED			BUDGET			
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT		
<b>PROGRAMS:</b>										
Road and Bridge Capital Improvement	\$ 1,426	18 1		\$ 1,478	18 1		\$ 1,402	19 1		
Survey/Plats	500	7		657	8		590	8		
Bridge Maintenance	1,077	9		739	9		664	9		
Bridge Operation	1,379	20		1,560	19		1,624	22		
Sidewalks	420	7		493	6		443	6		
	<b>\$ 4,802</b>	<b>61 1</b>		<b>\$ 4,927</b>	<b>60 1</b>		<b>\$ 4,723</b>	<b>64 1</b>		
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 3,858			\$ 4,029			\$ 3,849			
Self-Generated	944			898			874			
	<b>\$ 4,802</b>	<b>61 1</b>		<b>\$ 4,927</b>	<b>60 1</b>		<b>\$ 4,723</b>	<b>64 1</b>		

## DIVISION OF ENGINEERING AND CONSTRUCTION

### **PROGRAM NAME: ROAD AND BRIDGE CAPITAL IMPROVEMENT**

**OBJECTIVES:** To improve the safety, performance, life span and aesthetics of the City's transportation infrastructure through design and construction projects.

**ACTIVITIES:** Inspect infrastructure and make recommendations for Capital Program projects. Prepare engineering plans, specifications and cost estimates. Coordinate the selection and award of consulting service and construction contracts. Manage consultant engineering firms and construction companies under contract with the City. Ensure design and construction work complies with Federal, State and local standards. Pursue and coordinate ODOT, County and private capital improvement projects in the City's public right-of-way.

### **PROGRAM NAME: SURVEY/PLATS**

**OBJECTIVES:** To provide the general public and other City agencies with accurate survey documents and data needed for orderly property development.

**ACTIVITIES:** Maintain records of all survey monuments, plats and subdivisions. Maintain records for the assignment of street and house numbers. Verify all elevations, lines and points, with documents and fieldwork. Replace survey monuments, as needed.

### **PROGRAM NAME: BRIDGE MAINTENANCE**

**OBJECTIVES:** To improve the safety, performance and aesthetics of the City's bridges through repair projects.

**ACTIVITIES:** Repair bridges and appurtenances on a priority basis as funds allow. Provide routine maintenance of bridges, especially the City's six lift bridges, on a priority basis as funds allow.

### **PROGRAM NAME: BRIDGE OPERATION**

**OBJECTIVES:** To provide for the safe and efficient flow of river and vehicular traffic on the Cuyahoga River.

**ACTIVITIES:** Operate the City's six lift bridges over the Cuyahoga River as required.

### **PROGRAM NAME: SIDEWALKS**

**OBJECTIVES:** To improve the safety, performance, life span and aesthetics of sidewalks in the City's public right-of-way.

**ACTIVITIES:** Process complaints from the public in a professional and timely manner. Enforce City code requiring the maintenance of sidewalks by adjacent property owners. Manage the City's sidewalk construction program using assessments and ward allocation funds.

## DIVISION OF ENGINEERING AND CONSTRUCTION

### EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 3,049,398	\$ 3,039,773	\$ 2,984,921	\$ 2,925,600
PART TIME PERMANENT	26,013	24,975	25,317	24,899
LONGEVITY	29,875	28,650	28,400	27,900
WAGE SETTLEMENTS	1,047	-	-	-
SEPARATION PAYMENTS	20,894	33,944	125,093	-
BONUS INCENTIVE	10,000	-	-	-
OVERTIME	78,598	124,124	174,531	122,110
<b>TOTAL</b>	<b>\$ 3,215,825</b>	<b>\$ 3,251,466</b>	<b>\$ 3,338,262</b>	<b>\$ 3,100,509</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 516,850	\$ 579,173	\$ 576,524	\$ 593,472
DENTAL	33,869	34,429	32,536	33,268
VISION CARE	3,509	3,512	3,405	3,358
PERS	436,568	444,842	449,755	467,461
FICA-MEDICARE	35,518	36,259	38,780	37,464
WORKERS COMPENSATION	130,173	75,946	96,828	88,609
LIFE INSURANCE	2,948	2,895	2,801	2,655
UNEMPLOYMENT COMPENSATION	10,604	-	5,603	-
CLOTHING ALLOWANCE	8,540	5,500	5,240	4,360
CLOTHING MAINTENANCE	2,900	4,225	3,975	3,475
<b>TOTAL</b>	<b>\$ 1,181,478</b>	<b>\$ 1,186,781</b>	<b>\$ 1,215,447</b>	<b>\$ 1,234,122</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 229	\$ 674	\$ 1,475	\$ 1,000
TUITION & REGISTRATION FEES	1,865	779	-	3,000
MILEAGE (PRIV AUTO)TRNG PRPS	-	180	-	-
PROFESSIONAL DUES	2,266	2,279	2,059	2,000
<b>TOTAL</b>	<b>\$ 4,360</b>	<b>\$ 3,912</b>	<b>\$ 3,534</b>	<b>\$ 6,000</b>
<b>UTILITIES</b>				
ELECTRICITY - CPP	\$ 39,373	\$ 42,946	\$ 39,936	\$ 41,533
ELECTRICITY - OTHER	4,810	9,000	5,720	5,949
<b>TOTAL</b>	<b>\$ 44,183</b>	<b>\$ 51,946</b>	<b>\$ 45,656</b>	<b>\$ 47,482</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 100,512	\$ 118,850	\$ 122,223	\$ 137,000
MILEAGE (PRIVATE AUTO)	1,374	1,590	1,003	1,500
ADVERTISING AND NOTICE	-	360	1,450	1,500
PARKING IN CITY FACILITIES	11,478	11,057	10,709	12,000
PHOTOCOPY MACHINE RENTAL	368	-	-	-
EQUIPMENT RENTAL	-	-	1,000	1,000
OTHER CONTRACTUAL	488	293	726	500
<b>TOTAL</b>	<b>\$ 114,219</b>	<b>\$ 132,150</b>	<b>\$ 137,111</b>	<b>\$ 153,500</b>

**DIVISION OF ENGINEERING AND CONSTRUCTION**

**EXPENDITURES - CONTINUED**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 2,422	\$ 542	\$ 1,704	\$ 800
COMPUTER SUPPLIES	-	232	-	250
COMPUTER HARDWARE	6,023	4,738	-	-
WELDING SUPPLIES & EQUIPMENT	813	5,553	-	1,000
BOILERS, HEATERS & COOLING	1,735	2,088	160	1,800
SMALL EQUIPMENT	6,039	2,000	2,000	4,500
ELECTRICAL SUPPLIES	967	-	-	1,000
HYGIENE AND CLEANING SUPPLY	565	1,334	462	700
PLUMBING SUPPLIES AND EQUIP	-	460	-	-
PHOTOGRAPHIC SUPPLIES	1,137	982	-	500
PAPER AND OTHER SUPPLIES	4,048	2,284	2,963	3,000
OTHER SUPPLIES	-	-	500	-
BRIDGE MAINTENANCE SUPPLIES	45,665	46,177	72,325	60,000
SAFETY EQUIPMENT	1,416	1,911	-	500
JUST IN TIME OFFICE SUPPLIES	5,415	5,024	4,267	4,000
CEMENT SAND & GRAVEL	1,310	5,931	5,000	1,000
<b>TOTAL</b>	<b>\$ 77,554</b>	<b>\$ 79,255</b>	<b>\$ 89,381</b>	<b>\$ 79,050</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP.	\$ 2,993	\$ 1,387	\$ 1,000	\$ 1,000
MAINTENANCE CONTRACTS	-	289	289	300
COMPUTER HARDWARE MAINT	-	3,811	-	5,000
COMPUTER SOFTWARE MAINT	-	5,435	13,178	12,000
MAINTENANCE MACHINERY	2,496	4,988	-	-
CAR WASHES	-	200	-	-
MAINTENANCE MISC EQUIP	500	-	188	500
<b>TOTAL</b>	<b>\$ 5,989</b>	<b>\$ 16,110</b>	<b>\$ 14,655</b>	<b>\$ 18,800</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 378	\$ -	\$ -	\$ 1,000
<b>TOTAL</b>	<b>\$ 378</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 34,090	\$ 16,422	\$ 9,997	\$ 12,670
CHARGES FROM RADIO SYSTEM	2,937	4,588	4,167	5,326
CHARGES FROM PRINTING	12,460	8,497	12,279	15,700
CHARGES FROM STOREROOM	1,402	766	942	996
CHARGES FROM MOTOR VEHICLES	58,447	45,857	55,823	48,177
CHARGES FROM WATER - GIS PROJ	1,809	3,968	-	-
<b>TOTAL</b>	<b>\$ 111,145</b>	<b>\$ 80,099</b>	<b>\$ 83,208</b>	<b>\$ 82,869</b>
<b>TOTAL DIVISION</b>	<b>\$ 4,755,131</b>	<b>\$ 4,801,720</b>	<b>\$ 4,927,254</b>	<b>\$ 4,723,332</b>

**DIVISION OF ENGINEERING AND CONSTRUCTION**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 65,501	\$ 78,014	\$ 58,025	\$ 62,000
SALES & CHARGES FOR SERVICES	12,300	12,550	11,400	12,500
MISCELLANEOUS REVENUES	1,418	25	225	-
EXPENDITURE RECOVERIES	952,642	852,984	828,043	800,000
<b>TOTAL DIVISION</b>	<b>\$ 1,031,860</b>	<b>\$ 943,573</b>	<b>\$ 897,693</b>	<b>\$ 874,500</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
2	1	1	Administrator of Engineering and Planning	30,215	109,249
1	0	1	Commissioner of Engineering & Construction	45,201	142,289
1	1	1	Superintendent of Sidewalks	22,333	61,755
4	2	3			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Junior Personnel Assistant	20,800	38,221
1	2	2	Principal Clerk	11.93 Hr.	19.13 Hr.
1	0	0	Senior Clerk	10.29 Hr.	15.78 Hr.
3	3	3			
<b>PROFESSIONALS</b>					
1	0	0	Administrative Officer	20,800	51,437
1	0	0	Chief Civil Engineer	23,647	82,125
1	1	1	Chief Sidewalk Inspector	20,800	44,607
2	2	2	Construction Technician	12.02 Hr.	22.20 Hr.
6	7	7	Consulting Engineer	36,000	92,225
2	1	1	Deputy Project Director	20,093	61,006
1	0	0	Engineer	22.78 Hr.	33.12 Hr.
3	4	4	Section Chief Engineering and Construction	50,000	96,444
1	1	1	Senior Budget and Management Analyst	26,274	75,986
1	1	1	Surveyor	10.00 Hr.	26.07 Hr.
3	3	3	Survey Party Chief	20,800	54,685
22	20	20			
<b>SKILLED CRAFT</b>					
1	1	1	Bridge Oiler	10.00 Hr.	17.49 Hr.
2	2	2	Electrical Worker	37.25 Hr.	46.56 Hr.
4	4	4	Ironworker	35.17 Hr.	43.96 Hr.
7	7	7			
<b>SERVICE &amp; MAINTENANCE</b>					
17	14	17	Electric Bridge Operator	10.00 Hr.	17.88 Hr.
4	4	4	Electric Bridge Operator Leader	10.00 Hr.	18.05 Hr.
2	1	1	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
23	19	22			



**DIVISION OF ENGINEERING AND CONSTRUCTION**

**COMPARISON OF STAFFING - CONTINUED**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
			TECHNICIAN		
8	7	7	Engineering & Construction Inspector	17.65 Hr.	20.04 Hr.
3	2	2	Sidewalk Inspector	16.14 Hr.	18.50 Hr.
<u>11</u>	<u>9</u>	<u>9</u>			
70	60	64	TOTAL FULL TIME		
1	1	1	TOTAL PART TIME		
<u>71</u>	<u>61</u>	<u>65</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF TRAFFIC ENGINEERING**

**ROBERT MAVEC, COMMISSIONER**

The Division of Traffic Engineering is charged with the planning and geometric design of streets, highways and abutting lands - particularly as related to safe and efficient traffic operation.

The Division is responsible for the erection and maintenance of all traffic control devices; preparation of drawings, standards and specifications; the determination and layout of parking restrictions; and the design and placement of pavement markings, traffic signs and traffic control devices.

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*Mission Statement*

Maintain all traffic control devices, Traffic Signals, Traffic Signs, and Pavement Markings. Provide sound engineering plans and decisions to ensure safe roadways for vehicular and pedestrian traffic.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF	PT	COST	STAFF	PT	COST	STAFF	PT
<b>PROGRAMS:</b>									
Engineering Office	\$ 538	4		\$ 438	4		\$ 409	4	
Traffic Sign Shop	2,087	18		2,302	21		2,146	21	
Traffic Signal	1,809	19		1,644	15		1,737	17	
	<b>\$ 4,434</b>	<b>41</b>		<b>\$ 4,384</b>	<b>40</b>		<b>\$ 4,292</b>	<b>42</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 4,390			\$ 4,360			\$ 4,230		
Self-Generated	44			24			62		
	<b>\$ 4,434</b>	<b>41</b>		<b>\$ 4,384</b>	<b>40</b>		<b>\$ 4,292</b>	<b>42</b>	





**DIVISION OF TRAFFIC ENGINEERING**

**PROGRAM NAME: ENGINEERING OFFICE**

OBJECTIVES: Ensure all Traffic Control Devices are maintained and proper.

ACTIVITIES: Design and Review plans as they relate to traffic patterns.

**PROGRAM NAME: TRAFFIC SIGN SHOP**

OBJECTIVES: Maintain all traffic pavement markings and signage.

ACTIVITIES: Fabricate and install all traffic signage, repaint pavement markings.

**PROGRAM NAME: TRAFFIC SIGNAL**

OBJECTIVES: Maintain and upgrade all traffic signals.

ACTIVITIES: Signal Inspections, Signal Relamping, and Signal Upgrades.

## DIVISION OF TRAFFIC ENGINEERING

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 2,024,663	\$ 2,113,937	\$ 2,099,506	\$ 2,051,391
INJURY PAY	18,117	-	-	-
LONGEVITY	21,875	20,400	19,575	18,575
WAGE SETTLEMENTS	3,501	-	-	-
SEPARATION PAYMENTS	63,667	4,522	4,900	-
BONUS INCENTIVE	9,500	-	-	-
OVERTIME	106,243	103,689	116,614	102,767
<b>TOTAL</b>	<b>\$ 2,247,566</b>	<b>\$ 2,242,548</b>	<b>\$ 2,240,595</b>	<b>\$ 2,172,733</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 393,899	\$ 426,811	\$ 410,039	\$ 423,091
DENTAL	24,671	24,796	22,556	23,133
VISION CARE	2,617	2,721	2,539	2,680
PERS	294,452	312,476	312,757	327,581
FICA-MEDICARE	18,073	19,047	19,590	19,944
WORKERS COMPENSATION	77,643	182,996	132,272	82,876
LIFE INSURANCE	1,909	1,924	1,800	1,845
UNEMPLOYMENT COMPENSATION	5,253	5,108	1,849	-
CLOTHING ALLOWANCE	25,700	28,060	29,660	24,750
CLOTHING MAINTENANCE	13,500	9,450	9,450	9,675
<b>TOTAL</b>	<b>\$ 857,716</b>	<b>\$ 1,013,389</b>	<b>\$ 942,512</b>	<b>\$ 915,575</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 408	\$ -	\$ -
TUITION & REGISTRATION FEES	-	590	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 998</b>	<b>\$ -</b>	<b>\$ -</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 75,954	\$ 44,633	\$ 45,073	\$ 68,156
GAS	40,810	39,120	39,071	-
ELECTRICITY - CPP	197,302	199,207	205,966	214,205
ELECTRICITY - OTHER	342,474	369,391	365,723	380,352
<b>TOTAL</b>	<b>\$ 656,539</b>	<b>\$ 652,352</b>	<b>\$ 655,833</b>	<b>\$ 662,713</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 3,688	\$ 500	\$ 500	\$ -
MILEAGE (PRIVATE AUTO)	43	-	-	-
PARKING IN CITY FACILITIES	4,355	4,325	4,296	3,000
PHOTOCOPY MACHINE RENTAL	88	-	-	-
OTHER CONTRACTUAL	-	-	-	50,000
<b>TOTAL</b>	<b>\$ 8,173</b>	<b>\$ 4,825</b>	<b>\$ 4,796</b>	<b>\$ 53,000</b>

**DIVISION OF TRAFFIC ENGINEERING**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
CLOTHING	\$ 1,935	\$ -	\$ 1,049	\$ 1,500
HARDWARE & SMALL TOOLS	12,380	10,485	5,998	15,000
OFFICE FURNITURE & EQUIPMENT	-	-	1,845	-
ELECTRICAL SUPPLIES	647	328	-	1,000
HYGIENE AND CLEANING SUPPLY	-	-	-	500
MEDICAL SUPPLIES	-	-	-	500
PAPER AND OTHER SUPPLIES	-	898	299	-
OTHER SUPPLIES	158,067	154,082	220,085	160,000
JUST IN TIME OFFICE SUPPLIES	1,161	179	677	1,000
<b>TOTAL</b>	<b>\$ 174,190</b>	<b>\$ 165,972</b>	<b>\$ 229,953</b>	<b>\$ 179,500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 37,851	\$ 31,410	\$ 27,045	\$ 32,378
CHARGES FROM RADIO SYSTEM	2,529	2,939	2,613	3,225
CHARGES FROM LIGHT & POWER	104,326	104,326	104,326	104,326
CHARGES FROM PRINTING	2,792	1,808	4,188	20,000
CHARGES FROM STOREROOM	126	67	102	99
CHARGES FROM MOTOR VEHICLES	178,443	202,444	171,617	148,111
CHARGES FROM WATER - GIS PROJ	2,261	4,961	-	-
<b>TOTAL</b>	<b>\$ 328,329</b>	<b>\$ 347,955</b>	<b>\$ 309,891</b>	<b>\$ 308,139</b>
<b>EXPENDITURE RECOVERY</b>				
EXPENDITURE RECOVERY	\$ -	\$ 6,000	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 4,272,513</b>	<b>\$ 4,434,038</b>	<b>\$ 4,383,580</b>	<b>\$ 4,291,660</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 4,000	\$ 4,100	\$ 4,500	\$ 4,500
INTERGOVERNMENTAL REVENUES	5,251	-	-	-
SALES & CHARGES FOR SERVICES	350	7,856	3,032	2,000
MISCELLANEOUS REVENUES	3,105	8,290	1,393	-
EXPENDITURE RECOVERIES	55,740	24,076	14,766	55,800
<b>TOTAL DIVISION</b>	<b>\$ 68,446</b>	<b>\$ 44,321</b>	<b>\$ 23,691</b>	<b>\$ 62,300</b>

## DIVISION OF TRAFFIC ENGINEERING

### COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner, Traffic Engineering & Parking	42,758	123,549
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Consulting Engineer	36,000	92,225
1	1	1	Engineer	22.78 Hr.	33.12 Hr.
2	2	2			
<b>SKILLED CRAFT</b>					
6	3	4	Low Tension Lineman	29.99 Hr.	31.11 Hr.
3	2	3	Low Tension Trouble Lineman	29.40 Hr.	30.50 Hr.
2	2	2	Sign Painter Unit Leader	24.23 Hr.	33.43 Hr.
11	7	9			
<b>SERVICE &amp; MAINTENANCE</b>					
5	4	4	Line Helper Driver	17.73 Hr.	23.77 Hr.
1	1	1	Lineman Low Tension Foreman	30.91 Hr.	32.04 Hr.
2	2	2	Low Tension Lineman Apprentice	21.95 Hr.	23.72 Hr.
2	2	2	Traffic Sign Process Operator	13.28 Hr.	24.36 Hr.
16	15	15	Traffic Sign & Marking Technician	13.68 Hr.	16.83 Hr.
26	24	24			
<b>TECHNICIAN</b>					
1	1	1	Chief of Traffic Signal Unit	18.60 Hr.	35.73 Hr.
2	2	2	Traffic Sign Marking Supervisor	13.28 Hr.	24.33 Hr.
2	2	2	Traffic Signal Control Technician	31.11 Hr.	32.25 Hr.
5	5	5			
46	40	42	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DIVISION OF MOTOR VEHICLE MAINTENANCE**

**DANIEL A. NOVAK, COMMISSIONER**

The control, supervision of procurement, custody, maintenance, repair and assignment of all motor vehicles and equipment of the various Departments of the City are the basic functions of the Division of Motor Vehicle Maintenance. These motor vehicles include passenger cars, trucks, vans, commercial and industrial vehicles and equipment. The Division also advises and recommends the purchase of different types of vehicles and specialized equipment.

Expert care is given to City vehicles by trained mechanics and service persons employed by the Division. These employees rebuild and overhaul motors, preventative maintenance, repaint vehicles, repair damaged bodies, replace worn parts and completely service all vehicles. Servicing vehicles includes the purchase of fuels, changing of oil, lubrications, wheel alignment, tune-ups and other various repairs. The Division is responsible for the operation and maintenance of the City's fuel dispensing system.

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*Mission Statement*

To purchase and maintain the City of Cleveland vehicles and specialized equipment to ensure safe and dependable operating conditions.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Emergency Repairs and Towing	\$ 87	1		\$ 179	4		\$ 176	4	
Fueling	8,366	2		12,374	2		9,951	2	
Auto Body Work	288	2		267	2		287	2	
Preventive Maintenance	317	24		224	21		226	21	
Routine Maintenance	8,571	64		7,990	54		7,854	57	
New Vehicles Preparation	280	1		285	1		290	1	
	<b>\$ 17,909</b>	<b>94</b>		<b>\$ 21,319</b>	<b>84</b>		<b>\$ 18,784</b>	<b>87</b>	
<b>FUNDING SOURCE:</b>									
Sales and Charges for Services	\$ 33			\$ 8			\$ 10		
Miscellaneous Revenue	136			163			125		
Expenditure Recoveries*	17,740			21,148			18,649		
	<b>\$ 17,909</b>	<b>94</b>		<b>\$ 21,319</b>	<b>84</b>		<b>\$ 18,784</b>	<b>87</b>	

\*Includes additions and use of fund balance. Refer to fund structure of this document for details.

**DIVISION OF MOTOR VEHICLE MAINTENANCE****PROGRAM NAME: EMERGENCY REPAIRS AND TOWING**

OBJECTIVES: To provide efficient, cost effective vehicle repair service for the City owned fleet.

ACTIVITIES: Provide emergency service and towing for all City owned vehicles. Replace batteries, lights and tires. Provide major vehicle repairs.

**PROGRAM NAME: FUELING**

OBJECTIVES: To provide the City's fleet with 25 locations for fuel dispensing and delivery fuel by tanker truck to other City of Cleveland fuel locations (i.e., Parks, Police and Fire divisions.).

ACTIVITIES: Purchase fuels and lubricants. Deliver fuel to City owned locations.

**PROGRAM NAME: AUTO BODY WORK**

OBJECTIVES: To increase the life and improve the safety of all City owned vehicles using in-house resources and outside contractors.

ACTIVITIES: Make minor and major auto body repairs.

**PROGRAM NAME: PREVENTIVE MAINTENANCE**

OBJECTIVES: To increase the life and improve the safety of all City owned vehicles.

ACTIVITIES: Follow design procedures for maintaining special motorized equipment. Change or check lubricants. Repair/replace defective parts. Inspect vehicles on a routine basis.

**PROGRAM NAME: ROUTINE MAINTENANCE**

OBJECTIVES: To provide the City's Divisions with complete maintenance and services.

ACTIVITIES: Provide motor repairs and service. Maintain records of average down time and repair costs.

**PROGRAM NAME: NEW VEHICLE PREPARATION**

OBJECTIVES: To assure that all City vehicles are working properly before being released to departments.

ACTIVITIES: Inspect and prepare all new City vehicles for use by Departments. Apply logos and identification numbers to vehicles. Assign fuel cards.

**DIVISION OF MOTOR VEHICLE MAINTENANCE**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 4,423,653	\$ 4,440,371	\$ 4,259,296	\$ 4,189,342
MILITARY LEAVE	1,115	1,145	988	-
INJURY PAY	759	14,756	460	-
LONGEVITY	44,200	46,200	45,600	42,150
WAGE SETTLEMENTS	146	-	-	-
SEPARATION PAYMENTS	7,763	14,474	77,712	-
BONUS INCENTIVE	36,000	500	-	-
OVERTIME	70,708	73,282	55,858	76,176
<b>TOTAL</b>	<b>\$ 4,584,343</b>	<b>\$ 4,590,728</b>	<b>\$ 4,439,914</b>	<b>\$ 4,307,668</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 786,043	\$ 873,307	\$ 819,742	\$ 835,270
DENTAL	51,772	51,077	45,780	46,145
VISION CARE	5,403	5,523	5,093	5,070
PERS	614,544	638,429	613,628	649,464
FICA-MEDICARE	45,203	46,520	44,911	45,540
WORKERS COMPENSATION	185,618	183,914	276,323	239,287
LIFE INSURANCE	4,459	4,466	4,133	3,870
CLOTHING ALLOWANCE	970	970	1,050	10,410
TOOL INSURANCE	29,060	29,460	35,810	34,100
CLOTHING MAINTENANCE	200	200	200	250
<b>TOTAL</b>	<b>\$ 1,723,272</b>	<b>\$ 1,833,867</b>	<b>\$ 1,846,670</b>	<b>\$ 1,869,406</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 351	\$ 251	\$ -
TUITION & REGISTRATION FEES	45	-	-	2,000
MILEAGE (PRIV AUTO) TRNG PRPS	-	301	-	-
PROFESSIONAL DUES	1,906	2,905	3,420	2,000
<b>TOTAL</b>	<b>\$ 1,951</b>	<b>\$ 3,556</b>	<b>\$ 3,671</b>	<b>\$ 4,000</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 558,490	\$ 361,094	\$ 347,371	\$ 298,627
GAS	22,506	22,523	21,306	-
ELECTRICITY - CPP	9,290	7,917	10,284	10,696
SECURITY & MONITORING SYSTEM	8,902	6,000	6,000	6,000
<b>TOTAL</b>	<b>\$ 599,188</b>	<b>\$ 397,535</b>	<b>\$ 384,961</b>	<b>\$ 315,323</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,500	\$ 7,185	\$ 3,855	\$ 3,000
WASTE DISPOSAL	2,850	-	-	-
MEDICAL SERVICES	503	1,247	1,291	1,000
ADVERTISING AND NOTICE	725	1,288	-	1,000

## DIVISION OF MOTOR VEHICLE MAINTENANCE

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES (CONT.)</b>				
PARKING IN CITY FACILITIES	1,680	1,757	13,031	20,000
PHOTOCOPY MACHINE RENTAL	325	-	-	-
TOWING	22,000	18,941	19,927	20,000
SPECIAL ASSESSMENT	38,690	31,690	37,300	33,100
OTHER CONTRACTUAL	3,648	3,119	11,936	5,000
<b>TOTAL</b>	<b>\$ 71,920</b>	<b>\$ 65,226</b>	<b>\$ 87,340</b>	<b>\$ 83,100</b>
<b>MATERIAL AND SUPPLIES</b>				
DISCOUNTS LOST	\$ -	\$ -	(6)	\$ -
POSTAGE	20	20	132	-
COMPUTER SUPPLIES	3,546	2,838	66	5,000
COMPUTER HARDWARE	782	-	-	-
COMPUTER SOFTWARE	1,500	11,299	-	5,000
FUEL	5,404,856	6,341,971	10,007,941	7,649,933
FUEL TAX	741,646	784,554	802,910	738,000
CHEMICAL	6,477	10,426	14,956	12,000
AIR COMPRESSOR PARTS	10,872	2,000	10,500	10,000
FIRE/EMS APPARATUS PARTS	49,850	56,251	84,496	55,000
AUTO & LIGHT TRUCK PARTS	512,236	310,873	289,897	350,000
HEAVY TRUCK PARTS	639,808	1,003,870	849,340	900,000
CONSTRUCTION EQUIP PARTS	124,262	86,306	80,500	80,000
SNOW REMOVAL EQUIP PARTS	34,902	10,375	37,964	20,000
CLOTHING	18,946	17,931	19,990	20,000
SWEEPER PARTS	96,938	103,990	74,111	80,000
WELDING SUPPLIES & EQUIPMENT	7,133	8,484	6,500	6,000
MOWER & TRACTOR PARTS	253,168	225,110	254,580	250,000
FENCE, POSTS & BARS	-	-	3,200	-
HYGIENE AND CLEANING SUPPLY	3,485	10,512	6,000	6,000
PAINTING EQUIP AND SUPPLY	16,806	15,695	13,309	15,000
MEDICAL SUPPLIES	560	600	1,000	1,000
SHOP TOOLS	-	10,145	-	-
SHOP SUPPLIES	13,671	15,885	7,537	8,000
OTHER SUPPLIES	9,066	8,234	7,304	8,000
SAFETY EQUIPMENT	-	1,467	-	-
ANTI-FREEZE	34,210	35,174	29,744	30,000
MOTOR OIL & LUBRICANTS	181,199	285,465	199,876	250,000
BATTERIES	71,018	117,829	74,824	100,000
TIRES	411,224	610,837	466,205	600,000
JUST IN TIME OFFICE SUPPLIES	6,065	7,251	3,004	4,000
BUILDING MAINT SUPPLIES	5,269	6,000	6,327	5,000
<b>TOTAL</b>	<b>\$ 8,659,516</b>	<b>\$ 10,101,391</b>	<b>\$ 13,352,207</b>	<b>\$ 11,207,933</b>



**DIVISION OF MOTOR VEHICLE MAINTENANCE**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 79	\$ 2,000	\$ -	\$ -
COMPUTER HARDWARE MAINT	41,632	39,351	41,986	40,000
COMPUTER SOFTWARE MAINT	14,376	4,101	-	23,100
MAINTENANCE MACHINERY	12,217	5,036	84,684	10,000
FUEL PUMP REPAIR & MAINT	96,722	55,063	134,667	60,000
GENERATOR REPAIR	38,931	35,000	69,685	40,000
MAINTENANCE FIRE APPARATUS	24,986	-	-	-
ACCIDENT REPAIR - OTHER VEHIC	47,907	43,481	46,079	50,000
ACCIDENT REPAIR-SAFETY VEHIC	116,677	123,538	109,730	125,000
HEAVY TRUCK REPAIR	50,948	29,600	39,515	40,000
MOWER & TRACTOR REPAIR	47,798	29,084	37,463	40,000
FRAME REPAIR & ALIGNMENT	7,104	15,000	16,000	6,000
HYDRAULIC REPAIR CYL. PUMPS	61,311	24,488	26,868	25,000
GLASS REPAIR	39,887	33,434	37,977	30,000
RADIATOR & GAS TANK REPAIR	12,734	30,946	19,914	20,000
MAINTENANCE BUILDING	15,490	20,594	18,487	20,000
REPAIR OF OVERHEAD DOORS	14,233	13,482	17,370	15,000
SPRING REPAIR	179,701	114,690	139,770	125,000
TIRE REPAIR ROAD SERVICE	22,000	15,000	12,000	12,000
TRANSMISSION REPAIR	132,475	83,046	144,119	100,000
CUSHMAN REPAIR	34,993	49,811	44,934	50,000
CHARGES FROM DIV OF MAINT	15,837	17,168	21,677	20,000
<b>TOTAL</b>	<b>\$ 1,028,037</b>	<b>\$ 783,915</b>	<b>\$ 1,062,925</b>	<b>\$ 851,100</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ -	\$ 174	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 174</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM GENERAL FUND	\$ -	\$ -	\$ 260	\$ -
CHARGES FROM TELEPHONE EXCH	102,865	97,468	111,703	112,109
CHARGES FROM RADIO SYSTEM	963	1,045	943	978
CHARGES FROM WATER POLLUTION	4,250	1,229	1,076	-
CHARGES FROM PRINTING	11,202	14,434	13,892	12,000
CHARGES FROM STOREROOM	578	252	249	354
CHARGES FROM WASTE	19,949	18,615	12,808	20,000
<b>TOTAL</b>	<b>\$ 139,807</b>	<b>\$ 133,043</b>	<b>\$ 140,931</b>	<b>\$ 145,441</b>
<b>TOTAL DIVISION</b>	<b>\$ 16,808,033</b>	<b>\$ 17,909,435</b>	<b>\$ 21,318,619</b>	<b>\$ 18,783,971</b>

**DIVISION OF MOTOR VEHICLE MAINTENANCE**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 9,871	\$ 33,095	\$ 8,341	\$ 10,000
MISCELLANEOUS REVENUES	128,488	136,020	162,755	125,000
EXPENDITURE RECOVERIES	16,426,682	17,795,351	21,217,100	18,311,055
<b>TOTAL DIVISION</b>	<b>\$ 16,565,041</b>	<b>\$ 17,964,466</b>	<b>\$ 21,388,196</b>	<b>\$ 18,446,055</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Assistant Commissioner of MVM	26,274	86,765
1	1	1	Commissioner of MVM	41,315	128,215
1	0	1	Manager of Public Service Operations	30,215	100,844
2	2	2	Superintendent of Motorized Equipment	26,274	68,745
1	1	1	Superintendent of Vehides Admin. Service	20,093	68,745
6	5	6			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	General Storekeeper	10.00 Hr.	23.76 Hr.
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
3	2	2	Senior Clerk	10.29 Hr.	15.78 Hr.
8	6	6	Storekeeper	10.00 Hr.	19.76 Hr.
13	10	10			
<b>PROFESSIONALS</b>					
1	1	1	Assistant Buyer	10.00 Hr.	20.19 Hr.
2	1	1	Buyer	20,800	47,055
1	1	1	Fleet Management Data Manager	30,000	64,832
1	1	1	Personnel Administrator	26,274	80,091
1	1	1	Senior Budget & Management Analyst	26,274	75,986
1	0	1	Senior Personnel Assistant	20,800	48,702
1	1	1	Technical Specialist	10.00 Hr.	22.20 Hr.
8	6	7			
<b>SKILLED CRAFT</b>					
2	2	2	Auto Body Repair Worker	15.73 Hr.	20.34 Hr.
21	19	19	Automobile Repair Worker	12.60 Hr.	20.16 Hr.
4	4	4	Automobile Repairman Unit Leader	17.78 Hr.	24.46 Hr.
35	26	27	Heavy Duty Mechanic	15.75 Hr.	24.15 Hr.
6	5	5	Heavy Duty Unit Leader	23.85 Hr.	29.95 Hr.
68	56	57			



## DIVISION OF MOTOR VEHICLE MAINTENANCE

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			SERVICE & MAINTENANCE		
1	0	0	Machinist	15.83 Hr.	21.43 Hr.
1	1	1	Tanker Truck Driver	15.55 Hr.	22.50 Hr.
5	5	5	Tire Repair Worker	14.08 Hr.	18.62 Hr.
<u>7</u>	<u>6</u>	<u>6</u>			
			TECHNICIAN		
1	1	1	Fuel System Technician	10.00 Hr.	19.60 Hr.
<u>1</u>	<u>1</u>	<u>1</u>			
<u>103</u>	<u>84</u>	<u>87</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF STREETS**

**RANDELL T. SCOTT, COMMISSIONER**

The Division of Streets is primarily charged with street maintenance, repair, cleaning and safety. The City is divided into six service districts and each service area has a facility from which Division activities are carried out. All six stations are staffed to provide the following neighborhood services: resurfacing, general street repair, street sweeping and guardrail repair and snow and ice control.

*Mission Statement*

To provide roadways that are clean and safe from road hazards and sight lines free of graffiti. Our mission benefits the quality of life and economic stability for the residents of the City of Cleveland. The Division of Streets provides the following services to accomplish our mission.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>PROGRAMS:</b>									
Street Resurfacing	\$ 1,818	12		\$ 3,554	11		\$ 4,400	12	
Street Repair	7,964	54		7,955	51		7,608	49	
Street Cleaning	3,745	36	33 **	4,100	36	34 **	3,921	34	35 **
Snow and Ice Control	8,049	31	106 **	9,670	32	108 **	8,903	29	110 **
Guard Rail Repair	122	3		129	3		127	3	
Weld Shop/Heavy Equipment	2,950	21		2,179	20		2,179	20	
Graffiti Abatement	95	3		108	3		121	3	
Radio Comm. and Admin.	1,764	20		642	17		615	19	
	<b>\$ 26,507</b>	<b>180</b>	<b>106</b>	<b>\$ 28,337</b>	<b>173</b>	<b>108</b>	<b>\$ 27,874</b>	<b>169</b>	<b>110</b>
<b>FUNDING SOURCE:</b>									
Bond Funds	\$ 1,818			\$ 3,554			\$ 6,000		
State Taxes	14,510			14,428			13,995		
Sales & Charges*	1,929			2,176			1,741		
	<b>\$ 18,257</b>			<b>\$ 20,158</b>			<b>\$ 21,736</b>		
General Fund:									
Tax Support	\$ 8,250			\$ 8,179			\$ 6,138		
	<b>\$ 26,507</b>	<b>180</b>	<b>106</b>	<b>\$ 28,337</b>	<b>173</b>	<b>108</b>	<b>\$ 27,874</b>	<b>169</b>	<b>110</b>

\* Includes additions and use of fund balance. Refer to fund structure section of this document for details.

\*\* Staffing for seasonal is shown at peak strength per program

## DIVISION OF STREETS

### **PROGRAM NAME: STREET RESURFACING**

**OBJECTIVES:** To maintain and repair all City of Cleveland roads thereby providing safe traveling conditions for all motorists.

**ACTIVITIES:** Perform main and residential street repairs by replacing the roadway surface and installation of A.D.A. compliant radius ramps.

### **PROGRAM NAME: STREET REPAIR**

**OBJECTIVES:** To provide road maintenance services which will eliminate hazardous conditions, extend the life of newly resurfaced streets and save the taxpayers money.

**ACTIVITIES:** Repair utility openings. Repair pot holes. Seal cracks in street surfaces, and maintain brick streets.

### **PROGRAM NAME: STREET CLEANING**

**OBJECTIVES:** To provide a clean appearance and provide safe road conditions within the City.

**ACTIVITIES:** Clean streets. Remove litter. Reduce the amount of pollutants flowing into our sanitary sewer systems.

### **PROGRAM NAME: SNOW AND ICE CONTROL**

**OBJECTIVES:** To provide snow and ice control services to maintain reasonable and safe traffic flow and enhance the economic life of the City of Cleveland.

**ACTIVITIES:** Provide anti-icing and de-icing to all primary routes during light snow conditions. Conduct tandem plowing of all primary routes during heavy snow. Plow and/or salt residential streets. Respond to requests for snow/ice control service.

### **PROGRAM NAME: GUARD RAIL REPAIR**

**OBJECTIVES:** To protect the public right-of-way property from out of control vehicles and health hazards resulting from illegal dumping.

**ACTIVITIES:** Install new guardrails based upon established criteria/ approval. Repair damaged guardrails.

### **PROGRAM NAME: WELD SHOP/HEAVY EQUIPMENT**

**OBJECTIVES:** To insure that properly maintained specialized equipment is available to provide the public with prompt service when hazardous road conditions exist.

**ACTIVITIES:** Repair specialized equipment. Maintain equipment maintenance records. Receive road maintenance supplies. Maintain an inventory of supplies and equipment.

**DIVISION OF STREETS**

**PROGRAM NAME: GRAFFITI ABATEMENT**

**OBJECTIVES:** To insure the removal of graffiti from all areas in the City of Cleveland.

**ACTIVITIES:** Eradicate graffiti with the use of City employees and volunteers. Enforcement of anti-graffiti ordinances. Educate the public, especially children, concerning the negative aspects of having graffiti in the neighborhoods. Empower the community to take action to eliminate graffiti through the various community groups.

**PROGRAM NAME: RADIO COMMUNICATIONS AND ADMINISTRATION**

**OBJECTIVES:** To provide City managers and the public with a means of prompt communications in order to carry out the joint mission of the City government. To provide the leadership to carry out the mission of the Division.

**ACTIVITIES:** Supervise field personnel. Set project priorities. Analyze all programs and improve the quality of service in each program. Keep records of services. Provide direct communications with all assets. Update weather forecasting on a 24 hour basis relative to Public Service/Safety issues.

**DIVISION OF STREETS**

**EXPENDITURES**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 8,296,707	\$ 7,356,782	\$ 8,396,872	\$ 8,496,994
CRAFTS	278,507	1,273,147	161,016	180,269
SEASONAL	1,681,985	1,869,972	1,846,293	2,022,979
MILITARY LEAVE	-	-	5,515	-
PART TIME PERMANENT	5,342	2,701	-	-
INJURY PAYS	4,786	620	36,301	-
LONGEVITY	72,200	73,200	69,650	52,050
WAGE SETTLEMENTS	11,997	1,790,671	39,294	-
SEPARATION PAYMENTS	47,614	58,077	91,436	-
BONUS INCENTIVE	48,000	(5,000)	-	-
OVERTIME	492,376	1,017,758	1,038,943	900,000
<b>TOTAL</b>	<b>\$ 10,939,513</b>	<b>\$ 13,437,929</b>	<b>\$ 11,685,319</b>	<b>\$ 11,652,292</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 1,375,032	\$ 1,349,078	\$ 1,479,928	\$ 1,496,626
DENTAL	89,138	80,437	83,672	73,331
VISION CARE	8,949	8,256	8,839	7,386
PERS	1,514,595	1,591,147	1,714,854	1,756,807
FICA-MEDICARE	124,021	149,942	143,976	143,203
WORKERS COMPENSATION	651,127	926,176	732,556	721,715
LIFE INSURANCE	8,021	7,226	7,571	6,390
UNEMPLOYMENT COMPENSATION	246,055	128,732	93,168	224,462
CLOTHING ALLOWANCE	59,240	54,870	53,340	50,535
TOOL INSURANCE	4,210	3,910	3,910	3,220
CLOTHING MAINTENANCE	20,725	19,120	18,625	17,775
<b>TOTAL</b>	<b>\$ 4,101,113</b>	<b>\$ 4,318,894</b>	<b>\$ 4,340,440</b>	<b>\$ 4,501,450</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 3,035	\$ (5)	\$ 4,000
TUITION & REGISTRATION FEES	-	1,750	-	-
PROFESSIONAL DUES	35	70	105	100
<b>TOTAL</b>	<b>\$ 35</b>	<b>\$ 4,855</b>	<b>\$ 100</b>	<b>\$ 4,100</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 430,443	\$ 246,879	\$ 266,318	\$ 312,951
WATER	2,119	2,333	2,419	2,500
GAS	112,909	96,305	120,041	-
ELECTRICITY - CPP	61,555	64,269	64,627	67,212
ELECTRICITY - OTHER	29,619	35,006	32,593	33,896
<b>TOTAL</b>	<b>\$ 636,646</b>	<b>\$ 444,793</b>	<b>\$ 485,998</b>	<b>\$ 416,559</b>

## DIVISION OF STREETS

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 5,580	\$ 8,658	\$ 16,397	\$ 10,000
WASTE DISPOSAL	-	500	-	-
MEDICAL SERVICES	1,169	831	1,821	1,000
PARKING IN CITY FACILITIES	8,257	8,589	9,400	6,500
PROPERTY RENTAL	44,500	87,500	87,500	88,000
PHOTOCOPY MACHINE RENTAL	471	-	-	-
EQUIPMENT RENTAL	-	8,400	3,999	5,000
VEHICLE RENTAL	134,803	39,176	50,000	50,000
BANK SERVICE FEES	9,460	9,153	5,439	10,000
<b>TOTAL</b>	<b>\$ 204,240</b>	<b>\$ 162,807</b>	<b>\$ 174,556</b>	<b>\$ 170,500</b>
<b>MATERIAL AND SUPPLIES</b>				
PURCHASE OF TESTS	\$ 97	\$ 97	\$ 48	\$ 200
CHEMICAL	5,277	11,056	7,611	8,000
SALT & DE-ICER	2,128,363	2,640,720	3,820,905	3,192,750
CLOTHING	-	6,000	3,000	1,500
HARDWARE & SMALL TOOLS	12,727	16,295	10,132	16,000
WELDING SUPPLIES & EQUIPMENT	14,871	8,011	11,663	10,000
BOILERS HEATERS & COOLING	14,704	40,182	20,000	20,000
SEED, FERTILIZER & HERBICIDE	1,694	-	4,240	3,000
SMALL EQUIPMENT	14,051	24,566	16,857	16,000
OFFICE FURNITURE & EQUIPMENT	-	289	-	-
ELECTRICAL SUPPLIES	9,141	11,000	10,000	5,000
FENCE, POSTS & BARS	-	1,419	-	3,000
HYGIENE AND CLEANING SUPPLY	14,326	18,310	19,154	20,000
CLAY, SOIL & TURF	-	5,085	746	2,000
PAINTING EQUIPMENT AND SUPPLY	13,254	21,069	7,279	20,000
DOORS, SHUTTERS AND WINDOWS	-	-	5,000	-
PLUMBING SUPPLIES AND EQUIP	3,000	-	-	-
LUMBER, GLASS AND DRYWALL	5,000	1,351	7,295	7,000
MEDICAL SUPPLIES	1,000	1,000	1,980	2,000
PAPER AND OTHER SUPPLIES	8,140	16,855	21,727	20,000
PRINTED MATERIALS	-	75	-	-
OTHER SUPPLIES	155,981	118,031	110,942	110,000
GUARD RAIL SUPPLIES	14,669	21,674	29,860	25,000
SAFETY EQUIPMENT	13,770	7,401	18,624	15,000
JUST IN TIME OFFICE SUPPLIES	6,190	6,107	5,757	6,000
BUILDING MAINTENANCE SUPPLIES	-	-	1,876	2,000
PAVING MATERIAL	53,228	167,839	133,603	125,000
ASPHALT	310,001	179,141	262,325	300,000
CEMENT, SAND & GRAVEL	253,495	377,520	365,004	350,000
MISC MAINTENANCE SUPPLIES	63,257	95,055	98,231	100,000
<b>TOTAL</b>	<b>\$ 3,116,233</b>	<b>\$ 3,796,147</b>	<b>\$ 4,993,857</b>	<b>\$ 4,379,450</b>



**DIVISION OF STREETS**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ -	1,000
MAINTENANCE CONTRACTS	3,536	2,000	3,500	2,000
MAINTENANCE MACHINERY	6,801	14,900	15,263	15,000
REPAIR PARTS	13,459	17,252	1,348	10,000
MAINTENANCE BUILDING	34,504	20,216	3,495	5,000
REPAIR OF OVERHEAD DOORS	-	-	10,000	1,000
CHARGES FROM DIV MAINT	37,432	18,313	30,670	30,000
<b>TOTAL</b>	<b>\$ 95,732</b>	<b>\$ 72,681</b>	<b>\$ 64,275</b>	<b>\$ 64,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 1,077	\$ 32,839	\$ 1,765	\$ 1,000
<b>TOTAL</b>	<b>\$ 1,077</b>	<b>\$ 32,839</b>	<b>\$ 1,765</b>	<b>\$ 1,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 86,133	\$ 58,118	\$ 55,820	\$ 59,068
CHARGES FROM RADIO SYSTEM	38,542	45,186	70,704	70,012
CHARGES FROM WATER POLL	-	-	1,691	-
CHARGES FROM PRINTING	12,584	9,156	16,410	18,000
CHARGES FROM STOREROOM	182	156	294	260
CHARGES FROM MOTOR VEHICLES	2,218,099	2,590,700	3,365,105	2,904,197
CHARGES FROM WATER - GIS PROJ	9,156	20,090	-	-
<b>TOTAL</b>	<b>\$ 2,364,697</b>	<b>\$ 2,723,407</b>	<b>\$ 3,510,024</b>	<b>\$ 3,051,537</b>
<b>CAPITAL OUTLAY</b>				
LOCAL RESURFACING	\$ 2	\$ 1,512,957	\$ 3,080,245	\$ 3,633,325
<b>TOTAL</b>	<b>\$ 2</b>	<b>\$ 1,512,957</b>	<b>\$ 3,080,245</b>	<b>\$ 3,633,325</b>
<b>TOTAL DIVISION</b>	<b>\$ 21,459,287</b>	<b>\$ 26,507,307</b>	<b>\$ 28,336,580</b>	<b>\$ 27,874,213</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 3,225	\$ 2,700	\$ 3,300	\$ 3,000
INTERGOVERNMENTAL REVENUE	14,392,431	14,509,639	14,428,017	13,995,000
SALES & CHARGES FOR SERVICES	1,945,975	1,884,830	2,015,363	1,727,000
MISCELLANEOUS REVENUES	9,061	11,647	8,922	1,500
TRANSFERS IN	5,040,000	8,250,000	8,178,919	6,137,714
EXPENDITURE RECOVERIES	2,988	1,825,801	3,562,667	6,000,000
<b>TOTAL DIVISION</b>	<b>\$ 21,393,680</b>	<b>\$ 26,484,617</b>	<b>\$ 28,197,188</b>	<b>\$ 27,864,214</b>

## DIVISION OF STREETS

## COMPARISON OF STAFFING

Budget 2008	No. of Employees**		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Assistant Commissioner of Streets	26,274	86,765
1	1	1	Commissioner of Streets	40,315	128,215
3	3	3			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	46,165
1	0	1	Principal Clerk	11.93 Hr.	19.13 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
3	2	3			
PROFESSIONALS					
2	1	2	Administrative Manager	27,194	86,765
1	1	1	Budget Analyst	20,800	51,467
1	1	1	Personnel Administrator	26,274	80,091
1	1	1	Senior Budget and Management Analyst	26,274	75,986
5	4	5			
SKILLED CRAFT					
4	3	6	Asphalt Construction Unit Leader	22.95 Hr.	34.43 Hr.
12	14	18	Asphalt Tamper	22.01 Hr.	33.01 Hr.
2	2	2	Carpenter	30.60 Hr.	38.25 Hr.
4	4	4	Cold Patch & Crack Sealing Unit Leader	21.57 Hr.	24.04 Hr.
4	4	4	Cold Patch and Crack Sealing Worker	16.19 Hr.	18.55 Hr.
4	4	4	Construction Equipment Operator Group A	27.42 Hr.	35.34 Hr.
20	18	17	Construction Equipment Operator Group B	27.27 Hr.	35.24 Hr.
5	5	5	Jackhammer Operator	22.01 Hr.	33.01 Hr.
1	1	1	Machinist	15.83 Hr.	21.43 Hr.
1	1	1	Master Mechanic	27.92 Hr.	35.59 Hr.
4	2	4	Paver	22.32 Hr.	33.48 Hr.
4	4	4	Paving Unit Leader	22.95 Hr.	34.43 Hr.
3	3	0	Stationary Boiler Room Operator	12.29 Hr.	19.21 Hr.
4	4	4	Street Equipment Maintenance Specialist	15.55 Hr.	22.50 Hr.
1	0	0	Street Maintenance Equipment Leader	16.15 Hr.	23.37 Hr.
17	19	17	Street Maintenance Foreman	18.71 Hr.	21.12 Hr.
6	5	0	Street Maintenance General Foreman	23.73 Hr.	26.24 Hr.
5	5	5	Welder/Fabricator	18.36 Hr.	24.14 Hr.
101	98	96			

**DIVISION OF STREETS**

**COMPARISON OF STAFFING - CONTINUED**

Budget 2008	No. of Employees**		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
SERVICE & MAINTENANCE					
2	1	2	Concrete Mixer Driver	14.82 Hr.	21.45 Hr.
4	3	0	District Paving Repair Unit Leader	29.19 Hr.	31.81 Hr.
3	3	3	General Shop Unit Leader	23.73 Hr.	26.24 Hr.
15	19	14	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
1	0	0	Shop Foreman	18.71 Hr.	21.12 Hr.
4	4	4	Street Carry-all Driver	15.55 Hr.	22.50 Hr.
0	0	7	Street Maintenance District Unit Leader	29.19 Hr.	31.81 Hr.
2	2	2	Tanker Truck Driver	15.55 Hr.	22.50 Hr.
23	28	22	Truck Driver	12.50 Hr.	18.11 Hr.
54	60	54			
TECHNICIAN					
2	2	2	Accident & Safety Inspector	18.86 Hr.	21.28 Hr.
1	0	0	Chief Street Permit Supervisor	20,800	42,428
4	4	6	Radio Operator	16.89 Hr.	19.27 Hr.
7	6	8			
173	173	169	TOTAL FULL TIME		
110	108	110	SEASONAL		
283	281	279	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

\*\*Due to the seasonal nature of the division, position titles vary throughout the year. Therefore, averages, rather than actual employees are used.

## DEPARTMENT OF PARKS, RECREATION AND PROPERTIES

MICHAEL E. COX, DIRECTOR

The Department of Parks, Recreation and Properties is responsible for planning, constructing, operating, and maintaining all city-owned Parks, Playgrounds, Recreation Centers, Golf Courses, Cemeteries, Greenhouse, Parking Facilities, Markets, and the Cleveland Convention Center and Stadium.

**OPERATING SUMMARY**  
 (000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>DIVISIONS:</b>									
Director's Office	\$ 731	7		\$ 728	7		\$ 738	7	
Research, Planning & Dev	745	9		780	9		793	9	
Recreation, Golf	15,091	155	325	16,323	172	436	16,708	175	472
Conv. Ctr., West Side Mkt, Stad	23,166	34	33	30,551	34	41	28,851	34	76
Parking Facilities	11,150	45	9	11,692	39	5	11,764	42	5
Property Mgt., East Side Mkt	8,350	90	1	8,210	88	1	8,460	90	1
Parks Maintenance and Prop	15,533	163	20	15,856	152	20	15,729	154	288
	<b>\$ 74,766</b>	<b>503</b>	<b>388</b>	<b>\$ 84,140</b>	<b>501</b>	<b>503</b>	<b>\$ 83,043</b>	<b>511</b>	<b>842</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 34,443			\$ 35,410			\$ 36,714		
Self - Generated	2,889			3,404			2,675		
	<b>\$ 37,332</b>	<b>411</b>	<b>310</b>	<b>\$ 38,814</b>	<b>413</b>	<b>397</b>	<b>\$ 39,389</b>	<b>423</b>	<b>701</b>
Grants	\$ 193			\$ 208			\$ 250		
Special Revenue	47			30			15		
Cemetery	1,973	25	20	2,044	24	20	2,097	24	20
Golf	2,030	13	48	1,971	13	40	1,985	13	40
Parking Facilities	9,967	20	9	10,507	17	5	10,458	17	5
Convention Center	6,423	27		6,529	26	40	6,201	26	75
Stadium Fund	15,589			22,879			21,354		
West Side Market	1,154	7	1	1,143	8	1	1,254	8	1
East Side Market	58			15			40		
	<b>\$ 74,766</b>	<b>503</b>	<b>388</b>	<b>\$ 84,140</b>	<b>501</b>	<b>503</b>	<b>\$ 83,043</b>	<b>511</b>	<b>842</b>

**DIVISION OF PARKS ADMINISTRATION**

**MICHAEL E. COX, DIRECTOR**

*Mission Statement*

To provide supervision, management and control over the Division's of the Department of Parks, Recreation & Properties by evaluating all programs and provide direction and solutions to the Division's managers concerning operational problems, concerns and opportunities.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		COST	BUDGET STAFF FT PT	
<b>PROGRAMS:</b>									
Administrative Services	\$ 620	5		\$ 619	5		\$ 623	5	
Special Events/Marketing	111	2		109	2		115	2	
	<b>\$ 731</b>	<b>7</b>		<b>\$ 728</b>	<b>7</b>		<b>\$ 738</b>	<b>7</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 715			\$ 516			\$ 692		
Self-Generated	16			212			46		
	<b>\$ 731</b>	<b>7</b>		<b>\$ 728</b>	<b>7</b>		<b>\$ 738</b>	<b>7</b>	

**PROGRAM NAME: ADMINISTRATIVE SERVICES**

**OBJECTIVES:** To provide successful and efficient management of the Department of Parks, Recreation and Properties.

**ACTIVITIES:** Coordinate and enforce all personnel procedures, policies and disciplinary actions. Prepare and monitor budget revenues and expenditures. Investigate specific operational concerns of the Director and recommend procedures required to adjust service activities.

**PROGRAM NAME: MARKETING AND PROMOTION**

**OBJECTIVES:** To improve community awareness of programs and activities provided by the Department of Parks, Recreation and Properties.

**ACTIVITIES:** Produce periodic tabloids and other promotional literature advertising department assets such as the Convention Center, City Hall, Camp Forbes, recreation and pool facilities, golf courses, parks, the Greenhouse, West Side Market and others.

## DIVISION OF PARKS ADMINISTRATION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 409,688	\$ 429,896	\$ 417,750	\$ 427,139
LONGEVITY	3,450	4,375	3,675	3,675
SEPARATION PAYMENTS	-	4,295	-	-
OVERTIME	-	27	-	-
<b>TOTAL</b>	<b>\$ 413,138</b>	<b>\$ 438,593</b>	<b>\$ 421,425</b>	<b>\$ 430,814</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 47,695	\$ 55,170	\$ 62,043	\$ 67,734
DENTAL	3,469	3,727	3,618	3,756
VISION	368	390	362	380
PERS	54,325	61,018	58,878	64,953
FICA-MEDICARE	2,344	2,413	3,911	3,544
WORKERS COMPENSATION	968	8,520	24,880	9,188
LIFE INSURANCE	338	345	319	315
<b>TOTAL</b>	<b>\$ 109,507</b>	<b>\$ 131,583</b>	<b>\$ 154,011</b>	<b>\$ 149,870</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ -	\$ -	\$ -	\$ 400
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>
<b>CONTRACTUAL SERVICES</b>				
INSURANCE AND OFFICIAL BONDS	\$ 100	\$ 200	\$ -	\$ -
PARKING IN CITY FACILITIES	2,212	2,297	4,219	3,000
PROPERTY RENTAL	110,466	110,466	110,466	110,466
PHOTOCOPY MACHINE RENTAL	111	-	-	-
REFUNDS & MISCELLANEOUS	1,200	1,200	450	-
<b>TOTAL</b>	<b>\$ 114,089</b>	<b>\$ 114,163</b>	<b>\$ 115,135</b>	<b>\$ 113,466</b>
<b>MATERIALS AND SUPPLIES</b>				
SPECIAL EVENTS SUPPLIES	\$ 3,732	\$ 2,912	\$ 4,658	\$ 3,700
JUST IN TIME OFFICE SUPPLIES	2,266	1,298	573	1,800
<b>TOTAL</b>	<b>\$ 5,998</b>	<b>\$ 4,210</b>	<b>\$ 5,231</b>	<b>\$ 5,500</b>



## DIVISION OF PARKS ADMINISTRATION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH \$	17,970	\$ 33,256	\$ 21,255	\$ 28,318
CHARGES FROM RADIO COMM	440	202	202	195
CHARGES FROM PRINTING	4,286	5,931	6,074	6,000
CHARGES FROM STOREROOM	486	1,136	3,881	3,077
CHARGES FROM MOTOR VEHICLES	667	1,818	876	756
<b>TOTAL</b>	<b>\$ 23,848</b>	<b>\$ 42,343</b>	<b>\$ 32,288</b>	<b>\$ 38,346</b>
<b>TOTAL DIVISION</b>	<b>\$ 666,580</b>	<b>\$ 730,892</b>	<b>\$ 728,089</b>	<b>\$ 738,396</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICES \$	37,435	13,650	\$ 98,784	\$ 44,500
MISCELLANEOUS REVENUES	832	130	58,138	-
EXPENDITURE RECOVERIES	1,414	2,546	55,564	1,500
<b>TOTAL</b>	<b>\$ 39,681</b>	<b>\$ 16,326</b>	<b>\$ 212,485</b>	<b>\$ 46,000</b>

## DIVISION OF PARKS ADMINISTRATION

### COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			PROFESSIONALS		
1	1	1	Director of Parks, Recreation & Properties	50,796	171,582
1	1	1	Manager Asst. Audit Cont/Per	20,092	57,124
1	1	1	Manager of Events	23,647	75,806
1	1	1	Secretary to the Director	36,590	138,195
4	4	4			
			OFFICE & CLERICAL		
2	1	1	Clerk, Chief	22,050	46,165
1	1	1	Project Director	22,333	77,944
0	1	1	Private Secretary	10.00 Hr.	20.19 Hr.
1	0	0	Private Secretary to the Director	20,800	46,165
4	3	3			
8	7	7	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**RESEARCH, PLANNING AND DEVELOPMENT**

**MARK FALLON, COMMISSIONER**

The Division of Research, Planning, and Development provides the professional research, planning, and site development capabilities for all parks and recreation site improvements or rehabilitations, grant applications and planning activities. The Division is comprised of two professionally oriented sections-Site Development and Research and Planning.

The Site Development Section is responsible for conducting all planning and design development activities for exterior park and recreation facilities including the investigation and development of land planning and landscape project feasibility studies, reports, cost estimates, and recommendations. This section is responsible for the administration and field supervision of contracts for all exterior capital improvement and rehabilitation projects.

The Research Planning Section is responsible for coordinating all departmental capital improvement planning activities and conducts related research development projects. Additionally, this section lends technical assistance to all divisions in terms of system-wide assessments, recommendations and implementation plans.

*Mission Statement*

The Division of Research, Planning and Development enhances the lives of City of Cleveland residents through the planning, design, and development of safe, maintainable, attractive, and state-of-the-art parks, playgrounds, landscapes, and recreational facilities in accordance with an established citywide vision for parks and recreation.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Site Development	\$ 507	7		\$ 531	7		\$ 539	7	
Research & Planning	238	2		249	2		254	2	
	<b>\$ 745</b>	<b>9</b>		<b>\$ 780</b>	<b>9</b>		<b>\$ 793</b>	<b>9</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 516			\$ 424			\$ 543		
Self - Generated	229			356			250		
	<b>\$ 745</b>	<b>9</b>		<b>\$ 780</b>	<b>9</b>		<b>\$ 793</b>	<b>9</b>	

## RESEARCH, PLANNING AND DEVELOPMENT

### PROGRAM NAME: SITE DEVELOPMENT

**OBJECTIVES:** Provide landscape architectural/site planning capabilities and plan and develop park and recreational amenities that are of the greatest value to the community.

**ACTIVITIES:** Develop and implement the city's Park and Recreation Capital Improvement Program. Develop park and recreation site/planning/landscape architectural project feasibility reports, preliminary plans, cost estimates, recommendations and implementation strategies. Design and develop detailed site improvement drawings and specifications for the improvement or rehabilitation of all exterior departmental facilities including urban parks, plaza, parking facilities, cemeteries, etc., along with the construction supervision and contract administration for same.

### PROGRAM NAME: RESEARCH AND PLANNING

**OBJECTIVES:** To improve community awareness of programs and activities provided by the Department of Parks, Recreation and Properties.

**ACTIVITIES:** Update the Park and Recreation Master Plan. Engage the community on capital projects at appropriate levels. Prepare grant applications for Federal and State capital improvement programs.

**RESEARCH, PLANNING AND DEVELOPMENT**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 475,189	\$ 495,779	\$ 520,432	\$ 519,156
LONGEVITY	4,950	4,650	4,650	5,300
SEPERATION PAYMENTS	4,440	-	-	-
<b>TOTAL</b>	<b>\$ 484,579</b>	<b>\$ 500,429</b>	<b>\$ 525,082</b>	<b>\$ 524,456</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 62,325	\$ 74,794	\$ 79,129	\$ 83,810
DENTAL	4,868	5,173	5,208	5,903
EYE CARE	550	572	583	612
PERS	67,179	68,210	73,346	79,072
FICA-MEDICARE	3,090	3,276	3,450	3,481
WORKERS COMPENSATION	1,021	9,957	13,330	11,447
LIFE INSURANCE	394	397	405	405
<b>TOTAL</b>	<b>\$ 139,426</b>	<b>\$ 162,379</b>	<b>\$ 175,451</b>	<b>\$ 184,730</b>
<b>TRAINING AND DUES</b>				
TUITION AND REGISTRATION FEES	\$ 73	\$ 399	\$ -	\$ 471
PROFESSIONAL DUES	1,147	975	1,088	900
<b>TOTAL</b>	<b>\$ 1,220</b>	<b>\$ 1,374</b>	<b>\$ 1,088</b>	<b>\$ 1,371</b>
<b>CONTRACTUAL SERVICES</b>				
MILEAGE (PRIVATE AUTO)	\$ 235	\$ 447	\$ 538	\$ 500
PARKING IN CITY FACILITIES	1,873	1,825	1,494	1,800
PROPERTY RENTAL	43,752	43,752	43,752	44,000
PHOTOCOPY MACHINE RENTAL	56	-	-	-
OTHER CONTRACTUAL	-	-	-	500
<b>TOTAL</b>	<b>\$ 45,916</b>	<b>\$ 46,024</b>	<b>\$ 45,784</b>	<b>\$ 46,800</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 900	\$ 699	\$ 418	\$ 1,000
COMPUTER SOFTWARE	496	-	-	-
OTHER SUPPLIES	1,214	1,799	1,343	1,500
JUST IN TIME OFFICE SUPPLIES	2,159	3,088	726	2,000
<b>TOTAL</b>	<b>\$ 4,770</b>	<b>\$ 5,586</b>	<b>\$ 2,487</b>	<b>\$ 4,500</b>

## RESEARCH, PLANNING AND DEVELOPMENT

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 55	\$ -	\$ -	-
CAR WASHES	145	-	-	-
<b>TOTAL</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 7,463	\$ 9,734	\$ 11,839	\$ 11,691
CHARGES FROM PRINTING	3,163	4,900	7,227	10,000
CHARGES FROM WATER - GIS PROJ	2,891	7,985	-	-
CHARGES FROM MOTOR VEHICLES	7,963	6,342	11,159	9,631
<b>TOTAL</b>	<b>\$ 21,480</b>	<b>\$ 28,961</b>	<b>\$ 30,225</b>	<b>\$ 31,322</b>
<b>TOTAL DIVISION</b>	<b>\$ 697,590</b>	<b>\$ 744,753</b>	<b>\$ 780,119</b>	<b>\$ 793,179</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES	\$ -	\$ -	\$ 650	-
MISCELLANEOUS REVENUES	-	-	150	-
EXPENDITURE RECOVERIES	26,534	228,990	355,243	250,000
<b>TOTAL DIVISION</b>	<b>\$ 26,534</b>	<b>\$ 228,990</b>	<b>\$ 356,044</b>	<b>\$ 250,000</b>

**RESEARCH, PLANNING AND DEVELOPMENT**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner, Research, Planning & Development	40,315	128,215
1	1	1			
<b>PROFESSIONALS</b>					
3	2	2	Architect, Landscape Senior	10.00 Hr.	29.07 Hr.
0	1	1	Architect, Landscape	10.00 Hr.	27.47 Hr.
1	1	1	Construction Technician	12.02 Hr.	22.20 Hr.
1	1	1	Manager of Research & Planning	22,333	71,948
1	1	1	Manager of Site Development	22,333	71,948
1	1	1	Supervisor, Site Development	20,800	52,331
1	1	1	Survey, Party Chief	20,800	54,685
8	8	8			
9	9	9	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DIVISION OF RECREATION**

**KIM JOHNSON, COMMISSIONER**

The Division of Recreation operates 18 recreation centers, 1 outpost (Alta House) 1 arts center, 17 indoor pools, 22 outdoor pools, permits 155 ballfields (4 ballfield complexes), 1 outdoor ice skating rink, 1 indoor roller skating rink, 1 residential camp, and 2 golf courses. Each facility provides recreational opportunities for all ages and interest groups. The involvement of neighborhood residents will continue to be a priority via advisory councils that assist with program and evaluation.

*Mission Statement*

To provide recreation opportunities for Cleveland area residents of all age groups.

**OPERATING SUMMARY  
(000's OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>PROGRAMS:</b>									
Organized Sports	\$ 222	2		\$ 275	2		\$ 280	2	
Summer Program	2,295		258	2,689		262	2,695		275
Summer Lunch	185		7	195		7	200		7
Cultural Arts	445	11		460	11		467	11	
Recreation Centers	9,594	124	12	10,408	142	127	10,752	144	150
Golf Course Oper	2,030	13	48	1,971	13	40	1,985	13	40
Camping	320	5		325	5		329	5	
	<b>\$ 15,091</b>	<b>155</b>	<b>325</b>	<b>\$ 16,323</b>	<b>173</b>	<b>436</b>	<b>\$ 16,708</b>	<b>175</b>	<b>472</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 12,823			\$ 13,922			\$ 14,439		
Self - Generated	40			217			24		
	<b>\$ 12,863</b>	<b>142</b>	<b>270</b>	<b>\$ 14,139</b>	<b>160</b>	<b>389</b>	<b>\$ 14,463</b>	<b>162</b>	<b>425</b>
Golf Courses	\$ 2,030	13	48	\$ 1,971	13	40	\$ 1,985	13	40
Grants	193		7	208		7	250		7
Special Revenue - Gifts	5			5			10		
	<b>\$ 15,091</b>	<b>155</b>	<b>325</b>	<b>\$ 16,323</b>	<b>173</b>	<b>436</b>	<b>\$ 16,708</b>	<b>175</b>	<b>472</b>

## DIVISION OF RECREATION

### **PROGRAM NAME: ORGANIZED SPORTS**

OBJECTIVES: To provide ongoing planning, development and coordination of a variety of sports programs, both competitive and non-competitive.

ACTIVITIES: Promotes league play in basketball, baseball, softball, football, soccer etc.

### **PROGRAM NAME: SUMMER PROGRAMS**

OBJECTIVES: To provide supplemental recreation activities to City residents during the summer season.

ACTIVITIES: Conduct activities in pools, ballfields and in recreation centers.

### **PROGRAM NAME: RECREATION CENTERS**

OBJECTIVES: To provide year round recreation facilities and programs to City residents.

ACTIVITIES: Operate and maintain recreation centers.

### **PROGRAM NAME: CULTURAL ARTS**

OBJECTIVES: To provide cultural arts to City residents.

ACTIVITIES: Organize programs in drama, dance, painting, drawing, cartoon arts, ceramics and weaving.

### **PROGRAM NAME: GOLF COURSE OPERATION**

OBJECTIVES: To provide quality golfing opportunities at two 36-hole facilities.

ACTIVITIES: Maintaining grounds and buildings. Regulating golf play and facilitating league and tournament play.

### **PROGRAM NAME: CAMPING**

OBJECTIVES: To provide recreational opportunities for youth and seniors involving camp and other outdoor environmental activities.

ACTIVITIES: Operate a summer residential camp program for youth between the ages of 9 to 13. Conduct a day camp program for seniors in conjunction with various senior centers throughout the city of Cleveland. Conduct a holistic life program for youth in conjunction with Cleveland Public Schools.

### **PROGRAM NAME: SUMMER FOOD PROGRAM**

OBJECTIVES: To supplement the dietary requirements of children during the summer.

ACTIVITIES: Provide free meals for city of Cleveland youth 18 years of age and under.

## DIVISION OF RECREATION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 4,571,834	\$ 4,407,123	\$ 5,274,632	\$ 5,469,938
SEASONAL	970,353	940,121	1,023,255	1,038,800
PART-TIME PERMANENT	166,242	617,156	618,178	295,103
STUDENT TRAINEES	-	-	-	377,743
LONGEVITY	55,325	48,850	45,507	48,525
WAGE SETTLEMENTS	103,704	-	-	-
SEPARATION PAYMENTS	32,954	136,834	92,978	12,000
OVERTIME	140,051	148,705	93,226	81,000
<b>TOTAL</b>	<b>\$ 6,040,464</b>	<b>\$ 6,298,789</b>	<b>\$ 7,147,776</b>	<b>\$ 7,323,109</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 953,876	\$ 998,763	\$ 1,108,133	\$ 1,272,847
DENTAL	62,044	58,397	61,917	70,876
EYE CARE	10,166	9,606	9,999	11,990
PERS	849,441	852,672	1,010,121	1,102,290
FICA-MEDICARE	67,223	72,095	86,995	88,916
WORKERS COMPENSATION	156,359	260,993	273,096	312,466
LIFE INSURANCE	6,259	6,030	6,480	7,290
UNEMPLOYMENT COMPENSATION	41,570	17,944	16,955	35,000
CLOTHING ALLOWANCE	1,520	1,520	1,520	900
CLOTHING MAINTENANCE	600	600	4,350	450
<b>TOTAL</b>	<b>\$ 2,149,058</b>	<b>\$ 2,278,620</b>	<b>\$ 2,579,567</b>	<b>\$ 2,903,024</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ -	\$ -	\$ -	\$ 150
TUITION AND REGISTRATION FEES	-	615	650	500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 615</b>	<b>\$ 650</b>	<b>\$ 650</b>
<b>UTILITIES</b>				
GAS	\$ 1,105,969	\$ 936,127	\$ 994,880	\$ 805,853
ELECTRICITY - CPP	1,030,329	995,627	1,025,721	1,066,750
ELECTRICITY - OTHER	167,021	170,858	177,577	184,680
SECURITY MONITORING SYSTEM	14,459	11,400	11,400	20,000
CONTRACTUAL UTILITIES	107,889	101,297	85,816	110,000
BROKERED GAS SUPPLY	171,297	98,700	187,870	152,175
<b>TOTAL</b>	<b>\$ 2,596,964</b>	<b>\$ 2,314,009</b>	<b>\$ 2,483,264</b>	<b>\$ 2,339,458</b>



**DIVISION OF RECREATION**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 28,510	\$ 64,905	\$ 30,163	\$ 22,000
MILEAGE (PRIVATE AUTO)	936	1,017	2,445	1,000
SECURITY SERVICES	34,000	-	5,000	-
ADVERTISING AND PUBLIC NOTICE	274	-	-	300
PARKING IN CITY FACILITIES	12,626	10,645	12,928	6,000
PHOTOCOPY MACHINE RENTAL	889	-	-	-
EQUIPMENT RENTAL	360	390	-	500
OTHER CONTRACTUAL	634,264	1,236,056	1,219,131	1,192,611
<b>TOTAL</b>	<b>\$ 711,859</b>	<b>\$ 1,313,013</b>	<b>\$ 1,269,668</b>	<b>\$ 1,222,411</b>
<b>MATERIALS AND SUPPLIES</b>				
COMPUTER HARDWARE	\$ -	\$ 335	\$ -	\$ -
CHEMICAL	80,475	96,021	71,001	86,000
SALT AND DE-ICER	943	595	525	600
CLOTHING	2,050	4,611	3,939	3,500
HARDWARE AND SMALL TOOLS	9,850	1,620	-	2,500
SMALL EQUIPMENT	1,355	875	7,815	12,000
OFFICE FURNITURE AND EQUIP	6,440	1,650	-	-
ELECTRICAL SUPPLIES	-	2,592	-	1,000
HYGIENE AND CLEANING SUPPLIES	2,278	5,117	3,390	5,000
AQUATICS (POOL) SUPPLIES	19,326	37,977	17,956	30,000
OFFICE SUPPLIES	-	-	5,578	-
PLAYGROUND EQUIPMENT	13,706	12,460	8,830	18,000
LUMBER, GLASS & DRYWALL	200	-	94	-
MEDICAL SUPPLIES	2,554	2,859	285	2,000
FOOD	28,355	37,237	28,498	30,000
PAPER AND PRINTING SUPPLIES	499	563	154	2,000
OTHER SUPPLIES	2,397	3,507	9,530	5,000
ARTS AND CRAFTS SUPPLIES	51,684	29,581	33,236	32,000
SPORTING GOODS SUPPLIES	47,062	31,195	33,067	36,412
JUST IN TIME OFFICE SUPPLIES	13,147	13,400	5,459	15,000
BUILDING MAINTENANCE SUPPLIES	-	-	-	8,000
MISC MAINTENANCE SUPPLIES	2,952	9,846	2,295	-
<b>TOTAL</b>	<b>\$ 285,272</b>	<b>\$ 292,041</b>	<b>\$ 231,653</b>	<b>\$ 289,012</b>

## DIVISION OF RECREATION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ -	\$ 3,859	\$ -	\$ 4,000
MAINTENANCE MACHINERY	-	1,118	16,557	3,100
MAINTENANCE FIRE APPARATUS	8,000	8,000	-	9,000
CAR WASHES	-	500	500	500
MAINTENANCE MISC EQUIP	1,000	4,010	1,722	4,000
MAINTENANCE BUILDING	2,117	-	-	-
<b>TOTAL</b>	<b>\$ 11,117</b>	<b>\$ 17,487</b>	<b>\$ 18,779</b>	<b>\$ 20,600</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGEMENTS, DAMAGES, AND CLAIMS	\$ -	\$ -	\$ 1,021	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,021</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 108,989	\$ 80,217	\$ 103,983	\$ 101,183
CHARGES FROM RADIO COMM	1,065	2,808	2,575	3,384
CHARGES FROM PRINTING	18,751	28,628	35,350	35,000
CHARGES FROM WATER - GIS PROJ	2,168	4,756	-	-
CHARGES FROM STOREROOM	1,346	1,338	1,326	1,275
CHARGES FROM MOTOR VEHICLES	183,851	215,710	247,936	213,978
CHARGES FROM STREETS	-	-	1,259	-
CHARGES FROM WASTE	14,661	14,615	13,928	10,000
<b>TOTAL</b>	<b>\$ 330,831</b>	<b>\$ 348,072</b>	<b>\$ 406,357</b>	<b>\$ 364,820</b>
<b>TOTAL DIVISION</b>	<b>\$ 12,125,564</b>	<b>\$ 12,862,646</b>	<b>\$ 14,138,735</b>	<b>\$ 14,463,084</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICES	\$ 20,619	\$ 18,700	\$ 17,325	\$ 15,000
MISCELLANEOUS REVENUES	2,630	1,200	5,370	-
EXPENDITURE RECOVERIES	15,227	19,972	193,936	9,000
<b>TOTAL DIVISION</b>	<b>\$ 38,476</b>	<b>\$ 39,872</b>	<b>\$ 216,631</b>	<b>\$ 24,000</b>

**DIVISION OF RECREATION**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Recreation	42,758	143,361
2	2	2	Deputy Commissioner of Recreation	26,274	80,091
3	3	3			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Chief Clerk	22,050	46,165
14	12	12	Junior Clerk	10.00 Hr.	13.46 Hr.
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
1	0	0	Storekeeper	10.00 Hr.	19.76 Hr.
3	3	3	Secretary	10.00 Hr.	16.83 Hr.
1	1	1	Private Secretary	10.00 Hr.	20.19 Hr.
22	19	19			
<b>PROFESSIONALS</b>					
2	2	2	Deputy Project Director	20,093	61,006
8	8	8	Manager of Recreation	40,000	75,806
22	21	21	Recreation Center Manager	32,500	69,660
26	22	21	Assistant Manager of Recreation	20,093	55,191
58	53	52			
<b>SERVICE &amp; MAINTENANCE</b>					
2	2	1	Mechanical Handyman	15.38 Hr.	17.73 Hr.
1	1	1	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
1	1	1	Ground Maintenance Man	14.75 Hr.	17.09 Hr.
4	4	3			
<b>TECHNICIAN</b>					
27	24	25	Physical Director	10.00 Hr.	18.97 Hr.
7	4	5	Recreation Instructor III	10.00 Hr.	18.24 Hr.
61	53	55	Recreation Instructor II	10.00 Hr.	17.24 Hr.
95	81	85			
182	160	162	TOTAL FULL TIME		
157	127	150	PART TIME		
275	262	275	SEASONAL**		
614	549	587	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

\*\* Seasonals are reflected during peak periods, May-September

**DIVISION OF RECREATION  
GOLF COURSES**

**EXPENDITURES**

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 479,868	\$	499,876	\$	516,727	\$	547,660
SEASONAL	244,889		238,220		224,319		220,000
LONGEVITY	5,650		5,825		5,825		7,000
SEPARATION PAYMENTS	7,600		-		-		-
BONUS INCENTIVE	1,000		-		-		-
OVERTIME	26,451		25,272		25,465		26,010
<b>TOTAL</b>	<b>\$ 765,457</b>	<b>\$</b>	<b>769,193</b>	<b>\$</b>	<b>772,336</b>	<b>\$</b>	<b>800,670</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 56,891	\$	74,435	\$	81,825	\$	87,333
DENTAL	3,643		4,307		4,508		4,769
VISION	582		611		668		706
PERS	103,530		104,415		111,617		120,716
FICA-MEDICARE	7,785		7,821		7,776		8,131
WORKERS COMPENSATION	13,985		25,891		35,035		53,715
LIFE INSURANCE	540		540		581		585
UNEMPLOYMENT COMPENSATION	28,027		21,911		31,082		33,852
CLOTHING ALLOWANCE	3,315		3,145		3,470		3,420
TOOL INSURANCE	800		800		1,100		800
CLOTHING MAINTENANCE	1,600		1,150		1,350		1,350
<b>TOTAL</b>	<b>\$ 220,700</b>	<b>\$</b>	<b>245,026</b>	<b>\$</b>	<b>279,012</b>	<b>\$</b>	<b>315,377</b>
<b>UTILITIES</b>							
GAS	\$ 3,195	\$	(896)	\$	12,219	\$	-
ELECTRICITY - OTHER	29,779		31,111		30,023		31,224
SECURITY AND MONITORING	888		888		1,618		2,000
<b>TOTAL</b>	<b>\$ 33,862</b>	<b>\$</b>	<b>31,103</b>	<b>\$</b>	<b>43,860</b>	<b>\$</b>	<b>33,224</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 5,985	\$	6,030	\$	6,895	\$	6,000
BANK SERVICE FEES	3,715		4,282		1,994		-
MILEAGE (PRIVATE AUTO)	-		-		-		200
PHOTOCOPY MACHINE RENTAL	41		-		-		-
OTHER CONTRACTUAL	374,921		370,000		375,000		375,000
CREDIT CARD PROCESSING FEES	11,058		11,733		13,754		11,000
<b>TOTAL</b>	<b>\$ 395,719</b>	<b>\$</b>	<b>392,045</b>	<b>\$</b>	<b>397,643</b>	<b>\$</b>	<b>392,200</b>

**DIVISION OF RECREATION  
GOLF COURSES**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
CLOTHING	\$ 1,217	\$ 3,728	\$ 2,641	\$ 3,000
HARDWARE AND SMALL TOOLS	998	600	3,154	3,000
WELDING SUPPLIES AND EQUIP	500	800		500
SEED, FERTILIZER AND HERBICIDE	77,196	67,993	68,348	40,000
SMALL EQUIPMENT	3,023	5,692	6,795	10,000
OFFICE FURNITURE AND EQUIP	2,082	1,050	1,525	1,600
ELECTRICAL SUPPLIES	737	998	-	500
FENCE, POSTS AND BARS	-	2,500	-	1,000
HYGIENE AND CLEANING SUPPLY	11,288	10,403	9,343	10,000
CLAY, SOIL AND TURF	1,050	1,644	-	2,000
PAINTING EQUIPMENT	1,000	-	499	1,000
PLUMBING SUPPLIES	21,558	19,000	8,000	8,000
MEDICAL SUPPLIES	400	300	200	200
FOOD	67,000	55,600	64,415	60,000
OTHER SUPPLIES	19,661	20,538	16,544	15,000
SPORTING GOODS SUPPLIES	11,000	6,500	7,001	8,000
JUST IN TIME SUPPLIES	1,492	1,370	1,101	1,500
CEMENT SAND AND GRAVEL	15,819	12,038	11,360	12,926
<b>TOTAL</b>	<b>\$ 236,021</b>	<b>\$ 210,754</b>	<b>\$ 200,927</b>	<b>\$ 178,226</b>
<b>MAINTENANCE</b>				
MAINTENANCE FIRE APPARATUS	\$ 475	\$ 4,800	\$ 400	\$ 1,000
MAINTENANCE MISC EQUIP	60,000	45,000	61,507	55,000
CHARGES FROM MAINT	15,229	29,921	15,720	20,000
<b>TOTAL</b>	<b>\$ 75,704</b>	<b>\$ 79,721</b>	<b>\$ 77,626</b>	<b>\$ 76,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
INDIRECT COST	\$ 166,900	\$ 124,630	\$ 124,630	\$ 118,940
<b>TOTAL</b>	<b>\$ 166,900</b>	<b>\$ 124,630</b>	<b>\$ 124,630</b>	<b>\$ 118,940</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 19,329	\$ 22,960	\$ 13,659	\$ 14,002
CHARGES FROM PRINTING	2,532	2,227	1,927	2,000
CHARGES FROM MOTOR VEHICLES	68,715	45,685	53,367	46,056
CHARGES FROM WASTE	5,255	6,758	5,750	8,000
<b>TOTAL</b>	<b>\$ 95,832</b>	<b>\$ 77,630</b>	<b>\$ 74,703</b>	<b>\$ 70,058</b>

**DIVISION OF RECREATION  
GOLF COURSES**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CAPITAL OUTLAY</b>				
MOTORIZED EQUIPMENT	\$ -	\$ 100,000	\$ -	\$ -
TRANSFER TO CAPITAL PROJECTS	600,000	-	-	-
<b>TOTAL</b>	<b>\$ 600,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,590,194</b>	<b>\$ 2,030,102</b>	<b>\$ 1,970,737</b>	<b>\$ 1,984,695</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUE	\$ 489	\$ (197)	\$ 1,106	\$ -
SALES AND CHARGES FOR SERVICE	1,345,436	1,442,746	1,398,152	1,415,000
MISCELLANEOUS REVENUE	654,875	504,547	348,564	450,000
<b>TOTAL DIVISION</b>	<b>\$ 2,000,800</b>	<b>\$ 1,947,096</b>	<b>\$ 1,747,822</b>	<b>\$ 1,865,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
2	2	2	Manager of Parks and Urban Forestry	22,333	71,948
2	2	2			
			<b>SERVICE &amp; MAINTENANCE</b>		
2	2	2	Ground Maintenance Crew Foreman	15.91 Hr.	18.27 Hr.
2	2	2	Greenskeeper	19.43 Hr.	21.86 Hr.
1	1	1	Mechanical Handyman	15.38 Hr.	17.73 Hr.
4	4	4	Ground Maintenance Man	14.75 Hr.	17.09 Hr.
2	2	2	Auto Repair Worker	12.60 Hr.	20.16 Hr.
11	11	11			
13	13	13	<b>TOTAL FULL TIME</b>		
48	40	40	<b>SEASONAL**</b>		
61	53	53	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

\*\* Seasonals and Full Time are reflected during peak periods, May-September

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET**

**CONVENTION CENTER**

**JAMES F. GLENDING, COMMISSIONER**

The Commissioner of the Convention Center has authority over three major service operations: the Convention Center Complex, the Convention Parking Garage, the West Side Market, and the Cleveland Browns Stadium.

The Convention Center Complex offers over 375,000 square feet of usable exhibition space that can be arranged to accommodate over 1,500 individual exhibits. The performing arts area of the Convention Center was constructed in the grand opera tradition which features a spacious 21,780 square feet Registration Lobby, 10,000 seat Auditorium, 3,000 seat Music Hall and 600 seat Little Theater. Also, the facility maintains 300 parking spaces.

*Mission Statement*

To strengthen Cleveland's economy by delivering efficient, excellent services through promotion, marketing and management of the Cleveland Convention Center, West Side Market and Cleveland Browns Stadium.

**OPERATING SUMMARY**

(000's) OMITTED

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
		FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>										
Convention Center										
Commissioner's Office	\$ 1,282	5		\$ 1,303	4		\$ 1,237	4		
Building Maintenance	2,257	11		2,294	11		2,178	11		
Theatrical Events	478	4	12	487	4	15	462	4	25	
Security	297			302			287			
Fiscal	154	4		156	4		149	4		
Convention Events	1,450		20	1,474		25	1,400		50	
Marketing Services	211	3		215	3		205	3		
Parking Operations	293			298			283			
Stadium Fund	15,589			22,879			21,354			
West Side Market										
Fiscal Operations	688	1		682	1		741	1		
Maintenance	466	6	1	461	7	1	513	7	1	
	<b>\$ 17,415</b>	<b>40</b>	<b>63</b>	<b>\$ 30,551</b>	<b>34</b>	<b>41</b>	<b>\$ 28,809</b>	<b>34</b>	<b>76</b>	
<b>FUNDING SOURCE:</b>										
Other Funds*										
Convention Center	\$ 6,422	27	32	\$ 6,529	26	40	\$ 6,201	26	75	
Stadium Fund	15,589			22,879			21,354			
West Side Market	1,154	7	1	1,143	8	1	1,254	8	1	
	<b>\$ 17,415</b>	<b>40</b>	<b>63</b>	<b>\$ 30,551</b>	<b>34</b>	<b>41</b>	<b>\$ 28,809</b>	<b>34</b>	<b>76</b>	

\*Includes addition and use of fund balance. Refer to Fund Structure section of this document for details.

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET  
CONVENTION CENTER**

**PROGRAM NAME: COMMISSIONER'S OFFICE**

**OBJECTIVES:** To provide for the efficient operation of the Convention Center, Public Hall, Music Hall and the West Side Market.

**ACTIVITIES:** Coordinating the daily operation of the facility including event administration, labor management, fiscal operations and overall planning.

**PROGRAM NAME: BUILDING MAINTENANCE**

**OBJECTIVES:** To provide clean, attractive facilities as well as proper maintenance of the building and its equipment and services to exhibitors.

**ACTIVITIES:** Maintaining buildings and equipment and providing electrical, plumbing, and telephone services to promoters.

**PROGRAM NAME: THEATRICAL EVENT ADMINISTRATION**

**OBJECTIVES:** To provide promoters with assistance in producing profitable and successful theatrical events.

**ACTIVITIES:** Supplying skilled administration and labor in all areas pertaining to theatrical events and meetings.

**PROGRAM NAME: SECURITY FUNCTIONS**

**OBJECTIVES:** To provide security for persons using the Convention Center and to protect the assets of the Convention Center and its promoters.

**ACTIVITIES:** Developing plans for proper safeguarding of assets, maintaining the building security equipment and providing the needed labor force to ensure the users safety.

**PROGRAM NAME: FISCAL OPERATIONS**

**OBJECTIVES:** To provide the Commissioner with proper financial data and to accurately account for revenues and expenses received from events..

**ACTIVITIES:** Maintaining accurate records and reporting on a timely basis.

**PROGRAM NAME: CONVENTION CENTER**

**OBJECTIVES:** Provide a venue for meetings, conventions, trade shows, theatrical events & expositions.

**ACTIVITIES:** Coordinate the daily operations of the facility, including overall planning, labor management, fiscal activities, and maintenance.





**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET  
CONVENTION CENTER**

**PROGRAM NAME: WEST SIDE MARKET**

OBJECTIVES: Provide a venue where quality food products can be bought and sold.

ACTIVITIES: Supervise Tenant contract compliance, fiscal and maintenance activities, rent structure development and overall planning.

**PROGRAM NAME: CLEVELAND BROWNS STADIUM**

OBJECTIVES: Provide a source of public relaxation and entertainment through the ownership and leasing of Cleveland Browns Stadium for the play of professional football games and the presentation of other entertainment and public attractions.

ACTIVITIES: Monitor lease agreement compliance.

## DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

## CONVENTION CENTER

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,334,889	\$ 1,268,730	\$ 1,216,161	\$ 1,240,791
PART TIME PERMANENT	1,024,998	985,052	1,196,238	850,000
INJURY PAY	1,362	-	-	-
LONGEVITY	16,525	15,350	14,400	15,275
WAGE SETTLEMENTS	30,634	-	-	-
SEPARATION PAYMENTS	1,820	16,941	-	-
BONUS INCENTIVE	1,500	1,000	-	-
OVERTIME	448,132	315,558	244,782	359,100
<b>TOTAL</b>	<b>\$ 2,859,862</b>	<b>\$ 2,602,631</b>	<b>\$ 2,671,581</b>	<b>\$ 2,465,166</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 233,602	\$ 239,591	\$ 229,555	\$ 253,739
DENTAL	15,466	14,123	12,933	13,950
EYE CARE	1,667	1,578	1,401	1,520
PERS	421,296	357,738	382,074	371,671
FICA-MEDICARE	34,351	31,095	33,013	12,724
WORKERS COMPENSATION	140,490	96,780	116,837	68,293
LIFE INSURANCE	1,414	1,294	1,174	1,215
UNEMPLOYMENT COMPENSATION	58,286	36,727	46,883	22,568
TOOL INSURANCE	450	450	450	450
CLOTHING ALLOWANCE	2,880	3,255	2,700	2,700
CLOTHING MAINTENANCE	5,050	3,225	7,500	4,125
UNION WELFARE PAYMENT	20,774	16,406	22,036	20,000
<b>TOTAL</b>	<b>\$ 935,726</b>	<b>\$ 802,262</b>	<b>\$ 856,556</b>	<b>\$ 772,955</b>
<b>TRAINING AND PROFESSIONAL DUES</b>				
PROFESSIONAL DUES	\$ 1,323	\$ 1,043	\$ 1,049	\$ 1,000
<b>TOTAL</b>	<b>\$ 1,323</b>	<b>\$ 1,043</b>	<b>\$ 1,049</b>	<b>\$ 1,000</b>
<b>UTILITIES</b>				
CHILLED WATER	\$ 12,342	\$ -	\$ -	\$ -
GAS	18,207	31,282	39,075	31,651
ELECTRICITY - CPP	964,372	1,008,562	936,794	974,266
STEAM	793,091	709,267	794,766	800,000
SECURITY AND MONITOR SYSTEM	5,136	-	-	-
<b>TOTAL</b>	<b>\$ 1,793,148</b>	<b>\$ 1,749,111</b>	<b>\$ 1,770,635</b>	<b>\$ 1,805,917</b>

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET**

**CONVENTION CENTER**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 2,464	\$ 3,583	\$ 4,911	\$ 1,000
PARKING IN CITY FACILITIES	123,567	157,281	199,023	216,300
PHOTOCOPY MACHINE RENTAL	143	-	-	-
EQUIPMENT RENTAL	10,000	5,000	-	5,000
OTHER CONTRACTUAL	56,960	168,207	130,591	143,824
BANK SERVICE FEES	378	973	1,108	-
CREDIT CARD PROCESSING FEES	3,872	4,095	3,327	2,500
<b>TOTAL</b>	<b>\$ 197,384</b>	<b>\$ 339,139</b>	<b>\$ 338,960</b>	<b>\$ 368,624</b>
<b>MATERIALS AND SUPPLIES</b>				
COMPUTER HARDWARE	\$ -	\$ -	\$ 3,750	\$ -
CLOTHING	2,429	-	-	-
HARDWARE AND SMALL TOOLS	9,563	2,000	2,000	2,000
BOILERS, HEATERS AND COOLING	2,462	2,090	3,000	2,500
SMALL EQUIPMENT	-	3,442	-	2,500
ELECTRICAL SUPPLIES	22,834	19,419	10,493	12,000
HYGIENE AND CLEANING SUPPLY	16,995	21,665	18,452	20,000
PAINTING EQUIPMENT AND SUPPLY	-	500	2,400	1,000
PLUMBING SUPPLIES AND EQUIP	5,000	5,992	7,000	6,000
MOTORS AND PUMPS	8,322	8,999	8,740	9,000
HEATING AND AIR FILTERS	5,500	4,745	4,000	5,000
LUMBER, GLASS AND DRYWALL	-	2,500	1,000	2,500
MEDICAL SUPPLIES	414	-	-	500
DOORS, SHUTTERS, AND WINDOWS	2,414	-	-	-
OTHER SUPPLIES	1,745	3,724	1,604	3,000
SAFETY EQUIPMENT	133	1,213	-	1,000
BATTERIES	-	-	-	800
JUST IN TIME OFFICE SUPPLIES	1,301	619	1,370	1,500
BUILDING MAINTENANCE SUPP	1,000	6,849	1,455	3,000
MISC MAINTENANCE SUPPLIES	3,887	-	-	-
<b>TOTAL</b>	<b>\$ 83,999</b>	<b>\$ 83,757</b>	<b>\$ 65,264</b>	<b>\$ 72,300</b>
<b>MAINTENANCE</b>				
MAINTENANCE MACHINERY	\$ 11,190	\$ 6,887	\$ 3,275	\$ 5,000
MAINTENANCE FIRE APPARATUS	2,000	456	1,500	2,000
MAINTENANCE VEHICLES	2,576	7,000	5,000	5,000
MAINTENANCE UTILITY SYSTEMS	8,309	13,500	10,116	12,000
MAINTENANCE MISC EQUIP	19,032	9,490	12,129	11,000
MAINTENANCE BUILDING	10,235	14,500	5,840	12,000
CHARGES FROM MAINTENANCE	19,543	36,346	17,117	15,000
<b>TOTAL</b>	<b>\$ 72,885</b>	<b>\$ 88,179</b>	<b>\$ 54,976</b>	<b>\$ 62,000</b>

## DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

## CONVENTION CENTER

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ 500	\$ -	\$ -
INDIRECT COST	755,683	512,772	512,772	470,198
<b>TOTAL</b>	<b>\$ 755,683</b>	<b>\$ 513,272</b>	<b>\$ 512,772</b>	<b>\$ 470,198</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 84,015	\$ 61,935	\$ 104,369	\$ 60,687
CHARGES FROM RADIO SYSTEM	7,835	8,905	8,369	10,596
CHARGES FROM WPC	556	-	-	-
CHARGES FROM WATER - G.I.S.	-	1,586	-	-
CHARGES FROM PRINTING	4,656	3,859	4,664	5,000
CHARGES FROM STOREROOM	778	698	1,004	613
CHARGES FROM MOTOR VEHICLES	25,570	26,439	35,622	30,743
CHARGES FROM TRAFFIC ENGINEER	5,195	-	315	-
CHARGES FROM WASTE	73,527	68,920	58,887	50,000
CHARGES FROM PARKS MAINT	32,859	70,746	44,174	25,000
<b>TOTAL</b>	<b>\$ 234,990</b>	<b>\$ 243,088</b>	<b>\$ 257,404</b>	<b>\$ 182,639</b>
<b>TOTAL DIVISION</b>	<b>\$ 6,935,001</b>	<b>\$ 6,422,482</b>	<b>\$ 6,529,199</b>	<b>\$ 6,200,799</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LOCAL TAXES	\$ 4,350,890	\$ 4,421,046	\$ 4,183,805	\$ 4,200,000
SALES AND CHARGES FOR SERVICES	2,066,434	1,648,890	1,322,907	1,535,799
MISCELLANEOUS REVENUES	37,194	43,062	36,036	30,000
EXPENDITURE RECOVERIES	424,198	515,698	465,042	435,000
<b>TOTAL DIVISION</b>	<b>\$ 6,878,717</b>	<b>\$ 6,628,696</b>	<b>\$ 6,007,791</b>	<b>\$ 6,200,799</b>

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET**  
**CONVENTION CENTER**  
**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Convention Ctr. & Stadium	45,201	126,903
1	1	1	Deputy Commissioner	26,274	80,091
2	2	2	Manager of Convention Sales	23,647	75,806
4	4	4			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Budget Analyst	20,800	51,467
2	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Secretary	10.00 Hr.	16.83 Hr.
4	3	3			
<b>PROFESSIONALS</b>					
1	1	1	Assistant Manager of Box Office	22,333	63,917
1	1	1			
<b>SERVICE &amp; MAINTENANCE</b>					
1	1	1	Set-up Foreman	15.63 Hr.	17.98 Hr.
2	2	2	Building Stationary Engineer	10.14 Hr.	18.52 Hr.
1	1	1	Chief Building Stationary Engineer	12.37 Hr.	19.81 Hr.
1	1	1	Mechanical Handyman	15.38 Hr.	17.73 Hr.
1	1	1	Plumber Welder	36.76 Hr.	45.95 Hr.
2	2	2	Electrical Worker	37.25 Hr.	46.56 Hr.
6	6	6	Custodial Worker	10.00 Hr.	14.50 Hr.
2	2	2	Guard	10.00 Hr.	16.55 Hr.
1	1	1	Window Washer	12.54 Hr.	19.68 Hr.
1	1	1	Stage Hand	19.11 Hr.	29.29 Hr.
18	18	18			
27	26	26	TOTAL FULL TIME		
75	40	75	PART TIME		
102	66	101	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

## DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

## WEST SIDE MARKET

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 374,105	\$ 306,478	\$ 291,670	\$ 325,387
PART TIME PERMANENT	13,983	20,802	18,656	19,012
LONGEVITY	4,050	4,475	3,325	4,375
SEPARATION PAYMENTS	1,256	-	-	25,036
BONUS INCENTIVE	2,500	-	-	-
OVERTIME	29,314	53,249	45,890	30,202
<b>TOTAL</b>	<b>\$ 425,208</b>	<b>\$ 385,004</b>	<b>\$ 359,541</b>	<b>\$ 404,012</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 66,973	\$ 58,482	\$ 68,123	\$ 79,867
DENTAL	4,187	3,891	4,014	4,412
VISION	499	437	426	461
PERS	58,655	53,899	51,265	57,138
FICA-MEDICARE	4,950	4,276	3,981	3,652
WORKERS COMPENSATION	18,095	8,827	11,102	7,922
LIFE INSURANCE	443	360	349	360
CLOTHING ALLOWANCE	2,780	2,480	1,620	2,000
TOOL INSURANCE	600	600	300	740
CLOTHING MAINTENANCE	1,000	700	500	1,180
<b>TOTAL</b>	<b>\$ 158,182</b>	<b>\$ 133,952</b>	<b>\$ 141,680</b>	<b>\$ 157,732</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ 140	\$ 105	\$ 105	\$ 140
<b>TOTAL</b>	<b>\$ 140</b>	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 140</b>
<b>UTILITIES</b>				
BROKERED GAS	\$ -	\$ -	\$ 21,407	\$ 17,340
GAS	83,120	101,366	106,295	86,099
ELECTRICITY - CPP	67,991	64,104	103,224	107,352
SECURITY AND MONITOR SYSTEM	1,100	662	-	1,100
<b>TOTAL</b>	<b>\$ 152,211</b>	<b>\$ 166,132</b>	<b>\$ 230,926</b>	<b>\$ 211,891</b>
<b>CONTRACTUAL SERVICES</b>				
MILEAGE (PRIVATE AUTO)	\$ 402	\$ 296	\$ 330	\$ 400
PROFESSIONAL SERVICES	1,855	-	-	-
JANITORIAL SERVICES	86,600	180,000	180,000	180,000
PHOTOCOPY MACHINE RENTAL	41	-	-	-
OTHER CONTRACTUAL	84,989	102,600	54,800	115,000
<b>TOTAL</b>	<b>\$ 173,888</b>	<b>\$ 282,896</b>	<b>\$ 235,130</b>	<b>\$ 295,400</b>

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET**

**WEST SIDE MARKET**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
FIRE/EMS APPARATUS PARTS	\$ 1,000	\$ 500	\$ -	\$ 500
CHEMICAL	1,854	1,665	-	1,700
SALT AND DE-ICER	1,445	495	1,568	1,500
BOILERS, HEATERS AND COOLING	9,136	14,933	4,815	8,000
ELECTRICAL SUPPLIES	2,500	2,500	1,000	2,500
SMALL EQUIPMENT	16,846	180	-	7,000
HYGIENE AND CLEANING SUPP	11,570	7,198	3,700	8,000
DOORS, SHUTTERS AND WINDOWS	8,896	6,000	2,000	5,000
PLUMBING SUPPLIES AND EQUIP	1,000	1,000	1,000	3,000
MOTORS AND PUMPS	475	-	-	500
HEATING AND AIR FILTERS	126	-	-	-
MEDICAL SUPPLIES	-	250	250	500
OTHER SUPPLIES	1,625	1,427	920	1,500
JUST IN TIME OFFICE SUPPLIES	1,737	1,687	617	1,314
BUILDING MAINTENANCE SUPP	97	97	97	384
<b>TOTAL</b>	<b>\$ 58,304</b>	<b>\$ 37,932</b>	<b>\$ 15,966</b>	<b>\$ 41,398</b>
<b>MAINTENANCE</b>				
MAINTENANCE MACHINERY	\$ 8,074	\$ 5,529	\$ 12,695	\$ 15,000
MAINTENANCE FIRE APPARATUS	-	1,100	-	1,000
MAINTENANCE BUILDING	18,976	17,350	18,750	15,000
CHARGES FROM MAINTENANCE	7,855	34,618	30,909	8,000
<b>TOTAL</b>	<b>\$ 34,905</b>	<b>\$ 58,597</b>	<b>\$ 62,354</b>	<b>\$ 39,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
INDIRECT COST	\$ 50,293	\$ 44,228	\$ 44,228	\$ 44,224
<b>TOTAL</b>	<b>\$ 50,293</b>	<b>\$ 44,228</b>	<b>\$ 44,228</b>	<b>\$ 44,224</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 5,340	\$ 11,057	\$ 5,607	\$ 5,958
CHARGES FROM WATER POLLUTION	296	-	-	500
CHARGES FROM PRINTING	1,785	1,058	1,111	1,500
CHARGES FROM STOREROOM	125	33	-	32
CHARGES FROM WASTE	53,779	31,513	44,658	50,000
CHARGES FROM COMMUNITY DEV	-	1,410	1,990	2,000
<b>TOTAL</b>	<b>\$ 61,325</b>	<b>\$ 45,071</b>	<b>\$ 53,365</b>	<b>\$ 59,990</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,114,455</b>	<b>\$ 1,153,917</b>	<b>\$ 1,143,295</b>	<b>\$ 1,253,787</b>

**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET**

**WEST SIDE MARKET**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICES	\$ 1,024,497	\$ 1,103,453	\$ 1,105,506	\$ 1,205,668
MISCELLANEOUS REVENUES	25,374	28,019	24,505	15,150
EXPENDITURE RECOVERIES	10,139	10,759	10,009	11,125
<b>TOTAL DIVISION</b>	<b>\$ 1,060,011</b>	<b>\$ 1,142,231</b>	<b>\$ 1,140,019</b>	<b>\$ 1,231,943</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			<b>OFFICE &amp; CLERICAL</b>		
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
1	1	1			
			<b>PROFESSIONALS</b>		
1	1	1	Manager of Markets	28,800	75,806
1	0	0	Supervisor of Markets	19,427	43,913
2	1	1			
			<b>SKILLED CRAFT</b>		
3	3	3	Building Stationary Engineer	10.14 Hr.	18.52 Hr.
1	1	1	Chief Building Stationary Engineer	12.37 Hr.	19.81 Hr.
4	4	4			
			<b>SERVICE &amp; MAINTENANCE</b>		
1	2	2	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
1	2	2			
8	8	8	<b>TOTAL FULL TIME</b>		
1	1	1	<b>TOTAL PART TIME</b>		
9	9	9	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET  
CLEVELAND BROWNS STADIUM**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 10,500	\$ 21,038	\$ 49,769	\$ 425,000
INSURANCE AND OFFICIAL BONDS	111,736	6,273	172,374	-
PROPERTY RENTAL	9,118	9,108	9,108	-
OTHER CONTRACTUAL	-	68,660	-	125,000
STADIUM PROPERTY TAX	477,118	448,762	446,707	700,000
<b>TOTAL</b>	<b>\$ 608,472</b>	<b>\$ 553,841</b>	<b>\$ 677,958</b>	<b>\$ 1,250,000</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
CUYAHOGA CTY PAYMENTS	\$ -	\$ 2,984,700	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,984,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>				
PROFESSIONAL SERVICES	\$ -	\$ 47,421	\$ 880,713	\$ 760,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 47,421</b>	<b>\$ 880,713</b>	<b>\$ 760,000</b>
<b>DEBT SERVICES</b>				
PRINCIPAL	\$ 2,275,000	\$ 5,826,448	\$ 10,764,699	\$ 10,933,495
INTEREST	6,482,150	6,176,956	10,555,802	8,810,667
<b>TOTAL</b>	<b>\$ 8,757,150</b>	<b>\$ 12,003,404</b>	<b>\$ 21,320,501</b>	<b>\$ 19,744,162</b>
<b>TOTAL DIVISION</b>	<b>\$ 9,365,622</b>	<b>\$ 15,589,366</b>	<b>\$ 22,879,172</b>	<b>\$ 21,754,162</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Mayor's Estimate
SALES & CHARGES	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
INTERGOVERNMENTAL REVENUE	14,465,454	13,780,214	13,944,132	13,750,000
MISCELLANEOUS REVENUE	476,144	938,867	491,309	-
TRANSFER-IN	9,147,496	8,515,546	4,640,292	8,600,000
<b>TOTAL DIVISION</b>	<b>\$ 24,339,095</b>	<b>\$ 23,484,627</b>	<b>\$ 19,325,733</b>	<b>\$ 22,600,000</b>



**DIVISION OF PARKING FACILITIES**

**OFF-STREET**

LEIGH STEVENS, COMMISSIONER

The Division of Parking Facilities budget consists of two program centers: Off-Street Parking and On-Street Parking. The Off-Street Parking Program provides for the construction, maintenance and operation of all city owned parking garages and lots throughout the downtown area. The Off-Street Parking Program also oversees the operation of the Gateway East and North Garages. The On-Street Parking Program is designed to enforce the City's parking codes by issuing tickets. The On-Street Parking Program is also responsible for the maintenance, installation and removal of all parking meters throughout the City of Cleveland.

*Mission Statement*

To provide adequate Off-Street parking throughout the downtown area and to enforce the On-Street parking throughout the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	FT		PT	STAFF		FT	PT	STAFF
<b>PROGRAMS:</b>										
Off-Street Parking	\$ 9,967	20	9	\$ 10,507	17	5	\$ 10,458	17	5	
On-Street Parking	1,183	25		1,185	22		1,306	25		
	<b>\$ 11,150</b>	<b>45</b>	<b>9</b>	<b>\$ 11,692</b>	<b>39</b>	<b>5</b>	<b>\$ 11,764</b>	<b>42</b>	<b>5</b>	
<b>FUNDING SOURCE:</b>										
Tax Supported	\$ 1,159	25		\$ 1,160	22		\$ 1,282	25		
Self Generated	24			25			24			
Enterprise Fund*	9,967	20	9	10,507	17	5	10,458	17	5	
	<b>\$ 11,150</b>	<b>45</b>	<b>9</b>	<b>\$ 11,692</b>	<b>39</b>	<b>9</b>	<b>\$ 11,764</b>	<b>42</b>	<b>5</b>	

\* Includes additions and use of fund balance. Refer to fund structure section of this document for details.

**PROGRAM NAME: OFF-STREET PARKING**

**OBJECTIVES:** To provide off-street parking within the City of Cleveland.

**ACTIVITIES:** Continue to improve operations. Manage all Community Development properties not being developed but currently being operated as public parking lots, until such time as development becomes feasible. Oversee and monitor parking at the Gateway Garages.

**DIVISION OF PARKING FACILITIES**

**OFF-STREET**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 609,562	\$ 708,258	\$ 665,126	\$ 657,167
PART TIME PERMANENT	76,515	114,729	89,645	91,909
INJURY PAY	4,283	-	-	-
LONGEVITY	7,350	8,450	8,850	7,000
SEPARATION PAYMENTS	11,319	-	8,361	-
OVERTIME	76,145	76,439	54,630	65,867
<b>TOTAL</b>	<b>\$ 785,174</b>	<b>\$ 907,876</b>	<b>\$ 826,611</b>	<b>\$ 821,943</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 116,065	\$ 150,100	\$ 142,131	\$ 158,082
DENTAL	7,269	9,201	7,796	8,645
EYE CARE	1,149	1,300	1,101	1,200
PERS	102,199	124,557	115,747	123,924
FICA-MEDICARE	7,804	9,765	9,384	8,958
WORKERS COMPENSATION	7,880	22,750	24,671	29,155
LIFE INSURANCE	754	862	769	765
UNEMPLOYMENT COMPENSATION	-	-	-	11,284
CLOTHING ALLOWANCE	4,315	4,695	3,745	3,745
CLOTHING MAINTENANCE	450	600	600	600
<b>TOTAL</b>	<b>\$ 247,886</b>	<b>\$ 323,830</b>	<b>\$ 305,944</b>	<b>\$ 346,358</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ 695	\$ 695	\$ 800	\$ 695
<b>TOTAL</b>	<b>\$ 695</b>	<b>\$ 695</b>	<b>\$ 800</b>	<b>\$ 695</b>
<b>UTILITIES</b>				
ELECTRICITY - CPP	\$ 175,384	\$ 150,531	\$ 196,698	\$ 204,566
ELECTRICITY - OTHER	7,598	8,605	8,952	9,310
<b>TOTAL</b>	<b>\$ 182,982</b>	<b>\$ 159,136</b>	<b>\$ 205,650</b>	<b>\$ 213,876</b>

## DIVISION OF PARKING FACILITIES

## OFF-STREET

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 21,528	\$ 1,913,759	\$ 1,941,742	\$ 1,700,000
PARKING IN CITY FACILITIES	-	110	-	-
TAXES	188,611	183,650	182,808	190,140
PARKING TAX	433,559	641,065	601,085	644,258
PROPERTY RENTAL	110,563	110,563	110,563	110,563
PHOTOCOPY MACHINE RENTAL	149	-	-	-
BANK SERVICE FEES	44,655	71,765	52,622	25,000
STATE AUDITOR EXAMINATION	10,031	10,477	12,120	12,200
OTHER CONTRACTUAL	10,477	16,371	25,750	15,000
CREDIT CARD PROCESSING FEES	1,691	2,912	8,052	8,000
<b>TOTAL</b>	<b>\$ 821,264</b>	<b>\$ 2,950,672</b>	<b>\$ 2,934,742</b>	<b>\$ 2,705,161</b>
<b>MATERIALS AND SUPPLIES</b>				
CLOTHING	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
HARDWARE AND SMALL TOOLS	1,092	5,259	4,944	5,000
WELDING SUPPLIES AND EQUIP	500	500	-	500
ELECTRICAL SUPPLIES	28,217	40,330	7,875	11,000
HYGIENE AND CLEANING SUPPLIES	-	-	1,000	1,500
MEDICAL SUPPLIES	-	-	1,000	500
SPECIAL EVENTS SUPPLIES	-	-	-	5,000
BATTERIES	-	-	-	10,000
MOTOR OIL & LUBRICANTS	-	-	-	500
OTHER SUPPLIES	33,313	47,318	38,384	41,000
JUST IN TIME OFFICE SUPPLIES	2,672	2,057	1,547	2,600
<b>TOTAL</b>	<b>\$ 70,793</b>	<b>\$ 105,464</b>	<b>\$ 64,751</b>	<b>\$ 87,600</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 5,000	\$ -	\$ 1,000
MAINTENANCE CONTRACTS	14,800	13,000	10,500	13,000
MAINTENANCE MACHINERY	711	12,000	13,524	20,000
CAR WASHES	1,040	1,000	-	500
MAINTENANCE MISC EQUIP	9,900	12,040	17,679	10,500
REPAIR OF OVERHEAD DOORS	-	-	-	1,000
CHARGES FROM MAINTENANCE	14,121	7,793	14,657	15,000
<b>TOTAL</b>	<b>\$ 40,572</b>	<b>\$ 50,833</b>	<b>\$ 56,360</b>	<b>\$ 61,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 17,775	\$ 22,607	\$ 16,394	\$ 17,232
CHARGES FROM PRINTING	5,484	5,528	7,450	8,000
CHARGES FROM STOREROOM	261	74	106	156
CHARGES FROM MOTOR VEHICLES	18,785	21,153	22,722	19,610
CHARGES FROM WPC	1,345	-	-	-
CHARGES FROM WASTE	670	1,277	990	1,500
CHARGES FROM PARKS MAINT	71,127	79,957	66,907	82,570
<b>TOTAL</b>	<b>\$ 115,446</b>	<b>\$ 130,596</b>	<b>\$ 114,570</b>	<b>\$ 129,068</b>

**DIVISION OF PARKING FACILITIES  
OFF-STREET**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTERFUND SUBSIDIES</b>				
TRANSFER TO OTHER SUBCLASSES	\$ 1,704,099	\$ 967,470	\$ 1,113,791	\$ -
<b>TOTAL</b>	<b>\$ 1,704,099</b>	<b>\$ 967,470</b>	<b>\$ 1,113,791</b>	<b>\$ -</b>
<b>DEBT SERVICE</b>				
ENTERPRISE DEBT SERVICE - PRIN	\$ 2,427,103	\$ 2,446,647	\$ 3,026,250	\$ 3,120,000
ENTERPRISE DEBT SERVICE - INT	1,540,405	1,923,947	1,857,462	2,972,350
<b>TOTAL</b>	<b>\$ 3,967,508</b>	<b>\$ 4,370,594</b>	<b>\$ 4,883,712</b>	<b>\$ 6,092,350</b>
<b>TOTAL DIVISION</b>	<b>\$ 7,936,420</b>	<b>\$ 9,967,166</b>	<b>\$ 10,506,930</b>	<b>\$ 10,458,051</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LOCAL TAXES	\$ 433,559	\$ 641,065	\$ 601,085	\$ 644,259
SALES AND CHARGES FOR SERVICES	6,481,032	9,543,464	9,294,796	9,482,222
MISCELLANEOUS REVENUES	770,006	412,845	280,074	25,000
REVENUE TRANSFERS	972,811	1,743,463	1,025,781	-
EXPENDITURE RECOVERIES	194,687	242,566	277,872	318,700
<b>TOTAL DIVISION</b>	<b>\$ 8,852,095</b>	<b>\$ 12,583,403</b>	<b>\$ 11,479,608</b>	<b>\$ 10,470,181</b>

**DIVISION OF PARKING FACILITIES  
OFF-STREET**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner of Parking Facilities	40,315	128,215
4	4	4	Parking Coordinator	19.76 Hr.	22.20 Hr.
5	5	5			
			OFFICE & CLERICAL		
2	2	2	Senior Clerk	10.29 Hr.	15.78 Hr.
2	2	2			
			PROFESSIONALS		
2	2	2	Manager of Parking	23,647	75,806
1	1	1	Accountant IV	20,800	57,689
3	3	3			
			SERVICE & MAINTENANCE		
3	2	2	Parking Meter Collector	10.00 Hr.	15.56 Hr.
7	5	5	Parking Attendant	10.00 Hr.	15.59 Hr.
10	7	7			
20	17	17	TOTAL FULL TIME		
9	5	5	TOTAL PART TIME		
29	22	22	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**DIVISION OF PARKING FACILITIES**

**ON-STREET**

LEIGH STEVENS, COMMISSIONER

**PROGRAM NAME: ON-STREET PARKING**

**OBJECTIVES:** To provide for the on-street parking needs of the City of Cleveland.

**ACTIVITIES:** Enforce parking regulations. Repair and maintain the current parking meters. Install new electronic parking meters. Evaluate the parking needs of the City of Cleveland. Compile and maintain accurate records pertaining to parking meter repairs. Propose regulations that will provide rapid curb turnover as well as increase the supply of available on-street parking areas.

## DIVISION OF PARKING FACILITIES

## ON-STREET

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 685,886	\$ 707,791	\$ 688,939	\$ 788,998
LONGEVITY	7,550	6,100	6,875	7,650
INJURY PAY	219	-	1,241	-
SEPARATION PAYMENTS	1,184	498	1,579	-
BONUS INCENTIVE	9,500	-	-	-
OVERTIME	27,551	23,600	21,161	-
<b>TOTAL</b>	<b>\$ 731,890</b>	<b>\$ 737,989</b>	<b>\$ 719,795</b>	<b>\$ 796,648</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 178,936	\$ 195,778	\$ 217,089	\$ 250,797
DENTAL	12,506	12,258	12,561	13,474
VISION	1,275	1,288	1,320	1,481
PERS	102,066	97,312	101,454	120,110
FICA-MEDICARE	9,090	9,125	8,799	9,960
WORKERS COMPENSATION	21,103	37,594	33,319	22,896
LIFE INSURANCE	1,054	1,012	1,069	1,125
UNEMPLOYMENT COMPENSATION	(232)	-	1,599	11,284
CLOTHING ALLOWANCE	5,800	4,800	5,550	5,800
CLOTHING MAINTENANCE	3,150	2,450	2,975	3,150
<b>TOTAL</b>	<b>\$ 334,749</b>	<b>\$ 361,617</b>	<b>\$ 385,734</b>	<b>\$ 440,077</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ -	\$ 1,356	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,356</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 17,319	\$ 13,617	\$ 16,388	\$ 16,356
CHARGES FROM WATER - GIS PROJ	-	6,342	61,305	-
CHARGES FROM MOTOR VEHICLES	49,262	63,303	-	52,908
<b>TOTAL</b>	<b>\$ 66,581</b>	<b>\$ 83,262</b>	<b>\$ 77,693</b>	<b>\$ 69,264</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,133,219</b>	<b>\$ 1,182,868</b>	<b>\$ 1,184,578</b>	<b>\$ 1,305,989</b>
<b>REVENUE</b>				
	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICE	\$ 30,000	\$ 24,000	\$ 24,000	\$ 24,000
EXPENDITURE RECOVERIES	506	425	713	-
<b>TOTAL DIVISION</b>	<b>\$ 30,506</b>	<b>\$ 24,425</b>	<b>\$ 24,713</b>	<b>\$ 24,000</b>





**DIVISION OF PARKING FACILITIES  
ON-STREET**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
			<b>PROFESSIONALS</b>		
2	2	2	Supervisor of Parking Enforcement	20,800	39,483
2	2	2			
			<b>PROTECTIVE SERVICE</b>		
18	15	18	Parking Enforcement Officer	10.00 Hr.	14.10 Hr.
18	15	18			
			<b>TECHNICIAN</b>		
1	1	1	Parking Meter Foreman	24,679	40,030
4	4	4	Parking Meter Serviceman	13.62 Hr.	16.36 Hr.
5	5	5			
25	22	25	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DIVISION OF PROPERTY MANAGEMENT**

**THOMAS NAGEL, COMMISSIONER**

The Division of Property Management shall be responsible for the maintenance and utility servicing of all city-owned or leased real property and buildings including without limitation:

- City Hall
- Energy Conservation & Management
- Property Management
- Building Maintenance and Custodial
- East Side Market
- West Side Market

Construction Services include general maintenance, warehouse and inventory, contracted services, heating, ventilation, air conditioning, and mechanical work. Building services include custodial, space utilization, energy, environmental affairs, security and control, City Hall building and multi-use facilities.

*Mission Statement*

Provide the City of Cleveland's various general fund and select enterprise units a facilities maintenance service to propagate clean, safe and energy efficient facilities.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		COST	BUDGET STAFF FT PT	
<b>DIVISIONS:</b>									
City Hall Maintenance	\$ 1,995	12		\$ 1,976	11		\$ 2,033	12	
Building Maintenance	4,560	59		4,516	58		4,651	59	
Facilities Security	97	2	1	96	2	1	100	2	1
H.V.A.C. Maintenance	319	8		316	8		326	8	
Summer Facility Maintenance	482	5		477	5		492	5	
Hough Service Center	78			77			80		
Carr Municipal Center	37			37			38		
Building Rehab Task Force	139			138			142		
East Side Market	58			15			40		
Convention Ctr. Maintenance	27			27			28		
205 St. Clair Building	515	4		510	4		525	4	
St. Michael's Property	42			25			5		
	<b>\$ 8,350</b>	<b>94</b>	<b>1</b>	<b>\$ 8,210</b>	<b>88</b>	<b>1</b>	<b>\$ 8,460</b>	<b>90</b>	<b>1</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 6,275			\$ 6,308			\$ 6,699		
Self - Generated	1,975			1,862			1,716		
	<b>\$ 8,250</b>	<b>93</b>	<b>1</b>	<b>\$ 8,170</b>	<b>88</b>	<b>1</b>	<b>\$ 8,415</b>	<b>90</b>	<b>1</b>
East Side Market	\$ 58	1		\$ 15			\$ 40		
Special Revenue - St. Michael's	42			25			5		
	<b>\$ 8,350</b>	<b>94</b>	<b>1</b>	<b>\$ 8,210</b>	<b>88</b>	<b>1</b>	<b>\$ 8,460</b>	<b>90</b>	<b>1</b>



## DIVISION OF PROPERTY MANAGEMENT

### **PROGRAM NAME: BUILDING OPERATIONS & MAINTENANCE**

**OBJECTIVES:** To provide equipment operators and repair technicians for building HVAC, emergency systems and equipment, power distribution, lighting and other functions necessary to operate a public facility.

**ACTIVITIES:** Operate chillers, boilers, and fans. Maintain comfortable building interior temperatures throughout the various seasons. Maintain emergency systems in readiness and keep operational during actual emergencies. Perform the various maintenance and repair functions needed to keep a public facility operational.

### **PROGRAM NAME: HOUSEKEEPING SERVICES**

**OBJECTIVES:** To provide for routine and daily cleaning of selected facilities throughout the City.

**ACTIVITIES:** Assign Custodial personnel at facilities in need of daily cleaning due to heavy use by the general public and/or employees. Provide a roving cleaning crew weekly to facilities that do not have a heavy usage pattern. Facilitate the timely removal of trash from buildings and provide preventative pest control.

### **PROGRAM NAME: CAPITAL REPAIRS & IMPROVEMENTS**

**OBJECTIVES:** To provide in-house labor for emergency repairs and planned improvements to City building infrastructures.

**ACTIVITIES:** Repair, replace and/or add large mechanical, electrical & plumbing systems and equipment. Perform related duties upon doors, windows, roofs, walls, ceilings, sidewalks, driveways, sewers, and landscape irrigation systems. Remodel interior spaces to accommodate changes in use of the facility or changes to existing operations.

### **PROGRAM NAME: FACILITIES SECURITY**

**OBJECTIVES:** Provide point of entry security at City Hall, Joint Operations Center, and Hough Multi Purpose buildings.

**ACTIVITIES:** Assign Guards to these buildings during operating hours for the purpose of public safety while visiting the facility. Maintain electronic surveillance systems, security and burglar monitoring systems.

## DIVISION OF PROPERTY MANAGEMENT

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 3,754,401	\$ 3,696,879	\$ 3,694,921	\$ 3,811,977
PART-TIME PERMANENT	48,003	35,527	40,369	30,786
INJURY PAY	5,782	9,295	7,966	-
LONGEVITY	43,775	39,625	37,150	37,775
SEPARATION PAYMENTS	40,103	37,492	12,513	-
BONUS INCENTIVE	5,000	-	-	-
OVERTIME	273,111	310,090	222,571	205,532
<b>TOTAL</b>	<b>\$ 4,170,175</b>	<b>\$ 4,128,908</b>	<b>\$ 4,015,490</b>	<b>\$ 4,086,070</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 641,916	\$ 667,204	\$ 677,291	\$ 716,017
DENTAL	42,951	40,592	39,170	40,001
VISION	4,769	4,614	4,501	4,840
PERS	565,451	569,704	563,349	616,054
FICA-MEDICARE	44,514	45,966	47,219	50,220
WORKERS COMPENSATION	238,583	185,649	188,782	228,285
LIFE INSURANCE	4,118	4,087	3,881	3,960
UNEMPLOYMENT COMPENSATION	1,955	2,134	8,860	-
CLOTHING ALLOWANCE	9,740	8,785	8,320	6,150
TOOL INSURANCE	1,950	1,200	1,350	2,640
CLOTHING MAINTENANCE	9,500	8,975	9,675	9,000
<b>TOTAL</b>	<b>\$ 1,565,446</b>	<b>\$ 1,538,910</b>	<b>\$ 1,552,398</b>	<b>\$ 1,677,167</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 68	\$ -	\$ -	\$ -
TUITION & REGISTRATION FEES	1,082	-	-	1,000
PROFESSIONAL DUES	555	782	707	500
<b>TOTAL</b>	<b>\$ 1,705</b>	<b>\$ 782</b>	<b>\$ 707</b>	<b>\$ 1,500</b>
<b>UTILITIES</b>				
CHILLED WATER	\$ 430,652	\$ -	\$ -	\$ -
GAS	21,176	18,829	33,852	27,420
SEWER - OTHER	-	1,127	990	1,000
ELECTRICITY - CPP	505,103	467,312	501,019	521,060
ELECTRICITY - OTHER	320,492	319,986	334,932	348,330
STEAM	531,224	990,913	942,658	913,198
WATER	489	147	-	-
BROKERED GAS SUPPLY	16,276	9,564	11,006	8,915
<b>TOTAL</b>	<b>\$ 1,825,411</b>	<b>\$ 1,807,878</b>	<b>\$ 1,824,458</b>	<b>\$ 1,819,923</b>

**DIVISION OF PROPERTY MANAGEMENT**

**EXPENDITURES - CONTINUED**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 63	\$ -	\$ -
SECURITY SERVICES	57,277	109,470	84,114	60,000
ADVERTISING AND PUBLIC NOTICE	-	200	-	-
PARKING IN CITY FACILITIES	5,151	5,283	4,039	5,000
PHOTOCOPY MACHINE RENTAL	105	-	-	-
EQUIPMENT RENTAL	5,000	-	-	-
OTHER CONTRACTUAL	43,243	28,083	35,721	43,000
<b>TOTAL</b>	<b>\$ 110,777</b>	<b>\$ 143,099</b>	<b>\$ 123,873</b>	<b>\$ 108,000</b>
<b>MATERIALS AND SUPPLIES</b>				
CHEMICAL	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
CLOTHING	5,000	10,000	20,000	10,000
HARDWARE AND SMALL TOOLS	6,865	272	200	1,000
ELECTRICAL SUPPLIES	52,071	49,120	32,625	50,000
HYGIENE AND CLEANING SUPPLY	193,695	151,613	203,260	180,000
AQUATICS (POOL) SUPPLIES	-	1,750	-	6,000
DOORS, SHUTTERS AND WINDOWS	8,000	19,639	12,488	15,000
HEATING AND AIR FILTERS	2,179	-	-	5,000
MEDICAL SUPPLIES	-	450	200	1,500
OTHER SUPPLIES	1,464	173	-	-
SAFETY EQUIPMENT	-	2,000	2,000	2,000
JUST IN TIME OFFICE SUPPLIES	1,455	1,243	1,988	2,000
BUILDING MAINTENANCE SUPPLY	9,882	5,811	11,206	15,000
<b>TOTAL</b>	<b>\$ 285,612</b>	<b>\$ 247,071</b>	<b>\$ 283,967</b>	<b>\$ 292,500</b>

## DIVISION OF PROPERTY MANAGEMENT

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ 8,100	\$ 505	\$ 2,000	\$ 6,000
MAINTENANCE MACHINERY	50,701	106,835	111,877	80,000
MAINTENANCE FIRE APPARATUS	126,268	37,788	910	120,000
CAR WASHES	-	-	-	500
MAINTENANCE UTILITY SYSTEMS	2,555	2,555	-	5,000
MAINTENANCE BUILDING	25,568	8,000	-	10,000
<b>TOTAL</b>	<b>\$ 213,192</b>	<b>\$ 155,683</b>	<b>\$ 114,787</b>	<b>\$ 221,500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 38,161	\$ 34,576	\$ 33,406	\$ 34,498
CHARGES FROM RADIO SYSTEM	6,057	6,042	4,648	5,072
CHARGES FROM WATER	-	-	315	500
CHARGES FROM WATER - GIS PROJ	2,890	6,342	-	-
CHARGES FROM WATER POLL	204	4,388	1,537	1,000
CHARGES FROM PRINTING	3,382	3,927	3,578	6,000
CHARGES FROM STOREROOM	180	157	157	-
CHARGES FROM MOTOR VEHICLES	146,017	129,596	143,353	123,719
CHARGES FROM STR CONST MX	1,800	600	-	-
CHARGES FROM WASTE	55,792	40,917	64,243	35,000
CHARGES FROM COMMUNITY DEV	1,872	917	3,366	3,000
<b>TOTAL</b>	<b>\$ 256,355</b>	<b>\$ 227,462</b>	<b>\$ 254,604</b>	<b>\$ 208,789</b>
<b>TOTAL DIVISION</b>	<b>\$ 8,428,671</b>	<b>\$ 8,249,793</b>	<b>\$ 8,170,284</b>	<b>\$ 8,415,449</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 50,000	\$ -	\$ -
SALES & CHARGES FOR SERVICES	432,440	434,925	414,215	398,948
MISCELLANEOUS REVENUES	780	5,096	2,242	1,720
TRANSFERS IN	25,290	-	11,939	15,000
EXPENDITURE RECOVERIES	1,467,641	1,484,529	1,433,788	1,300,000
<b>TOTAL DIVISION</b>	<b>\$ 1,926,151</b>	<b>\$ 1,974,550</b>	<b>\$ 1,862,183</b>	<b>\$ 1,715,668</b>

**DIVISION OF PROPERTY MANAGEMENT**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
3	2	2	Assistant Custodian	20,800	47,053
1	1	1	Custodian of City Hall	26,274	68,745
1	1	1	Commissioner of Property Management	45,201	142,289
1	1	1	Manager of General Maintenance	23,647	75,806
6	5	5			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Private Secretary	10.00 Hr.	20.19 Hr.
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Stock Clerk	10.00 Hr.	17.35 Hr.
3	3	3			
<b>PROFESSIONALS</b>					
1	1	1	Junior Personnel Assistant	20,800	38,221
2	1	1	Building Manager	23,647	75,806
1	1	1	Manager of Enterprise Unit	23,647	75,806
4	3	3			
<b>PROTECTIVE SERVICE</b>					
2	2	2	Guards	10.00 Hr.	16.55 Hr.
2	2	2			
<b>SKILLED CRAFT</b>					
10	7	7	Building Stationary Engineer	10.14 Hr.	18.52 Hr.
1	1	1	Chief Building Stationary Engineer	12.37 Hr.	19.81 Hr.
2	2	2	Painter	30.21 Hr.	37.76 Hr.
2	2	2	Carpenter	30.60 Hr.	38.25 Hr.
1	1	1	Cement Finisher	30.85 Hr.	38.56 Hr.
1	1	1	Carpenter Foreman	31.85 Hr.	39.50 Hr.
1	0	0	Electrical Worker Foreman	38.50 Hr.	46.56 Hr.
1	1	1	Painter Foreman	31.46 Hr.	39.33 Hr.
1	1	1	Plumber Foreman	38.01 Hr.	46.95 Hr.
1	1	1	Plasterer	30.24 Hr.	37.80 Hr.
6	5	5	Plumber	36.76 Hr.	36.76 Hr.
1	1	1	Roofer	31.14 Hr.	38.93 Hr.
0	0	2	Stationary Boiler Room Operator	12.29 Hr.	19.21 Hr.
5	5	5	Electrical Worker	37.25 Hr.	46.56 Hr.
1	1	1	Sheetmetal Worker	35.31 Hr.	44.14 Hr.
34	29	31			
<b>SERVICE &amp; MAINTENANCE</b>					
38	35	35	Custodial Worker	10.00 Hr.	14.50 Hr.
1	1	1	Mechanical Handyman	15.38 Hr.	17.73 Hr.
10	8	8	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
2	1	1	Custodian Worker Supervisor	17.34 Hr.	19.73 Hr.
2	1	1	Window Washer	12.54 Hr.	19.68 Hr.
53	46	46			
102	88	90	<b>TOTAL FULL TIME</b>		
2	1	1	<b>PART TIME - Seasonal</b>		
104	89	91	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF PROPERTY MANAGEMENT  
EAST SIDE MARKET**

**PROGRAM NAME: MARKETING & MAINTENANCE**

**OBJECTIVES:** Provide the East Side Market Board of Directors a well-maintained commercial property to carry out the business of food vending.

**ACTIVITIES:** The Manager of Market facilitates building repairs through the Division of Property Management. The Manager is constantly seeking a means of and facilitating the advertising and showcasing the market vendor's products to the community at large.



**DIVISION OF PROPERTY MANAGEMENT  
EAST SIDE MARKET**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 45,624	\$ 38,932	\$ -	\$ -
LONGEVITY	300	300	-	-
<b>TOTAL</b>	<b>\$ 45,924</b>	<b>\$ 39,232</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 3,403	\$ 3,527	\$ -	\$ -
DENTAL	222	207	-	-
VISION	49	47	-	-
PERS	6,234	6,395	-	-
FICA-MEDICARE	662	565	-	-
WORKERS COMPENSATION	95	944	-	-
LIFE INSURANCE	45	41	-	-
<b>TOTAL</b>	<b>\$ 10,709</b>	<b>\$ 11,726</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
SECURITY SERVICES	\$ -	\$ -	\$ 12,000	\$ 40,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 40,000</b>
<b>MATERIALS AND SUPPLIES</b>				
BUILDING MAINT SUPPLIES	\$ -	\$ 1,226	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,226</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MAINTENANCE</b>				
BUILDING MAINTENANCE	\$ 190	\$ -	\$ -	\$ -
CHARGES FROM MAINTENANCE	17,110	2,524	1,174	-
<b>TOTAL</b>	<b>\$ 17,300</b>	<b>\$ 2,524</b>	<b>\$ 1,174</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 606	\$ -	\$ -	\$ -
CHARGES FROM PARK MAINT	2,354	3,721	1,426	-
<b>TOTAL</b>	<b>\$ 2,959</b>	<b>\$ 3,721</b>	<b>\$ 1,426</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 76,893</b>	<b>\$ 58,429</b>	<b>\$ 14,600</b>	<b>\$ 40,000</b>



**DIVISION OF PROPERTY MANAGEMENT  
EAST SIDE MARKET**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited Estimate	2009 Budget
SALES AND CHARGES FOR SERVICES	\$ 45,733	\$ -	\$ -	-
MISCELLANEOUS REVENUES	8,847	8,508	5,763	-
<b>TOTAL DIVISION</b>	<b>\$ 54,580</b>	<b>\$ 8,508</b>	<b>\$ 5,763</b>	<b>-</b>

**DIVISION OF PARK MAINTENANCE AND PROPERTIES****RICHARD L. SILVA, COMMISSIONER**

The Director of the Department of Parks, Recreation and Properties has the authority to designate all property maintenance activities within the Division of Park Maintenance & Properties. The Commissioner of Park Maintenance & Properties is responsible for the development and implementation of the citywide property maintenance management system that is used to schedule daily Park, Cemeteries, Urban Forestry and Greenhouse assignments.

The primary objectives of the Division of Park Maintenance & Properties are:

- To provide for the maintenance of all trees located on tree lawns, park land, cemeteries, and other public properties.
- To develop a master plan for tree planting and removal.
- To provide for the greenhouse public education programs and displays.
- To maintain the city's formal gardens, malls, street median strips and Cleveland Downtown Public Square quadrants.
- To provide general maintenance services which ensure hazard free parklands, ball diamonds, playgrounds, gardens and other recreational areas.
- To provide remediation services for violation of Sections 209.03 and 209.04 of the Codified Ordinances, related to the maintenance of private vacant property.
- To provide mechanical services to off-road equipment and vehicles.

The division plans to maintain Lot Cleaning and Park Maintenance services. In order to respond to the task of cleaning vacant properties citywide, the following procedures have been established:

- In early March, all lot locations are identified and inspected.
- The city issues notices to property owners regarding the existence of public hazards.
- Crews are assigned to lot cleaning activities.
- Service reports are checked for ownership and historical service information and forwarded to the Division of Assessments and Licenses for issuance of bills.

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*Mission Statement*

To provide the City and its neighborhoods with safe and well-maintained parks, trees, gardens, vacant lots and cemeteries.

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**DIVISION OF PARK MAINTENANCE AND PROPERTIES**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>PROGRAMS:</b>									
Horticulture Development	\$ 457	8		\$ 466	7		\$ 460	8	2
Urban Forestry Maintenance	2,139	26		2,178	24		2,150	25	2
Park Administration	395	5		403	5		398	5	
Snow Bird	873	7		889	7		876	7	
Lot Cleaning	2,422	16		2,467	15		2,435	15	92
Equipment Maintenance	538	10		548	9		541	9	
Parks Ground Maintenance	5,903	66		6,013	61		5,935	61	90
Cemetery Maintenance	1,973	25	20	2,044	24	20	2,097	24	20
Project Clean Lot Maintenance	834			848			837		82
	<b>\$ 15,533</b>	<b>163</b>	<b>20</b>	<b>\$ 15,856</b>	<b>152</b>	<b>20</b>	<b>\$ 15,729</b>	<b>154</b>	<b>288</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 12,955			\$ 13,080			\$ 13,017		
Self - Generated	605			732			615		
	<b>\$ 13,560</b>	<b>138</b>		<b>\$ 13,812</b>	<b>128</b>		<b>\$ 13,632</b>	<b>130</b>	<b>268</b>
Enterprise Fund:*									
Cemeteries	1,973	29	20	2,044	24	20	2,097	24	20
	<b>\$ 1,973</b>	<b>29</b>	<b>20</b>	<b>\$ 2,044</b>	<b>24</b>	<b>20</b>	<b>\$ 2,097</b>	<b>24</b>	<b>20</b>

\* Includes additions and use of fund balance. Refer to fund structure section of this document for details.

## **DIVISION OF PARK MAINTENANCE AND PROPERTIES**

### **PROGRAM NAME: HORTICULTURE, MALL, AND CULTURAL GARDENS**

**OBJECTIVES:** To operate the City Greenhouse.

**ACTIVITIES:** Develop and maintain an awareness and appreciation of natural foliage in formal gardens and park areas. Propagate plant material for seasonal displays. Plant and maintain formal gardens, plazas, malls, and other formal park areas. Provide educational programs related to horticulture and plant life development.

### **PROGRAM NAME: URBAN FORESTRY**

**OBJECTIVES:** To provide a safe and hazard-free urban forest while striving to preserve its natural beauty.

**ACTIVITIES:** Remove dead and hazardous trees. Prevent unsafe conditions relating to tree growth. Trim trees for clearance of streetlights, traffic signals and signs, pedestrian and vehicular traffic, as well as building clearance. Remove overgrown tree roots that causes raised sidewalks. Provide public information regarding the care of trees to concerned citizens.

### **PROGRAM NAME: WAREHOUSE / OPERATIONS HEADQUARTERS**

**OBJECTIVES:** To provide and accurately define the duties and assignments of personnel in order to provide maximum service levels and to provide adequate storage and maintenance of tools and equipment.

**ACTIVITIES:** Planning, research reports and deliveries. Maintain the warehouse and its grounds.

### **PROGRAM NAME: FIELD MAINTENANCE**

**OBJECTIVES:** To maintain athletic fields and other grounds.

**ACTIVITIES:** To drag and line ball diamonds to maintain athletic recreational fields and properties.

### **PROGRAM NAME: SNOW REMOVAL**

**OBJECTIVES:** To provide access around City Hall, Public Square and quadrants, Malls A, B and C, and other City facilities as directed.

**ACTIVITIES:** Remove snow from around recreation centers, sidewalks, parking lots, walkways, bus stops, fire hydrants, and street sewers on City property.

### **PROGRAM NAME: SNOW BIRD**

**OBJECTIVES:** To provide assistance to the Division of Streets in removing snow throughout the City of Cleveland.

**ACTIVITIES:** Operating snow plows and salt spreaders.

**DIVISION OF PARK MAINTENANCE AND PROPERTIES**

**PROGRAM NAME: LOT CUTTING AND CLEANING**

OBJECTIVES: To keep vacant lots within the City aesthetically pleasing and to eliminate health and safety hazards.

ACTIVITIES: Cut weeds and remove debris from vacant lots. File notices of violations with the Division of Environment.

**PROGRAM NAME: VEHICLE AND EQUIPMENT REPAIR**

OBJECTIVES: To provide mechanical services to off road equipment and vehicles (first echelon maintenance).

ACTIVITIES: Repair mowers, tractors, trimmers, turf vacs, leaf blowers, weed eaters, chain saws, mounted equipment, and assorted hand held equipment.

**PROGRAM NAME: PARKS GROUND MAINTENANCE**

OBJECTIVES: To provide pleasant and attractive public areas.

ACTIVITIES: Cut grass, fertilize, seed, edge, prune trees and underbrush, mulch, remove debris, etc.

**PROGRAM NAME: CEMETERIES**

OBJECTIVES: To provide for burials and cemetery maintenance to Cleveland area residents.

ACTIVITIES: Maintain grounds and provide burial services.

**DIVISION OF PARK MAINTENANCE AND PROPERTIES**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 5,310,215	\$ 5,295,102	\$ 5,351,133	\$ 5,391,585
SEASONAL	398,057	418,994	361,889	429,383
PART TIME	-	5,477	-	-
INJURY PAY	13,142	1,053	869	-
LONGEVITY	61,000	59,675	59,900	60,225
WAGE SETTLEMENTS	76	5,868	146	-
SEPARATION PAYMENTS	27,334	1,653	55,066	-
BONUS INCENTIVE	24,500	-	-	-
OVERTIME	174,413	171,407	154,790	153,000
<b>TOTAL</b>	<b>\$ 6,008,738</b>	<b>\$ 5,959,229</b>	<b>\$ 5,983,793</b>	<b>\$ 6,034,193</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 1,104,065	\$ 1,227,322	\$ 1,242,639	\$ 1,302,969
DENTAL	71,966	72,144	69,544	72,736
VISION	6,975	7,148	6,979	7,183
PERS	813,696	816,896	823,823	909,771
FICA-MEDICARE	65,204	66,604	66,310	66,619
WORKERS COMPENSATION	223,779	276,275	407,072	276,444
LIFE INSURANCE	6,154	6,214	6,004	5,850
UNEMPLOYMENT COMPENSATION	32,395	27,124	39,653	-
CLOTHING ALLOWANCE	40,915	40,960	40,405	38,710
TOOL INSURANCE	3,200	2,800	3,850	2,800
CLOTHING MAINTENANCE	20,385	17,725	19,483	16,800
<b>TOTAL</b>	<b>\$ 2,388,734</b>	<b>\$ 2,561,212</b>	<b>\$ 2,725,761</b>	<b>\$ 2,699,882</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 119	\$ -	\$ -	\$ -
TUITION AND REGISTRATION FEES	680	265	158	350
PROFESSIONAL DUES	-	-	124	150
<b>TOTAL</b>	<b>\$ 799</b>	<b>\$ 265</b>	<b>\$ 282</b>	<b>\$ 500</b>
<b>UTILITIES</b>				
GAS	\$ 189,130	\$ 159,485	\$ 154,409	\$ 125,071
ELECTRICITY - CPP	474,189	514,064	538,536	560,078
ELECTRICITY - OTHER	28,153	32,423	37,419	38,916
STEAM	18,983	16,506	20,029	20,800
SECURITY AND MONITORING	4,492	5,047	4,455	5,092
BROKERED GAS SUPPLY	14,138	9,026	14,881	12,053
<b>TOTAL</b>	<b>\$ 729,086</b>	<b>\$ 736,551</b>	<b>\$ 769,729</b>	<b>\$ 762,010</b>

## DIVISION OF PARK MAINTENANCE AND PROPERTIES

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 65,000	\$ -	\$ -
REFEREE SERVICES	9,371	1,990	5,104	-
WASTE DISPOSAL	2,181	7,348	2,883	2,000
MEDICAL SERVICES	965	1,365	3,172	1,500
ADVERTISING AND PUBLIC NOTICE	1,696	-	-	-
PARKING IN CITY FACILITIES	3,832	4,756	4,104	3,640
PROPERTY RENTAL	43,676	43,676	43,676	43,676
PHOTOCOPY MACHINE RENTAL	481	-	-	-
OTHER CONTRACTUAL	1,947,533	1,831,980	1,854,013	1,970,578
<b>TOTAL</b>	<b>\$ 2,009,735</b>	<b>\$ 1,956,115</b>	<b>\$ 1,912,951</b>	<b>\$ 2,021,394</b>
<b>MATERIAL AND SUPPLIES</b>				
COMPUTER HARDWARE	\$ -	\$ -	\$ 560	\$ -
CHEMICAL	691	-	-	1,000
SALT AND DE-ICER	6,989	5,855	8,249	8,000
CLOTHING	2,546	2,712	3,506	3,417
HARDWARE AND SMALL TOOLS	7,957	20,242	7,745	10,000
WELDING SUPPLIES AND EQUIP	500	-	2,000	2,000
SEED, FERTILIZER AND HERBICIDE	23,198	9,900	14,253	20,000
SMALL EQUIPMENT	40,088	18,397	11,645	25,000
OFFICE FURNITURE AND EQUIP	13,718	665	442	-
CEMENT, SAND, AND GRAVEL	3,667	-	-	-
FENCE, POSTS AND BARS	-	2,000	4,000	1,000
HYGIENE AND CLEANING SUPP	5,090	4,034	3,011	5,000
CLAY, SOIL AND TURF	5,741	15,748	6,485	16,520
PLAYGROUND EQUIPMENT	7,409	10,910	1,602	5,000
MEDICAL SUPPLIES	600	750	-	1,000
LUMBER, GLASS, AND DRYWALL	-	800	-	-
BATTERIES	-	373	-	-
OTHER SUPPLIES	22,088	11,832	16,587	14,550
SPORTING GOODS SUPPLIES	6,024	2,517	2,319	5,000
SAFETY EQUIPMENT	5,847	4,438	6,049	6,000
GREENHOUSE MAINT SUPPLIES	44,114	37,633	42,313	45,000
JUST IN TIME OFFICE SUPPLIES	4,653	3,613	3,392	3,000
MISC MAINTENANCE SUPPLIES	14,470	12,542	18,910	13,000
<b>TOTAL</b>	<b>\$ 215,391</b>	<b>\$ 164,961</b>	<b>\$ 153,067</b>	<b>\$ 184,487</b>



**DIVISION OF PARK MAINTENANCE AND PROPERTIES**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 500	\$ 500
MAINTENANCE CONTRACTS	8,000	43,001	9,000	8,000
MAINTENANCE MACHINERY	-	-	-	2,000
MAINTENANCE FIRE APPARATUS	-	61	1,500	2,000
MAINTENANCE BUILDING	-	-	-	500
<b>TOTAL</b>	<b>\$ 8,000</b>	<b>\$ 43,062</b>	<b>\$ 11,000</b>	<b>\$ 13,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS AND DAMAGES	\$ 1,000	\$ 7,050	\$ 7,489	\$ 5,000
<b>TOTAL</b>	<b>\$ 1,000</b>	<b>\$ 7,050</b>	<b>\$ 7,489</b>	<b>\$ 5,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 60,969	\$ 61,991	\$ 63,226	\$ 63,742
CHARGES FROM RADIO SYSTEM	23,627	21,347	33,160	35,739
CHARGES FROM WATER - GIS PROJ	2,890	6,342	-	-
CHARGES FROM PRINTING	22,804	19,786	27,301	21,500
CHARGES FROM STOREROOM	1,401	926	934	1,026
CHARGES FROM MOTOR VEHICLES	1,767,911	1,707,699	1,783,438	1,539,165
CHARGES FROM STREETS	13,230	-	2,675	-
CHARGES FROM WASTE	331,308	313,746	337,410	250,000
<b>TOTAL</b>	<b>\$ 2,224,140</b>	<b>\$ 2,131,837</b>	<b>\$ 2,248,143</b>	<b>\$ 1,911,172</b>
<b>TOTAL DIVISION</b>	<b>\$ 13,585,623</b>	<b>\$ 13,560,282</b>	<b>\$ 13,812,215</b>	<b>\$ 13,631,638</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ 1,881	\$ -	\$ -	\$ -
SALES AND CHARGES FOR SERVICES	60,582	433,991	489,695	448,161
MISCELLANEOUS REVENUES	6,806	1,625	27,326	2,180
EXPENDITURE RECOVERIES	115,613	169,674	214,570	164,245
<b>TOTAL DIVISION</b>	<b>\$ 184,882</b>	<b>\$ 605,290</b>	<b>\$ 731,591</b>	<b>\$ 614,586</b>

## DIVISION OF PARK MAINTENANCE AND PROPERTIES

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Officer	20,800	51,437
2	2	2	Administrative Manager	27,194	86,765
1	1	1	Commissioner of Park Maint. & Properties	42,758	143,361
1	1	1	Deputy Commissioner of Park Maint. & Properties	30,215	100,844
1	1	1	Deputy Project Director	20,093	61,006
3	3	3	Assistant Manager of Parks & Urban Forestry	23.15 Hr.	25.65 Hr.
3	3	3	Manager of Parks & Urban Forestry	22,333	71,948
12	12	12			
OFFICE & CLERICAL					
1	1	1	Budget Analyst	20,800	51,467
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
3	2	2	Senior Clerk	10.29 Hr.	15.78 Hr.
1	0	0	Secretary	10.00 Hr.	16.83 Hr.
1	1	1	Storekeeper	10.00 Hr.	19.76 Hr.
7	5	5			
PROFESSIONALS					
1	1	1	District Forester	31,043	56,646
2	1	1	Field Operations Forester	32,445	58,786
3	2	2			
SKILLED CRAFT					
1	1	1	Auto Repairman Unit Leader	17.78 Hr.	24.46 Hr.
6	6	6	Auto Repair Worker	12.60 Hr.	20.16 Hr.
2	2	2	Horticulturist Maintenance Foreman	20.98 Hr.	23.44 Hr.
1	0	0	Welder	18.36 Hr.	23.49 Hr.
10	9	9			
SERVICE & MAINTENANCE					
14	14	14	Ground Maintenance Foreman	18.72 Hr.	21.13 Hr.
3	2	3	Gardener	16.47 Hr.	18.84 Hr.
5	2	2	Ground Maintenance Worker	14.75 Hr.	17.09 Hr.
15	15	15	Ground Maintenance Truck Driver	12.34 Hr.	17.87 Hr.
51	48	48	Real Estate Maintenance Man	15.60 Hr.	17.95 Hr.
88	81	82			



## DIVISION OF PARK MAINTENANCE AND PROPERTIES

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			TECHNICIAN		
1	1	1	Arborist III	21.45 Hr.	23.92 Hr.
9	8	9	Arborist II	19.03 Hr.	21.45 Hr.
11	10	10	Arborist I (Tree Trimmer)	16.47 Hr.	18.84 Hr.
21	19	20			
141	128	130	TOTAL FULL TIME		
268	0	268	SEASONAL **		
409	128	398	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

\*\* Seasonal truck drivers are transferred from other City Divisions as needed

## DIVISION OF PARK MAINTENANCE AND PROPERTIES

## CEMETERIES

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,011,713	\$ 923,779	\$ 949,149	\$ 992,061
INJURY PAY	4,480	-	-	-
LONGEVITY	9,500	9,200	8,950	10,275
WAGE SETTLEMENTS	128	-	-	-
SEPARATION PAYMENTS	4,712	1,005	6,582	-
BONUS INCENTIVE	500	-	-	-
OVERTIME	58,034	60,587	77,378	75,631
<b>TOTAL</b>	<b>\$ 1,089,067</b>	<b>\$ 994,571</b>	<b>\$ 1,042,060</b>	<b>\$ 1,077,967</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 204,681	\$ 201,919	\$ 214,066	\$ 230,169
DENTAL	13,353	11,869	12,023	8,642
EYE CARE	1,453	1,286	1,304	1,365
PERS	153,277	136,083	144,656	162,524
FICA-MEDICARE	12,220	10,780	11,396	11,789
WORKERS COMPENSATION	43,003	62,457	44,123	46,468
LIFE INSURANCE	1,260	1,099	1,084	1,080
UNEMPLOYMENT COMPENSATION	-	17,602	-	-
TOOL INSURANCE	400	400	550	400
CLOTHING ALLOWANCE	9,645	7,830	7,625	7,600
CLOTHING MAINTENANCE	3,925	3,075	3,000	3,000
<b>TOTAL</b>	<b>\$ 443,215</b>	<b>\$ 454,400</b>	<b>\$ 439,827</b>	<b>\$ 473,037</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ -	\$ -	\$ -	\$ 290
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290</b>
<b>UTILITIES</b>				
SEWER - OTHER	\$ 1,250	\$ 6,372	\$ 1,471	\$ 4,800
GAS	20,701	27,343	31,724	25,697
ELECTRICITY - CPP	44,353	34,463	35,106	36,510
ELECTRICITY - OTHER	6,983	7,103	6,380	6,635
SECURITY AND MONITORING	3,628	1,968	2,052	2,081
<b>TOTAL</b>	<b>\$ 76,915</b>	<b>\$ 77,249</b>	<b>\$ 76,733</b>	<b>\$ 75,723</b>

**DIVISION OF PARK MAINTENANCE AND PROPERTIES**  
**CEMETERIES**

EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
EPA EMISSION TESTING	\$ -	\$ 667	\$ -	\$ -
MEDICAL SERVICES	1	-	53	200
BANK SERVICE FEES	1,791	3,155	2,506	2,800
CREDIT CARD PROCESSING FEES	1,326	2,092	2,402	1,200
OTHER CONTRACTUAL	212,000	208,320	200,320	208,320
<b>TOTAL</b>	<b>\$ 215,117</b>	<b>\$ 214,234</b>	<b>\$ 205,281</b>	<b>\$ 212,520</b>
<b>MATERIAL AND SUPPLIES</b>				
COMPUTER HARDWARE	\$ -	\$ -	\$ 1,120	\$ -
SALT AND DE-ICER	-	501	230	500
CLOTHING	324	324	427	350
HARDWARE AND SMALL TOOLS	1,531	2,064	2,144	2,000
SEED, FERTILIZER AND HERBICIDE	13,774	20,644	17,057	10,000
SMALL EQUIPMENT	7,690	3,960	-	4,000
OFFICE EQUIPMENT	488	-	806	-
HYGIENE AND CLEANING SUPP	2,392	1,150	1,688	1,750
CLAY, SOIL AND TURF	3,052	-	5,085	4,000
LUMBER, GLASS AND DRYWALL	7,500	6,326	6,000	5,000
MEDICAL SUPPLIES	-	352	-	300
OTHER SUPPLIES	5,680	3,828	5,105	6,500
SAFETY EQUIPMENT	677	458	1,055	200
SPORTING GOODS	255	-	-	-
JUST IN TIME OFFICE SUPPLIES	327	1,160	1,012	1,600
CEMENT, SAND AND GRAVEL	1,311	1,461	1,675	3,000
MISC MAINTENANCE SUPPLIES	237	868	490	600
<b>TOTAL</b>	<b>\$ 45,237</b>	<b>\$ 43,096</b>	<b>\$ 43,894</b>	<b>\$ 39,800</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 124	\$ -	\$ -	\$ 500
MAINTENANCE CONTRACTS	1,342	891	-	1,500
MAINTENANCE BUILDING	-	80	8,000	-
MAINTENANCE MACHINERY	8,000	4,090	-	8,000
MAINTENANCE FIRE APPARATUS	-	-	-	700
CHARGES FROM MAINTENANCE	31,347	27,683	25,316	23,500
<b>TOTAL</b>	<b>\$ 40,813</b>	<b>\$ 32,744</b>	<b>\$ 33,316</b>	<b>\$ 34,200</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGEMENTS AND DAMAGES	\$ -	\$ 146	\$ 800	\$ 3,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 146</b>	<b>\$ 800</b>	<b>\$ 3,000</b>

## DIVISION OF PARK MAINTENANCE AND PROPERTIES

## CEMETERIES

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH \$	22,091 \$	23,980 \$	17,839 \$	17,834
CHARGES FROM RADIO SYSTEM	2,312	575	1,539	2,758
CHARGES FROM PRINTING	4,054	2,454	3,368	3,500
CHARGES FROM STOREROOM	728	1,063	849	847
CHARGES FROM MOTOR VEHICLES	138,625	116,142	168,473	145,398
CHARGES FROM STREET CONST	870	-	-	-
CHARGES FROM WASTE	17,856	12,292	9,916	10,300
<b>TOTAL</b>	<b>\$ 186,536</b>	<b>\$ 156,506</b>	<b>\$ 201,985</b>	<b>\$ 180,637</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,096,900</b>	<b>\$ 1,972,946</b>	<b>\$ 2,043,896</b>	<b>\$ 2,097,174</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICES \$	1,450,787 \$	1,400,700 \$	1,379,007 \$	1,431,680
TRANSFERS IN	390,000	290,000	305,384	415,970
MISCELLANEOUS REVENUES	248,454	276,415	348,746	247,524
EXPENDITURE RECOVERY	(106)	(33)	282	-
<b>TOTAL DIVISION</b>	<b>\$ 2,089,136</b>	<b>\$ 1,967,082</b>	<b>\$ 2,033,419</b>	<b>\$ 2,095,174</b>

**DIVISION OF PARK MAINTENANCE AND PROPERTIES**  
**CEMETERIES**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Manager of Parks & Urban Forestry	23,333	71,948
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
2	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
3	2	2			
<b>SERVICE &amp; MAINTENANCE</b>					
1	1	1	Auto Body Repair Worker	15.73 Hr.	20.34 Hr.
14	13	13	Cemeteries Maintenance Worker I	14.75 Hr.	17.09 Hr.
2	2	2	Cemeteries Maintenance Worker II	22.87 Hr.	25.37 Hr.
3	3	3	Cemetery Foreman	18.72 Hr.	21.13 Hr.
2	2	2	Cemetery Supervisor	21.46 Hr.	23.93 Hr.
22	21	21			
26	24	24	TOTAL FULL TIME		
20	20	20	SEASONAL **		
46	44	44	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

\*\* Seasonal employees are reflective during their peak periods, May-September

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DARYL RUSH, DIRECTOR

The Department of Community Development is responsible for planning, administering, and evaluating Community Development Block Grant (CDBG) funds received on an annual basis from the United States Department of Housing and Urban Development. The primary objective of this federally funded program is the development of a viable urban community including decent housing, a suitable living environment, and expanded economic opportunities principally for persons of low and moderate income. To achieve this end, the Department implements programs designed to conserve and expand the housing stock; revitalize commercial areas; acquire, maintain, and market vacant land; rehabilitate or reconstruct infrastructure and public facilities; improve the quantity and quality of human services; and provide neighborhood based planning services and small area neighborhood plans.

 OPERATING SUMMARY  
 (000'S OMITTED)

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>DIVISIONS:</b>									
Director's Office	\$ 518	6		\$ 1,286	16		\$ 1,418	18	
Administrative Services	2,603	29		2,132	29		2,539	36	
Neighborhood Services	1,612	22		1,528	22		1,727	24	
Real Estate	2,021	20	1	925	10	1	1,020	12	1
	<b>\$ 6,754</b>	<b>77</b>	<b>1</b>	<b>\$ 5,871</b>	<b>77</b>	<b>1</b>	<b>\$ 6,704</b>	<b>90</b>	<b>1</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 2,258			\$ 2,207			\$ 2,005		
Self - Generated	13			-			-		
	<b>\$ 2,271</b>			<b>\$ 2,207</b>			<b>\$ 2,005</b>		
Community Development Block Grant	\$ 3,503	62	1	\$ 2,834	77	1	\$ 3,949	90	1
State Weatherization Grant	107	2		107			110		
HOME Grant	848	13		700			640		
NEF	25			23			-		
	<b>\$ 6,754</b>	<b>77</b>	<b>1</b>	<b>\$ 5,871</b>	<b>77</b>	<b>1</b>	<b>\$ 6,704</b>	<b>90</b>	<b>1</b>

\*Funding sources include General Fund costs for four months, CDBG costs for eight months and HOME & HWAP costs for twelve months.





DEPARTMENT OF COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT/HOME ALLOCATION TO PROGRAMS ADMINISTERED BY  
CITY DIVISIONS  
(000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Parks, Recreation, & Prop-Lot Clean-Up	\$ 890			\$ 890			\$ 890		
Community Relations- Fair Housing	86	1		86	1		86	1	
Health- AIDS Prevention	475	2		457	2		457	2	
Aging- SHAP Program	260	8		260	8		260	8	
Building & Housing- Demolition/Board up	-			500			750		
Building & Housing- Code Enforcement	419	32		419	32		419	32	
Consumer Affairs-Anti Predatory Lending	300	1		288	1		288	1	
	<u>\$ 2,430</u>	<u>44</u>		<u>\$ 2,900</u>	<u>44</u>		<u>\$ 3,150</u>	<u>44</u>	

**DEPARTMENT OF COMMUNITY DEVELOPMENT  
DIRECTOR'S OFFICE**

The primary objectives of the Director's Office are to coordinate activities of the three operating divisions and to direct and evaluate the programs administered by these divisions.

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*Mission Statement*

To provide supervision. Management and control over the three divisions of the Department of Community Development. The Director's Office also directs and coordinates the Emergency Shelter Grant, Neighborhood Capital Resources and Public Information.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT		FT	PT	FT	PT	
<b>PROGRAMS:</b>								
General Administration	\$ 518	6	\$ 1,286	16	\$ 1,418	18		
	<b>\$ 518</b>	<b>6</b>	<b>\$ 1,286</b>	<b>16</b>	<b>\$ 1,418</b>	<b>18</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 202		\$ 407		\$ 391			
Self Generated	10		-		-			
	<b>\$ 212</b>		<b>\$ 407</b>		<b>\$ 391</b>			
Community Development Block Grant	\$ 306	6	\$ 879	16	\$ 1,027	18		
	<b>\$ 518</b>	<b>6</b>	<b>\$ 1,286</b>	<b>16</b>	<b>\$ 1,418</b>	<b>18</b>		

\*Funding sources includes General Fund costs for four months and CDBG costs for eight months.



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
DIRECTOR'S OFFICE**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 125,210	\$ 167,984	\$ 288,945	\$ 285,790
LONGEVITY	2,975	2,750	15,250	9,275
SEPARATION PAYMENTS	-	-	9,375	-
<b>TOTAL</b>	<b>\$ 128,185</b>	<b>\$ 170,734</b>	<b>\$ 313,570</b>	<b>\$ 295,065</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 20,927	\$ 12,292	\$ 42,297	\$ 43,800
DENTAL	1,396	794	2,481	2,300
VISION CARE	123	68	284	265
PERS	17,561	25,670	43,395	44,100
FICA-MEDICARE	1,219	1,536	2,321	4,200
WORKERS COMPENSATION	295	976	2,833	740
LIFE INSURANCE	135	81	236	200
<b>TOTAL</b>	<b>\$ 41,656</b>	<b>\$ 41,419</b>	<b>\$ 93,848</b>	<b>\$ 95,605</b>
<b>TOTAL DIVISION</b>	<b>\$ 169,841</b>	<b>\$ 212,153</b>	<b>\$ 407,418</b>	<b>\$ 390,670</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 10,000	\$ 25	\$ -
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 25</b>	<b>\$ -</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Assistant Administrator	20,800	62,253
1	1	1	Director of Community Development	50,796	171,582
1	1	1	Community Development Executive Assistant	26,274	86,765
2	2	2	Administrative Manager	27,193	86,765
1	1	1	Secretary to Director	36,590	138,195
6	6	6			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Private Secretary to the Director	20,800	46,165
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Project Coordinator	27,325	87,665
5	5	5	Project Director	22,333	77,944
3	3	3	Senior Development Officer	12.63 Hr.	34.20 Hr.
1	0	1	Bureau Manager - Housing	26,797	79,760
10	9	10			
17	16	17	<b>TOTAL GENERAL FUND</b>		
0	0	1	<b>TOTAL GRANT POSITIONS</b>		
17	16	18	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

## DIVISION OF ADMINISTRATIVE SERVICES

TERRENCE A. ROSS, COMMISSIONER

The division provides general management, financial, grant compliance, personnel, labor relations, third party agency contracting and monitoring, logistical, management information system support for the operating divisions within the Department of Community Development.

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### *Mission Statement*

To provide internal support and administrative management to the Department including financial, personnel, labor relations, grant compliance, contract monitoring and organizational-related functions.

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### OPERATING SUMMARY (000'S OMITTED)

	2007		2008				2009	
	ACTUAL		UNAUDITED				BUDGET	
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT		
<b>PROGRAMS:</b>								
Accounting	\$ 365	6	\$ 373	6	\$ 380	6		
Budgeting	149	2	159	2	160	2		
Contr. Monitor Audit & Evaluation	733	10	467	9	742	13		
Management Informaton Services	224	3	228	3	230	3		
General Administration	531	2	323	2	301	2		
Compliance	601	6	582	7	726	10		
	<b>\$ 2,603</b>	<b>29</b>	<b>\$ 2,132</b>	<b>29</b>	<b>\$ 2,539</b>	<b>36</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 793		\$ 806		\$ 735			
Self-Generated	-		1		-			
	<b>\$ 793</b>		<b>\$ 807</b>		<b>\$ 735</b>			
Community Development Block Grant	\$ 1,545	25	\$ 1,062	29	\$ 1,804	36		
NEF	25		23		-			
HOME	240	4	240		-			
	<b>\$ 2,603</b>	<b>29</b>	<b>\$ 2,132</b>	<b>29</b>	<b>\$ 2,539</b>	<b>36</b>		

\*Funding sources include General Fund costs for four months, CDBG costs for eight months and NEF costs for twelve months.

**DIVISION OF ADMINISTRATIVE SERVICES****PROGRAM NAME: ACCOUNTING**

**OBJECTIVES:** To provide for the proper administration and internal control of receipts and expenditures, and the overall administration of the Department's accounts receivable & collection transactions.

**ACTIVITIES:** Preparation, processing and monitoring of programmatic and administrative financial transactions. Administration of the Department's interdepartmental service charges, cash receipts and programs. Coordination of the Department's Rehabilitation and New Construction reimbursements. Coordination of the Department's indirect cost plan and processing of related general fund reimbursements. Administration of contract certification process. Preparation of management information reports.

**PROGRAM NAME: BUDGETING**

**OBJECTIVES:** To provide budgetary and financial reporting functions and coordinate annual audit activities.

**ACTIVITIES:** Prepare and monitor annual grant budgets and grant applications. Provide external and internal financial reports. Coordinate annual audit and HUD monitoring review visits. Coordinate grants drawdown activities.

**PROGRAM NAME: COMPLIANCE**

**OBJECTIVES:** To provide technical review and support for federally funded activities to insure compliance with all applicable federal regulations.

**ACTIVITIES:** Review all activities funded under the Community Development Block Grant, HOME, Emergency Shelter Grant, and Housing Opportunities for Persons with AIDS programs to insure compliance with all program regulations, as well as with general federal requirements, including environmental standards, acquisition and relocation, fair labor standards, affirmative marketing, employment and contracting opportunities, and lead paint abatement. Assist in the development of the annual applications for funding. Provide periodic program performance reports to the Department of Housing and Urban Development.

**PROGRAM NAME: CONTRACT ADMINISTRATION**

**OBJECTIVES:** To administer the allocation of federal social service funds to third party social service agencies through a competitive process, and to manage the contract development, payment processing, and program review processes for funded third party social service, housing, and community development corporation programs.

**ACTIVITIES:** Review and evaluate proposals from agencies seeking funding. Provide workshops throughout the funding cycle explaining the application and contracting processes: Prepare third party contracts and scopes of service. Review monthly performance reports, process requests for payments, and make site visits to monitor performance. Provide technical assistance to agencies where needed. Evaluate program effectiveness and overall contract compliance. Assist recipient agencies in development of accounting systems consistent with program requirements. Audit, review and provide program oversight of sub-grantees, and review all financial records of such subgrantees in preparation for audits.

**DIVISION OF ADMINISTRATIVE SERVICES****PROGRAM NAME: MANAGEMENT INFORMATION SERVICES**

**OBJECTIVES:** To provide computer services and technical assistance to all of the Divisions within the Department.

**ACTIVITIES:** Design, implement and manage the local area network computer system. Train all departmental staff in the usage of the new system. Maintain and upgrade Department software. Provide overall administration of the Department's servers.

**PROGRAM NAME: GENERAL ADMINISTRATION**

**OBJECTIVES:** To provide administrative management and support, personnel, payroll and labor relations services to the Department, and ensure that EEO and Affirmative Action goals are met.

**ACTIVITIES:** Supervise the management and administration of division activities. Expedite and facilitate the preparation and processing of legislation. Conduct research and develop reports as necessary. Administer activities involved with staffing/hiring, personnel records, reports and information systems, policies, procedures and work rules, payroll and salary administration, employee relations and benefits, and job and organizational development. Maintain and upgrade EEO and Affirmative Action programs.

**DIVISION OF ADMINISTRATIVE SERVICES**

**EXPENDITURES - CONTINUED**

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 385,521	\$ 495,657	\$ 491,965	\$ 460,000
PART-TIME PERMANENT	20,063	15,272	10,546	-
MILITARY PERMANENT	379	-	-	-
LONGEVITY	15,100	15,950	15,475	14,875
SEPARATION PAYMENT	-	8,925	2,205	-
OVERTIME	269	108	-	-
<b>TOTAL</b>	<b>\$ 421,331</b>	<b>\$ 535,912</b>	<b>\$ 520,192</b>	<b>\$ 474,875</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 80,687	\$ 65,984	\$ 92,484	\$ 91,200
DENTAL	5,224	3,991	5,353	4,700
VISION CARE	830	611	738	750
PERS	61,844	49,571	63,293	72,000
FICA-MEDICARE	3,802	4,589	3,877	7,000
WORKERS COMPENSATION	2,655	2,252	5,048	2,600
LIFE INSURANCE	585	431	525	400
UNEMPLOYMENT COMPENSATION	-	(67)	(76)	-
<b>TOTAL</b>	<b>\$ 155,626</b>	<b>\$ 127,362</b>	<b>\$ 171,242</b>	<b>\$ 178,650</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 286	\$ 315	\$ -
TUITION AND FEES	3,096	480	294	-
MILEAGE (PRIVATE AUTO) TRNG	-	-	100	-
PROFESSIONAL DUES	604	1,954	1,992	-
<b>TOTAL</b>	<b>\$ 3,700</b>	<b>\$ 2,720</b>	<b>\$ 2,700</b>	<b>\$ -</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 838	\$ -
ELECTRICITY-CPP	2,420	1,148	-	-
ELECTRICITY-OTHER	754	3,000	3,467	-
<b>TOTAL</b>	<b>\$ 3,174</b>	<b>\$ 4,148</b>	<b>\$ 4,305</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 650	\$ 9,600	\$ 5,554	\$ -
TRAVEL - NON-TRAINING	169	416	89	-
MILEAGE (PRIVATE AUTO)	2,211	3,269	1,338	-
ADVERTISING & PUBLIC NOTICE	12,931	7,584	4,147	-
PROGRAM PROMOTION	-	200	404	-
PARKING IN CITY FACILITIES	1,875	1,339	32	-
PROPERTY RENTAL	697	913	-	-
INSURANCE AND OFFICIAL BONDS	-	100	324	-
TAXES	-	2,138	-	-
PHOTOCOPY MACHINE RENTAL	1,542	-	-	-
OTHER CONTRACTUAL	7,926	7,722	13,927	-
<b>TOTAL</b>	<b>\$ 28,000</b>	<b>\$ 33,280</b>	<b>\$ 25,816</b>	<b>\$ -</b>

## DIVISION OF ADMINISTRATIVE SERVICES

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 31	\$ 66	\$ 48	-
POSTAGE	38	65	116	-
COMPUTER SUPPLIES	-	3,554	1,644	-
COMPUTER HARDWARE	169	-	958	-
COMPUTER SOFTWARE	1,119	339	-	-
OFFICE FURNITURE & EQUIP	177	-	874	-
SMALL EQUIPMENT	537	-	-	-
PHOTOGRAPHIC SUPPLIES	-	800	-	-
OTHER SUPPLIES	583	313	402	-
JUST IN TIME OFFICE SUPPLIES	8,298	10,423	6,428	-
<b>TOTAL</b>	<b>\$ 10,952</b>	<b>\$ 15,560</b>	<b>\$ 10,469</b>	<b>\$ -</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 945	\$ -	\$ -	-
MAINTENANCE CONTRACTS	6,520	6,105	-	-
COMPUTER SOFTWARE MAINT	3,457	1,898	2,069	-
CAR WASHES	-	400	-	-
<b>TOTAL</b>	<b>\$ 10,922</b>	<b>\$ 8,403</b>	<b>\$ 2,069</b>	<b>\$ -</b>
<b>CLAIMS, REFUNDS, MISC.</b>				
COURT COSTS	\$ 246	\$ -	\$ -	-
<b>TOTAL</b>	<b>\$ 246</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTERDEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 12,964	\$ -	\$ -	22,592
CHARGES FROM PRINTING	27,722	35,030	38,872	35,000
CHARGES FROM STOREROOM	4,060	11,618	10,548	6,441
CHARGES FROM MOTOR VEHICLES	2,087	16,047	20,556	17,740
CHARGES FROM PARK MAINT	-	2,433	-	-
<b>TOTAL</b>	<b>\$ 46,834</b>	<b>\$ 65,128</b>	<b>\$ 69,975</b>	<b>\$ 81,773</b>
<b>TOTAL DIVISION</b>	<b>\$ 680,786</b>	<b>\$ 792,513</b>	<b>\$ 806,768</b>	<b>\$ 735,298</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL	\$ -	\$ 250	\$ 125	-
SALES & CHARGES	-	25	25	-
MISCELLANEOUS REVENUES	-	-	210	-
EXPENDITURE RECOVERIES	-	-	658	-
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ 1,018</b>	<b>\$ -</b>





## DIVISION OF ADMINISTRATIVE SERVICES

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Admin. Services	40,314	128,215
1	1	1			
PROFESSIONALS					
2	2	2	Administrative Manager	27,194	86,765
1	1	1	Administrative Officer	20,800	51,437
2	2	2	Budget Analyst	20,800	51,467
9	3	3	Financial Analyst	10.00 Hr.	22.10 Hr.
1	1	1	Information Control Analyst	10.00 Hr.	20.13 Hr.
2	2	2	Senior Budget & Management Analyst	26,274	75,986
1	1	1	Asst. Personnel Administrator	20,800	54,164
1	1	1	Budget Management Analyst	20,800	54,164
1	1	1	City Planner	30,000	58,940
2	2	2	Deputy Project Director	20,093	61,006
2	2	2	Project Director	22,333	77,944
3	2	3	Redevelopment Coordinator	10.00 Hr.	26.07 Hr.
1	1	1	Application Development Supervisor	39,937	84,454
1	1	1	Supervisor of Computer Operations	30,215	86,559
1	1	1	Accountant III	10.00 Hr.	23.39 Hr.
3	2	2	Community Development Planner	10.00 Hr.	27.98 Hr.
3	3	6	Contract & Monitoring Specialist	10.00 Hr.	23.48 Hr.
36	28	32			
37	29	33	TOTAL GENERAL FUND		
0	0	3	TOTAL GRANT POSITIONS		
37	29	36	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**DIVISION OF NEIGHBORHOOD SERVICES**

**LOUISE V. JACKSON, COMMISSIONER**

The Division of Neighborhood Services administers City Programs for the Department of Community Development that strengthen City neighborhoods through direct services to homeowners, tenants, merchants and community-based institutions that preserve dwelling units through direct loans and grants to property owners for repair, renovations and energy conservation improvements, that maintain safe, high-quality and affordable housing for low income households and provide Community Services to City residents through volunteer efforts supported by City Departments, and other sources.

*Mission Statement*

To promote the rehabilitation of property structures and sites and to provide critical social services support to the low-income residents throughout the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Rehab. Program Administration	\$ 1,612	22		\$ 1,528	22		\$ 1,727	24	
	<b>\$ 1,612</b>	<b>22</b>		<b>\$ 1,528</b>	<b>22</b>		<b>\$ 1,727</b>	<b>24</b>	
<b>FUNDING SOURCE:</b>									
Tax Support	\$ 360			\$ 514			\$ 475		
Community Development Block Grant	685	15		447	22		622	24	
State Weatherization Grant	107	2		107			110		
HOME Grant	460	9		460			520		
	<b>\$ 1,612</b>	<b>26</b>		<b>\$ 1,528</b>	<b>22</b>		<b>\$ 1,727</b>	<b>24</b>	

\*Funding sources include General Fund costs for four months, CDBG costs for eight months, and HOME and Weatherization Grant costs for twelve months.

**DIVISION OF NEIGHBORHOOD SERVICES****PROGRAM NAME: REPAIR-A-HOME PROGRAM (RAH);AND SENIOR HOUSING ASSISTANCE PROGRAM (SHAP)**

**OBJECTIVES:** To arrest the physical decline of residential properties within the City, and improve the living conditions of persons. To address the presence of lead-based paint and lead-based paint hazards in the home. The programs principally support those of low and moderate income by providing decent, safe, and sanitary housing.

**ACTIVITIES:** Conduct property surveys to determine the nature and extent of physical improvements needed to overcome deterioration. Analyze resources and obligations of the individuals whose structures are to be rehabilitated by verifying information submitted on loan applications. Perform lead hazard reduction measures that aid in limiting lead exposure to residents. Notify and inform residents of the dangers of lead. Manage the construction project to ensure quality work.

**PROGRAM NAME: SENIOR INIATIATIVE PROGRAM AND EXTERIOR HOME REPAIR PROGRAM**

**OBJECTIVES:** To prevent senior citizen home owners from being victimized by sham repair contractors and predatory loans resulting from code enforcement measures taken by the city. The programs principally support those of very low to moderate income by providing grant and loan to funding to complete needed repairs.

**ACTIVITIES:** A Building and Housing Inspector will conduct a property assessment to determine if any code/violations exist. The homeowner will be referred to the Department of Aging or the Department of Community Development to determine the repair needs. The homeowner will be eligible for a grant or a loan based on their income.

**PROGRAM NAME: HOME WEATHERIZATION ASSISTANCE PROGRAM (HWAP)**

**OBJECTIVES:** To provide eligible City residents with home weatherization services that help reduce heating costs.

**ACTIVITIES:** Disburse information necessary for applying for assistance pertaining to home weatherization programs. Survey the property to determine the energy savings and to determine what conservative methods should be used. Coordinate this citywide program that is implemented through community based non-profit organizations as sub-grantees.

**PROGRAM NAME: THIRD PARTY REHABILITATION AND CDC HOME REPAIR PROGRAM**

**OBJECTIVES:** To coordinate Third Party Non-profit Agency Rehabilitation projects in the neighborhood. To implement Council funded home repair projects in the neighborhoods that are serviced by the local development corporation.

**ACTIVITIES:** To provide contract monitoring of jobs undertaken by Third Party agencies. Help maintain building standards and housing codes in rehabilitation activities.

## **DIVISION OF NEIGHBORHOOD SERVICES**

### **PROGRAM NAME: PAINT REFUND PROGRAM**

**OBJECTIVES:** To provide reimbursement to qualified City residents who paint the exterior of their homes.

**ACTIVITIES:** Process applications, conduct inspections, and process requests for payments. Services are provided by neighborhood organizations in each of the twenty-one wards as well as the Division.

### **PROGRAM NAME: AFFORD-A-HOME (AAH)**

**OBJECTIVES:** To provide opportunities to purchase a house, become a homeowner and be able to repair that house at an affordable price.

**ACTIVITIES:** Local banks and neighborhood housing organizations work with the City to achieve the goal of homeownership. Participating neighborhood-housing organizations will gladly show you the many home ownership opportunities available in their communities. Applicants effectively reduce their monthly mortgage payment to a reasonable expense by combining a local bank first mortgage loan at below market interest rates with an interest free second mortgage.

### **PROGRAM NAME: ANTI - PREDATORY LENDING PROGRAM**

**OBJECTIVES:** The City of Cleveland is committed to aggressively addressing the predatory lending and vacant housing problem within our City. Given the rate of delinquency and the number of foreclosures within the City of Cleveland, the allocation of second mortgage money for refinance transactions is an important tool to the success of the City's effort to curtail foreclosures and decrease the number of vacant properties.

**ACTIVITIES:** Anti predatory lending program to assist homeowners that have been victimized by a predatory lender and who qualify for refinancing their present predatory loan utilizing the Housing Advocates Incorporated (H.A.I) - (H.E.L.P) Help Eliminate Loans that are Predatory Program. The funds would be applied to close a funding gap in the Loan-to-Value ratio created by the Fannie Mae underwriting criteria. Co-sponsored with local banking institutions and Fannie Mae, the refinance will combine a new first mortgage loan with favorable terms with a second mortgage from the City.

### **PROGRAM NAME: COMMUNITY SERVICES - CITYWORKS, SUMMER SPROUT COMMUNITY GARDENING, HOME MAINTENANCE**

**OBJECTIVES:** To coordinate programs and projects that encourages and support volunteer efforts to improve Cleveland neighborhoods.

**ACTIVITIES:** Implement the Cityworks Neighborhood Matching Grant Program funding approximately 125 Block Clubs for various neighborhood improvement projects. Coordinate the Summer Sprout Urban Gardening Program, service approximately 172 community gardening sites. Implement the Home Maintenance program to assist homeowners and tenants in home maintenance basics at convenient, neighborhood locations.

**DIVISION OF NEIGHBORHOOD SERVICES**

EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 250,613	\$ 264,854	\$ 368,397	\$ 343,000
MILITARY LEAVE	2,754	851	-	-
LONGEVITY	9,754	8,872	9,125	8,425
SEPARATION PAYMENTS	23,191	7,823	3,093	-
BONUS INCENTIVE	-	-	1	-
<b>TOTAL</b>	<b>\$ 286,313</b>	<b>\$ 282,400</b>	<b>\$ 380,616</b>	<b>\$ 351,425</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 58,929	\$ 30,001	\$ 66,797	\$ 60,300
DENTAL	4,148	1,474	4,217	3,150
VISION CARE	575	176	584	450
PERS	5,540	45,237	49,110	53,200
FICA-MEDICARE	2,317	893	4,143	5,000
WORKERS COMPENSATION	(6,015)	(1,049)	4,975	1,350
LIFE INSURANCE	409	142	398	300
UNEMPLOYMENT COMPENSATION	-	-	1,053	-
CLOTHING ALLOWANCE	-	216	1,200	-
CLOTHING MAINTENANCE	-	-	150	-
AUTO MAINT ALLOWANCE	-	-	600	-
<b>TOTAL</b>	<b>\$ 65,903</b>	<b>\$ 77,090</b>	<b>\$ 133,227</b>	<b>\$ 123,750</b>
<b>TOTAL DIVISION</b>	<b>\$ 352,216</b>	<b>\$ 359,490</b>	<b>\$ 513,842</b>	<b>\$ 475,175</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Neighborhood Services	42,758	123,549
1	0	1	Asst. Commissioner of Neighborhood Services	26,274	86,765
2	1	2			
<b>OFFICE &amp; CLERICAL</b>					
1	0	0	Private Secretary	10.00 Hr.	20.19 Hr.
1	1	1	Senior Clerk	10.29 Hr.	15.17 Hr.
2	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Assistant Administrator	20,800	62,253
2	2	2	Project Coordinator	27,326	87,665
3	2	2	Financial Counselor	10.00 Hr.	22.20 Hr.
2	2	2	Project Director	22,333	77,944
3	2	2	Deputy Project Director	20,093	61,006
1	1	1	Chief Rehabilitation Supervisor	20,800	60,439
12	10	10			
<b>TECHNICIAN</b>					
8	9	9	Rehabilitation Inspector	14.60 Hr.	26.05 Hr.
1	1	1	C.D. Code Enf. Insp. Elect.I	14.08 Hr.	23.41 Hr.
1	0	0	C.D. Code Enf. Insp. Heating I	14.08 Hr.	23.41 Hr.
10	10	10			
26	22	23	<b>TOTAL GENERAL FUND</b>		
0	0	1	<b>TOTAL GRANT POSITIONS</b>		
26	22	24	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF NEIGHBORHOOD DEVELOPMENT**

**JOSEPH SIDOTI, COMMISSIONER**

In reference to ordinance 1117-06, the Division of Neighborhood Development has been replaced by the Division of Real Estate.

The Division of Neighborhood Development administers City programs intended to encourage the development or improvement of residential and commercial property in Cleveland's neighborhoods, manages public acquisition of real estate to be used in furtherance of the City's neighborhood development activities, manages and proposes allocation of the City's capital resources to provide incentives for private investment in residential and commercial development within the City, plans and implements City programs intended to foster the construction of safe, high-quality market rate and affordable housing for low income residents, and shall perform such other duties as may from time-to-time be required by ordinance or by the Director of Community Development.

*Mission Statement*

To promote the revitalization of neighborhoods through planning, program and project development in conjunction with neighborhood-based organizations in the areas of housing and local commercial retail activities, public right-of-way and public facilities improvements, and other related community development activities.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>PROGRAMS:</b>									
Real Estate	\$ 647	5	1	\$ -			\$ -		
Commerical Revitalization	282	4		-			-		
General Administration	357	4		-			-		
Housing Construction	735	7		-			-		
	<b>\$ 2,021</b>	<b>20</b>	<b>1</b>	<b>\$ -</b>			<b>\$ -</b>		
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 903			\$ -			\$ -		
Self-Generated	3			-			-		
	<b>\$ 906</b>			<b>\$ -</b>			<b>\$ -</b>		
Community Development Block Grant	\$ 967	18	1	\$ -			\$ -		
HOME	148	2		-			-		
	<b>\$ 2,021</b>	<b>20</b>	<b>1</b>	<b>\$ -</b>			<b>\$ -</b>		

\*Funding sources include General Fund costs for four months, CDBG costs for eight months



## DIVISION OF NEIGHBORHOOD DEVELOPMENT

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 387,658	\$ 483,783	\$ 150,111	\$ -
LONGEVITY	15,050	13,475	-	-
SEPARATION PAYMENTS	14,253	-	-	-
OVERTIME	16	-	-	-
<b>TOTAL</b>	<b>\$ 416,978</b>	<b>\$ 497,258</b>	<b>\$ 150,111</b>	<b>\$ -</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 75,249	\$ 97,306	\$ 38,467	\$ -
DENTAL	5,224	3,288	2,320	-
VISION CARE	696	430	324	-
PERS	75,942	81,720	15,753	-
FICA-MEDICARE	2,936	2,298	762	-
WORKERS COMPENSATION	6,743	3,246	-	-
LIFE INSURANCE	465	295	225	-
<b>TOTAL</b>	<b>\$ 167,256</b>	<b>\$ 188,583</b>	<b>\$ 57,851</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,150	\$ 9,222	\$ 1,438	\$ -
TRAVEL- NON-TRAINING	62	-	-	-
ADVERTISING AND PUBLIC NOTICE	556	-	-	-
APPRAISAL FEES	11,950	26,725	9,076	-
PARKING IN CITY FACILITIES	-	222	-	-
TAXES	183,261	157,473	49,057	-
OTHER CONTRACTUAL	933	24,317	251	-
<b>TOTAL</b>	<b>\$ 197,912</b>	<b>\$ 217,959</b>	<b>\$ 59,821</b>	<b>\$ -</b>
<b>INTERDEPARTMENTAL CHARGES</b>				
CHARGES FROM PARK MAINT	\$ -	\$ 2,005	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,005</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 782,145</b>	<b>\$ 905,805</b>	<b>\$ 267,783</b>	<b>\$ -</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 3,001	\$ -	\$ -
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 3,001</b>	<b>\$ -</b>	<b>\$ -</b>



## DIVISION OF NEIGHBORHOOD DEVELOPMENT

### COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	Assistant Administrator	20,800	62,253
1	0	0	Asst Commissioner of Neighborhood Development	26,274	83,396
1	0	0	Commissioner of Neighborhood Development	40,315	113,755
3	0	0			
<b>OFFICE &amp; CLERICAL</b>					
1	1	0	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	0			
<b>PROFESSIONALS</b>					
1	0	0	Administrative Officer	20,800	51,437
1	1	0	Information Control Analyst	10.00 Hr.	20.13 Hr.
1	1	0	Construction Technician	12.02 Hr.	22.20 Hr.
1	0	0	Redevelopment Coordinator	10.00 Hr.	26.07 Hr.
1	0	0	Administrative Manager	27,194	86,765
2	1	0	Development Officer	10.00 Hr.	26.06 Hr.
1	1	0	Redevelopment Advisor	10.00 Hr.	23.40 Hr.
8	4	0			
12	5	0	TOTAL FULL TIME		
1	1	0	TOTAL PART TIME		
13	6	0	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**DIVISION OF REAL ESTATE**

**JOSEPH SIDOTI, COMMISSIONER**

In reference to ordinance 1117-06, the Division of Neighborhood Development has been replaced by the Division of Real Estate.

The Division of Neighborhood Development administers City programs intended to encourage the development or improvement of residential and commercial property in Cleveland's neighborhoods, manages public acquisition of real estate to be used in furtherance of the City's neighborhood development activities, manages and proposes allocation of the City's capital resources to provide incentives for private investment in residential and commercial development within the City, plans and implements City programs intended to foster the construction of safe, high-quality market rate and affordable housing for low income residents, and shall perform such other duties as may from time-to-time be required by ordinance or by the Director of Community Development.

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*Mission Statement*

To promote the revitalization of neighborhoods through planning, program and project development in conjunction with neighborhood-based organizations in the areas of housing and local commercial retail activities, public right-of-way and public facilities improvements, and other related community development activities.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	ACTUAL			UNAUDITED			BUDGET			
	COST	STAFF		COST	STAFF		COST	STAFF		
	FT	PT		FT	PT		FT	PT		
<b>PROGRAMS:</b>										
Real Estate	\$ -			\$ 925	10	1	\$ 1,020	12	1	
	<u>\$ -</u>			<u>\$ 925</u>	<u>10</u>	<u>1</u>	<u>\$ 1,020</u>	<u>12</u>	<u>1</u>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ -			\$ 479			\$ 404			
	<u>\$ -</u>			<u>\$ 479</u>			<u>\$ 404</u>			
Community Development Block Grant	\$ -			\$ 446	10	1	\$ 616	12	1	
	<u>\$ -</u>			<u>\$ 925</u>	<u>10</u>	<u>1</u>	<u>\$ 1,020</u>	<u>12</u>	<u>1</u>	

\*Funding sources include General Fund costs for four months, CDBG costs for eight months

**DIVISION OF REAL ESTATE****PROGRAM NAME: REAL ESTATE (CITYWIDE AND CDBG FUNDED ACTIVITIES)**

**OBJECTIVES:** To implement CDBG Programs that pertain to acquisition, disposition and temporary reuse of real property including, but not limited to reuse of vacant tax delinquent land through the Land Re-utilization Program, land acquisition for public purpose, and acquisition/disposition for new construction or redevelopment. To administer federal, state, and local requirements relating to acquisition, disposition, and relocation and to conduct Community Development Plan administrative duties such as coordinating Slum and Blight Studies as required.

**ACTIVITIES:** Acquire, dispose and manage the Land Bank Property Inventory. Administer a land marketing program promoting the availability of city owned land for redevelopment. Serve as a source of public information and provide technical assistance to developers, neighborhood groups, and individuals; coordinate a comprehensive inventory system of properties under the Land Bank's control. Acquire and transfer real property as needed; observe applicable relocation requirements for any businesses, families or persons displaced by CDBG or Urban Renewal activities. Establish and maintain accurate ledgers on properties generating income to the department; review and monitor all lease agreements. Assist other Departments with property inquiries, acquisitions and dispositions. Undertake creation of Community Development Plans for various areas, as required, by coordinating necessary Slum/Blight Studies. Undertake Community Reinvestment Area Analysis/Designation as required. Administer the CRA residential tax abatement program.

**PROGRAM NAME: COMMERCIAL REVITALIZATION**

**OBJECTIVES:** To keep Cleveland's neighborhood retail districts strong, visually attractive, and economically competitive in a regional shopping market.

**ACTIVITIES:** The Storefront Renovation Program (SRP) provides financial and design assistance, in the form of rebates and low interest loans, to commercial property owners/business in targeted neighborhood retail areas who comprehensively rehabilitate their buildings' exterior surfaces and surrounding sites. These renovations are completed in accordance with design standards established by the program in "The Cleveland Storefront Renovation Program Design Manual." Applicants receive free design and technical assistance as provided by the City's SRP Design Specialists, along with programmatic and procedural assistance by the Community Development Corporations' SRP staff coordinators.

**DIVISION OF REAL ESTATE****PROGRAM NAME: CARTOGRAPHY AND GRAPHICS**

**OBJECTIVES:** To provide Mapping Services and Graphics Support for the Division of Neighborhood Development, the Department of Community Development, other City Departments, the Mayor's Office, City Council, and Neighborhood Based Development Agencies. To provide mapping assistance to for-profit developers and local agencies for a fee.

**ACTIVITIES:** Create project and plan area maps for small area planning activities, proposed or potential development activities, and land assembly/inventory activities, as requested. Create graphic displays, charts, poster boards and other presentation projects, as requested. Maintain database maps of housing stock, code enforcement activities, structure conditions surveys, and land/parcel inventories. As part of the overall Geographic Information System (GIS) Project Team, create a digitized base map of the City's proposed Target Pilot Area; program and utilize the Target Pilot Area to test potential Community Development and City-wide development applications of the GIS.

**PROGRAM NAME: HOUSING CONSTRUCTION**

**OBJECTIVES:** To promote and facilitate new housing construction, building construction and substantial rehabilitation activities in the City of Cleveland. To serve as the primary contact within City Hall for all housing development citywide.

**ACTIVITIES:** Review and evaluate prospective redevelopment plans, Housing Trust Fund, NDIF, and Core City project proposals. Negotiate and coordinate preparation of contracts and monitor the construction of new housing and rehabilitation activities.

**PROGRAM NAME: STOREFRONT RENOVATION PROGRAM**

**OBJECTIVES:** To keep Cleveland's neighborhood retail districts strong, visually attractive and economically competitive in a regional shopping market.

**ACTIVITIES:** The storefront Renovation Program (SRP) provides financial and design assistance, in the form of rebates and low interest loans, to commercial property owners/businesses in targeted neighborhood retail areas who comprehensively rehabilitate their buildings' exterior surfaces and surrounding sites. These renovations are completed in accordance with federal design standards established by the program in "The Cleveland Storefront Renovation Program Design Manual." Applicants receive free design and technical assistance as provided by the City's SRP design specialists, along with programmatic and procedural assistance by the community development corporations' SRP staff coordinators.

## DIVISION OF REAL ESTATE

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ -	\$ -	\$ 39,739	\$ 149,000
PART-TIME PERMANENT	-	-	3,484	-
LONGEVITY	-	-	1,225	5,950
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,449</b>	<b>\$ 154,950</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ -	\$ -	\$ 1,425	\$ 33,000
DENTAL	-	-	75	1,700
VISION CARE	-	-	22	250
PERS	-	-	3,250	24,500
FICA-MEDICARE	-	-	201	2,300
WORKERS COMPENSATION	-	-	3,865	2,000
LIFE INSURANCE	-	-	15	150
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,854</b>	<b>\$ 63,900</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 14,875	\$ 8,000
APPRAISAL FEES	-	-	22,040	22,000
TAXES	-	-	117,675	155,000
OTHER CONTRACTUAL	-	-	3,599	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,189</b>	<b>\$ 185,000</b>
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,492</b>	<b>\$ 403,850</b>



## DIVISION OF REAL ESTATE

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Administrator	20,800	62,253
1	0	1	Asst. Commissioner of Real Estate	26,274	86,765
1	1	1	Commissioner of Real Estate	40,315	118,351
3	2	3			
OFFICE & CLERICAL					
1	0	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	0	1			
PROFESSIONALS					
1	1	1	Administrative Officer	20,800	51,437
1	0	1	Information Control Analyst	10.00 Hr.	20.13 Hr.
1	0	1	Construction Technician	12.02 Hr.	22.20 Hr.
1	0	1	Redevelopment Coordinator	10.00 Hr.	26.07 Hr.
1	1	1	Administrative Manager	27,194	86,765
2	0	1	Development Officer	10.00 Hr.	26.06 Hr.
1	0	1	Redevelopment Advisor	10.00 Hr.	23.40 Hr.
8	2	7			
12	4	11	TOTAL FULL TIME		
1	0	1	TOTAL PART TIME		
13	4	12	TOTAL GENERAL FUND		
0	0	1	TOTAL GRANT POSITIONS		
13	4	13	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DEPARTMENT OF BUILDING AND HOUSING**

**EDWARD W. RYBKA, DIRECTOR**

This Department was established to administer and enforce the provisions of the Cleveland Building, Housing and Zoning Codes plus the National Electrical Code and the Ohio Building, Mechanical, Plumbing and Elevator Codes. The Department has two primary functions - Plan Examination and Code Enforcement and is divided into two divisions, Construction Permitting and Code Enforcement, and the Director's Office. The Department registers building contractors, issues permits, inspects all new construction and major rehabilitation, engages in a systematic and complaint-driven code enforcement program for existing properties and provides nuisance abatement to unsafe and/or condemned properties.

*Mission Statement*

To contribute to Cleveland's urban renaissance by preserving and strengthening neighborhoods through ambitious code enforcement and knowledgeable and customer-friendly permit processing.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Code Enforcement	\$ 7,223	111		\$ 6,873	96		\$ 6,867	100	
Director's Office	2,144	29		2,299	27		1,849	22	
Construction Permitting	1,540	23		1,624	23		1,651	23	
	<b>\$ 10,907</b>	<b>163</b>		<b>\$ 10,796</b>	<b>146</b>		<b>\$ 10,367</b>	<b>145</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Self Generated*	\$ 10,488			\$ 10,377			\$ 9,948		
	\$ 10,488	155		\$ 10,377	138		\$ 9,948	137	
Community Development Block Grant	\$ 419	8		\$ 419	8		\$ 419	8	
	<b>\$ 10,907</b>	<b>163</b>		<b>\$ 10,796</b>	<b>146</b>		<b>\$ 10,367</b>	<b>145</b>	

\*Revenues generated exceeded expenditures  
See divisions revenue summary for total estimated receipts



**DEPARTMENT OF BUILDING AND HOUSING  
DIRECTOR'S OFFICE**

**PROGRAM NAME: DIRECTOR'S OFFICE**

**OBJECTIVES:** To provide supervision and management assistance to the Code Enforcement and Permit Sections.

**ACTIVITIES:** Monitor Department expenditures and revenues and other accounting activities. Maintain records and provide information services. Perform personnel and labor relations functions. Monitor nuisance abatement activities. Oversee and coordinate activities of state-certified staff in both divisions in accordance with State requirements.

**OPERATING SUMMARY  
(000'S OMITTED)**

FUNDING SOURCE:	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
General Fund:									
Self Generated	\$ 2,144	29		\$ 2,299	27		\$ 1,849	22	
	<u>\$ 2,144</u>	<u>29</u>		<u>\$ 2,299</u>	<u>27</u>		<u>\$ 1,849</u>	<u>22</u>	

## DEPARTMENT OF BUILDING AND HOUSING

## DIRECTOR'S OFFICE

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,143,688	\$ 1,259,757	\$ 1,361,354	\$ 1,080,231
LONGEVITY	12,050	10,975	11,150	11,400
SEPARATION PAYMENTS	7,888	-	2,495	15,000
OVERTIME	127	-	1	-
<b>TOTAL</b>	<b>\$ 1,163,753</b>	<b>\$ 1,270,732</b>	<b>\$ 1,375,000</b>	<b>\$ 1,106,631</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 179,774	\$ 194,551	\$ 216,273	\$ 187,449
DENTAL	12,368	11,424	11,918	11,089
VISION CARE	1,635	1,574	1,693	1,502
PERS	164,398	172,823	191,944	164,584
FICA-MEDICARE	10,920	12,205	13,206	10,397
WORKERS COMPENSATION	2,813	28,430	39,283	38,817
LIFE INSURANCE	1,181	1,166	1,279	990
UNEMPLOYMENT COMPENSATION	8,096	-	-	-
<b>TOTAL</b>	<b>\$ 381,185</b>	<b>\$ 422,173</b>	<b>\$ 475,596</b>	<b>\$ 414,828</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 1,645	\$ 2,215	\$ 13	\$ 1,314
TUITION & REGISTRATION FEES	-	-	180	235
OTHER TRAINING SUPPLIES	111	-	171	170
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	132	135
PROFESSIONAL DUES	2,905	3,320	3,580	3,600
<b>TOTAL</b>	<b>\$ 4,661</b>	<b>\$ 5,535</b>	<b>\$ 4,076</b>	<b>\$ 5,454</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 58,650	\$ 50,000	\$ 50,000	\$ -
TRAVEL - NON-TRAINING	-	-	519	-
MILEAGE (PRIV AUTO)	-	522	5,699	500
MEDICAL SERVICES	42	-	-	-
PARKING IN CITY FACILITIES	3,205	3,945	4,451	4,000
PHOTOCOPY MACHINE RENTAL	808	-	-	-
OTHER CONTRACTUAL	3,980	48,425	50,000	20,000
CREDIT CARD PROCEESSING FEES	13,572	19,380	46,814	47,000
<b>TOTAL</b>	<b>\$ 80,257</b>	<b>\$ 122,272</b>	<b>\$ 157,483</b>	<b>\$ 71,500</b>



DEPARTMENT OF BUILDING AND HOUSING

DIRECTOR'S OFFICE

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 226	\$ 214	\$ 676	\$ 200
COMPUTER SUPPLIES	150	7,762	6,325	6,300
COMPUTER HARDWARE	1,237	4,431	354	-
SMALL EQUIPMENT	1,920	-	-	-
OFFICE FURNITURE & EQUIPMENT	1,142	363	-	-
FUEL	-	-	5	-
PHOTOGRAPHIC SUPPLIES	40	316	-	-
OTHER SUPPLIES	256	258	635	-
BATTERIES	119	-	-	-
JUST IN TIME OFFICE SUPPLIES	10,002	10,245	7,417	9,133
<b>TOTAL</b>	<b>\$ 15,092</b>	<b>\$ 23,589</b>	<b>\$ 15,412</b>	<b>\$ 15,633</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 990	\$ 2,788	\$ -	\$ -
MAINTENANCE CONTRACTS	18,005	7,599	4,654	9,615
COMPUTER HARDWARE MAINT	-	2,950	2,950	3,000
COMPUTER SOFTWARE MAINT	23,627	1,500	-	4,000
<b>TOTAL</b>	<b>\$ 42,622</b>	<b>\$ 14,837</b>	<b>\$ 7,604</b>	<b>\$ 16,615</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ -	\$ 3,500	\$ 5,768	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 5,768</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 98,097	\$ 52,373	\$ 63,968	\$ 63,435
CHARGES FROM RADIO SYSTEM	1,720	1,714	1,723	1,666
CHARGES FROM PRINTING	66,771	59,771	55,017	65,000
CHARGES FROM STOREROOM	57,905	103,999	112,355	66,887
CHARGES FROM MOTOR VEHICLES	30,286	33,910	25,225	21,770
CHARGES FROM WATER- GIS PROJ	26,848	29,713	-	-
<b>TOTAL</b>	<b>\$ 281,627</b>	<b>\$ 281,481</b>	<b>\$ 258,288</b>	<b>\$ 218,758</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,969,197</b>	<b>\$ 2,144,117</b>	<b>\$ 2,299,227</b>	<b>\$ 1,849,419</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 10,765,932	\$ 10,548,509	\$ 10,744,159	\$ 10,205,100
SALES & CHARGES FOR SERVICES	(8,222)	(60,591)	577	-
MISCELLANEOUS REVENUE	51,802	40,209	52,620	30,000
EXPENDITURE RECOVERIES	783	646	201	-
<b>TOTAL DIVISION</b>	<b>\$ 10,810,295</b>	<b>\$ 10,528,773</b>	<b>\$ 10,797,557</b>	<b>\$ 10,235,100</b>

**DEPARTMENT OF BUILDING AND HOUSING**  
**DIRECTOR'S OFFICE**  
**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
2	2	2	Administrator, Assistant	20,800	62,253
1	1	1	Director, Building & Housing	50,796	171,582
1	1	1	Secretary to the Director	36,590	138,195
1	1	1	Deputy Director, Building & Housing	36,590	133,845
5	5	5			
<b>OFFICE &amp; CLERICAL</b>					
0	1	1	Cashier, Principal	10.00 Hr.	22.60 Hr.
2	2	2	Cashier, Senior	10.00 Hr.	19.23 Hr.
2	2	2	Clerk, Principal	11.93 Hr.	19.13 Hr.
7	4	4	Clerk, Senior	10.29 Hr.	15.78 Hr.
1	0	0	Messenger	10.00 Hr.	14.51 Hr.
1	1	0	Legal Secretary	20,800	44,579
13	10	9			
<b>PROFESSIONALS</b>					
6	5	5	Administrative Officer	20,800	51,437
1	0	0	Analyst, Data Base	30,215	86,559
1	0	0	Analyst, Budget & Management	20,800	54,164
1	1	1	Analyst, Senior Budget & Management	26,274	75,986
4	4	0	Assistant Director of Law I	26,250	78,013
1	1	1	Supervisor Data Processing	20,800	58,396
14	11	7			
<b>TECHNICIAN</b>					
1	1	1	Inspector, Housing	14.60 Hr.	19.35 Hr.
1	1	1			
33	27	22	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DEPARTMENT OF BUILDING AND HOUSING  
CODE ENFORCEMENT**

**TYRONE JOHNSON, COMMISSIONER**

**PROGRAM NAME: DIVISION OF CODE ENFORCEMENT**

**OBJECTIVES:** To inspect structures for the purpose of enforcing the City of Cleveland Building, Housing and Zoning Codes and the Ohio Building Code and referenced standards. Maintain uniform standards and requirements of residential, commercial, and industrial buildings.

**ACTIVITIES:** Cite, condemn board up and secure, abate, or demolish those structures not in compliance with these Codes, which constitute a nuisance and/or a hazard to the general public. Prosecute code enforcement cases and represent the City in all civil matters.

**OPERATING SUMMARY  
(000'S OMITTED)**

FUNDING SOURCE:	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
General Fund:									
Self Generated*	\$ 6,804	103		\$ 6,454	88		\$ 6,448	92	
	\$ 6,804	103		\$ 6,454	88		\$ 6,448	92	
Community Development Block Grant	\$ 419	8		\$ 419	8		\$ 419	8	
	<b>\$ 7,223</b>	<b>111</b>		<b>\$ 6,873</b>	<b>96</b>		<b>\$ 6,867</b>	<b>100</b>	

## DEPARTMENT OF BUILDING AND HOUSING

## CODE ENFORCEMENT

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 4,468,854	\$ 4,521,933	\$ 4,303,925	\$ 4,328,264
INJURY PAY	-	270	5,912	-
LONGEVITY	56,500	53,025	52,125	49,225
SEPARATION PAYMENTS	48,112	26,767	46,828	22,000
BONUS INCENTIVE	3,900	4,500	3,300	-
OVERTIME	13,870	10,369	10,474	11,000
<b>TOTAL</b>	<b>\$ 4,591,236</b>	<b>\$ 4,616,863</b>	<b>\$ 4,422,564</b>	<b>\$ 4,410,489</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 851,094	\$ 937,996	\$ 870,197	\$ 824,516
DENTAL	56,033	55,860	49,160	37,608
VISION CARE	8,137	8,304	7,572	7,566
PERS	685,257	694,115	674,844	661,649
FICA-MEDICARE	53,581	55,892	55,329	54,929
WORKERS COMPENSATION	38,418	224,959	163,138	204,774
LIFE INSURANCE	5,093	5,104	4,643	4,500
UNEMPLOYMENT COMPENSATION	-	9,466	6,576	5,642
CLOTHING ALLOWANCE	4,981	14,000	12,000	17,600
CLOTHING MAINTENANCE	5,400	-	1,500	-
AUTOMOBILE MAINT. ALLOWANCE	-	5,400	6,000	-
<b>TOTAL</b>	<b>\$ 1,707,994</b>	<b>\$ 2,011,096</b>	<b>\$ 1,850,959</b>	<b>\$ 1,818,784</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ -	\$ 7	\$ 490
TUITION & REGISTRATION FEES	4,430	2,390	1,615	4,040
OTHER TRAINING SUPPLIES	4,623	2,945	3,734	3,847
MILEAGE (PRIV AUTO) TRNG PRPS	1,112	971	816	966
PROFESSIONAL DUES	3,567	6,916	2,320	3,090
<b>TOTAL</b>	<b>\$ 13,732</b>	<b>\$ 13,222</b>	<b>\$ 8,492</b>	<b>\$ 12,433</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 12,070	\$ 3,650	\$ 16,717	\$ 12,949
COURT REPORTER	-	197	-	-
TRAVEL - NON-TRAINING	5,982	6,282	5,502	4,830
MILEAGE (PRIVATE AUTO)	107,744	96,307	116,356	152,000
MEDICAL SERVICES	70	-	-	-
PARKING IN CITY FACILITIES	17,857	18,480	14,190	14,007
PHOTOCOPY MACHINE RENTAL	680	-	-	-
OTHER CONTRACTUAL	2,850	-	-	4,500
<b>TOTAL</b>	<b>\$ 147,253</b>	<b>\$ 124,916</b>	<b>\$ 152,765</b>	<b>\$ 188,286</b>

**DEPARTMENT OF BUILDING AND HOUSING**  
**CODE ENFORCEMENT**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 154	\$ -	\$ 100
COMPUTER SUPPLIES	6,345	7,684	3,635	2,395
COMPUTER HARDWARE	-	600	-	-
FUEL	18	-	-	-
CLOTHING	-	-	1,150	-
HARDWARE & SMALL TOOLS	-	2,726	-	-
BOILERS, HEATERS & COOL EQUIP.	-	3,252	135	-
OFFICE FURNITURE & EQUIPMENT	2,224	1,700	414	-
PHOTOGRAPHIC SUPPLIES	7,072	4,487	-	-
OTHER SUPPLIES	460	747	1,324	-
ANTI-FREEZE	7	-	-	-
BATTERIES	-	227	237	-
JUST IN TIME OFFICE SUPPLIES	17,923	15,579	12,321	15,000
<b>TOTAL</b>	<b>\$ 34,049</b>	<b>\$ 37,157</b>	<b>\$ 19,216</b>	<b>\$ 17,495</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 65	\$ -	\$ -	\$ -
CAR WASHES	500	-	500	500
<b>TOTAL</b>	<b>\$ 565</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 1,484	\$ 291	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,484</b>	<b>\$ 291</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 6,496,313</b>	<b>\$ 6,803,545</b>	<b>\$ 6,454,496</b>	<b>\$ 6,447,987</b>
<b>REVENUE</b>				
	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ -	\$ 1,140	\$ 780	\$ -
EXPENDITURE RECOVERIES	-	37	1	-
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 1,177</b>	<b>\$ 781</b>	<b>\$ -</b>

**DEPARTMENT OF BUILDING AND HOUSING  
CODE ENFORCEMENT  
COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Bureau Manager - Building	26,797	79,760
1	1	1	Bureau Manager - Demolition	26,797	79,760
1	1	1	Commissioner, Code Enforcement	42,758	133,845
3	3	3			
<b>OFFICE &amp; CLERICAL</b>					
11	10	10	Clerk, Senior	10.29 Hr.	15.78 Hr.
11	10	10			
<b>PROFESSIONALS</b>					
1	0	0	Administrative Officer	20,800	51,437
2	1	1	Assistant Chief Building Inspector	20,800	57,029
6	6	6	Chief Building Inspector	20,800	61,781
1	1	1	Inspector, Chief Electrical	20,800	58,396
1	1	1	Inspector, Chief Elevator	20,800	58,396
1	1	1	Inspector, Chief Heating	20,800	59,485
1	1	1	Inspector, Chief Housing	20,800	60,439
1	1	1	Inspector, Chief Plumbing	20,800	58,396
1	0	0	Project Director	22,333	77,944
15	12	12			
<b>TECHNICIAN</b>					
4	1	1	C.D. Code Enforce. Inspector III	15.70 Hr.	26.07 Hr.
3	5	5	C.D. Code Enforce. Inspector II	14.89 Hr.	24.74 Hr.
12	8	7	C.D. Code Enforce. Inspector I	14.08 Hr.	23.41 Hr.
1	2	3	C.D. Code Enforce. Inspector Trainee	10.00 Hr.	19.35 Hr.
2	0	0	C.D. Code Enforce. Inspector/Electric I	14.83 Hr.	23.41 Hr.
2	3	3	C.D. Code Enforce. Inspector/Electric II	15.66 Hr.	27.74 Hr.
3	3	3	C.D. Code Enforce. Inspector/Electric III	16.49 Hr.	26.07 Hr.
1	0	1	C.D. Code Enforce. Inspector/Heating I	14.08 Hr.	23.41 Hr.
3	1	1	C.D. Code Enforce. Inspector/Heating II	14.89 Hr.	24.74 Hr.
1	2	3	C.D. Code Enforce. Inspector/Heating III	15.70 Hr.	26.07 Hr.
1	2	2	C.D. Code Enforce. Inspector/Plumbing I	14.83 Hr.	23.41 Hr.
1	1	1	C.D. Code Enforce. Inspector/Plumbing II	15.66 Hr.	24.74 Hr.
1	1	1	C.D. Code Enforce. Inspector/Plumbing III	16.49 Hr.	26.07 Hr.
5	5	5	Inspector, Elevator	14.23 Hr.	23.53 Hr.
44	36	38	Inspector, Housing	14.60 Hr.	19.35 Hr.
1	1	1	Site Inspector	10.00 Hr.	22.20 Hr.
85	71	75			
114	96	100	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DEPARTMENT OF BUILDING AND HOUSING**  
**CONSTRUCTION PERMITTING**  
**TIMOTHY R. WOLOSZ, COMMISSIONER**

**PROGRAM NAME: CONSTRUCTION PERMITTING**

**OBJECTIVES:** To insure that standards are met that involve the construction, alterations, and repairs of residential, commercial, and industrial buildings. Administer contractor's registrations.

**ACTIVITIES:** Update procedures for plan examinations and permit issuances. Review and process permit applications and plan reviews in accordance with City and State standards.

**OPERATING SUMMARY**  
**(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund:									
Self Generated*	\$ 1,540	23		\$ 1,624	23		\$ 1,651	23	
	<b>\$ 1,540</b>	<b>23</b>		<b>\$ 1,624</b>	<b>23</b>		<b>\$ 1,651</b>	<b>23</b>	

**DEPARTMENT OF BUILDING AND HOUSING**  
**CONSTRUCTION PERMITTING**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,115,496	\$ 1,115,864	\$ 1,178,502	\$ 1,183,529
LONGEVITY	11,700	11,225	12,100	12,800
SEPARATION PAYMENTS	425	-	-	3,000
BONUS INCENTIVE	-	-	600	-
<b>TOTAL</b>	<b>\$ 1,127,621</b>	<b>\$ 1,127,089</b>	<b>\$ 1,191,202</b>	<b>\$ 1,199,329</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 178,596	\$ 188,998	\$ 190,844	\$ 200,778
DENTAL	11,578	11,061	10,570	11,030
VISION CARE	1,595	1,480	1,467	1,623
PERS	152,614	155,848	166,279	180,370
FICA-MEDICARE	9,116	9,567	10,150	10,364
WORKERS COMPENSATION	2,200	23,171	30,023	25,969
LIFE INSURANCE	1,061	1,013	1,035	1,035
<b>TOTAL</b>	<b>\$ 356,760</b>	<b>\$ 391,138</b>	<b>\$ 410,368</b>	<b>\$ 431,169</b>
<b>TRAINING AND DUES</b>				
TUITION & REGISTRATION FEES	\$ 250	\$ 970	\$ 250	\$ 250
OTHER TRAINING SUPPLIES	-	1,762	220	2,750
MILEAGE (PRIV AUTO)TRNG PRPS	117	86	20	-
PROFESSIONAL DUES	811	800	582	600
<b>TOTAL</b>	<b>\$ 1,178</b>	<b>\$ 3,618</b>	<b>\$ 1,072</b>	<b>\$ 3,600</b>
<b>CONTRACTUAL SERVICES</b>				
TRAVEL - NON-TRAINING	\$ -	\$ -	\$ 100	\$ -
MILEAGE (PRIVATE AUTO)	-	-	7,887	-
ADVERTISING AND PUBLIC NOTICE	-	65	-	-
OTHER CONTRACTUAL	9,198	11,419	9,358	11,250
<b>TOTAL</b>	<b>\$ 9,198</b>	<b>\$ 11,484</b>	<b>\$ 17,345</b>	<b>\$ 11,250</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 239	\$ 290	\$ -	\$ 500
COMPUTER SUPPLIES	242	-	-	500
OFFICE FURNITURE & EQUIPMENT	531	-	-	-
OTHER SUPPLIES	-	520	-	-
JUST IN TIME OFFICE SUPPLIES	3,903	5,365	4,378	4,850
<b>TOTAL</b>	<b>\$ 4,915</b>	<b>\$ 6,176</b>	<b>\$ 4,378</b>	<b>\$ 5,850</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,499,672</b>	<b>\$ 1,539,504</b>	<b>\$ 1,624,365</b>	<b>\$ 1,651,198</b>



**DEPARTMENT OF BUILDING AND HOUSING  
CONSTRUCTION PERMITTING**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ -	\$ 19	\$ -	\$ -
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 19</b>	<b>\$ -</b>	<b>\$ -</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrator, Assistant	20,800	62,253
1	1	1	Commissioner, Construction Permitting	42,758	133,845
1	1	1	Assistant Commissioner of Construction Permitting	26,274	86,765
3	3	3			
<b>OFFICE &amp; CLERICAL</b>					
6	5	5	Clerk, Senior	10.29 Hr.	15.78 Hr.
1	1	1	Stenographer III	10.00 Hr.	17.54 Hr.
7	6	6			
<b>PROFESSIONALS</b>					
2	2	2	Architect, Chief	23,647	98,838
1	1	1	Civil Engineer, Chief	23,647	82,125
1	1	1	Engineer, Chief Mechanical	23,647	82,125
1	1	1	Engineer, Consulting	36,000	92,225
1	1	1	Engineer, Electrical	10.00 Hr.	29.08 Hr.
3	3	3	Examiner, Plan	10.00 Hr.	25.09 Hr.
4	4	4	Examiner, Plan Asst.	13.42 Hr.	22.20 Hr.
1	1	1	Deputy Project Director	20,093	61,006
14	14	14			
24	23	23	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**BOARD OF BUILDING STANDARDS AND APPEALS**

The five member Board meets bi-weekly to hear appeals and product approvals in the areas of Building, Housing, Fire Prevention, Air Pollution and Ohio Building Code violations.

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*Mission Statement*

To maintain and ensure high quality and safe standards in building construction by enforcing the Ohio Building Code, the Cleveland Building, Housing, Fire Prevention and Air Pollution Codes.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Board Meetings:									
Appeal Review	\$ 13			\$ 13			\$ 13		
O.B.B.C. Review	13		5	13		5	13		5
Cleveland Bldg. & Rehab Codes	13			13			13		
Record Maintenance	60	1		62	1		82	1	
	<b>\$ 99</b>	<b>1</b>	<b>5</b>	<b>\$ 101</b>	<b>1</b>	<b>5</b>	<b>\$ 121</b>	<b>1</b>	<b>5</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 82			\$ 86			\$ 106		
Self-Generated	17			15			15		
	<b>\$ 99</b>	<b>1</b>	<b>5</b>	<b>\$ 101</b>	<b>1</b>	<b>5</b>	<b>\$ 121</b>	<b>1</b>	<b>5</b>

**BOARD OF BUILDING STANDARDS AND APPEALS****PROGRAM NAME: PERMITS AND CASES**

**OBJECTIVES:** To fairly and objectively hear and decide on cases involving the issuance of violation notices, condemnation orders, adjudication orders, notices of nonconformance and similar administrative actions issued against City codes.

**ACTIVITIES:** To conduct bi-weekly meetings, hear testimony by applications, City officials and members of the public regarding the appeal of administrative action, interpret the relevant codes, and adjudicate each case before the Board.

**PROGRAM NAME: OHIO BASIC BUILDING CODE REVIEW**

**OBJECTIVES:** To fairly and objectively hear and decide cases involving the Ohio Building Code.

**ACTIVITIES:** To hear testimony, interpret the OBC, and adjudicate each case before the Board at its bi-weekly meetings.

**PROGRAM NAME: APPEALS REVIEW**

**OBJECTIVES:** To maintain high standards of Code interpretation and administration of the City's Building, Housing, Fire Prevention and Air Pollution Codes.

**ACTIVITIES:** To conduct bi-weekly interdepartmental staff review of all Code related cases, meet with applicants and affected City officials, and recommend actions to the Board.

**PROGRAM NAME: RECORD MAINTENANCE**

**OBJECTIVES:** To maintain detailed records of Proceedings of the Board of Building Standards and Building Appeals as required by Charter and laws of the State of Ohio.

**ACTIVITIES:** To maintain minutes and case files for all appeals and to commence conversion of records to digital format.

## BOARD OF BUILDING STANDARDS AND APPEALS

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 42,169	\$ 42,527	\$ 44,609	\$ 44,262
BOARD MEMBERS	34,265	34,995	33,410	38,779
LONGEVITY	575	575	700	700
<b>TOTAL</b>	<b>\$ 77,009</b>	<b>\$ 78,097</b>	<b>\$ 78,719</b>	<b>\$ 83,741</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ -	\$ -	\$ -	\$ 12,434
DENTAL	-	-	-	664
VISION	-	-	-	54
PERS	10,538	10,084	11,330	12,626
FICA-MEDICARE	1,117	1,133	1,142	1,204
WORKERS COMPENSATION	149	1,582	2,080	1,716
LIFE INSURANCE	45	45	45	45
<b>TOTAL</b>	<b>\$ 11,849</b>	<b>\$ 12,844</b>	<b>\$ 14,597</b>	<b>\$ 28,743</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ -	\$ -	\$ 149	\$ 200
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 149</b>	<b>\$ 200</b>
<b>CONTRACTUAL SERVICES</b>				
COURT REPORTER	\$ 3,505	\$ 2,772	\$ 2,931	\$ 3,600
PARKING IN CITY FACILITIES	611	352	652	800
PHOTOCOPY MACHINE RENTAL	41	717	-	-
<b>TOTAL</b>	<b>\$ 4,157</b>	<b>\$ 3,841</b>	<b>\$ 3,583</b>	<b>\$ 4,400</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 68	\$ 350
JUST IN TIME SUPPLIES	200	470	206	200
<b>TOTAL</b>	<b>\$ 200</b>	<b>\$ 470</b>	<b>\$ 274</b>	<b>\$ 550</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 74	\$ 61	\$ -	\$ 200
MAINTENANCE CONTRACTS	-	-	-	100
<b>TOTAL</b>	<b>\$ 74</b>	<b>\$ 61</b>	<b>\$ -</b>	<b>\$ 300</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 1,051	\$ 316	\$ 473	\$ 529
CHARGES FROM PRINTING	1,963	1,772	2,548	1,800
CHARGES FROM STOREROOM	1,175	1,105	1,048	760
<b>TOTAL</b>	<b>\$ 4,189</b>	<b>\$ 3,193</b>	<b>\$ 4,069</b>	<b>\$ 3,089</b>
<b>TOTAL DIVISION</b>	<b>\$ 97,478</b>	<b>\$ 98,506</b>	<b>\$ 101,390</b>	<b>\$ 121,023</b>



**BOARD OF BUILDING STANDARDS AND APPEALS**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 13,980	\$ 16,634	\$ 15,359	\$ 15,000
<b>TOTAL DIVISION</b>	<b>\$ 13,980</b>	<b>\$ 16,634</b>	<b>\$ 15,359</b>	<b>\$ 15,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			PROFESSIONALS		
1	1	1	Secretary, Board of Building Standards and Building Appeals	23,647	80,370
1	1	1	TOTAL FULL TIME		
1	1	1	Board Chairman	9,545	9,545
4	4	4	Board Members	7,300	7,592
5	5	5	TOTAL BOARD MEMBERS		
6	6	6	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**BOARD OF ZONING APPEALS**

The five-member Board hears and decides all appeals and zoning decisions made by City officials. The Board is empowered by the Charter to grant, refuse, or revoke the required permits issued by the Director of Building and Housing or any other administrative officer. The function of the staff is to prepare case data for hearing purposes and maintain city records of zoning variations granted.

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*Mission Statement*

To interpret the City's Zoning Code and hear appeals from administrative actions and orders.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Permits & Cases	\$ 41		5	\$ 41		5	\$ 41		5
Appeals Review & Records Maintenance	156	2		153	2		158	2	
	<b>\$ 197</b>	<b>2</b>	<b>5</b>	<b>\$ 194</b>	<b>2</b>	<b>5</b>	<b>\$ 199</b>	<b>2</b>	<b>5</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 174			\$ 173			\$ 179		
Self-Generated	23			21			20		
	<b>\$ 197</b>	<b>2</b>	<b>5</b>	<b>\$ 194</b>	<b>2</b>	<b>5</b>	<b>\$ 199</b>	<b>2</b>	<b>5</b>

**PROGRAM NAME: PERMITS & CASES**

**OBJECTIVES:** To fairly and objectively hear and decide on cases involving the interpretations of the City's Zoning Code and any appeal of an administrative action brought before it.

**ACTIVITIES:** To hear the testimony by applicants, City Officials and members of the public regarding the appeals of interpretations of the Zoning Code or any other administrative action and adjudicate each case.

**PROGRAM NAME: APPEALS REVIEW AND RECORDS MAINTENANCE**

**OBJECTIVES:** To maintain high standards of Code interpretations and administration of the City's Zoning Code and to maintain detailed records of the proceedings of the Board of Zoning Appeals as required by the Charter and the Laws of the State of Ohio.

**ACTIVITIES:** To conduct weekly inter-departmental staff review of all Code related cases, meet with applicants and affected City Officials, and recommend actions to the Board; to maintain minutes and case files for all appeals and to commence conversion of records to digital form.

**BOARD OF ZONING APPEALS**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT BOARD MEMBERS	\$ 94,710	\$ 95,113	\$ 99,940	\$ 100,926
LONGEVITY	1,625	1,050	1,150	1,150
SEPARATION PAYMENTS	6,381	-	-	-
<b>TOTAL</b>	<b>\$ 144,020</b>	<b>\$ 135,838</b>	<b>\$ 140,765</b>	<b>\$ 141,751</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 10,638	\$ 14,552	\$ 15,340	\$ 16,631
DENTAL	660	851	849	906
VISION	110	132	133	139
PERS	19,378	18,715	18,096	21,372
FICA-MEDICARE	2,068	1,947	2,018	2,039
WORKERS COMPENSATION	330	2,959	3,618	3,069
LIFE INSURANCE	94	90	90	90
<b>TOTAL</b>	<b>\$ 33,277</b>	<b>\$ 39,246</b>	<b>\$ 40,144</b>	<b>\$ 44,246</b>
<b>TRAINING AND DUES</b>				
TUITION & REGISTRATION FEES	\$ 425	\$ 300	\$ 255	\$ 510
<b>TOTAL</b>	<b>\$ 425</b>	<b>\$ 300</b>	<b>\$ 255</b>	<b>\$ 510</b>
<b>CONTRACTUAL SERVICES</b>				
COURT REPORTER	\$ 4,917	\$ 6,200	\$ 6,795	\$ 6,000
PARKING IN CITY FACILITIES	3,018	2,955	2,208	2,625
PHOTOCOPY MACHINE RENTAL	60	-	-	-
<b>TOTAL</b>	<b>\$ 7,995</b>	<b>\$ 9,155</b>	<b>\$ 9,003</b>	<b>\$ 8,625</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 18	\$ 99	\$ 117	\$ 250
JUST IN TIME SUPPLIES	369	368	255	400
<b>TOTAL</b>	<b>\$ 387</b>	<b>\$ 467</b>	<b>\$ 372</b>	<b>\$ 650</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ -	\$ 6	\$ 25
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 25</b>

**BOARD OF ZONING APPEALS**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 10,183	\$ 61	\$ 33	187
CHARGES FROM PRINTING	1,819	1,273	1,232	1,800
CHARGES FROM STOREROOM	1,387	1,617	2,029	1,564
CHARGES FROM WATER- GIS PROJ	-	9,429	-	-
<b>TOTAL</b>	<b>\$ 13,389</b>	<b>\$ 12,380</b>	<b>\$ 3,294</b>	<b>\$ 3,551</b>
<b>TOTAL DIVISION</b>	<b>\$ 199,493</b>	<b>\$ 197,386</b>	<b>\$ 193,839</b>	<b>\$ 199,358</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 25,091	\$ 23,365	\$ 20,708	20,000
MISCELLANEOUS REVENUES	-	-	128	-
<b>TOTAL DIVISION</b>	<b>\$ 25,091</b>	<b>\$ 23,365</b>	<b>\$ 20,836</b>	<b>\$ 20,000</b>



**BOARD OF ZONING APPEALS**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	Private Secretary	10.00 Hr.	20.19 Hr.
1	0	0			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Project Coordinator	27,326	87,665
1	1	1			
3	2	2	<b>TOTAL FULL TIME</b>		
1	1	1	Board Chairman	7,300	7,592
4	4	4	Board Members	6,800	7,820
5	5	5	<b>TOTAL PART TIME</b>		
8	7	7	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**LANDMARKS COMMISSION**

**ROBERT KEISER, SECRETARY**

The Landmarks Commission is an eleven-member board established in 1972 by City Council, establishing historic preservation as public policy. The Landmarks Commission recommends buildings, sites or districts of historical or architectural significance that are eligible for local designation as landmarks. The Landmarks Commission reviews exterior changes to individual landmarks and to properties within historic districts. The Commission conducts an ongoing survey of historic buildings and sites for Landmark and National Register designation. The Landmarks Commission is a Certified Local Government, acting in cooperation with the State Historic Preservation Office and the National Park Service on issues regarding National Register listing and cases involving Section 106 environmental reviews.

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*Mission Statement*

Identify architecturally and historically significant buildings, sites and districts as local landmarks. Protect those landmarks from demolition and inappropriate alterations. Work with local neighborhoods, city departments, city council and the administration on historic preservation issues.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>									
Survey	\$ 35			\$ 33			\$ 35		
Design Review	102	2		95	2		100	2	
Administration	45		7	42		7	43		7
Landmark Designation	5			5			5		
	<b>\$ 187</b>	<b>2</b>	<b>7</b>	<b>\$ 175</b>	<b>2</b>	<b>7</b>	<b>\$ 183</b>	<b>2</b>	<b>7</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 169			\$ 164			\$ 171		
Self-Generated	18			11			12		
	<b>\$ 187</b>	<b>2</b>	<b>7</b>	<b>\$ 175</b>	<b>2</b>	<b>7</b>	<b>\$ 183</b>	<b>2</b>	<b>7</b>

## LANDMARKS COMMISSION

### PROGRAM NAME: PERMITS AND CASES

**OBJECTIVES:** Provide staff support to the Landmarks Commission and manage Commission records. Carry out the administrative procedures of the Landmarks Commission.

**ACTIVITIES:** Prepare Landmarks Commission agendas, minutes and maintain Commission case files. Meets with applicants about proposed changes to buildings that have been locally designated. Advise the Commission regarding design issues for Certificates of Appropriateness.

### PROGRAM NAME: SURVEY

**OBJECTIVES:** Identify buildings, sites, and historic districts for the purpose of Cleveland Landmark and National Register designation.

**ACTIVITIES:** Conduct architectural surveys to assess the significance of historic buildings, sites and districts and promote historic significance of Cleveland neighborhoods.

### PROGRAM NAME: DESIGN REVIEW

**OBJECTIVES:** Provide staff support to neighborhood - based design review committees.

**ACTIVITIES:** Prepare agendas and minutes of local design review committees. Prepare staff review of plans submitted to local design review committees. Provide training and staff support to design review committee.

## LANDMARKS COMMISSION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 89,936	\$ 90,698	\$ 95,118	\$ 94,362
BOARD MEMBERS	39,829	48,880	46,074	46,075
LONGEVITY	1,175	1,175	1,175	1,175
<b>TOTAL</b>	<b>\$ 130,939</b>	<b>\$ 140,753</b>	<b>\$ 142,367</b>	<b>\$ 141,612</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 7,625	\$ 8,645	\$ 9,040	\$ 9,708
DENTAL	444	452	452	483
VISION	98	102	103	170
PERS	17,596	19,175	14,971	21,351
FICA-MEDICARE	1,124	1,260	1,246	1,236
WORKERS COMPENSATION	244	3,389	3,749	3,112
LIFE INSURANCE	90	90	90	90
<b>TOTAL</b>	<b>\$ 27,222</b>	<b>\$ 33,113</b>	<b>\$ 29,653</b>	<b>\$ 36,150</b>
<b>TRAVEL AND DUES</b>				
PROFESSIONAL DUES	\$ 115	\$ 115	\$ 115	\$ 300
<b>TOTAL</b>	<b>\$ 115</b>	<b>\$ 115</b>	<b>\$ 115</b>	<b>\$ 300</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 500
ADVERTISING AND PUBLIC NOTICE	338	205	357	600
PARKING IN CITY FACILITIES	608	642	667	700
<b>TOTAL</b>	<b>\$ 986</b>	<b>\$ 848</b>	<b>\$ 1,024</b>	<b>\$ 1,800</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 127	\$ -
JUST IN TIME SUPPLIES	334	369	96	500
<b>TOTAL</b>	<b>\$ 334</b>	<b>\$ 369</b>	<b>\$ 224</b>	<b>\$ 500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 1,148	\$ -	\$ 30	\$ 1,070
CHARGES FROM PRINTING	885	1,290	892	1,300
CHARGES FROM STOREROOM	403	880	384	431
CHARGES FROM WATER- GIS PROJ	4,297	9,429	-	-
<b>TOTAL</b>	<b>\$ 6,733</b>	<b>\$ 11,599</b>	<b>\$ 1,306</b>	<b>\$ 2,801</b>
<b>TOTAL DIVISION</b>	<b>\$ 166,329</b>	<b>\$ 186,796</b>	<b>\$ 174,688</b>	<b>\$ 183,163</b>



**LANDMARKS COMMISSION**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 13,977	\$ 18,057	\$ 10,400	\$ 12,000
MISCELLANEOUS	-	-	126	-
<b>TOTAL DIVISION</b>	<b>\$ 13,977</b>	<b>\$ 18,057</b>	<b>\$ 10,526</b>	<b>\$ 12,000</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>PROFESSIONALS</b>					
1	1	1	City Planner	30,000	58,940
1	1	1	City Planner, Chief	30,000	80,370
2	2	2			
2	2	2	<b>TOTAL FULL TIME</b>		
<b>BOARD MEMBERS</b>					
1	1	1	Chairman, Landmarks Commission	7,075	7,075
6	6	6	Board Members	6,500	6,500
7	7	7	<b>TOTAL BOARD MEMBERS</b>		
9	9	9	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**FAIR CAMPAIGN FINANCE COMMISSION**

The three-member board is responsible for overseeing the financing of campaigns for Mayor and Cleveland City Council. The Fair Campaign Finance Commission was created following passage by Cleveland voters of the Charter amendment in the November 1994 general election.

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*Mission Statement*

To oversee compliance with the City of Cleveland's Campaign finance laws. To review the Campaign finance reports filed by candidates to assure that relevant campaign contribution and spending limits are adhered to, monitor the timeliness of candidate filings of required reports, cite those in violation of the campaign finance laws, conduct public hearings of candidate appeals, and levy fines for unremediated violations. To provide information on the City's campaign finance laws, release to the public a list of all candidates who accept voluntary expenditure limitations, and maintain records of all declarations and reports filed by candidates.

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**OPERATING SUMMARY**  
(000'S OMITTED)

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
<b>PROGRAMS:</b>								
Information Services	\$ -		\$ -		\$ 3			
	<b>\$ -</b>		<b>\$ -</b>		<b>\$ 3</b>			
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ -		\$ -		\$ 3			
	<b>\$ -</b>		<b>\$ -</b>		<b>\$ 3</b>			



**FAIR CAMPAIGN FINANCE COMMISSION**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 2,500	\$ -	\$ -	2,500
<b>TOTAL DIVISION</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,500</b>



**BOXING AND WRESTLING COMMISSION**

**ABDUL MUHAYMIN, CHAIRMAN**

The commission approves and supervises all amateur boxing contests and professional wrestling exhibitions. Other commission duties include training and furnishing officials for all bouts, as well as overseeing tickets, receipts and fund disbursements.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>PROGRAMS:</b>									
Boxing	\$ 4		2	\$ 5		2	\$ 5		2
	<u>\$ 4</u>		<u>2</u>	<u>\$ 5</u>		<u>2</u>	<u>\$ 5</u>		<u>2</u>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 4		2	\$ 5		2	\$ 5		2
	<u>\$ 4</u>		<u>2</u>	<u>\$ 5</u>		<u>2</u>	<u>\$ 5</u>		<u>2</u>





**BOXING AND WRESTLING COMMISSION**

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
BOARD MEMBERS	\$ -	\$ 3,683	\$ 4,500	\$ 4,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 3,683</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b>EMPLOYEE BENEFITS</b>				
PERS	\$ -	\$ 354	\$ 617	\$ 679
FICA-MEDICARE	-	54	65	65
WORKERS COMPENSATION	-	-	98	98
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 408</b>	<b>\$ 781</b>	<b>\$ 842</b>
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 4,091</b>	<b>\$ 5,281</b>	<b>\$ 5,342</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
1	1	1	Chairman Boxing & Wrestling Commission	2,400	2,400
2	1	1	Commission Member	2,100	2,100
3	2	2	<b>TOTAL BOARD MEMBERS</b>		
3	2	2	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

## DEPARTMENT OF ECONOMIC DEVELOPMENT

TRACEY A. NICHOLS, DIRECTOR

Major responsibilities include the following: manage the overall operations of the Department; plan a comprehensive economic development program; operate major commercial/institutional development and redevelopment programs; develop and implement a comprehensive industrial development strategy; operate business investment lending programs; serve as an ombudsman for small businesses within City government; coordinate small business assistance groups; organize local neighborhood based retention and expansion plans; provide business development and marketing resources; and planning and economic policy support.

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*Mission Statement*

To provide governmental leadership that will capitalize on Cleveland's economic strength by the encouragement of economic development, and to provide programs for the city, which will generate additional tax revenue, employment and real property values.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Administration	\$ 665	8	\$ 711	8	\$ 870	9		
Business Retention & Expansion	483	4	516	2	251	3		
Business Development	332	4	355	4	336	4		
Empowerment Zone	438	5	393	6	465	6		
	<b>\$ 1,918</b>	<b>21</b>	<b>\$ 1,975</b>	<b>20</b>	<b>\$ 1,922</b>	<b>22</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 1,292	17	\$ 1,319	14	\$ 1,007	16		
Self-Generated	188		263		450			
	<b>\$ 1,480</b>	<b>17</b>	<b>\$ 1,582</b>	<b>14</b>	<b>\$ 1,457</b>	<b>16</b>		
Grants	\$ 438	5	\$ 393	6	\$ 465	6		
	<b>\$ 1,918</b>	<b>22</b>	<b>\$ 1,975</b>	<b>20</b>	<b>\$ 1,922</b>	<b>22</b>		

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To provide day-to-day management of staff assignments, program development legislative affairs, program policy and planning. To provide a development strategy for Cleveland in cooperation with other city departments and provide economic development support to the Mayor, City Council, city departments and the business community. Also, perform capital and operating budget management, loan portfolio and compliance management, grantor agency financial reporting, and coordinate programs audits and management information services.

**ACTIVITIES:** Provide policy for program management and administer loan programs.

**OPERATING SUMMARY  
(000'S OMITTED)**

FUNDING SOURCE:	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund	\$ 665	8		\$ 711	8		\$ 870	9	
	<b>\$ 665</b>	<b>8</b>		<b>\$ 711</b>	<b>8</b>		<b>\$ 870</b>	<b>9</b>	

**PROGRAM NAME: BUSINESS RETENTION & EXPANSION**

**OBJECTIVES:** To provide assistance to commercial, industrial, and residential business or projects using federal, state local and private resources to foster economic development in the City of Cleveland.

**ACTIVITIES:** Market loan programs to the business and the lending community as viable sources of fixed asset financing; package low interest long term loans and tax incentives to businesses; package loans and grants to local development corporations to support for -profit and non-profit neighborhood development; secure federal funds for commercial lending; utilize the Cleveland Citywide Development Corporation to review proposed development projects. Coordinate small business assistance groups; organize local neighborhood based retention and expansion plans.

**OPERATING SUMMARY  
(000'S OMITTED)**

FUNDING SOURCE:	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund	\$ 483	4		\$ 516	2		\$ 251	3	
	<b>\$ 483</b>	<b>4</b>		<b>\$ 516</b>	<b>2</b>		<b>\$ 251</b>	<b>3</b>	

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

**PROGRAM NAME: BUSINESS DEVELOPMENT**

**OBJECTIVES:** To assist in the development of real estate opportunities for new businesses as well as assist area businesses with City regulatory, licensing, zoning and building code procedures and clearances. Also, provide assistance in real estate and site location and drafts of expansion plans for area businesses. To develop strategies to promote Cleveland as a good place to live and work.

**ACTIVITIES:** Collect and make available pertinent real estate and city data. Produce site and expansion plans. Implement interdepartmental programs. Implement and administer the Neighborhood Development Investment Fund (NDIF). Produce marketing brochures promoting both Cleveland and Economic Development assistance programs.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 332	4		\$ 355	4		\$ 336	4	
	<b>\$ 332</b>	<b>4</b>		<b>\$ 355</b>	<b>4</b>		<b>\$ 336</b>	<b>4</b>	

**PROGRAM NAME: EMPOWERMENT ZONE**

**OBJECTIVES:** To provide for economic development, labor force development and community building utilizing an Economic Development Initiative Grant Title XX and HUD Section 108 Loan pool within the Empowerment Zone designated area.

**ACTIVITIES:** The ten year links jobs and job training with genuine economic opportunities and business needs, while neighborhood centers help families gain access to the resources they need to make constructive changes in their lives.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
Grants	\$ 438	5		\$ 393	6		\$ 465	6	
	<b>\$ 438</b>	<b>5</b>		<b>\$ 393</b>	<b>6</b>		<b>\$ 465</b>	<b>6</b>	

DEPARTMENT OF ECONOMIC DEVELOPMENT

EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 668,064	\$ 1,008,596	\$ 1,142,943	\$ 1,068,103
LONGEVITY	3,125	2,750	4,000	4,700
SEPARATION PAYMENTS	14,223	7,362	12,748	-
<b>TOTAL</b>	<b>\$ 685,412</b>	<b>\$ 1,018,708</b>	<b>\$ 1,159,691</b>	<b>\$ 1,072,803</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 70,747	\$ 105,187	\$ 135,361	\$ 139,903
DENTAL	4,498	5,977	7,442	7,750
VISION CARE	610	794	900	815
PERS	91,896	128,159	161,462	161,746
FICA-MEDICARE	9,622	13,345	15,268	15,487
WORKERS COMPENSATION	1,554	18,084	26,168	25,282
LIFE INSURANCE	510	611	690	720
UNEMPLOYMENT	-	-	(20)	-
<b>TOTAL</b>	<b>\$ 179,436</b>	<b>\$ 272,158</b>	<b>\$ 347,271</b>	<b>\$ 351,703</b>
<b>CONTRACTUAL SERVICES</b>				
MILEAGE (PRIVATE AUTO)	\$ 222	\$ -	\$ -	\$ -
PARKING IN CITY FACILITIES	6,634	10,012	3,605	-
PROPERTY RENTAL	-	18,174	44,000	-
PHOTOCOPY MACHINE RENTAL	343	-	-	-
OTHER CONTRACTUAL	-	117,000	-	-
<b>TOTAL</b>	<b>\$ 7,198</b>	<b>\$ 145,186</b>	<b>\$ 47,605</b>	<b>\$ -</b>
<b>MATERIAL AND SUPPLIES</b>				
JUST IN TIME SUPPLIES	\$ 3,559	\$ 3,243	\$ 1,381	\$ -
<b>TOTAL</b>	<b>\$ 3,559</b>	<b>\$ 3,243</b>	<b>\$ 1,381</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 21,959	\$ 11,505	\$ 7,198	\$ 11,973
CHARGES FROM PRINTING	10,930	9,654	11,105	12,000
CHARGES FROM STOREROOM	2,108	1,898	2,173	3,821
CHARGES FROM MOTOR VEHICLES	2,396	399	5,097	4,399
CHARGES FROM WATER- GIS PROJ	7,964	17,475	-	-
<b>TOTAL</b>	<b>\$ 45,358</b>	<b>\$ 40,931</b>	<b>\$ 25,573</b>	<b>\$ 32,193</b>
<b>TOTAL DIVISION</b>	<b>\$ 920,963</b>	<b>\$ 1,480,225</b>	<b>\$ 1,581,521</b>	<b>\$ 1,456,699</b>

DEPARTMENT OF ECONOMIC DEVELOPMENT

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 37,500	\$ 37,500	\$ 37,500	\$ -
SALES AND CHARGES FOR SERVICES	(537)	-	-	-
MISCELLANEOUS REVENUES	150	-	-	-
EXPENDITURE RECOVERIES	662	816	314	-
TRANSFER IN	100,000	150,000	225,617	450,000
<b>TOTAL DIVISION</b>	<b>\$ 137,775</b>	<b>\$ 188,316</b>	<b>\$ 263,431</b>	<b>\$ 450,000</b>

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director, Economic Development	50,795	171,581
1	1	1	Chief of Regional Development	50,795	164,919
1	0	0	Chief of Personnel Management	30,214	100,844
1	1	1	Secretary to Directors	36,590	138,195
4	3	3			
OFFICE & CLERICAL					
0	1	1	Office Manager	20,800	48,224
1	0	1	Chief Clerk	22,050	44,373
1	1	1	Paralegal	20,800	42,428
2	2	3			
PROFESSIONALS					
1	0	0	Accountant Supervisor	20,800	57,689
1	1	2	Administrative Manager	27,194	86,765
0	0	0	Assistant, Administrator	20,800	71,329
10	5	5	Coordinator, Project	27,326	87,665
1	1	1	Budget Administrator	30,215	100,844
2	2	2	Director, Project	22,333	77,944
15	9	10			
21	14	16	TOTAL GENERAL FUND		
5	6	6	TOTAL GRANT POSITIONS		
26	20	22	TOTAL DEPARTMENT		

\*Salary Schedule effective December 8, 2008

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
**DIVISION OF WORKFORCE DEVELOPMENT**

The Division of Workforce Development is responsible for operations under the Workforce Investment Act of 1998 (WIA) Law 105-220. It is the purpose of this Act to establish programs, to create a new comprehensive, workforce investment system. The reformed system is to be customer and business focused, to help individuals access the tools they need to manage their careers through information and high quality services, and to help companies find skilled workers. The goals of the Act are to increase employment retention and earnings of participants, to improve the quality of the workforce to sustain economic growth, to enhance productivity and competitiveness, and to reduce welfare dependency. Satisfaction of these goals will aid in improving the quality of the workforce and enhancing the productivity and competitiveness of the Nation. The U.S. Department of Labor transmits funds (Title I) to the Governors. In Ohio, The Governor has designated Ohio Workforce Areas (OWA's) throughout the State. The geographic boundaries of Cuyahoga County have been designated as OWA #3.

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*Mission Statement*

The Employment Connection strives to attract a customer mix consisting of a variety of individual and business groups to provide as many options for customers as possible. Recognizing that work is integral to an individual's dignity and one's sense of self within the community, the purpose of the Cleveland Career Centers is to address the employment, reemployment, retention, and workplace needs of our community through career counseling, development, and training. We will establish and maintain strong partnerships, with businesses, the public sector, and local educational institutions to ensure that we supply the necessary skills that employers seek. All of us benefit with each successful entry to the world of work.

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**DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF WORKFORCE DEVELOPMENT**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>PROGRAMS:</b>									
Administration	\$ 1,502	15		\$ 1,710	19		\$ 1,700	12	
Program Services	9,095	43		7,720	42		7,500	47	
PROES Ex-Offenders	90	4		395	4		250	4	
Veterans-VR2 & VSTP	193			175			279		
D.O.L. Healthcare Grant	-			-			271		
	<b>\$ 10,880</b>	<b>62</b>		<b>\$ 10,000</b>	<b>65</b>		<b>\$ 10,000</b>	<b>63</b>	
<b>FUNDING SOURCE:</b>									
Workforce Investment Act	\$ 10,219	58		\$ 8,980	61		\$ 8,908	59	
PROES Ex-Offenders	90	4		395	4		120	4	
Youth Offender Apprenticeship	-			-			130		
Veterans-VR2 & VSTP	193			175			279		
D.O.L. Healthcare Grant	-			-			271		
MOU Partner Income	304			309			215		
Misc Program Income	74			141			77		
	<b>\$ 10,880</b>	<b>62</b>		<b>\$ 10,000</b>	<b>65</b>		<b>\$ 10,000</b>	<b>63</b>	



**DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF WORKFORCE DEVELOPMENT**

**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To comply with the responsibilities of the Grant Recipient and Administrative Entity as required under the status of the Workforce Investment Act, the attendant federal regulations and administrative policies of the Ohio Department of Job & Family Services (ODJFS).

**ACTIVITIES:** To carry out Planning and Development, Contract Administration, Customer Tracking and Reporting, Financial Management and Reporting, Program Evaluation, Audit Resolution, Human Resources & Personnel in an efficient and effective manner.

**PROGRAM NAME: JOB SEARCH SERVICES, TRAINING AND EDUCATION REFERRALS FOR  
ADULTS, DISLOCATED WORKERS & YOUTH**

**OBJECTIVES:** To address the employment, re-employment, retention and workplace needs of our community. To design a collaborative and comprehensive workforce system of the City of Cleveland and Cuyahoga County that assists in meeting the demand. To provide a network of training and educational resources to ensure job seekers and employers maximum access to information and services for basic skill remediation, skill upgrade, and skill-set enhancement for adults and dislocated workers.

**ACTIVITIES:** Providing the following services to adults & dislocated workers: Provide Central Intake, Objective Assessment, Referral of Participants to Appropriate Training, Supportive Services, Case Management, Basic Education Skills Training, Occupational Skills, On-The-Job Training, Pre-Employment and Work Maturity Skills Training, Work Experience, and Job Search Assistance. Utilization of an Individual Training Account (ITA) system for adults and dislocated workers to ensure customers choice for upgrading training skills and development. Providing employers in the community with On-The-Job and Customized training opportunities for new and/or current employees and to use funds to recruit and retain Cleveland businesses. Administration for year-round comprehensive services for youth and young adults, ages 14-21, which emphasize strong connections between academic and occupational learning. Programs must include access to each of the following activities:

- Paid and Unpaid Work Experience
- Citizenship and Leadership Development Activities
- Support Services
- Adult Mentoring
- Occupational Skills Training
- Comprehensive Guidance & Counseling
- Summer Work Experience
- Tutoring/Study Skills Training
- Alternative Secondary School Services
- Follow-up Services (at least 12 months)

**DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF WORKFORCE DEVELOPMENT**

**PROGRAM NAME: EX-OFFENDER PROJECT-PROVIDING REAL OPPORTUNITIES FOR  
EX-OFFENDERS TO SUCCEED (PROES)**

**OBJECTIVES:** The PROES Program is a statewide pilot designed to reduce the rate of recidivism by utilizing intensive life management and job readiness skills training and provide a holistic approach to bring services and training to adult ex-offenders in the Employment Connection environment.

**ACTIVITIES:** The PROES program includes the following activities: Goals & Objectives, Life Skills, Anger Management, Behavior Modification, Effective Communication, Basic Needs, Critical Thinking, Job Search, Referral to Community Agencies, Job Search, Introduction to the World of Work, Labor Market Information, Job Preparation, and Learning from Rejection.

**PROGRAM NAME: CUYAHOGA COUNTY NEIGHBORHOOD CENTER STAFFING**

**OBJECTIVES:** The Cuyahoga County Neighborhood Center staffing project is to provide on-site staff from the Cleveland Career Centers at two local Neighborhood Centers (Glenville & Ohio City) and develop a direct connection between the Neighborhood Center and the Cleveland Career Center services.

**ACTIVITIES:** Provide information about City of Cleveland programs and/or One Stop Center; Conduct an initial assessment and/or initial eligibility determination to determine which services customer may be eligible; Make referrals to partner/community support services or other City of Cleveland programs; Serve as a resource room attendant in EFS' Career Centers, and assist with developing an employment plan, provide job search assistance and/or connect customers to possible job opportunities.



DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
COMPARISON OF STAFFING

Table with columns: No. of Employees (Budget 2008, December 2008, Budget 2009), Position, Salary Schedule\* (Minimum, Maximum). Rows include categories like ADMINISTRATORS & OFFICIALS, OFFICE & CLERICAL, PROFESSIONALS, and SERVICE AND MAINTENANCE.

\* Salary Schedule effective December 8, 2008



**OFFICE OF EQUAL OPPORTUNITY**

**NATOYA J. WALKER, INTERIM DIRECTOR**

The Office is responsible for the administration, monitoring and enforcement of the City of Cleveland Area Small Business Code, and the Fannie M. Lewis Cleveland Resident Employment Law programs, Chapters 187 and 188 of the Codified Ordinances of the City, respectively. Goals are to increase participation for target local businesses and residents in City contracts and to evaluate the workforce of all contractors to determine compliance with affirmative action goals. The OEO supports business development for certified small businesses by providing support and technical assistance.

*Mission Statement*

To advance equal economic benefit for all Clevelanders by ensuring compliance with contractor goals and requirements, by providing development and support activity for target groups, and by overall advocacy, with a commitment to excellent public service.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
MBE/FBE Program	\$ 388	6	\$ 345	4	\$ 356	4		
Monitoring Unit	295	6	263	5	271	5		
Outreach Program	93	2	83	2	86	2		
MCBAP - Cleveland	-		34	1	-			
	<b>\$ 776</b>	<b>14</b>	<b>\$ 725</b>	<b>12</b>	<b>\$ 713</b>	<b>11</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 762		\$ 678		\$ 700			
Self-Generated	14		13		13			
	<b>\$ 776</b>	<b>14</b>	<b>\$ 691</b>	<b>12</b>	<b>\$ 713</b>	<b>11</b>		
MCBAP - Cleveland	\$ -		\$ 34	1	\$ -			
	<b>\$ 776</b>	<b>14</b>	<b>\$ 725</b>	<b>13</b>	<b>\$ 713</b>	<b>11</b>		

## OFFICE OF EQUAL OPPORTUNITY

### **PROGRAM NAME: CLEVELAND AREA BUSINESS CODE**

**OBJECTIVES:** To maximize target businesses in participation on city contracts.

**ACTIVITIES:** Certify CSB/MBE/FBEs, evaluate bids, and monitor their participation on city contracts. Monitor Affirmative Action Compliance in companies doing business with the city.

### **PROGRAM NAME: OUTREACH**

**OBJECTIVES:** To support and provide development opportunities for businesses certified with the office.

**ACTIVITIES:** Purchasing advertising as appropriate in periodicals as well as supporting local business partners. Provide and support seminars and workshops such as; How to do Business with the City and the certification process including the advantages of an MBE/FBE certification and sponsor the James H. Walker Construction Management Course.

### **PROGRAM NAME: FANNIE M. LEWIS CLEVELAND RESIDENT EMPLOYMENT LAW PROGRAM**

**OBJECTIVES:** Enforce compliance and increase participation of Cleveland residents working on construction projects awarded in excess of \$100,000.

**ACTIVITIES:** Monitor and enforce compliance with the Fannie M. Lewis Cleveland Resident Employee Law (Chapter 188) effective January 1, 2004, requiring twenty percent Cleveland residents on construction contracts \$100,000 or more. Provide monthly reports to the administration and to City Council. Outreach as appropriate.

## OFFICE OF EQUAL OPPORTUNITY

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES</b>				
FULL TIME PERMANENT	\$ 505,816	\$ 540,667	\$ 513,489	\$ 516,981
LONGEVITY	3,000	2,000	1,000	1,000
SEPARATION PAYMENTS	19,469	6,307	-	-
<b>TOTAL</b>	<b>\$ 528,284</b>	<b>\$ 548,974</b>	<b>\$ 514,489</b>	<b>\$ 517,981</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 59,230	\$ 57,930	\$ 54,203	\$ 65,808
DENTAL	3,809	3,378	3,040	3,694
VISION CARE	521	581	602	682
PERS	70,475	73,782	72,250	78,096
FICA-MEDICARE	6,165	7,073	6,714	6,863
WORKERS COMPENSATION	1,111	10,882	14,646	11,217
LIFE INSURANCE	506	536	510	540
UNEMPLOYMENT COMPENSATION	3,924	7,911	-	-
<b>TOTAL</b>	<b>\$ 145,741</b>	<b>\$ 162,073</b>	<b>\$ 151,965</b>	<b>\$ 166,900</b>
<b>CONTRACTUAL SERVICES</b>				
MILEAGE (PRIVATE AUTO)	\$ -	\$ -	\$ 144	\$ 200
PROGRAM PROMOTION	1,130	-	-	1,500
PARKING IN CITY FACILITIES	2,070	2,386	2,157	2,300
PHOTOCOPY MACHINE RENTAL	349	-	-	-
OTHER CONTRACTUAL	-	35,061	-	-
<b>TOTAL</b>	<b>\$ 3,550</b>	<b>\$ 37,446</b>	<b>\$ 2,301</b>	<b>\$ 4,000</b>
<b>MATERIAL AND SUPPLIES</b>				
OTHER SUPPLIES	\$ -	\$ 32	\$ 23	\$ 100
JUST IN TIME OFFICE SUPPLIES	5,037	3,748	2,902	3,500
<b>TOTAL</b>	<b>\$ 5,037</b>	<b>\$ 3,780</b>	<b>\$ 2,925</b>	<b>\$ 3,600</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 14,837	\$ 10,448	\$ 4,649	\$ 7,239
CHARGES FROM PRINTING	11,512	8,487	8,600	8,500
CHARGES FROM STOREROOM	3,025	1,734	2,945	2,453
CHARGES FROM MOTOR VEHICLES	5,657	2,187	2,871	2,478
CHARGES FROM WATER - GIS PROJ.	-	929	-	-
<b>TOTAL</b>	<b>\$ 35,030</b>	<b>\$ 23,785</b>	<b>\$ 19,065</b>	<b>\$ 20,670</b>
<b>TOTAL DIVISION</b>	<b>\$ 717,643</b>	<b>\$ 776,059</b>	<b>\$ 690,745</b>	<b>\$ 713,151</b>



OFFICE OF EQUAL OPPORTUNITY

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	14,088	13,937	12,764	13,000
<b>TOTAL DIVISION</b>	<b>\$ 14,088</b>	<b>\$ 13,961</b>	<b>\$ 12,764</b>	<b>\$ 13,000</b>

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Gen Mgr. of Admin Services	26,273	86,765
1	1	1	Executive Assistant to the Mayor	50,796	178,000
2	2	2			
<b>OFFICE &amp; CLERICAL</b>					
1	0	1	Data Control Clerk	10.00 Hr.	16.17 Hr.
1	0	0	Chief Clerk	22,050	46,165
0	1	1	Student Assistant	10.00 Hr.	10.72 Hr.
1	1	1	Private Secretary to the Director	20,800	46,165
3	2	3			
<b>PROFESSIONALS</b>					
1	1	1	Minority Business Development Administrator	27,326	75,246
6	5	5	Assistant Contract Compliance Officer	20,093	55,191
1	0	0	Misdemeanor Investigator	20,800	46,152
1	1	1	Contract Compliance Officer	26,274	68,745
9	7	7			
14	11	12	<b>TOTAL DIVISION</b>		

\*Salary Schedule effective December 8, 2008

**CITY PLANNING COMMISSION**

**ROBERT BROWN, DIRECTOR**

The City Planning Commission is comprised of seven members, six of whom are mayoral appointments and the seventh is an appointment of City Council. The Planning Commission is responsible for adopting and maintaining a General Plan for the City, maintaining the City's Zoning Map and Code, undertaking capital improvements planning, and conducting design review in the neighborhood and downtown districts. The Commission is responsible for reviewing and acting upon all legislation regarding planning, zoning, capital improvements, and physical development.

The City Planning department is staff to the City Planning Commission and provides a variety of planning services to the mayor, City Council, City departments, neighborhood organizations, and the general public.

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*Mission Statement*

The mission of the City Planning Commission is to ensure continued physical development for the City through long-range planning and capital improvements planning, and to provide a coordinating role with regard to physical development projects and public improvements.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>PROGRAMS:</b>									
Administrative Services	\$ 102	4		\$ 110	4		\$ 115	4	
Planning Administration	395	3	6	439	2	6	430	2	6
Zoning Administration	191	2	2	205	2	2	208	2	2
Urban Design	321	4		345	4		364	4	
Citywide Planning	503	8		541	8		556	8	
	<b>\$ 1,512</b>	<b>21</b>	<b>8</b>	<b>\$ 1,640</b>	<b>20</b>	<b>8</b>	<b>\$ 1,673</b>	<b>20</b>	<b>8</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 1,477			\$ 1,586			\$ 1,642		
Self-Generated	35			54			31		
	<b>\$ 1,512</b>	<b>21</b>	<b>8</b>	<b>\$ 1,640</b>	<b>20</b>	<b>8</b>	<b>\$ 1,673</b>	<b>20</b>	<b>8</b>



**CITY PLANNING COMMISSION**

**PROGRAM NAME: ADMINISTRATIVE SERVICES**

**OBJECTIVES:** To provide financial, personnel and logistical support to the operating sections of City Planning Commission staff.

**ACTIVITIES:** Preparation and monitoring of departmental budget, grant, and contract administration, personnel management, provision of drafting and secretarial services; maintenance of the City's street line and lot line base map series, and preparation of GIS computerized mapping products.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 102	4		\$ 110	4		\$ 115	4	
	<b>\$ 102</b>	<b>4</b>		<b>\$ 110</b>	<b>4</b>		<b>\$ 115</b>	<b>4</b>	

**PROGRAM NAME: PLANNING ADMINISTRATION**

**OBJECTIVES:** To ensure effective and expeditious action on all mandatory legislative referrals and design reviews within the City's Neighborhood Business Revitalization Districts, Public Land Protective Districts, Urban Renewal Areas, and Community Development Plan Areas.

**ACTIVITIES:** Review of all legislation referred to the Planning Commission; review of project design within the City's design review districts; provision of staff support to the City Planning Commission and its Design Review Advisory Committee.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 360	3	6	\$ 385	2	6	\$ 399	2	6
Self-Generated	35			54			31		
	<b>\$ 395</b>	<b>3</b>	<b>6</b>	<b>\$ 439</b>	<b>2</b>	<b>6</b>	<b>\$ 430</b>	<b>2</b>	<b>6</b>

**CITY PLANNING COMMISSION**

**PROGRAM NAME: ZONING ADMINISTRATION**

**OBJECTIVES:** To ensure that the City has an up-to-date Zoning Code and Zoning Map and to provide professional advice to the City Planning Commission, the Board of Zoning Appeals, and the City Council regarding matters pertaining to the Zoning Code and Zoning Map.

**ACTIVITIES:** Preparation of zoning studies and legislation amending the City's Zoning Code or Zoning Map; review of Zoning Appeals and Zoning Code and Zoning Map changes; provision of staff support to the City Planning Commission and the City Planning Committee of Council; maintenance of the City's official zoning map series.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 191	2	2	\$ 205	2	2	\$ 208	2	2
	<b>\$ 191</b>	<b>2</b>	<b>2</b>	<b>\$ 205</b>	<b>2</b>	<b>2</b>	<b>\$ 208</b>	<b>2</b>	<b>2</b>

**PROGRAM NAME: URBAN DESIGN**

**OBJECTIVES:** To provide design services and to prepare urban design plans necessary to facilitate appropriate development principally in neighborhood business districts, the central business district, and along the lakefront.

**ACTIVITIES:** Preparation of the Lakefront Plan and assistance in preparation of the Euclid Corridor Plan and the Inner Belt Study; maintenance and updating of the Downtown Plan; preparation of project evaluations, project design specifications and design guidelines; preparation of design and planning studies in conjunction with transit projects; provision of design assistance to other City departments, City Council, neighborhood organizations and the general public.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 321	4		\$ 345	4		\$ 364	4	
	<b>\$ 321</b>	<b>4</b>		<b>\$ 345</b>	<b>4</b>		<b>\$ 364</b>	<b>4</b>	

**CITY PLANNING COMMISSION**

**PROGRAM NAME: CITYWIDE PLANNING**

**OBJECTIVES:** To provide ongoing planning services necessary to facilitate appropriate development and revitalization, and to prepare comprehensive plans for the city and its districts.

**ACTIVITIES:** Preparation of the Connecting Cleveland 2020 Citywide Plan; coordination of planning activities for the Cleveland Lakefront, the Euclid Corridor, and the Inner Belt; analysis and dissemination of statistical information; coordination of the citywide streetscape improvements program; and assistance to the Office of Budget and Management in preparing of the City's Annual Capital Improvement Program.

**OPERATING SUMMARY  
(000'S OMITTED)**

**FUNDING SOURCE:**

General Fund:

Tax Support

2007		2008			2009		
ACTUAL		UNAUDITED			BUDGET		
COST	STAFF	COST	STAFF	COST	STAFF		
	FT PT		FT PT		FT PT		
\$ 503	8	\$ 541	8	\$ 556	8		
<b>\$ 503</b>	<b>8</b>	<b>\$ 541</b>	<b>8</b>	<b>\$ 556</b>	<b>8</b>		

## CITY PLANNING COMMISSION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,014,872	\$ 971,818	\$ 1,080,902	\$ 1,097,503
BOARD MEMBERS	40,996	44,679	41,280	41,280
PART TIME PERMANENT	52,900	51,439	52,656	41,268
LONGEVITY	8,425	8,650	9,650	8,900
SEPARATION PAYMENTS	13,907	1,918	5,936	-
<b>TOTAL</b>	<b>\$ 1,131,100</b>	<b>\$ 1,078,504</b>	<b>\$ 1,190,423</b>	<b>\$ 1,188,951</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 84,241	\$ 87,497	\$ 111,371	\$ 123,837
DENTAL	6,786	6,002	7,106	7,363
VISION	1,139	1,046	1,124	1,178
PERS	154,274	146,317	160,096	179,257
FICA-MEDICARE	10,466	9,714	11,167	15,445
WORKERS COMPENSATION	2,320	27,242	28,729	25,952
LIFE INSURANCE	934	863	915	900
UNEMPLOYMENT COMPENSATION	71	(17)	-	-
<b>TOTAL</b>	<b>\$ 260,230</b>	<b>\$ 278,664</b>	<b>\$ 320,507</b>	<b>\$ 353,932</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 267	\$ -	\$ -
TUITION & REGISTRATION FEES	1,329	740	120	1,000
<b>TOTAL</b>	<b>\$ 1,329</b>	<b>\$ 1,007</b>	<b>\$ 120</b>	<b>\$ 1,000</b>
<b>CONTRACTUAL SERVICES</b>				
ADVERTISING AND PUBLIC NOTICE	\$ -	\$ -	\$ 254	\$ 1,500
COURT REPORTER	640	-	-	-
PARKING IN CITY FACILITIES	6,809	6,073	4,824	6,500
PHOTOCOPY MACHINE RENTAL	149	-	-	-
OTHER CONTRACTUAL	48,000	43,407	35,000	41,000
LOCAL MATCH-GRANT PROGRAM	-	-	7,619	15,000
<b>TOTAL</b>	<b>\$ 55,598</b>	<b>\$ 49,480</b>	<b>\$ 47,698</b>	<b>\$ 64,000</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 28	\$ 1,627	\$ 500
COMPUTER SUPPLIES	1,090	3,702	-	-
JUST IN TIME OFFICE SUPPLIES	8,377	7,357	4,335	8,000
<b>TOTAL</b>	<b>\$ 9,467</b>	<b>\$ 11,087</b>	<b>\$ 5,961</b>	<b>\$ 8,500</b>



## CITY PLANNING COMMISSION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 27,789	\$ 1,271	\$ 4,518	5,013
CHARGES FROM PRINTING	23,701	30,465	11,460	15,000
CHARGES FROM STOREROOM	1,198	6,241	2,015	2,741
CHARGES FROM MOTOR VEHICLES	1,852	1,623	3,413	2,945
CHARGES FROM WATER GIS	-	18,858	-	-
<b>TOTAL</b>	<b>\$ 54,539</b>	<b>\$ 58,458</b>	<b>\$ 21,406</b>	<b>\$ 25,699</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,512,263</b>	<b>\$ 1,477,200</b>	<b>\$ 1,586,115</b>	<b>\$ 1,642,082</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LICENSES & PERMITS	\$ 29,247	\$ 35,301	\$ 38,555	30,000
SALES AND CHARGES	-	(345)	1,250	-
MISCELLANEOUS REVENUES	25	-	75	300
EXPENDITURE RECOVERIES	99	-	14,361	200
<b>TOTAL DIVISION</b>	<b>\$ 29,371</b>	<b>\$ 34,956</b>	<b>\$ 54,242</b>	<b>\$ 30,500</b>

## CITY PLANNING COMMISSION

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Planning	50,796	171,582
1	1	1	Secretary to the Director	36,590	138,195
1	1	1	Administrator, Assistant	20,800	62,253
3	3	3			
OFFICE & CLERICAL					
1	1	1	Secretary	10.00 Hr.	16.83 Hr.
1	0	0	Secretary, Private	10.00 Hr.	20.19 Hr.
2	1	1			
PROFESSIONALS					
4	1	1	City Planner, Senior Assistant	10.00 Hr.	23.40 Hr.
4	7	7	City Planner	30,000	58,940
5	6	6	City Planner, Chief	30,000	80,370
2	1	1	Administrator of Engineering & Planning	30,215	109,249
2	1	1	Project Director	22,333	77,944
17	16	16			
22	20	20	TOTAL FULL TIME		
1	1	1	Administrative Officer	20,800	51,437
1	1	1	City Planner, Chief	30,000	80,370
6	6	6	Member - City Planning Commission	6,800	6,800
8	8	8	TOTAL PART TIME		
30	28	28	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF HARBORS**

**RICKY D. SMITH, DIRECTOR**

The Department of Port Control monitors leases for the various areas held by the City along the shores of Lake Erie and the Cuyahoga River. The primary objective of the Department's Division of Harbors was to improve the piers and docks under its jurisdiction by initiating a plan for capital expenditures.

**OPERATING SUMMARY**  
**(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Harbors	\$ 6	1		\$ 259	1		\$ 288	1	
	<u>\$ 6</u>	<u>1</u>		<u>\$ 259</u>	<u>1</u>		<u>\$ 288</u>	<u>1</u>	
<b>FUNDING SOURCE:</b>									
Self-Generated Revenue*	\$ 6	1		\$ 259	1		\$ 288	1	
	<u>\$ 6</u>	<u>1</u>		<u>\$ 259</u>	<u>1</u>		<u>\$ 288</u>	<u>1</u>	

\* Revenues for Harbors exceed operating costs. The balance of revenue is credited to the General Fund.

## DIVISION OF HARBORS

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ -	\$ 4,162	\$ 86,810	\$ 78,030
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,162</b>	<b>\$ 86,810</b>	<b>\$ 78,030</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ -	\$ -	\$ 4,346	\$ 4,346
DENTAL	-	-	241	241
VISION	-	-	54	54
PERS	-	-	10,745	11,766
FICA-MEDICARE	-	-	1,113	1,131
LIFE INSURANCE	-	-	45	45
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,544</b>	<b>\$ 17,583</b>
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ -	\$ -	\$ 300	\$ 1,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 1,000</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 1,805	\$ 152,100	\$ 152,100
OTHER CONTRACTUAL	-	-	-	1,748
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,805</b>	<b>\$ 152,100</b>	<b>\$ 153,848</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 37	\$ 600
POSTAGE	-	-	-	1,000
COMPUTER HARDWARE	-	-	-	2,600
MISC MAINTENANCE SUPPLIES	-	-	-	4,800
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37</b>	<b>\$ 9,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ -	\$ -	\$ 28,318
CHARGES FROM PRINTING	-	75	3,332	200
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 75</b>	<b>\$ 3,332</b>	<b>\$ 28,518</b>
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 6,042</b>	<b>\$ 259,123</b>	<b>\$ 287,979</b>





**DIVISION OF HARBORS**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICE	\$ 485,513	\$ 449,170	\$ 429,089	\$ 420,578
<b>TOTAL DIVISION</b>	<b>\$ 485,513</b>	<b>\$ 449,170</b>	<b>\$ 429,089</b>	<b>\$ 420,578</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Harbor Manager	27,325	94,971
1	0	0	Senior Clerk	10.29 Hr.	15.78 Hr.
<u>2</u>	<u>1</u>	<u>1</u>	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

## DEPARTMENT OF PUBLIC HEALTH

MATT CARROLL, DIRECTOR

The Department of Public Health works to ensure the health and well being of Cleveland residents through clinical programs and health education, including the support of primary care services, mental health and substance abuse programs, lead poisoning prevention programs, air pollution monitoring and enforcement, health promotion and other environmental health initiatives.

The Department consists of four cost centers: Administration, and the Divisions of Health, Environment, and Air Quality.. In total, the Department employs approximately 180 employees and will have an operating budget in excess of \$20 million in 2008. Grants and revenue from federal, state, and local sources will support more than \$15 million in programs in 2008.

 OPERATING SUMMARY  
 (000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
<b>DIVISIONS:</b>									
Administration	\$ 715	8		\$ 676	7		\$ 855	7	
Health	10,475	72	2	11,671	77	2	11,846	75	2
Environment	7,053	51		4,905	52		5,823	50	
Air Quality	3,498	35		3,170	44		3,462	44	
	<b>\$ 21,741</b>	<b>166</b>	<b>2</b>	<b>\$ 20,422</b>	<b>180</b>	<b>2</b>	<b>\$ 21,986</b>	<b>176</b>	<b>2</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 3,926			\$ 2,275			\$ 4,087		
Self - Generated	1,891			3,308			1,910		
	<b>\$ 5,817</b>	<b>60</b>	<b>1</b>	<b>\$ 5,583</b>	<b>60</b>	<b>1</b>	<b>\$ 5,997</b>	<b>59</b>	
Categorical Grants	\$ 13,452	86	1	\$ 11,969	99	1	\$ 13,155	99	2
Community Development Block Grant	1,287	2		1,309	2		1,335	2	
Special Revenue	1,185	18		1,561	17		1,499	16	
	<b>\$ 21,741</b>	<b>166</b>	<b>2</b>	<b>\$ 20,422</b>	<b>178</b>	<b>2</b>	<b>\$ 21,986</b>	<b>176</b>	<b>2</b>

**DIVISION OF HEALTH ADMINISTRATION**

**MATT CARROLL, DIRECTOR**

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*Mission Statement*

To coordinate, direct and supervise the activities of the department.

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**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To provide policy formulation, fiscal supervision and personnel services to the Department's operating divisions.

**ACTIVITIES:** Process all personnel requests. Provide fiscal monitoring and coordination. Oversee operational activities.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>									
Administration	\$ 715	8		\$ 676	7		\$ 855	7	
	<b>\$ 715</b>	<b>8</b>		<b>\$ 676</b>	<b>7</b>		<b>\$ 855</b>	<b>7</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 684			\$ 644			\$ 825		
Self-Generated	31			32			30		
	<b>\$ 715</b>	<b>8</b>		<b>\$ 676</b>	<b>7</b>		<b>\$ 855</b>	<b>7</b>	

## DIVISION OF HEALTH ADMINISTRATION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 474,168	\$ 483,733	\$ 472,041	\$ 440,919
LONGEVITY	3,168	2,968	2,967	3,200
SEPARATION PAYMENTS	1,552	-	2,718	-
OVERTIME	72	1,010	-	-
<b>TOTAL</b>	<b>\$ 478,959</b>	<b>\$ 487,711</b>	<b>\$ 477,726</b>	<b>\$ 444,119</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 55,337	\$ 64,399	\$ 62,679	\$ 61,392
DENTAL	3,978	3,780	3,458	3,338
VISION CARE	437	432	412	411
PERS	64,951	68,236	66,778	66,959
FICA-MEDICARE	5,545	5,818	5,499	5,111
WORKERS COMPENSATION	938	10,012	13,349	11,236
LIFE INSURANCE	370	355	333	315
CLOTHING ALLOWANCE	80	80	-	100
CLOTHING MAINTENANCE	-	-	-	100
<b>TOTAL</b>	<b>\$ 131,634</b>	<b>\$ 153,113</b>	<b>\$ 152,508</b>	<b>\$ 148,962</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 200	\$ 1,930	\$ -	\$ -
TUITION AND REGISTRATION FEES	330	855	445	1,000
PROFESSIONAL DUES	3,884	3,133	5,076	3,000
<b>TOTAL</b>	<b>\$ 4,414</b>	<b>\$ 5,918</b>	<b>\$ 5,521</b>	<b>\$ 4,000</b>
<b>CONTRACTUAL SERVICES</b>				
MILEAGE (PRIVATE AUTO)	\$ 497	\$ 345	\$ 699	\$ 750
SECURITY SERVICES	12,167	12,500	24,954	22,746
PARKING IN CITY FACILITIES	4,863	4,555	7,068	6,000
INSURANCE AND OFFICIAL BONDS	100	100	100	100
PROPERTY RENTAL	41,258	41,033	-	221,994
PHOTOCOPY MACHINE RENTAL	598	-	-	-
OTHER CONTRACTUAL	-	-	1,213	-
<b>TOTAL</b>	<b>\$ 59,484</b>	<b>\$ 58,532</b>	<b>\$ 34,034</b>	<b>\$ 251,590</b>



## DIVISION OF HEALTH ADMINISTRATION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 135	\$ -	\$ -	-
OTHER SUPPLIES	315	-	-	-
JUST IN TIME OFFICE SUPPLIES	4,418	7,311	2,387	3,150
<b>TOTAL</b>	<b>\$ 4,867</b>	<b>\$ 7,311</b>	<b>\$ 2,387</b>	<b>\$ 3,150</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 4,820	\$ 2,366	\$ 3,636	\$ 2,942
<b>TOTAL</b>	<b>\$ 4,820</b>	<b>\$ 2,366</b>	<b>\$ 3,636</b>	<b>\$ 2,942</b>
<b>TOTAL DIVISION</b>	<b>\$ 684,179</b>	<b>\$ 714,951</b>	<b>\$ 675,812</b>	<b>\$ 854,763</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ 26,207	\$ 31,487	\$ 31,832	\$ 30,000
<b>TOTAL DIVISION</b>	<b>\$ 26,207</b>	<b>\$ 31,487</b>	<b>\$ 31,832</b>	<b>\$ 30,000</b>



**DIVISION OF HEALTH ADMINISTRATION**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Director of Public Health	50,796	171,581
1	0	0	Secretary to the Director	36,590	138,195
2	1	1			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Clerk, Stock	10.00 Hr.	19.76 Hr.
1	1	1	Personnel Administrator	26,274	80,091
2	2	2			
<b>PROFESSIONALS</b>					
1	1	1	Chief Systems Analyst	27,326	94,971
1	1	1	Chief, Computer Operations	23,647	82,125
1	1	1	Sr. Programmer Analyst	23,647	67,345
1	1	1	Project Director	22,333	77,944
4	4	4			
8	7	7	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**HOUSE OF CORRECTIONS**

**MARY BOUNDS, ACTING COMMISSIONER**

The House of Corrections begins the 2007 year under the Department of Public Safety. Refer to The Public Safety section for 2007 budget numbers.

## HOUSE OF CORRECTIONS

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 2,636,886	\$ -	\$ -	-
PART TIME PERMANENT	2,735	-	-	-
INJURY PAY	27,563	-	-	-
LONGEVITY	27,350	-	-	-
WAGE SETTLEMENTS	495	-	-	-
SEPARATION PAYMENTS	47,544	-	-	-
BONUS INCENTIVE	500	-	-	-
OVERTIME	1,081,662	-	-	-
<b>TOTAL</b>	<b>\$ 3,824,734</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 609,780	\$ -	\$ -	-
DENTAL	40,193	-	-	-
VISION CARE	4,130	-	-	-
PERS	506,453	-	-	-
FICA-MEDICARE	45,333	-	-	-
WORKERS COMPENSATION	227,125	-	-	-
LIFE INSURANCE	3,443	-	-	-
UNEMPLOYMENT COMPENSATION	6,267	-	-	-
CLOTHING ALLOWANCE	25,980	-	-	-
CLOTHING MAINTENANCE	29,800	-	-	-
FIREARM ALLOWANCE	2,750	-	-	-
<b>TOTAL</b>	<b>\$ 1,501,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TRAINING AND DUES</b>				
TUITION AND REGISTRATION FEES	\$ -	\$ -	\$ -	-
PROFESSIONAL DUES	2,763	-	-	-
<b>TOTAL</b>	<b>\$ 2,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>UTILITIES</b>				
GAS	\$ 84,113	\$ -	\$ -	-
ELECTRICITY - OTHER	108,165	-	-	-
<b>TOTAL</b>	<b>\$ 192,278</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 160,180	\$ -	\$ -	-
BANK SERVICE FEES	1,228	-	-	-
MEDICAL SERVICES	157,603	-	-	-
PARKING IN CITY FACILITIES	1,608	-	-	-
PROPERTY RENTAL	58,893	-	-	-
PHOTOCOPY MACHINE RENTAL	305	-	-	-
OTHER CONTRACTUAL	-	-	-	-
<b>TOTAL</b>	<b>\$ 379,818</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>





## HOUSE OF CORRECTIONS

## EXPENDITURES - CONTINUED

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>MATERIAL AND SUPPLIES</b>							
OFFICE SUPPLIES	\$ 1,104	\$	-	\$	-	\$	-
COMPUTER SUPPLIES	-		-		-		-
CLOTHING	51,005		-		-		-
SMALL EQUIPMENT	980		-		-		-
OFFICE FURNITURE AND EQUIP	3,327		-		-		-
ELECTRICAL SUPPLIES	2,299		-		-		-
HYGIENE AND CLEANING SUPP	50,715		-		-		-
PAINTING EQUIPMENT AND SUPP	797		-		-		-
MEDICAL SUPPLIES	14,653		-		-		-
FOOD	355,114		-		-		-
PHOTOGRAPHIC SUPPLIES	12,375		-		-		-
OTHER SUPPLIES	12,627		-		-		-
PHARMACEUTICAL SUPPLIES	86,425		-		-		-
JUST IN TIME OFFICE SUPPLIES	10,717		-		-		-
BUILDING MAINT SUPPLIES	15,850		-		-		-
MISC MAINTENANCE SUPPLIES	1,735		-		-		-
<b>TOTAL</b>	<b>\$ 619,722</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>MAINTENANCE</b>							
MAINTENANCE CONTRACTS	\$ 51,811	\$	-	\$	-	\$	-
MAINTENANCE FIRE APPARATUS	1,489		-		-		-
<b>TOTAL</b>	<b>\$ 53,299</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>CLAIMS, REFUNDS AND MISC.</b>							
JUDGMENTS AND DAMAGES	\$ 1,117	\$	-	\$	-	\$	-
<b>TOTAL</b>	<b>\$ 1,117</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM TELEPHONE EXCH	\$ 21,467	\$	-	\$	-	\$	-
CHARGES FROM RADIO SYSTEM	15,240		-		-		-
CHARGES FROM PRINTING	11,939		-		-		-
CHARGES FROM STOREROOM	107		-		-		-
CHARGES FROM MOTOR VEHICLES	52,355		-		-		-
CHARGES FROM WASTE	4,236		-		-		-
<b>TOTAL</b>	<b>\$ 105,343</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>TOTAL DIVISION</b>	<b>\$ 6,680,328</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>



**HOUSE OF CORRECTIONS**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUE	\$ 1,131	\$ -	\$ -	-
<b>TOTAL DIVISION</b>	<b>\$ 1,131</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**DIVISION OF HEALTH****KAREN BUTLER, COMMISSIONER**

The Division of Health is responsible for a broad array of programs and services designed to promote, maintain and improve the health status of Clevelanders. The objective of the Health Division is to interpret and enforce those sections of the State and City law which pertain to public health and disease control. Specific activities of the Health Division include direct medical services, public health nursing, communicable disease surveillance, sexually transmitted disease control, inspection and licensure of medical facilities, laboratory services, chronic disease prevention and health promotion, mental health and substance abuse prevention and treatment, AIDS education, and HIV testing and counseling and maternal health education and infant death reduction.

The Health Division is responsible for the Mayor's Health Advisory Committee, a 25-member committee of community leaders selected to advise the Mayor on issues affecting the public's health and disparities in health status. The Health Division also operates the Bureau of Vital Statistics, which is responsible for the issuance of all birth and death certificates and for keeping, collecting and maintaining those statistics which reflect the general health status of Cleveland.

**BUDGET COMMENTS**

Grant funding supplements General Fund monies and enables the Health Division to provide a wide range of health services throughout the community. These services include immunization activities, preventive health services to residents in public housing, substance abuse treatment services to inmates in the House of Corrections, and infant mortality reduction. The MomsFirst (formerly known as Healthy Family/Healthy Start) program adds funds to the Division's budget for use by a community-wide consortium of providers and residents to reduce the infant mortality rates in Cleveland.

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*Mission Statement*

The Division of Health's mission is to maximize the health and well-being of the people of Cleveland by preventing disease and injury, promoting wellness, assuring access to quality health care, and advocating for public health.

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**DIVISION OF HEALTH**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
		FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>										
Health Administration	\$ 4,069	22	1	\$ 5,039	25	1	\$ 5,139	25	1	
Miles-Broadway	142	1		136	1		138	1		
J.Glen Smith	766	11	1	785	12	1	788	12	1	
McCafferty	301	2		298	2		307	2		
Vital Statistics	591	11		597	11		609	8		
Mental Health & Substance Abuse	625	10		638	11		562	11		
Healthy Family/Healthy Start	2,606	8		2,616	8		2,673	8		
Health Promotion	1,375	7		1,562	7		1,630	8		
	<b>\$ 10,475</b>	<b>72</b>	<b>2</b>	<b>\$ 11,671</b>	<b>77</b>	<b>2</b>	<b>\$ 11,846</b>	<b>75</b>	<b>2</b>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 1,435			\$ 158			\$ 1,687			
Self - Generated	1,687			3,066			1,698			
	<b>\$ 3,122</b>	<b>35</b>	<b>1</b>	<b>\$ 3,224</b>	<b>36</b>	<b>1</b>	<b>\$ 3,385</b>	<b>34</b>	<b>1</b>	
Categorical Grants	\$ 5,998	34	1	\$ 6,981	38	1	\$ 7,056	41	1	
Community Develop Block Grant	1,287	2		1,309	2		1,335			
Special Revenue - Medicaid Fund	68	1		157	1		70			
	<b>\$ 10,475</b>	<b>72</b>	<b>2</b>	<b>\$ 11,671</b>	<b>77</b>	<b>2</b>	<b>\$ 11,846</b>	<b>75</b>	<b>2</b>	

**DIVISION OF HEALTH**

**PROGRAM NAME: HEALTH ADMINISTRATION**

**OBJECTIVES:** To provide administrative and operational support in the planning, directing and evaluation of all Division of Health components and activities to ensure that all resources are utilized to the benefit of the Citizens of Cleveland.

**ACTIVITIES:** Manage general fund and grant budgets, personnel management and administration. Supervise and evaluate Division of Health programs and activities at the Cleveland Health Centers. Coordinate with other agencies and departments on public health issues, initiatives and enforcement actions.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund	\$ 1,336	11		\$ 1,455	11		\$ 1,484	11	
Categorical Grants	1,446	9	1	2,275	12	1	2,320	12	1
Community Develop Block Grant	1,287	2		1,309	2		1,335	2	
	<u>\$ 4,069</u>	<u>22</u>	<u>1</u>	<u>\$ 5,039</u>	<u>25</u>	<u>1</u>	<u>\$ 5,139</u>	<u>25</u>	<u>1</u>

**PROGRAM NAME: NEIGHBORHOOD HEALTH CENTERS - Miles-Broadway, J. Glen Smith, Thomas McCafferty and Tremont**

**OBJECTIVES:** To provide the public with personal health care programs within their own neighborhoods.

**ACTIVITIES:** Immunize children to reduce the incidence of preventable childhood diseases. Provide education and treatment programs to identify and decrease the incidence of sexually transmitted diseases. Provide laboratory testing, medical treatment and direct referral of both adult and child patients. Provide HIV/AIDS prevention activities, testing, supportive services and case management. Provide public health nursing home visitations.

**MILES-BROADWAY HEALTH CENTER**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>FUNDING SOURCE:</b>									
General Fund	\$ 142	1		\$ 136	1		\$ 138	1	
	<u>\$ 142</u>	<u>1</u>		<u>\$ 136</u>	<u>1</u>		<u>\$ 138</u>	<u>1</u>	

**DIVISION OF HEALTH**

**J. GLEN SMITH HEALTH CENTER**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
General Fund	\$ 696	10	1	\$ 714	11	1	\$ 718	11	1
Categorical Grants	70	1		71	1		70	1	
	<b>\$ 766</b>	<b>11</b>	<b>1</b>	<b>\$ 785</b>	<b>12</b>	<b>1</b>	<b>\$ 788</b>	<b>12</b>	<b>1</b>

**THOMAS MCCAFFERTY HEALTH CENTER**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
General Fund	\$ 231	1		\$ 233	2		\$ 237	2	
Categorical Grants	70			65			70		
	<b>\$ 301</b>	<b>1</b>		<b>\$ 298</b>	<b>2</b>		<b>\$ 307</b>	<b>2</b>	

**DIVISION OF HEALTH**

**PROGRAM NAME: VITAL STATISTICS**

**OBJECTIVES:** To maintain an accurate record of all births and deaths occurring in Cleveland and 29 suburbs and keep those statistics which reflect upon the general health status of the City.

**ACTIVITIES:** Register birth and death certificates for Cleveland and 29 surrounding suburbs. Distribute, for a fee, records of births, death and stillbirths. Provide indigent burial services.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT

**FUNDING SOURCE:**

General Fund	\$	591	11	\$	597	11	\$	609	11
	<b>\$</b>	<b>591</b>	<b>11</b>	<b>\$</b>	<b>597</b>	<b>11</b>	<b>\$</b>	<b>609</b>	<b>11</b>

**PROGRAM NAME: MENTAL HEALTH AND SUBSTANCE ABUSE 'TREATMENT' SERVICES**

**OBJECTIVES:** To offer help and guidance to those citizens suffering from mental health or drug dependency problems, and to support initiatives that address substance abuse prevention and mental health promotion.

**ACTIVITIES:** Provide counseling and prevention activities for adults, youth, individuals, families and groups in the area of alcoholism and drug abuse. Promote initiatives that address mental health and well being.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT

**FUNDING SOURCE:**

General Fund	\$	126	1	\$	89	2	\$	91	2
Categorical Grants		431	8		392	8		401	8
Special Revenue - Medicaid Fund		68	1		157	1		70	1
	<b>\$</b>	<b>625</b>	<b>10</b>	<b>\$</b>	<b>638</b>	<b>11</b>	<b>\$</b>	<b>562</b>	<b>11</b>



**DIVISION OF HEALTH**

**PROGRAM NAME: MOMSFIRST**

**OBJECTIVES:** To reduce racial disparities in maternal/child health, provide interconceptional care, and address parental depression within the City of Cleveland.

**ACTIVITIES:** Provide outreach and case finding, case management, health education, and interconceptional care activities through home visits to ensure early and continuous prenatal care for participants.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF	PT	
	FT	PT	FT	PT	FT	PT	PT	

**FUNDING SOURCE:**

Categorical Grants	\$	2,606	8	\$	2,616	8	\$	2,673	8
	\$	<b>2,606</b>	<b>8</b>	\$	<b>2,616</b>	<b>8</b>	\$	<b>2,673</b>	<b>8</b>

**PROGRAM NAME: HEALTH PROMOTION UNIT**

**OBJECTIVES:** To help citizens of the City of Cleveland change their lifestyle to move toward a state of optimal health through enhanced awareness, behavior change and the creation of environments that support good health practices.

**ACTIVITIES:** Participate in county-wide youth tobacco surveillance checks; promote the enforcement of the new no-smoking law; promote smoking cessation programs for adults; coordinate health promotion and health education programming to support tobacco-related chronic disease prevention throughout Cleveland. Coordinate school wellness teams; promote fitness and nutrition activities at local businesses; train parish nurses for church-based prevention; and train city recreation center staff on developing heart health programs and provide link to available resources through local voluntary health organizations.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF	PT	
	FT	PT	FT	PT	FT	PT	PT	

**FUNDING SOURCE:**

Categorical Grants	\$	1,375	7	\$	1,562	5	\$	1,630	7
	\$	<b>1,375</b>	<b>7</b>	\$	<b>1,562</b>	<b>5</b>	\$	<b>1,630</b>	<b>7</b>



**DIVISION OF HEALTH****PROGRAM NAME: HIV/AIDS PREVENTION**

**OBJECTIVES:** To provide regional leadership, planning and advocacy on HIV/AIDS issues; monitor and fund HIV/AIDS programs; provide resource development assistance; and serve as a model in the provision of direct HIV/AIDS services to specific underserved populations.

**ACTIVITIES:** Disseminate epidemiological reports and other related information on affected communities. Raise public awareness through media, community planning and meetings. Provide advocacy to ensure sufficient funding provided to the region. Provide assistance to agencies in continuous development of programs. Serve on all funding advisory groups. Obtain additional resources for care and services for HIV prevention. Network with other social service agencies to expand efforts. Establish models of service delivery.

**PROGRAM NAME: NURSING UNIT**

**OBJECTIVES:** To provide services that protect and promote the health of people who live and work in Cleveland.

**ACTIVITIES:** Provide immunizations, flu vaccinations, and assistance with screening of sexually transmitted diseases. Conduct day care inspections, telephone triage, and maternity unit inspections. Assist with pediatric and adult medicine clinics, genetic screening follow-up, SIDS follow-up, and community screening and preventive health services.

**PROGRAM NAME: COMMUNICABLE DISEASES UNIT**

**OBJECTIVES:** To oversee all communicable disease and public health infrastructure activities, including bioterrorism and pandemic flu preparedness, for the City of Cleveland.

**ACTIVITIES:** Participate in countywide disease reporting system. Conduct communicable disease investigation, including surveillance and outbreak investigations. Improve training for health department staff on communicable diseases and investigations. Improve infrastructure, including information technology capabilities, in order to more efficiently handle outbreak investigations.

**PROGRAM NAME: STD CLINICS**

**OBJECTIVES:** To reduce the incidence of sexually transmitted diseases (STDs) in Cleveland and surrounding areas.

**ACTIVITIES:** Provide medical and laboratory services for diagnosis and treatment in two STD clinics. Conduct STD surveillance and provide outbreak response. Affect community and individual behavior change through education. Provide testing, treatment, counseling and education toward STD prevention.

## DIVISION OF HEALTH

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,511,481	\$ 1,382,184	\$ 1,456,422	\$ 1,480,524
SEASONAL	3,887	-	-	-
PART TIME PERMANENT	5,861	15,564	7,569	-
LONGEVITY	17,925	17,910	17,310	16,650
INJURY PAY	-	-	613	-
SEPARATION PAYMENTS	29,791	8,074	47,651	-
BONUS INCENTIVE	2,000	-	-	-
OVERTIME	2,327	394	1,689	-
<b>TOTAL</b>	<b>\$ 1,573,272</b>	<b>\$ 1,424,127</b>	<b>\$ 1,531,254</b>	<b>\$ 1,497,174</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 228,186	\$ 245,532	\$ 254,327	\$ 262,756
DENTAL	15,496	15,114	14,820	15,618
VISION CARE	2,389	2,270	2,311	2,400
PERS	215,291	202,443	208,939	224,798
FICA-MEDICARE	14,701	13,298	14,470	15,001
WORKERS COMPENSATION	3,607	40,157	42,630	39,702
LIFE INSURANCE	1,627	1,506	1,524	1,530
CLOTHING ALLOWANCE	5,530	2,880	2,880	2,880
CLOTHING MAINTENANCE	300	300	300	300
<b>TOTAL</b>	<b>\$ 487,126</b>	<b>\$ 523,499</b>	<b>\$ 542,201</b>	<b>\$ 564,985</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 465	\$ 1,653	\$ -	\$ -
TUITION & REGISTRATION FEES	90	761	424	1,000
PROFESSIONAL DUES	3,984	1,418	566	3,000
MILEAGE (PRV AUTO) TRNG PRPS	-	7	-	-
<b>TOTAL</b>	<b>\$ 4,539</b>	<b>\$ 3,838</b>	<b>\$ 990</b>	<b>\$ 4,000</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 8,270	\$ -
GAS	74,992	70,061	62,419	57,258
ELECTRICITY - CPP	206,100	211,997	220,705	229,533
ELECTRICITY - OTHER	1,319	698	2,147	2,233
SECURITY & MONITORING SYSTEM	1,276	2,967	186	2,190
<b>TOTAL</b>	<b>\$ 283,688</b>	<b>\$ 285,723</b>	<b>\$ 293,727</b>	<b>\$ 291,214</b>



## DIVISION OF HEALTH

## EXPENDITURES - CONTINUED

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 294,650	\$	363,100	\$	363,100	\$	373,100
CABLE PROFESSIONAL SERVICES	-		95		-		-
MILEAGE (PRIVATE AUTO)	1,113		1,061		2,522		2,000
WASTE DISPOSAL	5,316		6,038		6,885		6,958
SECURITY SERVICES	15,730		23,339		38,811		11,374
ADVERTISING & PUBLIC NOTICE	-		2,299		-		-
PARKING IN CITY FACILITIES	1,585		2,578		1,390		1,500
PROPERTY RENTAL	45,861		45,861		-		188,247
PHOTOCOPY MACHINE RENTAL	1,099		-		-		-
OTHER CONTRACTUAL	122,668		114,019		61,195		62,388
INDIGENT RELIEF	-		20,000		65,000		70,000
REFUNDS AND MISCELLANEOUS	28		-		-		-
CREDIT CARD PROCESSING FEES	2,774		306		103		-
<b>TOTAL</b>	<b>\$ 490,824</b>	<b>\$</b>	<b>578,695</b>	<b>\$</b>	<b>539,006</b>	<b>\$</b>	<b>715,567</b>
<b>MATERIAL AND SUPPLIES</b>							
OFFICE SUPPLIES	\$ 350	\$	440	\$	10,343	\$	600
POSTAGE	406		556		570		250
COMPUTER SUPPLIES	67		-		-		-
COMPUTER HARDWARE	283		-		-		-
HYGIENE AND CLEANING SUPP	1,757		3,401		-		-
MEDICAL SUPPLIES	20,724		12,318		24,537		20,000
FOOD	29		-		-		-
OTHER SUPPLIES	12,926		10,398		9,914		10,000
PHARMACEUTICAL SUPPLIES	16,668		2,972		3,232		10,000
LABORATORY SUPPLIES	6,599		18,249		18,899		16,000
CAPITAL IMPROVEMENT INVENTORY	-		-		10		-
JUST IN TIME OFFICE SUPPLIES	14,242		12,355		6,127		9,000
<b>TOTAL</b>	<b>\$ 74,049</b>	<b>\$</b>	<b>60,691</b>	<b>\$</b>	<b>73,632</b>	<b>\$</b>	<b>65,850</b>
<b>MAINTENANCE</b>							
COMPUTER SOFTWARE MAINT	\$ -	\$	1,320	\$	-	\$	-
MAINTENANCE CONTRACTS	1,600		610		810		2,262
CAR WASHES	-		-		78		-
<b>TOTAL</b>	<b>\$ 1,600</b>	<b>\$</b>	<b>1,930</b>	<b>\$</b>	<b>888</b>	<b>\$</b>	<b>2,262</b>

## DIVISION OF HEALTH

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 220,187	\$ 130,773	\$ 158,992	\$ 155,688
CHARGES FROM PRINTING	47,829	36,023	38,118	46,379
CHARGES FROM STOREROOM	16,425	13,646	11,470	12,991
CHARGES FROM MOTOR VEHICLES	18,641	34,718	33,907	29,263
CHARGES FROM WATER - GIS PROJ	13,068	28,673	-	-
<b>TOTAL</b>	<b>\$ 316,150</b>	<b>\$ 243,832</b>	<b>\$ 242,487</b>	<b>\$ 244,321</b>
<b>TOTAL DIVISION</b>	<b>\$ 3,231,248</b>	<b>\$ 3,122,334</b>	<b>\$ 3,224,185</b>	<b>\$ 3,385,373</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICE	\$ 1,522,370	\$ 1,516,862	\$ 1,413,298	\$ 1,552,000
MISCELLANEOUS REVENUE	8,357	368	2,800	1,000
EXPENDITURE RECOVERIES	139,187	170,103	1,649,923	145,000
<b>TOTAL DIVISION</b>	<b>\$ 1,669,914</b>	<b>\$ 1,687,332</b>	<b>\$ 3,066,021</b>	<b>\$ 1,698,000</b>

**DIVISION OF HEALTH**  
**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Health	45,021	142,289
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
5	4	4	Clerk, Junior	10.00 Hr.	1346 Hr.
3	3	3	Clerk Principal	11.93 Hr.	19.13 Hr.
5	5	5	Clerk, Senior	10.29 Hr.	15.78 Hr.
1	1	1	Secretary, Private	10.00 Hr.	20.19 Hr.
14	13	13			
<b>PROFESSIONALS</b>					
1	1	1	Analyst, Senior Budget & Management	27,274	75,985
1	1	1	Chief, Clinical Laboratories	23,647	74,984
3	3	3	Coordinator, Project	27,326	87,665
1	0	0	Project Director	22,333	77,944
1	0	0	Examiner, Medical	21.40 Hr.	62.81 Hr.
1	1	1	Health Center Director	22,333	72,986
1	1	1	Nurse, Public Health Director	26,274	80,091
4	4	4	Nurse, Public Health III	39,099	50,936
1	1	1	Administrative Officer	20,800	51,437
1	1	1	Assistant Administrator	20,800	62,253
1	1	1	Computer Operator	10.00 Hr.	21.33 Hr.
1	0	0	Office Manager	20,800	48,223
17	14	14			
<b>PARAPROFESSIONALS</b>					
2	2	2	Aide, Community Health	10.00 Hr.	15.58 Hr.
2	2	2			
<b>SERVICE &amp; MAINTENANCE</b>					
1	1	1	Mechanical Handyman	15.38 Hr.	17.73 Hr.
1	1	1			
<b>TECHNICIAN</b>					
2	2	2	Clinical Laboratory Technician II	10.00 Hr.	22.60 Hr.
1	1	1	Nurse, Practical	14.36 Hr.	19.02 Hr.
3	3	3			
38	34	34	<b>TOTAL FULL TIME</b>		
0	1	0	Examiner, Medical	21.40 Hr.	62.81 Hr.
0	1	0	Clerk, Junior	9.89 Hr.	13.46 Hr.
1	0	0	Clinical Laboratory Technician II	10.00 Hr.	22.60 Hr.
1	2	0	<b>TOTAL PART TIME</b>		
39	36	34	<b>TOTAL GENERAL FUND</b>		
41	41	41	<b>TOTAL GRANT POSITIONS</b>		
80	77	75	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF ENVIRONMENT**

**WILLIE BESS, COMMISSIONER**

The Division of Environmental Health includes 3 Bureaus, which administer some 17 environmental program activities, most of which are mandated by City codes or State of Ohio statutes. The Bureau of Environmental Health Services' objective is to provide programmatic activities (inspections, surveillance and investigations) at a sufficient level to protect the health of the public as it relates to the programs charged to the Bureau through existing codes. Duties of the Bureau consist of nuisance complaint investigations, rodent and vector control activities, school environment inspections, solid and infectious waste inspections and the approval of various license applications as imposed by City and State codes, and allied duties which may be imposed by ordinance or statute.

The Bureau of Childhood Lead Poisoning Prevention's objection is to reduce the incidence of lead poisoning in children and early identification and action to reduce blood lead levels in children diagnosed with lead poisoning. The Bureau's activities include providing educational outreach services as a regional resource center for 19 Northeastern Ohio Counties; screening children ages 1-5 for blood lead levels through direct outreach and cooperation with health care providers; operating a laboratory to analyze blood lead samples; providing medical monitoring and follow-up of lead poisoned children; inspecting residences of lead poisoned children to identify and reduce lead hazards; and contracting with local organizations to perform abatement activities to reduce lead hazards in homes of low-income families.

*Mission Statement*

To promote and protect the health of all persons who reside in or visit the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	COST	ACTUAL	COST	UNAUDITED		COST	BUDGET	
		STAFF		STAFF	PT		STAFF	PT
		FT PT		FT PT		FT PT	PT	
<b>PROGRAMS:</b>								
Environment Administration	\$ 362	5	\$ 389	5	\$ 392	5		
Childhood Lead Poisoning Prevent	4,571	17	2,228	19	3,100	18		
Environment Health	2,120	28	2,288	28	2,331	27		
	<b>\$ 7,053</b>	<b>50</b>	<b>\$ 4,905</b>	<b>52</b>	<b>\$ 5,823</b>	<b>50</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 1,342		\$ 1,191		\$ 1,237			
Self - Generated	23		82		57			
	<b>\$ 1,365</b>	<b>16</b>	<b>\$ 1,273</b>	<b>16</b>	<b>\$ 1,294</b>	<b>16</b>		
Categorical Grants	\$ 4,571	17	\$ 2,228	19	\$ 3,100	18		
Special Revenue	1,117	17	1,404	17	1,429	16		
	<b>\$ 7,053</b>	<b>50</b>	<b>\$ 4,905</b>	<b>52</b>	<b>\$ 5,823</b>	<b>50</b>		



**DIVISION OF ENVIRONMENT**

**PROGRAM NAME: ENVIRONMENT ADMINISTRATION**

**OBJECTIVES:** To provide administrative and operational support in the planning, directing, and evaluation of all Division of Environment components to ensure that all resources are utilized to the benefit of City of Cleveland residents.

**ACTIVITIES:** Management of General Fund and Grant Budgets. Facilitate daily field activity of all staff. Collection of applicable performance data. Management of operations and maintenance of City Personnel Policies and Procedures. Participation in citizen events relating to environmental Health issues.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008		2009	
	ACTUAL		UNAUDITED		BUDGET	
	COST	STAFF	COST	STAFF	COST	STAFF
	FT	PT	FT	PT	FT	PT
<b>FUNDING SOURCE:</b>						
General Fund	\$ 362	5	\$ 389	5	\$ 392	5
	<b>\$ 362</b>	<b>5</b>	<b>\$ 389</b>	<b>5</b>	<b>\$ 392</b>	<b>5</b>



**DIVISION OF ENVIRONMENT**

**PROGRAM NAME: CHILDHOOD LEAD POISONING PREVENTION**

**OBJECTIVES:** To reduce the incidence of lead poisoning in children and to identify early, and reduce the blood levels in, children diagnosed with lead poisoning.

**ACTIVITIES:** Test over 18,000 children ages 1-5 for lead poisoning through health care providers and outreach. Analyze blood samples in clinical laboratory medical services. Provide and monitor medical follow-up to lead poisoned children. Inspect residences of lead-poisoned children to identify and reduce lead hazards.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>FUNDING SOURCE:</b>									
Categorical Grants	\$ 4,571	17		\$ 2,228	19		\$ 3,100	18	
	<b>\$ 4,571</b>	<b>17</b>		<b>\$ 2,228</b>	<b>19</b>		<b>\$ 3,100</b>	<b>18</b>	



**DIVISION OF ENVIRONMENT**

**PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES**

**OBJECTIVES:** To ensure sanitary conditions in all neighborhoods and reduce the potential of rodent-borne, vector-borne and food-borne illness.

**ACTIVITIES:** Conduct food service operation and food establishment inspections. Inspect premises for rodent infestation and provide necessary treatment. Approve and issue licenses as mandated by law. Inspect schools, jails, hotels/motels, public laundries, swimming pools, marinas, manufactured home parks and barbershops. Larvicide catch basins and standing water to control vector borne diseases. Investigate environmental health nuisances reported by the public. Follow up on code violations to ensure they are corrected. Prosecute health code cases. Enforce the Ohio Environmental Protection Agency regulations pertaining to solid waste and infectious management.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund	\$ 1,003	11		\$ 884	11		\$ 902	11	
Special Revenue - Food Protection	987	17		1,162	17		1,184	16	
Special Revenue - Solid Waste	-			66			70		
Special Revenue - HUD Fees	51			89			85		
Special Revenue - Lead Fees	79			87			90		
	<b>\$ 2,120</b>	<b>28</b>		<b>\$ 2,288</b>	<b>28</b>		<b>\$ 2,331</b>	<b>27</b>	

## DIVISION OF ENVIRONMENT

## EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 722,746	\$ 794,254	\$ 775,529	\$ 720,117
PART TIME PERMANENT	8,904	2,544	-	-
LONGEVITY	8,769	8,506	8,429	7,725
SEPARATION PAYMENTS	1,231	6,551	2,581	-
OVERTIME	4,880	4,040	2,659	-
<b>TOTAL</b>	<b>\$ 746,530</b>	<b>\$ 815,895</b>	<b>\$ 789,198</b>	<b>\$ 727,842</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 139,802	\$ 149,260	\$ 148,303	\$ 152,615
DENTAL	9,330	9,101	8,917	8,406
VISION CARE	1,361	1,465	1,344	1,269
PERS	110,580	131,453	106,222	109,736
FICA-MEDICARE	5,214	7,863	7,264	6,800
WORKERS COMPENSATION	(9,171)	28,912	22,485	36,271
LIFE INSURANCE	813	847	789	720
UNEMPLOYMENT COMPENSATION	(138)	-	-	-
<b>TOTAL</b>	<b>\$ 257,792</b>	<b>\$ 328,901</b>	<b>\$ 295,324</b>	<b>\$ 315,817</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 147	\$ -	\$ -	\$ -
TUITION AND REGISTRATION FEES	70	40	-	500
PROFESSIONAL DUES	583	1,009	473	500
CHARGES FOR PARKING CITATIONS	-	260	-	-
<b>TOTAL</b>	<b>\$ 800</b>	<b>\$ 1,309</b>	<b>\$ 473</b>	<b>\$ 1,000</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 21	\$ -
GAS	10,064	11,229	12,207	9,905
ELECTRICITY - CPP	14,977	19,353	18,451	19,189
ELECTRICITY - OTHER	743	1,856	1,137	1,182
<b>TOTAL</b>	<b>\$ 25,785</b>	<b>\$ 32,438</b>	<b>\$ 31,816</b>	<b>\$ 30,276</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 140	\$ -	\$ -
MILEAGE (PRIVATE AUTO)	5,862	6,074	1,496	1,500
SECURITY SERVICES	30,167	30,500	33,931	30,500
FREIGHT EXPENSE	51	-	-	-
ADVERTISING AND PUBLIC NOTICE	-	-	-	300
PARKING IN CITY FACILITIES	1,436	1,868	1,370	1,200
PROPERTY RENTAL	37,186	36,982	-	62,014
PHOTOCOPY MACHINE RENTAL	275	-	-	-
OTHER CONTRACTUAL	73,977	41,051	50,000	-
<b>TOTAL</b>	<b>\$ 148,952</b>	<b>\$ 116,615</b>	<b>\$ 86,797</b>	<b>\$ 95,514</b>



## DIVISION OF ENVIRONMENT

## EXPENDITURES - CONTINUED

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>MATERIAL AND SUPPLIES</b>							
CHEMICAL	\$ 5,127	\$	4,997	\$	4,175	\$	9,000
POSTAGE	-		14		-		-
OTHER SUPPLIES	2,161		237		15		1,000
JUST IN TIME OFFICE SUPPLIES	4,255		5,660		531		3,150
<b>TOTAL</b>	<b>\$ 11,544</b>	<b>\$</b>	<b>10,907</b>	<b>\$</b>	<b>4,721</b>	<b>\$</b>	<b>13,150</b>
<b>MAINTENANCE</b>							
COMPUTER SOFTWARE MAINT	\$ 959	\$	1,566	\$	1,200	\$	1,300
MAINT MISC EQUIPMENT	-		100		-		-
CAR WASHES	500		-		500		500
<b>TOTAL</b>	<b>\$ 1,459</b>	<b>\$</b>	<b>1,666</b>	<b>\$</b>	<b>1,700</b>	<b>\$</b>	<b>1,800</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM TELEPHONE EXCH	\$ 11,272	\$	8,552	\$	8,702	\$	8,322
CHARGES FROM RADIO SYSTEM	1,137		1,085		1,047		1,104
CHARGES FROM PRINTING	19,255		15,143		19,098		16,272
CHARGES FROM STOREROOM	8,017		6,589		7,818		10,705
CHARGES FROM MOTOR VEHICLES	23,043		16,591		26,033		22,468
CHARGES FROM ARCHITECTURE	1,543		-		-		-
CHARGES FROM WATER - GIS PROJ	4,356		9,558		-		-
<b>TOTAL</b>	<b>\$ 68,623</b>	<b>\$</b>	<b>57,518</b>	<b>\$</b>	<b>62,698</b>	<b>\$</b>	<b>58,871</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,261,485</b>	<b>\$</b>	<b>1,365,248</b>	<b>\$</b>	<b>1,272,727</b>	<b>\$</b>	<b>1,244,270</b>

## REVENUE

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
LICENSES AND PERMITS	\$ 19,161	\$	19,523	\$	9,293	\$	35,695
SALES AND CHARGES FOR SERVICE	-		-		400		-
MISCELLANEOUS REVENUE	907		288		5,472		1,000
EXPENDITURE RECOVERIES	36,896		3,283		66,490		20,000
<b>TOTAL DIVISION</b>	<b>\$ 56,964</b>	<b>\$</b>	<b>23,094</b>	<b>\$</b>	<b>81,655</b>	<b>\$</b>	<b>56,695</b>

## DIVISION OF ENVIRONMENT

## COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Environment	42,758	133,845
1	1	1			
OFFICE & CLERICAL					
1	1	1	Manager, Office	20,800	48,223
1	1	1	Secretary, Private	10.00 Hr.	20.19 Hr.
0	1	1	Clerk, Senior	10.29 Hr.	15.78 Hr.
2	3	3			
PROFESSIONALS					
1	0	0	Analyst, Budget & Management	20,800	54,164
1	1	1	Supervisor, District-Environment Health	20,092	58,940
2	1	1			
TECHNICIAN					
2	2	2	Sanitarian I, Public Health	12.78 Hr.	20.83 Hr.
4	4	6	Sanitarian II, Public Health	14.35 Hr.	22.46 Hr.
3	3	1	Sanitarian III, Public Health	15.49 Hr.	23.58 Hr.
2	2	2	Sanitarian IV, Public Health	10.00 Hr.	28.97 Hr.
11	11	11			
16	16	16	TOTAL GENERAL FUND		
19	19	18	TOTAL ENVIRONMENTAL GRANT POSITIONS		
17	17	16	TOTAL FOOD PROTECTION FUND		
52	52	50	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF AIR QUALITY**

**RICHARD NEMETH, COMMISSIONER**

The Division of Air Quality serves as Ohio EPA's Delegated Agent for air pollution control for all of Cuyahoga County. The objective of the Division is to bring all industrial and commercial sources of air pollution into compliance with the City Air Pollution Code and Ohio Air Pollution regulations. This will result in lower levels of air pollution and continue progress in meeting Federal Clean Air Standards. The Bureau is composed of three sections that work together to achieve the objective of meeting Federal clean air standard. The Field Monitoring Section measures air pollution levels at more than 21 sites in Cuyahoga County for six National Ambient air Criteria Pollutants. These measurements determine the overall air quality in the city and county. The Engineering Section operates the permit system, which requires all industrial sources of air pollution to register and obtain permits. The permit system identifies sources and establishes limits on the amount of emissions released into the atmosphere. The Enforcement Section maintains surveillance on pollution sources and responds to complaints from the public about a variety of air pollution issues.

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*Mission Statement*

To ensure that emissions of regulated air pollutants from industrial sources in Cleveland and Cuyahoga County are in compliance with federal, state and local regulations and to monitor ambient air quality within the Greater Cleveland area meets Federal Clean Air standards each day of the year.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>								
Air Quality Administration	\$ 339	1	\$ 410	2	\$ 463	2		
Air Quality Program (OH EPA)	3,159	34	2,760	38	2,999	42		
	<b>\$ 3,498</b>	<b>35</b>	<b>\$ 3,170</b>	<b>40</b>	<b>\$ 3,462</b>	<b>44</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 457		\$ 282		\$ 338			
Self - Generated	158		128		125			
	<b>\$ 615</b>	<b>1</b>	<b>\$ 410</b>	<b>2</b>	<b>\$ 463</b>	<b>2</b>		
Categorical Grants	\$ 2,883	34	\$ 2,760	38	\$ 2,999	42		
	<b>\$ 3,498</b>	<b>35</b>	<b>\$ 3,170</b>	<b>40</b>	<b>\$ 3,462</b>	<b>44</b>		



**DIVISION OF AIR QUALITY**

**PROGRAM NAME: AIR QUALITY- OHIO EPA CONTRACT**

**OBJECTIVES:** To ensure that air emissions from industrial sources are in compliance with federal, state, and local Regulations and to monitor air pollution levels throughout Cleveland and Cuyahoga County.

**ACTIVITIES:** Operate an ambient air-monitoring network to collect air samples at over 21 locations to determine concentrations of particular matter, sulfur dioxide, ozone, carbon monoxide, lead, and nitrogen oxides. Issue installation, operation and renewal permits for industrial air pollution sources. Issue permits for open burning, sandblasting, and asbestos abatement. Inspect industrial air pollution sources to determine compliance with regulations and permit conditions. Inspect asbestos abatement projects to ensure compliance through additional inspections, and forward enforcement actions to the Ohio EPA. Investigate citizen complaints concerning air pollution.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>FUNDING SOURCE:</b>									
Categorical Grants	\$ 2,883	34		\$ 2,760	38		\$ 2,999	42	
	<u>\$ 2,883</u>	<u>34</u>		<u>\$ 2,760</u>	<u>38</u>		<u>\$ 2,999</u>	<u>42</u>	



## DIVISION OF AIR QUALITY

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME WAGES	\$ 75,545	\$	130,176	\$	94,571	\$	136,964
BONUS INCENTIVE	-		-		-		300
<b>TOTAL</b>	<b>\$ 75,545</b>	<b>\$</b>	<b>130,176</b>	<b>\$</b>	<b>94,571</b>	<b>\$</b>	<b>137,264</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 8,919	\$	11,076	\$	11,590	\$	17,060
DENTAL	569		625		623		1,312
VISION CARE	45		51		52		139
PERS	12,084		11,012		13,210		20,735
FICA-MEDICARE	1,088		1,297		1,353		1,986
WORKERS COMPENSATION	163		1,552		2,033		2,062
LIFE INSURANCE	41		45		45		90
<b>TOTAL</b>	<b>\$ 22,909</b>	<b>\$</b>	<b>25,659</b>	<b>\$</b>	<b>28,906</b>	<b>\$</b>	<b>43,384</b>
<b>TRAINING AND DUES</b>							
TRAVEL	\$ -	\$	2,044	\$	872	\$	2,000
TUITION AND REGISTRATION FEES	-		833		595		-
PROFESSIONAL DUES	5,916		5,599		6,835		3,000
<b>TOTAL</b>	<b>\$ 5,916</b>	<b>\$</b>	<b>8,476</b>	<b>\$</b>	<b>8,302</b>	<b>\$</b>	<b>5,000</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 1,470	\$	174,550	\$	-	\$	-
TRAVEL - NON-TRAINING	11		18		-		-
MILEAGE (PRIVATE AUTO)	-		6		-		-
FREIGHT EXPENSE	-		117		-		-
PARTICIPATION FEE	50		-		-		-
OTHER CONTRACTUAL	-		-		1,078		-
LOCAL MATCH - GRANT PROGRAMS	281,311		275,504		276,100		276,100
<b>TOTAL</b>	<b>\$ 282,843</b>	<b>\$</b>	<b>450,196</b>	<b>\$</b>	<b>277,178</b>	<b>\$</b>	<b>276,100</b>
<b>MATERIALS AND SUPPLIES</b>							
COMPUTER HARDWARE	\$ 2,857	\$	-	\$	-	\$	-
CLOTHING	96		-		-		-
OFFICE FURNITURE AND EQUIP	12,900		-		-		-
SHOP SUPPLIES	-		178		-		-
OTHER SUPPLIES	-		-		620		-
JUST IN TIME OFFICE SUPPLIES	-		-		-		1,000
<b>TOTAL</b>	<b>\$ 15,853</b>	<b>\$</b>	<b>178</b>	<b>\$</b>	<b>620</b>	<b>\$</b>	<b>1,000</b>
<b>TOTAL DIVISION</b>	<b>\$ 403,066</b>	<b>\$</b>	<b>614,685</b>	<b>\$</b>	<b>409,577</b>	<b>\$</b>	<b>462,748</b>



**DIVISION OF AIR QUALITY**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES AND CHARGES FOR SERVICE	\$ 74,110	\$ 158,221	\$ 127,961	\$ 125,000
MISCELLANEOUS REVENUES	10	-	-	-
<b>TOTAL DIVISION</b>	<b>\$ 74,120</b>	<b>\$ 158,221</b>	<b>\$ 127,961</b>	<b>\$ 125,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Air Quality	42,758	133,845
1	0	1	Student Aide	10.00 Hr.	10.72 Hr.
2	1	2	TOTAL GENERAL FUND		
42	38	42	TOTAL AIR QUALITY GRANT POSITIONS		
44	39	44	TOTAL DIVISION		

Salary Schedule effective December 8, 2008





NOTES



**DEPARTMENT OF AGING**

**JANE FUMICH, DIRECTOR**

The Department of Aging is a planning, coordinating and direct service agency dedicated to increasing, improving and delivering a variety of services intended to enhance the quality of life for Cleveland's elders and enable them to remain independent in their own homes while preserving their dignity and independence.

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*Mission Statement*

To ensure Cleveland is an elder-friendly community by enhancing the quality of life for Cleveland seniors through advocacy, planning, service coordination and the delivery of needed services.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF			STAFF			STAFF		
		FT	PT		FT	PT		FT	PT	
<b>PROGRAMS:</b>										
Supportive Services/Outreach/Admin	\$ 623	9	4	\$ 746	9	3	\$ 821	9	3	
Grant Programs	481	9	4	372	9	2	495	11	4	
	<b>\$ 1,104</b>	<b>18</b>	<b>8</b>	<b>\$ 1,118</b>	<b>18</b>	<b>5</b>	<b>\$ 1,316</b>	<b>20</b>	<b>7</b>	
<b>FUNDING SOURCE:</b>										
General Fund:										
Tax Support	\$ 618			\$ 744			\$ 819			
Self - Generated	5			2			2			
	<b>\$ 623</b>	<b>9</b>	<b>4</b>	<b>\$ 746</b>	<b>9</b>	<b>3</b>	<b>\$ 821</b>	<b>9</b>	<b>3</b>	
Grants	\$ 481	9	4	\$ 372	9	2	\$ 495	11	4	
	<b>\$ 1,104</b>	<b>18</b>	<b>8</b>	<b>\$ 1,118</b>	<b>18</b>	<b>5</b>	<b>\$ 1,316</b>	<b>20</b>	<b>7</b>	

**DEPARTMENT OF AGING****PROGRAM NAME: SUPPORTIVE SERVICES/COMMUNITY OUTREACH**

**OBJECTIVES:** To identify and assist seniors in accessing services, benefits and programs to ensure they receive adequate assistance in emergencies, the benefits to which they are entitled and programs to help maintain independence.

**ACTIVITIES:** Participate in a variety of outreach activities to identify seniors in need of assistance. Conduct assessments of older persons in their homes. Link seniors with the services, benefits and programs needed to maintain safety and independence. Assist seniors with utility shut off (i.e. gas, electric, water, etc.) and provide assistance with emergency food from hunger centers, access to home delivered meals, personal care and homemaker services, job assistance, home repairs and chore services. Serve as a liaison with other City departments and agencies concerning services for the elderly. Serve as an advocate for seniors to ensure they receive fair and equal treatment and the services they need.

**PROGRAM NAME: CHORE**

**OBJECTIVES:** Enhance the quality of life for Cleveland elders (60+) and enable them to remain independent in their own homes.

**ACTIVITIES:** Assist seniors with interior and exterior household chores including lawn cutting.

**PROGRAM NAME: SENIOR STRIDES**

**OBJECTIVES:** To assist Cleveland seniors (55+) in securing employment.

**ACTIVITIES:** Provide career and employment counseling, resume preparation, training, job search and job placement.

**PROGRAM NAME: SENIOR HOMEOWNERS ASSISTANCE PROGRAM**

**OBJECTIVES:** To assist Cleveland seniors in obtaining critical repairs for their homes.

**ACTIVITIES:** Provide financial assistance to elderly, low-income homeowners with critical health, safety and maintenance home repairs.

## DEPARTMENT OF AGING

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 274,519	\$ 328,227	\$ 404,845	\$ 460,173
SEASONAL	391	1,607	-	-
PART TIME PERMANENT	56,002	55,226	47,033	48,907
STUDENT TRAINEES	13,869	13,761	14,421	-
LONGEVITY	1,800	1,800	2,425	2,725
SEPARATION PAYMENTS	6,006	30	1,539	-
<b>TOTAL</b>	<b>\$ 352,587</b>	<b>\$ 400,652</b>	<b>\$ 470,263</b>	<b>\$ 511,805</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 30,338	\$ 30,789	\$ 47,559	\$ 68,714
DENTAL	1,922	1,791	2,710	3,815
VISION CARE	331	322	454	569
PERS	50,055	55,073	64,298	77,166
FICA-MEDICARE	4,173	5,309	6,280	6,757
WORKERS COMPENSATION	710	10,828	12,388	11,073
LIFE INSURANCE	252	292	346	405
UNEMPLOYMENT COMPENSATION	(65)	-	(40)	-
<b>TOTAL</b>	<b>\$ 87,716</b>	<b>\$ 104,403</b>	<b>\$ 133,995</b>	<b>\$ 168,499</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 889	\$ 1,048	\$ 500
TUITION & REGISTRATION FEES	480	610	450	500
PROFESSIONAL DUES	1,363	20	-	350
<b>TOTAL</b>	<b>\$ 1,843</b>	<b>\$ 1,519</b>	<b>\$ 1,498</b>	<b>\$ 1,350</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 9,127	\$ 9,011	\$ 1,106	\$ 1,150
TRAVEL- NON-TRAINING	2,001	1,861	1,826	2,200
MILEAGE (PRIVATE AUTO)	176	257	386	500
MEDICAL SERVICES	-	-	53	-
PROGRAM PROMOTION	-	90	90	-
PARKING IN CITY FACILITIES	5,116	6,689	5,838	4,000
PHOTOCOPY MACHINE RENTAL	247	-	-	-
EQUIPMENT RENTAL	-	-	520	500
OTHER CONTRACTUAL	-	-	35,000	35,000
<b>TOTAL</b>	<b>\$ 16,667</b>	<b>\$ 17,908</b>	<b>\$ 44,819</b>	<b>\$ 43,350</b>



## DEPARTMENT OF AGING

## EXPENDITURES - CONTINUED

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>MATERIAL AND SUPPLIES</b>							
OFFICE SUPPLIES	\$ (500)	\$	-	\$	-	\$	-
COMPUTER SUPPLIES	-		-		5,244		4,000
COMPUTER HARDWARE	692		60		-		-
COMPUTER SOFTWARE	-		181		-		-
CLOTHING	2,498		894		902		1,500
SMALL EQUIPMENT	-		-		1,786		2,000
OFFICE FURNITURE & EQUIPMENT	-		474		-		-
FOOD	-		-		3,075		4,000
OTHER SUPPLIES	-		1,221		400		-
SPECIAL EVENTS SUPPLIES	5,241		8,359		1,719		3,000
JUST IN TIME SUPPLIES	9,271		7,866		2,861		3,000
MISC MAINTENANCE SUPPLIES	-		317		-		-
<b>TOTAL</b>	<b>\$ 17,202</b>	<b>\$</b>	<b>19,372</b>	<b>\$</b>	<b>15,987</b>	<b>\$</b>	<b>17,500</b>
<b>MAINTENANCE</b>							
COMPUTER SOFTWARE MAINT	\$ -	\$	-	\$	-	\$	800
CAR WASHES	-		131		263		250
MAINTENANCE MISC. EQUIPMENT	-		-		211		800
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>131</b>	<b>\$</b>	<b>474</b>	<b>\$</b>	<b>1,850</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM TELEPHONE EXCH	\$ 8,838	\$	21,703	\$	25,875	\$	25,385
CHARGES FROM PRINTING	17,962		16,518		15,901		20,000
CHARGES FROM STOREROOM	6,547		5,720		7,810		5,767
CHARGES FROM MOTOR VEHICLES	30,197		34,606		28,988		25,017
<b>TOTAL</b>	<b>\$ 63,545</b>	<b>\$</b>	<b>78,548</b>	<b>\$</b>	<b>78,574</b>	<b>\$</b>	<b>76,169</b>
<b>TOTAL DIVISION</b>	<b>\$ 539,560</b>	<b>\$</b>	<b>622,532</b>	<b>\$</b>	<b>745,610</b>	<b>\$</b>	<b>820,523</b>

## REVENUE

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
INTERGOVERNMENTAL REVENUE	\$ 1,210	\$	610	\$	-	\$	-
SALES AND CHARGES FOR SERVICES	-		1,350		900		-
MISCELLANEOUS REVENUES	2,266		1,065		25		-
EXPENDITURE RECOVERIES	847		1,729		617		2,000
<b>TOTAL DIVISION</b>	<b>\$ 4,322</b>	<b>\$</b>	<b>4,754</b>	<b>\$</b>	<b>1,542</b>	<b>\$</b>	<b>2,000</b>



**DEPARTMENT OF AGING**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Aging	50,796	171,582
1	1	1			
PROFESSIONALS					
1	1	1	Administrative Manager	27,194	86,765
1	2	2	Project Coordinator	27,326	87,665
1	1	1	Grants Administrator	22,333	72,986
2	1	1	Assistant Administrator	21,851	71,329
5	5	5			
PARAPROFESSIONALS					
4	3	3	Geriatric Outreach Worker	10.00 Hr.	21.10 Hr.
4	3	3			
10	9	9	TOTAL FULL TIME		
4	3	3	TOTAL PART TIME		
14	12	12	TOTAL GENERAL FUND		
15	11	15	TOTAL GRANT POSITIONS		
29	23	27	TOTAL DEPARTMENT		

\* Salary Schedule effective December 8, 2008



NOTES

## DEPARTMENT OF FINANCE

SHARON DUMAS, DIRECTOR

The Department of Finance consists of twelve divisions. Its specific goals and objectives are as follows:

- To maintain an adequate financial base to sustain a sufficient level of municipal services
- To maintain a good credit rating in the financial community and assure taxpayers that the City of Cleveland is well managed by using prudent financial management practices and maintaining a sound fiscal condition
- To have the ability to withstand local and regional economic trauma, to adjust to changes in the service requirements of the community and to respond to changes in State and Federal priorities and funding
- To initiate systemic change by examining existing procedures, technology needs and financial results of various departments
- To provide value added service to all other departments

**OPERATING SUMMARY**  
(000'S OMITTED)

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>DIVISIONS:</b>									
Finance Administration	\$ 755	7		\$ 734	8		\$ 866	9	
Accounts	1,804	20		1,878	20		1,986	20	
Assessments & Licenses	1,886	29		2,198	32		3,608	39	
Treasury	479	5		441	5		635	8	
Purchases & Supplies									
General Fund	537	9		592	9		592	9	
Internal Service (Storeroom)	714	2		840	2		874	2	
Internal Audit	563	5		604	6		835	6	
Central Collection Agency	8,450	91	11	9,002	84	13	10,045	109	21
Printing & Reproduction	2,285	13	1	2,928	12	1	2,752	14	1
Sinking Fund	58,369	2		150,480	2		64,509	2	
Financial Reporting & Control	921	15		1,323	16		1,432	17	
Information Technology Planning	218	2		177	2		178	2	
Information Technology & Services									
Data Center	3,007	25		3,127	25		3,789	27	
Telecommunications	6,390	16		6,400	14		6,687	18	
	<b>\$ 86,378</b>	<b>241</b>	<b>12</b>	<b>\$ 180,724</b>	<b>237</b>	<b>14</b>	<b>\$ 98,788</b>	<b>282</b>	<b>22</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Supported	\$ 7,759			\$ 8,395			\$ 9,648		
Self Generated	2,411			2,679			4,273		
	\$ 10,170	119		\$ 11,074	123		\$ 13,921	137	
Internal Service*	\$ 9,389	31	1	\$ 10,168	28	1	\$ 10,313	34	1
Debt Service*	58,369			150,480	2		64,509	2	
Central Collection Agency*	8,450	91	11	9,002	84	13	10,045	109	21
	<b>\$ 86,378</b>	<b>241</b>	<b>12</b>	<b>\$ 180,724</b>	<b>237</b>	<b>14</b>	<b>\$ 98,788</b>	<b>282</b>	<b>22</b>

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.





**FINANCE ADMINISTRATION**

**SHARON DUMAS, DIRECTOR**

*Mission Statement*

To provide professional financial management services as mandated by law and required by City Council, the Mayor's Office, City departments and those in other governmental units.

**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To supervise the activities of the twelve operational divisions of the Department of Finance.

**ACTIVITIES:** Maintain and improve the fiscal integrity of the City of Cleveland and improve the efficiency of the various divisions of the Department of Finance.

**PROGRAM NAME: RISK MANAGEMENT**

**OBJECTIVES:** To protect the fiscal integrity of the City by assuring the availability of financial resources in the event of a claim against the City.

**ACTIVITIES:** Maintain adequate loss records and utilize those records in the development of adequate cash reserves. Purchase adequate property and casualty insurance to protect the City's assets in the event of loss. Manage contracts with insurance consultants hired to assist in the selection of insurance carriers. Provide advice regarding specific insurance related questions.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	COST	ACTUAL	COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF		STAFF	PT		STAFF	PT
	FT	PT	FT	PT	FT	PT	PT	
<b>PROGRAMS:</b>								
Administration	\$ 580	5	\$ 558	6	\$ 598	6		
Risk Management	175	2	176	2	268	3		
	<b>\$ 755</b>	<b>7</b>	<b>\$ 734</b>	<b>8</b>	<b>\$ 866</b>	<b>9</b>		

**FUNDING SOURCE:**

General Fund:

Tax Support	\$ 753		\$ 733		\$ 865		
Self Generated	2		1		1		
	<b>\$ 755</b>	<b>7</b>	<b>\$ 734</b>	<b>8</b>	<b>\$ 866</b>	<b>9</b>	

## FINANCE ADMINISTRATION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 443,789	\$ 534,093	\$ 525,471	\$ 621,163
SEASONAL	-	4,393	6,397	-
MILITARY LEAVE	5,482	16,712	26,211	-
LONGEVITY	1,175	1,675	1,375	1,675
SEPARATION PAYMENTS	6,834	6,727	-	-
OVERTIME	-	-	69	-
<b>TOTAL</b>	<b>\$ 457,279</b>	<b>\$ 563,601</b>	<b>\$ 559,522</b>	<b>\$ 622,838</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 30,175	\$ 42,885	\$ 41,554	\$ 51,681
DENTAL	1,900	2,456	2,258	2,980
VISION CARE	295	374	418	489
PERS	67,177	69,101	75,638	93,905
FICA-MEDICARE	6,542	8,101	8,017	9,007
WORKERS COMPENSATION	1,125	13,396	14,772	12,198
LIFE INSURANCE	263	314	319	404
<b>TOTAL</b>	<b>\$ 107,477</b>	<b>\$ 136,628</b>	<b>\$ 142,976</b>	<b>\$ 170,664</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 558	\$ 1,140	\$ 646	\$ 10,000
TUITION & REGISTRATION FEES	190	750	385	4,500
MILAGE (PRIV AUTO) TRNG PRPS	92	-	541	-
PROFESSIONAL DUES	3,174	2,988	2,918	1,000
<b>TOTAL</b>	<b>\$ 4,014</b>	<b>\$ 4,878</b>	<b>\$ 4,490</b>	<b>\$ 15,500</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ 9,023	\$ -	\$ 10,000
FREIGHT EXPENSE	-	-	500	-
PARKING IN CITY FACILITIES	1,281	1,472	403	3,000
INSURANCE & OFFICIAL BONDS	-	-	-	300
CREDIT CARD PROCESSING FEES	-	2,100	-	700
PHOTOCOPY MACHINE RENTAL	94	-	-	-
<b>TOTAL</b>	<b>\$ 1,375</b>	<b>\$ 12,595</b>	<b>\$ 903</b>	<b>\$ 14,000</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 24	\$ -	\$ 200
POSTAGE	94	341	-	400
COMPUTER SUPPLIES	340	-	-	-
COMPUTER SOFTWARE	228	-	-	-
OTHER SUPPLIES	-	1,010	450	6,000
JUST IN TIME SUPPLIES	2,076	-	(1,381)	3,000
<b>TOTAL</b>	<b>\$ 2,737</b>	<b>\$ 1,375</b>	<b>\$ (931)</b>	<b>\$ 9,600</b>



## FINANCE ADMINISTRATION

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 38,204	\$ 28,711	\$ 24,632	27,779
CHARGES FROM PRINTING	5,389	6,604	1,827	2,500
CHARGES FROM STOREROOM	310	241	209	3,019
<b>TOTAL</b>	<b>\$ 43,903</b>	<b>\$ 35,556</b>	<b>\$ 26,668</b>	<b>\$ 33,298</b>
<b>TOTAL DIVISION</b>	<b>\$ 616,785</b>	<b>\$ 754,632</b>	<b>\$ 733,628</b>	<b>\$ 865,900</b>

## REVENUE

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ (23)	\$ -	-
MISCELLANEOUS REVENUES	100	571	-	-
EXPENDITURE RECOVERIES	545	965	1,230	1,000
<b>TOTAL DIVISION</b>	<b>\$ 645</b>	<b>\$ 1,514</b>	<b>\$ 1,230</b>	<b>\$ 1,000</b>



**FINANCE ADMINISTRATION**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Director of Finance	50,796	171,581
2	1	1	Secretary to Director of Departments	36,590	138,195
1	1	1	Assistant Administrator	20,800	62,253
4	3	3			
<b>PROFESSIONALS</b>					
1	1	1	Administrative Manager	27,194	86,765
1	1	1	Risk Manager	27,326	94,971
1	1	1	Project Coordinator	27,326	87,665
2	1	2	Safety Program Officer	25,000	64,298
5	4	5			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Private Secretary to Director	20,800	46,165
1	1	1			
10	8	9	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**DIVISION OF ACCOUNTS**

**RICHARD SENSENBRENNER, COMMISSIONER**

The Division of Accounts maintains the City's financial accounting records and facilitates the timely payment of the City's liabilities. Also, the Division serves as the collection point for all payroll data and monitors the processing of the City's payrolls and related reports. The division records cash receipts, performs reviews of cash disbursements and processes encumbrances and maintains the City's document storage.

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*Mission Statement*

To accurately record financial transactions and to provide centralized accounting services to the City Departments.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	COST	STAFF	COST	UNAUDITED STAFF		COST	BUDGET STAFF	
		FT PT		FT	PT		FT	PT
<b>PROGRAMS:</b>								
General Accounting	\$ 343	4	\$ 375	4		\$ 395	4	
Payroll	715	8	751	8		795	8	
Accounts Payable	656	7	657	7		695	7	
Records Management	90	1	95	1		101	1	
	<b>\$ 1,804</b>	<b>20</b>	<b>\$ 1,878</b>	<b>20</b>		<b>\$ 1,986</b>	<b>20</b>	
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 1,790		\$ 1,878			\$ 1,986		
Self Generated	14		-			-		
	<b>\$ 1,804</b>	<b>20</b>	<b>\$ 1,878</b>	<b>20</b>		<b>\$ 1,986</b>	<b>20</b>	



## DIVISION OF ACCOUNTS

### **PROGRAM NAME: GENERAL ACCOUNTING**

OBJECTIVES: To maintain the City's records utilizing the PeopleSoft financial system.

ACTIVITIES: To process the encumbrances of contracts, to verify the pre-encumbrance of legislation and to record receivables.

### **PROGRAM NAME: PAYROLL**

OBJECTIVES: To provide accurate and timely payroll data and reports on a bi-weekly basis.

ACTIVITIES: Collect and disburse data and reports.

### **PROGRAM NAME: ACCOUNTS PAYABLE**

OBJECTIVES: To pay the City's vendors in a timely and accurate manner.

ACTIVITIES: To verify the accuracy of payment documentation received and to process payments to the City's vendors.

### **PROGRAM NAME: RECORDS MANAGEMENT**

OBJECTIVES: To maintain the integrity of the Division's document files.

ACTIVITIES: To file and retrieve the various documents within the responsibility of the Division.



## DIVISION OF ACCOUNTS

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 811,106	\$	869,402	\$	931,682	\$	961,213
LONGEVITY	4,600		4,800		5,075		5,375
SEPARATION PAYMENTS	5,522		-		-		25,800
OVERTIME	1,790		1,255		563		-
<b>TOTAL</b>	<b>\$ 823,017</b>	<b>\$</b>	<b>875,457</b>	<b>\$</b>	<b>937,320</b>	<b>\$</b>	<b>992,388</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 130,210	\$	148,287	\$	157,941	\$	167,910
DENTAL	9,099		8,742		9,131		9,359
VISION CARE	1,275		1,267		1,291		1,363
PERS	113,211		118,855		130,735		145,732
FICA-MEDICARE	9,478		10,516		11,320		11,929
WORKERS COMPENSATION	1,150		16,912		23,843		20,434
LIFE INSURANCE	848		874		889		900
UNEMPLOYMENT COMPENSATION	662		-		-		-
<b>TOTAL</b>	<b>\$ 265,932</b>	<b>\$</b>	<b>305,453</b>	<b>\$</b>	<b>335,150</b>	<b>\$</b>	<b>357,627</b>
<b>TRAINING AND DUES</b>							
TRAVEL	\$ 124	\$	2,581	\$	20	\$	1,000
TUITION & REGISTRATION FEES	748		2,038		379		2,000
MILEAGE (PRIV AUTO) TRNG PRPS	80		-		143		-
PROFESSIONAL DUES & SUBSCRIPT	645		1,198		850		1,000
<b>TOTAL</b>	<b>\$ 1,597</b>	<b>\$</b>	<b>5,817</b>	<b>\$</b>	<b>1,392</b>	<b>\$</b>	<b>4,000</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 298,084	\$	260,000	\$	390,000	\$	275,800
ADVERTISING AND PUBLIC NOTICE	1,623		-		-		-
PARKING IN CITY FACILITIES	49		13		132		-
INSURANCE AND OFFICIAL BONDS	175		175		175		250
PHOTOCOPY MACHINE RENTAL	755		-		-		-
OTHER CONTRACTUAL	302,035		316,939		180,000		319,000
<b>TOTAL</b>	<b>\$ 602,720</b>	<b>\$</b>	<b>577,127</b>	<b>\$</b>	<b>570,307</b>	<b>\$</b>	<b>595,050</b>

## DIVISION OF ACCOUNTS

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 1,882	\$ 1,292	\$ 965	\$ 1,300
POSTAGE	984	877	805	800
COMPUTER HARDWARE	-	68	-	-
JUST IN TIME OFFICE SUPPLIES	7,530	11,582	5,582	7,000
<b>TOTAL</b>	<b>\$ 10,396</b>	<b>\$ 13,819</b>	<b>\$ 7,352</b>	<b>\$ 9,100</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 454	\$ 203	\$ 80	\$ 2,000
<b>TOTAL</b>	<b>\$ 454</b>	<b>\$ 203</b>	<b>\$ 80</b>	<b>\$ 2,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 15,257	\$ 8,004	\$ 8,936	\$ 8,556
CHARGES FROM PRINTING	11,596	10,574	10,276	10,000
CHARGES FROM STOREROOM	9,116	7,654	7,542	6,666
CHARGES FROM MOTOR VEHICLES	-	-	132	114
<b>TOTAL</b>	<b>\$ 35,969</b>	<b>\$ 26,232</b>	<b>\$ 26,886</b>	<b>\$ 25,336</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,740,085</b>	<b>\$ 1,804,108</b>	<b>\$ 1,878,487</b>	<b>\$ 1,985,501</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ 205	\$ 13,877	\$ 107	-
EXPENDITURE RECOVERIES	21	-	-	-
<b>TOTAL DIVISION</b>	<b>\$ 226</b>	<b>\$ 13,877</b>	<b>\$ 107</b>	<b>-</b>





## DIVISION OF ACCOUNTS

## COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Accounts	40,315	128,215
1	1	1	Deputy Commissioner of Accounts	26,274	85,815
2	2	2			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	46,165
1	0	0	Accountant Clerk I	10.00 Hr.	15.59 Hr.
6	7	7	Principal Clerk	11.93 Hr.	19.13 Hr.
1	1	1	Receptionist	10.00 Hr.	14.86 Hr.
9	9	9			
PROFESSIONALS					
1	1	1	Auditor	20,093	57,124
1	1	1	Accountant II	10.00 Hr.	21.10 Hr.
1	1	1	Administrative Officer	20,800	51,437
2	2	2	Assistant Administrator	20,800	62,253
1	1	1	Budget & Management Analyst	20,800	54,164
1	1	1	Central Payroll Supervisor	20,800	83,586
1	1	1	Personnel Assistant	20,800	46,057
8	8	8			
TECHNICIANS					
1	1	1	Senior System Analyst	20,800	79,299
1	1	1			
20	20	20	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

## DIVISION OF ASSESSMENTS AND LICENSES

DEDRICK C. STEPHENS, COMMISSIONER

The Division of Assessments and Licenses primary mission is to promote and support the health and safety of the citizens of Cleveland through the issuance of licenses, collection of business taxes, billing of various City services, ensuring accuracy of weighing and measuring devices and preparation of special assessments. The Division of Assessments and Licenses also provides value-added centralized services of accounting, billing, accounts receivable management and processing services for other City Departments (Building and Housing; Health; Parks, Recreation and Properties; Service; Safety - Police, Fire, Emergency Medical Services; Board of Zoning Appeals and the Board of Building Standards).

The Division of Assessments and Licenses administers the following business taxes: admissions, transient occupancy (hotel/motel), motor vehicle lessor, parking and coin operated amusement device. The Division of Assessments and Licenses works with other City Divisions and Departments to ensure that the Codified Ordinances of the City are met for the issuance of City licenses and permits to protect the public

The Division's Billing Section is responsible for billing City services provided by the Divisions of Emergency Medical Service, Streets, Waste Collection, Building & Housing, Health, Police and Fire. EMS and Health invoices are submitted to medical insurance carriers including Federal and State agencies for payment. Once the receivable is established payments are recorded and delinquent accounts are pursued for collection.

The Division's Bureau of Weights and Measures participates in protecting the City's consumers through inspecting and ensuring that supermarket scales, gasoline pumps and other commercial measuring devices are uniformly accurate. The bureau seals the City's supermarket and retail price scanning devices, gasoline pumps and performs regular and unscheduled inspections of the City's taxicabs and taximeters. The bureau interacts with other similar city, county and state bureaus, which initiate such laws and special investigations that are deemed necessary to ensure consumer protection with the spirit of the Consumer Protection Code

The Division of Assessments and Licenses assists citizens and businesses seeking licenses or permits. The Division of Assessments and Licenses prepares and certifies assessments. It also serves all legal notices for assessments, appropriation of property and street vacations.

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### *Mission Statement*

To promote and support the health and safety of the citizens of Cleveland through the issuance of licenses and serving of legal notices. Maximize revenues for the City by efficiently billing certain services provided by City divisions. Protection of citizens by ensuring the accuracy and integrity of weighing devices.

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**DIVISION OF ASSESSMENTS AND LICENSES**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Licenses - Processing	\$ 331	6	\$ 386	7	\$ 593	7		
Licenses - Compliance	166	2	193	4	297	4		
Business Tax Administration	227	3	264	3	405	6		
Billing	781	11	911	11	1,630	15		
Weights & Measures	216	4	251	4	386	4		
Citizen Assistance	165	3	193	3	297	3		
	<b>\$ 1,886</b>	<b>29</b>	<b>\$ 2,198</b>	<b>32</b>	<b>\$ 3,608</b>	<b>39</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Self Generated*	\$ 1,886		\$ 2,198		\$ 3,608			
	<b>\$ 1,886</b>	<b>29</b>	<b>\$ 2,198</b>	<b>32</b>	<b>\$ 3,608</b>	<b>39</b>		

\* Revenue generated by this Division exceeds expenditures. See Division's Revenue summary for total receipts.

**PROGRAM NAME: LICENSES - PROCESSING**

**OBJECTIVES:** To ensure that City licenses are processed timely with revenue accurately applied to the correct chart of account.

**ACTIVITIES:** Issue over 130 different types of licenses and permits (approximately 25,000 per year). Collect, deposit and accurately account for license fees. Maintain licensing computer system.

**PROGRAM NAME: LICENSES - COMPLIANCE**

**OBJECTIVES:** To ensure that establishments and/or individuals have the proper Divisional license and abide by the laws stipulated in Ordinance.

**ACTIVITIES:** Visit establishments or investigate complaints from constituents. Educate establishment on the proper license or permit requirements. Ensure each establishment has the proper license to legally operate in the City.

**PROGRAM NAME: TAX COLLECTION**

**OBJECTIVES:** To ensure compliance with and accurate collection of the City's Admission Tax, Transient Occupancy (Hotel/Motel) Tax, Motor Vehicle Lessor Tax, Parking Tax and Coin Operated Amusement Tax.

**ACTIVITIES:** Collect and reconcile the above taxes.

## DIVISION OF ASSESSMENTS AND LICENSES

### **PROGRAM NAME: SPECIAL ASSESSMENT**

**OBJECTIVES:** Prepare and administer special assessments and business improvement districts according to State and local laws. Timely and accurately prepare certifications to the County.

**ACTIVITIES:** Serve legal notices for various City assessments (business improvement districts, paving, sidewalks, downtown tree, etc.), appropriation of property and street vacations. Invoice for special assessments, special improvement districts and City expense recoveries (board-up, demolitions, vacant lots and structures). Apply payments and certify unpaid accounts to the County for collection on property tax bills.

### **PROGRAM NAME: BILLING**

**OBJECTIVES:** To maximize revenue for the City through the efficient billing for services provided by Emergency Medical Service; Streets; Waste Collection; Building and Housing; Parks, Recreation and Properties; Police and Fire unnecessary alarms and alarm registration.

**ACTIVITIES:** Pre-billing research and organization; data entry of all source documents; generate and distribute invoices; bill appropriate medical insurance carriers for the Emergency Medical Service; manage accounts receivable; collect delinquent accounts; comply with Health Insurance Portability and Accountability Act; maintain management information system of billing and collection activities.

### **PROGRAM NAME: WEIGHTS AND MEASURES**

**OBJECTIVES:** To assure the accuracy and honesty of all weighing and measuring devices in the City of Cleveland.

**ACTIVITIES:** Inspect and seal all weighing and measuring devices, including commercial scales and gasoline pumps in the City annually. Investigate complaints concerning the accuracy of weighing devices. Issue violations, condemn instruments, and ensure that all violations are corrected.

### **PROGRAM NAME: CITIZEN AND BUSINESS ASSISTANCE**

**OBJECTIVES:** To provide information and assistance to businesses and citizens seeking licenses, permits and inspections of weighing devices.

**ACTIVITIES:** Work with businesses, citizens and internal Divisions to efficiently issue licenses and permits and ensure compliance with the Codified Ordinances of the City.

### **PROGRAM NAME: TRANSPORTATION ADMINISTRATION**

**OBJECTIVES:** To administer a safe, quality, customer focused transportation services that benefits the community and enhances the image of the City.

**ACTIVITIES:** License taxicabs, inspect taxicabs, and ensure that each driver abides by the Codified Ordinance of the City.

**DIVISION OF ASSESSMENTS AND LICENSES**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,020,210	\$ 1,087,186	\$ 1,207,164	\$ 1,666,983
LONGEVITY	10,675	10,400	10,300	11,925
SEPARATION PAYMENTS	11,344	13,094	-	24,490
OVERTIME	29,573	16,755	42,520	5,000
<b>TOTAL</b>	<b>\$ 1,071,802</b>	<b>\$ 1,127,434</b>	<b>\$ 1,259,983</b>	<b>\$ 1,708,398</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 161,769	\$ 195,485	\$ 221,420	\$ 331,357
DENTAL	10,675	11,799	12,498	18,242
VISION CARE	1,870	1,937	2,040	2,624
PERS	141,479	151,079	174,881	253,881
FICA-MEDICARE	11,799	13,510	15,468	21,646
WORKERS COMPENSATION	2,568	22,073	30,389	27,586
LIFE INSURANCE	1,155	1,185	1,268	1,710
CLOTHING MAINTENANCE	508	733	697	1,225
<b>TOTAL</b>	<b>\$ 331,823</b>	<b>\$ 397,802</b>	<b>\$ 458,660</b>	<b>\$ 658,271</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 3,467	\$ 6,310	\$ 4,884	\$ 6,600
TUITION & REGISTRATION FEES	1,212	2,337	3,773	4,840
MILEAGE (PRIV AUTO) TRNG PRPS	317	-	97	-
PROFESSIONAL DUES	1,159	2,164	2,370	2,440
<b>TOTAL</b>	<b>\$ 6,155</b>	<b>\$ 10,811</b>	<b>\$ 11,124</b>	<b>\$ 13,880</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 27,705	\$ 130,750	\$ 254,738	\$ 997,558
COURT REPORTER	-	-	-	12,480
MILEAGE (PRIVATE AUTO)	44	20	18	1,550
SECURITY SERVICES	-	-	-	4,225
ADVERTISING AND PUBLIC NOTICE	10,709	7,791	6,238	8,500
PARKING IN CITY FACILITIES	415	316	480	500
INSURANCE & OFFICIAL BONDS	-	-	-	100
PHOTOCOPY MACHINE RENTAL	353	-	-	-
SPECIAL ASSESSMENT	-	-	-	4,000
OTHER CONTRACTUAL	1,214	1,265	2,360	-
CREDIT CARD PROCESSING FEES	-	313	4,015	4,294
<b>TOTAL</b>	<b>\$ 40,439</b>	<b>\$ 140,455</b>	<b>\$ 267,849</b>	<b>\$ 1,033,207</b>

## DIVISION OF ASSESSMENTS AND LICENSES

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 844	\$ 2,774	\$ 675	\$ -
POSTAGE	-	16	-	-
COMPUTER SUPPLIES	1,842	1,410	285	-
CHEMICAL	-	473	429	-
COMPUTER HARDWARE	-	-	-	2,200
COMPUTER SOFTWARE	-	-	-	2,695
OFFICE FURNITURE & EQUIP	2,437	2,405	333	-
HARDWARE & SMALL TOOLS	-	864	4,767	-
SMALL EQUIPMENT	-	-	-	3,725
OTHER SUPPLIES	12,832	15,492	13,238	19,000
JUST IN TIME SUPPLIES	7,461	10,593	8,756	12,000
<b>TOTAL</b>	<b>\$ 25,416</b>	<b>\$ 34,026</b>	<b>\$ 28,483</b>	<b>\$ 39,620</b>
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ 2,995	\$ 2,334	\$ 2,334	\$ 3,600
<b>TOTAL</b>	<b>\$ 2,995</b>	<b>\$ 2,334</b>	<b>\$ 2,334</b>	<b>\$ 3,600</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
COURT COSTS	\$ -	\$ 135	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 135</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 17,023	\$ 4,223	\$ 6,360	\$ 6,445
CHARGES FROM WATER - GIS PROJ	-	11,056	-	-
CHARGES FROM PRINTING	39,843	52,271	68,574	65,000
CHARGES FROM STOREROOM	69,027	89,468	76,213	63,700
CHARGES FROM MOTOR VEHICLES	19,231	16,318	18,355	15,841
<b>TOTAL DIVISION</b>	<b>\$ 145,124</b>	<b>\$ 173,336</b>	<b>\$ 169,503</b>	<b>\$ 150,986</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,623,755</b>	<b>\$ 1,886,334</b>	<b>\$ 2,197,937</b>	<b>\$ 3,607,962</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LOCAL TAXES	\$ 24,903,651	\$ 27,903,342	\$ 26,658,579	\$ 24,100,000
LICENSES & PERMITS	297,350	368,176	325,128	383,360
SALES & CHARGES FOR SERVICES	126,070	157,164	146,089	175,000
FINES & FORFEITURES	-	175	4,525	1,600
MISCELLANEOUS REVENUES	-	175	110	-
EXPENDITURE RECOVERIES	225,677	102,390	25,553	-
<b>TOTAL DIVISION</b>	<b>\$ 25,552,746</b>	<b>\$ 28,531,422</b>	<b>\$ 27,159,985</b>	<b>\$ 24,659,960</b>

**DIVISION OF ASSESSMENTS AND LICENSES**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Assessments and Licenses	40,315	118,351
2	2	2	Assistant Commissioner of Assessments and Licenses	23,647	82,125
3	3	3			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Accountant Clerk II	10.00 Hr.	16.83 Hr.
3	4	4	Principal Cashier	10.00 Hr.	22.60 Hr.
2	2	2	Senior Cashier	10.00 Hr.	19.23 Hr.
1	1	1	Data Control Clerk	10.00 Hr.	16.17 Hr.
1	1	1	Secretary	10.00 Hr.	16.83 Hr.
8	9	9			
<b>PROFESSIONALS</b>					
2	2	3	Auditor	20,093	57,194
2	1	1	Accountant IV	20,800	57,689
1	0	1	Administrative Manager	27,194	86,765
3	0	1	Administrative Officer	20,800	51,437
1	2	2	Assistant Administrator	20,800	62,253
1	1	1	Assistant Director of Law	26,250	78,013
0	0	1	Chief Auditor	26,250	82,125
0	1	1	Project Coordinator	27,326	87,665
10	7	11			
<b>TECHNICIAN</b>					
3	3	3	Inspector of Weights & Measures	10.00 Hr.	17.04 Hr.
1	0	2	Bill Collector	10.02 Hr.	16.16 Hr.
3	2	2	Miscellaneous Investigator	10.00 Hr.	17.73 Hr.
3	1	1	Misdemeanor Investigator	10.00 Hr.	22.19 Hr.
1	0	0	Computer Operator	10.00 Hr.	22.20 Hr.
0	0	1	IT Project Manager II	22,333	77,537
9	6	6	Senior Data Conversion Operator	10.80 Hr.	17.55 Hr.
1	1	1	Supervisor of Weights & Measures	20,800	61,781
21	13	16			
42	32	39	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**TREASURY DIVISION****JAMES HARTLEY, ACTING TREASURER**

The City Treasurer is the custodian of all public money of the City. Treasury is the central office through which all banking, treasury management and related auxiliary services are provided to City departments and divisions. Treasury receives and disburses all public money of the City on warrants issued by the Commissioner of Accounts in accordance with the City Charter and Codified Ordinances. Funds are held in approved depositories protected by pledge collateral or invested in accordance with the City's Cash Management and Investment Policy. Treasury is the paymaster for all City employees and as such coordinates the distribution of payroll checks, manages employee direct deposit and administers the US Savings Bond program.

**PROGRAM NAME: CASH COLLECTION AND DEPOSITORY SERVICES**

**OBJECTIVES:** To safeguard the City's cash resources from the time of collection to deposit.

**ACTIVITIES:** Receive and prepare funds for deposit; open and monitor bank accounts; provide City departments and divisions with access to banking and other depository services.

**PROGRAM NAME: CASH MANAGEMENT SERVICES**

**OBJECTIVES:** To provide cash management services consistent with approved policies/procedures and prudent business practices.

**ACTIVITIES:** Determine cash requirements and maintain appropriate cash flow; process wire and ACH transfers; administer city wide petty cash and requests for special change funds; identify and collect unclaimed funds due to the City.

**PROGRAM NAME: INVESTMENT SERVICES**

**OBJECTIVES:** To maximize investment returns and maintain a portfolio that provides safety of principal and sufficient liquidity to meet the operating needs of the City.

**ACTIVITIES:** Initiate and record investment transactions; analyze investment activities; and prepare/maintain the investment portfolio, records and reports.

**PROGRAM NAME: EMPLOYEE PAYROLL SERVICES**

**OBJECTIVES:** To safeguard employee payroll and direct deposit information and provide for secure and efficient distribution of employee payroll checks and vouchers.

**ACTIVITIES:** Setup and maintain direct deposit of employee payroll; sort and distribute payroll checks, stubs and express vouchers; manage the reissue of lost checks and direct deposit rejects; administer the employee US Savings Bond program; and coordinate the distribution of approved payroll inserts.





**TREASURY DIVISION**

**PROGRAM NAME: DISBURSEMENT SERVICES**

**OBJECTIVES:** To maintain secure control over disbursement warrants and provide for the prompt distribution of warrants to payees.

**ACTIVITIES:** Print and distribute warrants for vendor payments, employee reimbursements, jury vouchers and CCA refunds. Monitor and process checks held by or returned to the City.

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*Mission Statement*

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To oversee the receipt, deposit, disbursement and investment of all public money of the City.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Cash Collection / Depository Services	\$ 121	1		\$ 105	1		\$ 216	3	
Cash Management	87	1		71	1		81	1	
Investment Services	119	1		97	1		190	2	
Employee Payroll Services	81	1		67	1		67	1	
Disbursement Services	71	1		101	1		81	1	
	<b>\$ 479</b>	<b>5</b>		<b>\$ 441</b>	<b>5</b>		<b>\$ 635</b>	<b>8</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Self Generated*	\$ 479			\$ 441			\$ 635		
	<b>\$ 479</b>	<b>5</b>		<b>\$ 441</b>	<b>5</b>		<b>\$ 635</b>	<b>8</b>	

\* Most interest earned by the General Fund is attributed to this Division and, therefore, revenue for the Division exceeds expenditures. See Division's Revenue summary for total receipts.

## TREASURY DIVISION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 374,553	\$ 321,946	\$ 284,092	\$ 428,699
LONGEVITY	2,450	2,275	2,100	1,300
SEPARATION PAYMENTS	-	-	16,505	-
OVERTIME	-	437	-	-
<b>TOTAL</b>	<b>\$ 377,003</b>	<b>\$ 324,658</b>	<b>\$ 302,697</b>	<b>\$ 429,999</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 42,713	\$ 41,881	\$ 36,385	\$ 62,672
DENTAL	2,754	2,449	2,028	3,159
VISION CARE	376	322	292	496
PERS	50,116	47,664	39,785	64,831
FICA-MEDICARE	4,143	3,532	3,750	6,216
WORKERS COMPENSATION	869	7,747	8,648	6,484
LIFE INSURANCE	308	263	233	360
<b>TOTAL</b>	<b>\$ 101,280</b>	<b>\$ 103,857</b>	<b>\$ 91,120</b>	<b>\$ 144,218</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 467	\$ -	\$ -	\$ 600
TUITION AND REGISTRATION	570	600	399	4,000
MILEAGE (PRIV AUTO) TRNG PRPS	194	100	75	200
PROFESSIONAL DUES	482	645	149	1,000
<b>TOTAL</b>	<b>\$ 1,713</b>	<b>\$ 1,345</b>	<b>\$ 623</b>	<b>\$ 5,800</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,601	\$ -	\$ -	\$ -
BANK SERVICE FEES	10	-	-	-
ADVERTISING AND PUBLIC NOTICE	-	-	-	2,500
PARKING IN CITY FACILITIES	84	129	158	200
INSURANCE AND OFFICIAL BONDS	4,244	5,787	1,131	7,000
PHOTOCOPY MACHINE RENTAL	1,714	-	-	-
OTHER CONTRACTUAL	1,361	-	-	-
BANK SERVICE FEES	31	60	-	-
<b>TOTAL</b>	<b>\$ 9,044</b>	<b>\$ 5,976</b>	<b>\$ 1,289</b>	<b>\$ 9,700</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ 55	\$ 2,000
POSTAGE	170	254	458	450
SMALL EQUIPMENT	661	-	-	-
OFFICE FURNITURE & EQUIP	-	500	-	750
OTHER SUPPLIES	3,774	1,612	3,652	3,000
JUST IN TIME OFFICE SUPPLIES	1,680	1,630	439	2,000
<b>TOTAL</b>	<b>\$ 6,285</b>	<b>\$ 3,996</b>	<b>\$ 4,604</b>	<b>\$ 8,200</b>

**TREASURY DIVISION**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 705	\$ -	\$ 3,914	\$ 3,750
MAINTENANCE CONTRACTS	758	4,066	705	1,000
<b>TOTAL</b>	<b>\$ 1,463</b>	<b>\$ 4,066</b>	<b>\$ 4,619</b>	<b>\$ 4,750</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 15,267	\$ 4,512	\$ 3,352	\$ 4,502
CHARGES FROM PRINTING	5,196	5,233	6,137	7,000
CHARGES FROM STOREROOM	24,930	25,062	26,661	20,670
<b>TOTAL</b>	<b>\$ 45,393</b>	<b>\$ 34,807</b>	<b>\$ 36,150</b>	<b>\$ 32,172</b>
<b>TOTAL DIVISION</b>	<b>\$ 542,180</b>	<b>\$ 478,704</b>	<b>\$ 441,103</b>	<b>\$ 634,839</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ (532)	\$ -	\$ -	-
MISCELLANEOUS REVENUES	3,011,906	4,016,136	2,085,650	1,000,000
EXPENDITURE RECOVERIES	10	11	-	-
<b>TOTAL DIVISION</b>	<b>\$ 3,011,384</b>	<b>\$ 4,016,147</b>	<b>\$ 2,085,650</b>	<b>\$ 1,000,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	City Treasurer	42,758	123,549
1	0	0			
<b>OFFICE &amp; CLERICAL</b>					
1	1	2	Principal Cashier	10.00 Hr.	22.60 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
2	2	3			
<b>PROFESSIONALS</b>					
0	0	1	Deputy Treasurer	42,758	123,549
3	2	3	Fiscal Manager	23,647	82,125
1	1	1	Investment Manager	23,647	82,125
4	3	5			
<b>7</b>	<b>5</b>	<b>8</b>	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF PURCHASES AND SUPPLIES**

**JAMES HARDY, C.P.M., COMMISSIONER**

The Division of Purchases and Supplies is the central office through which all competitively bid purchases for the City are processed, under such regulations as are provided by ordinance and by the direction of the Board of Control. The Division also disposes of all property, real and personal, that has been deemed unsuitable for use, not needed by the City, or may have been condemned as useless. Purchases and disposals are processed through the submission of requisitions and/or competitive bidding as required by ordinance authorization.

*Mission Statement*

To purchase in a timely manner all goods and services for the City, of the correct quality and at the lowest possible cost, in support of the mission of the City of Cleveland and in compliance with all Codified Ordinances.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		COST	BUDGET STAFF FT PT	
<b>PROGRAMS:</b>									
Purchasing	\$ 537	9		\$ 592	9		\$ 592	9	
Storeroom	714	2		840	2		874	2	
	<b>\$ 1,251</b>	<b>11</b>		<b>\$ 1,432</b>	<b>11</b>		<b>\$ 1,466</b>	<b>11</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 513	9		\$ 561	9		\$ 567	9	
Self Generated	24			31			25		
	<b>\$ 537</b>	<b>9</b>		<b>\$ 592</b>	<b>9</b>		<b>\$ 592</b>	<b>9</b>	
User Fees - Internal Serv Fund*	\$ 714	2		\$ 840	2		\$ 874	2	
	<b>\$ 1,251</b>	<b>11</b>		<b>\$ 1,432</b>	<b>11</b>		<b>\$ 1,466</b>	<b>11</b>	

\* Includes addition and use of Fund balance. Refer to Fund structure section of this document for details.

**DIVISION OF PURCHASES AND SUPPLIES****PROGRAM NAME: PURCHASES & SUPPLIES**

**OBJECTIVES:** To procure quality commodities and services at the lowest possible cost and in a timely manner through effective and efficient competitive bidding. To meet or exceed MBE/FBE goals. To provide a level playing field where all vendors can compete fairly for city business. To maximize return on the disposal of assets.

**ACTIVITIES:** Administers competitive bidding processes for both formal and non-formal bids, (requisitioned and telephone quoted items); develops, implements, and maintains citywide requirements contracts; performs out-reach to the local vendor community; evaluates, reviews recommendations for contract award; prepares and processes contract recommendations for Board of Control approval; executes competitively bid contracts, processes petty cash vouchers; and disposes of surplus property, real and personal.

## DIVISION OF PURCHASES AND SUPPLIES

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 333,593	\$ 349,677	\$ 357,589	\$ 389,049
SEASONAL	-	-	720	-
PART TIME PERMANENT	-	-	1,200	-
LONGEVITY	1,925	2,525	2,525	2,450
OVERTIME	10,597	10,898	35,451	3,708
<b>TOTAL</b>	<b>\$ 346,114</b>	<b>\$ 363,100</b>	<b>\$ 397,485</b>	<b>\$ 395,207</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 49,194	\$ 64,450	\$ 61,169	\$ 71,576
DENTAL	3,170	3,838	3,499	4,232
VISION CARE	510	530	510	582
PERS	45,353	50,510	55,146	59,585
FICA-MEDICARE	4,499	4,723	5,189	5,191
WORKERS COMPENSATION	649	7,112	16,005	11,738
LIFE INSURANCE	364	398	368	405
UNEMPLOYMENT COMPENSATION	177	413	-	-
<b>TOTAL</b>	<b>\$ 103,915</b>	<b>\$ 131,973</b>	<b>\$ 141,887</b>	<b>\$ 153,309</b>
<b>TRAINING AND DUES</b>				
TUITION & REGISTRATION FEES	\$ 735	\$ 1,122	\$ -	\$ 700
MILEAGE (PRIV AUTO) TRNG PRPS	10	-	17	-
PROFESSIONAL DUES	900	1,095	1,130	1,575
<b>TOTAL</b>	<b>\$ 1,645</b>	<b>\$ 2,217</b>	<b>\$ 1,147</b>	<b>\$ 2,275</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 1	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
REFEREE SERVICES	\$ -	\$ -	\$ 24	\$ -
MILEAGE (PRIVATE AUTO)	-	-	-	125
PARKING IN CITY FACILITIES	-	-	8	-
OTHER CONTRACTUAL	21	8	10,203	-
<b>TOTAL</b>	<b>\$ 21</b>	<b>\$ 8</b>	<b>\$ 10,235</b>	<b>\$ 125</b>

**DIVISION OF PURCHASES AND SUPPLIES**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 1,476	\$ 266	\$ 1,595	\$ 2,000
POSTAGE	89	16	-	-
COMPUTER HARDWARE	-	15	-	-
OFFICE FURNITURE & EQUIPMENT	-	3,296	-	-
JUST IN TIME OFFICE SUPPLIES	1,062	77	2,145	3,000
<b>TOTAL</b>	<b>\$ 2,628</b>	<b>\$ 3,670</b>	<b>\$ 3,740</b>	<b>\$ 5,000</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 1,230	\$ -	\$ -	\$ 500
MAINTENANCE CONTRACTS	-	600	-	500
COMPUTER HARDWARE MAINT	395	-	-	-
<b>TOTAL</b>	<b>\$ 1,625</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ 1,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 14,653	\$ 2,116	\$ 2,897	\$ 2,864
CHARGES FROM PRINTING	27,950	19,237	19,962	20,000
CHARGES FROM STOREROOM	15,950	13,882	15,018	12,404
<b>TOTAL</b>	<b>\$ 58,553</b>	<b>\$ 35,235</b>	<b>\$ 37,877</b>	<b>\$ 35,268</b>
<b>TOTAL DIVISION</b>	<b>\$ 514,501</b>	<b>\$ 536,804</b>	<b>\$ 592,371</b>	<b>\$ 592,184</b>

REVENUE

	2006 Actual	2007 Actual	2007 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ 25,801	\$ 24,036	\$ 31,486	\$ 25,000
<b>TOTAL DIVISION</b>	<b>\$ 25,801</b>	<b>\$ 24,036</b>	<b>\$ 31,486</b>	<b>\$ 25,000</b>

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
1	1	1	Commissioner of Purchases & Supplies	42,758	123,549
1	1	1	<b>OFFICE &amp; CLERICAL</b>		
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
1	1	1	Typist	10.00 Hr.	14.65 Hr.
3	3	3	<b>PROFESSIONALS</b>		
4	4	4	Buyer	20,800	47,055
1	1	1	Contract Administrator / Purchasing Supervisor	23,647	65,066
1	0	0	Project Coordinator	27,326	87,665
6	5	5			
10	9	9	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF PURCHASES AND SUPPLIES  
STOREROOM**

*Mission Statement*

To provide timely and inexpensive mail service for all the various divisions of City Government.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Purchasing	\$ 537	9		\$ 592	9		\$ 592	9	
Storeroom	714	2		840	2		874	2	
	<u>\$ 1,251</u>	<u>11</u>		<u>\$ 1,432</u>	<u>11</u>		<u>\$ 1,466</u>	<u>11</u>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 513	9		\$ 561	9		\$ 567	9	
Self Generated	24			31			25		
	<u>\$ 537</u>	<u>9</u>		<u>\$ 592</u>	<u>9</u>		<u>\$ 592</u>	<u>9</u>	
User Fees - Internal Serv Fund*	\$ 714	2		\$ 840	2		\$ 874	2	
	<u>\$ 1,251</u>	<u>11</u>		<u>\$ 1,432</u>	<u>11</u>		<u>\$ 1,466</u>	<u>11</u>	

\* Includes addition and use of Fund balance. Refer to Fund structure section of this document for details.

**PROGRAM NAME: MAILROOM**

**OBJECTIVES:** To provide a mail delivery/pick-up site accessible to all divisions of City Government while providing timely mailing services at the lowest possible postage cost commensurate with timely deliveries and departmental service objectives.

**ACTIVITIES:** Processes out-going U.S. mail. Sorts and distributes interoffice and USPS mail via designated in-house mailboxes. Serves as a delivery point for all classes of mail delivered from the United States Postal Service- i.e. certified mail, non-deliverable mail, postage due items, etc. Prepares mail for outside pre-sort mailing services. Processes monthly interdepartmental billing to Divisions of City Government for all postage disbursed.



**DIVISION OF PURCHASES AND SUPPLIES**

**STOREROOM**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 42,445	\$ 52,372	\$ 48,110	\$ 69,604
LONGEVITY	300	134	-	-
SEPARATION PAYMENTS	2,676	-	-	-
OVERTIME	105	-	4,572	486
<b>TOTAL</b>	<b>\$ 45,527</b>	<b>\$ 52,507</b>	<b>\$ 52,683</b>	<b>\$ 70,090</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 5,075	\$ 13,870	\$ 10,087	\$ 13,121
DENTAL	330	851	589	906
VISION CARE	108	162	128	171
PERS	5,276	7,249	7,402	10,567
FICA-MEDICARE	649	739	746	1,016
WORKER'S COMPENSATION	356	3,773	1,713	1,149
LIFE INSURANCE	53	90	71	90
<b>TOTAL</b>	<b>\$ 11,846</b>	<b>\$ 26,734</b>	<b>\$ 20,737</b>	<b>\$ 27,020</b>
<b>CONTRACTUAL SERVICES</b>				
EQUIPMENT RENTAL	\$ 2,168	\$ 14,220	\$ 14,220	\$ 14,220
COMPUTER SOFTWARE RENTAL	-	-	1,130	-
OTHER CONTRACTUAL	-	-	-	10,000
<b>TOTAL</b>	<b>\$ 2,168</b>	<b>\$ 14,220</b>	<b>\$ 15,350</b>	<b>\$ 24,220</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 300
POSTAGE	891,000	612,800	750,000	750,000
COMPUTER SUPPLIES	-	7,579	1,073	2,500
<b>TOTAL</b>	<b>\$ 891,000</b>	<b>\$ 620,379</b>	<b>\$ 751,073</b>	<b>\$ 752,800</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 191	\$ 520	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 191</b>	<b>\$ 520</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 950,541</b>	<b>\$ 714,031</b>	<b>\$ 840,363</b>	<b>\$ 874,130</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 451	\$ -	\$ -	\$ -
MISCELLANEOUS REVENUES	2,131	2,535	4,312	-
EXPENDITURE RECOVERIES	859,082	848,918	875,233	700,562
<b>TOTAL DIVISION</b>	<b>\$ 861,664</b>	<b>\$ 851,452</b>	<b>\$ 879,545</b>	<b>\$ 700,562</b>



**DIVISION OF PURCHASES AND SUPPLIES  
STOREROOM**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			OFFICE & CLERICAL		
1	0	1	Accountant Clerk I	10.00 Hr.	14.98 Hr.
1	1	1	Storekeeper	10.00 Hr.	18.99 Hr.
<u>2</u>	<u>1</u>	<u>2</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**INTERNAL AUDIT**

**FRANK BADALAMENTI, MANAGER OF INTERNAL AUDIT**

The Division of Internal Audit acts as an independent Division within the Department of Finance to provide, an objective assurance and consulting activity designed to add value and improve the City's operations. The Division assists City divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.

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*Mission Statement*

To assist departments and divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Financial, Compliance & Op Audit	\$ 563	5		\$ 604	6		\$ 835	6	
	<u>\$ 563</u>	<u>5</u>		<u>\$ 604</u>	<u>6</u>		<u>\$ 835</u>	<u>6</u>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 563			\$ 604			\$ 835		
	<u>\$ 563</u>	<u>5</u>		<u>\$ 604</u>	<u>6</u>		<u>\$ 835</u>	<u>6</u>	

**PROGRAM NAME: FINANCIAL & OPERATIONAL AUDITING**

**OBJECTIVES:** To improve management's internal, financial and administrative controls.

**ACTIVITIES:** Investigate actual and potential lapses of control and incidents of risk and assist State-required external auditor during the annual citywide audit.

## INTERNAL AUDIT

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 303,755	\$ 261,515	\$ 316,473	\$ 344,824
MILITARY LEAVE	-	-	1,375	-
LONGEVITY	1,200	1,200	1,200	900
SEPARATION PAYMENTS	-	2,606	2,113	-
<b>TOTAL</b>	<b>\$ 304,955</b>	<b>\$ 265,321</b>	<b>\$ 321,160</b>	<b>\$ 345,724</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 28,082	\$ 26,465	\$ 37,262	\$ 47,991
DENTAL	2,133	1,890	2,485	2,682
VISION CARE	295	248	289	326
PERS	41,989	36,763	44,250	52,125
FICA-MEDICARE	4,309	3,744	4,531	5,000
WORKERS COMPENSATION	573	6,266	7,068	7,001
LIFE INSURANCE	270	214	240	270
UNEMPLOYMENT COMPENSATION	-	4,354	311	-
<b>TOTAL</b>	<b>\$ 77,650</b>	<b>\$ 79,943</b>	<b>\$ 96,435</b>	<b>\$ 115,395</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ -	\$ 2,683	\$ -
TUITION & REGISTRATION FEES	14,750	8,320	4,534	6,000
MILEAGE (PRIVATE AUTO)	-	-	-	1,000
PROFESSIONAL DUES	840	2,063	609	1,900
<b>TOTAL</b>	<b>\$ 15,590</b>	<b>\$ 10,383</b>	<b>\$ 7,826</b>	<b>\$ 8,900</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 9,975	\$ 15,000
MILEAGE (PRIVATE AUTO)	339	599	1,190	-
PARKING IN CITY FACILITIES	220	-	-	-
PHOTOCOPY MACHINE RENTAL	106	-	-	-
STATE AUDITOR EXAMINATION	197,061	199,419	158,953	335,000
<b>TOTAL</b>	<b>\$ 197,727</b>	<b>\$ 200,017</b>	<b>\$ 170,118</b>	<b>\$ 350,000</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 72	\$ -	\$ 1,000
COMPUTER HARDWARE	-	439	1,786	-
COMPUTER SOFTWARE	3,997	1,359	1,557	2,000
OFFICE FURNITURE & EQUIPMENT	523	-	-	-
PAPER AND OTHER PRINTING SUPP	-	-	-	2,000
PRINTED MATERIALS	-	-	-	2,000
OTHER SUPPLIES	420	-	-	-
JUST IN TIME OFFICE SUPPLIES	1,913	2,870	1,010	3,500
<b>TOTAL</b>	<b>\$ 6,853</b>	<b>\$ 4,740</b>	<b>\$ 4,353</b>	<b>\$ 10,500</b>



## INTERNAL AUDIT

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH \$	12,284 \$	1,463 \$	1,525 \$	1,460
CHARGES FROM PRINTING	2,188	1,214	2,291	3,000
CHARGES FROM STOREROOM	147	26	129	85
CHARGES FROM MOTOR VEHICLES	153	-	137	118
<b>TOTAL</b>	<b>\$ 14,772</b>	<b>\$ 2,703</b>	<b>\$ 4,081</b>	<b>\$ 4,663</b>
<b>TOTAL DIVISION</b>	<b>\$ 617,547</b>	<b>\$ 563,108</b>	<b>\$ 603,973</b>	<b>\$ 835,182</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ 17,922	\$ 23,334	-	-
<b>TOTAL DIVISION</b>	<b>\$ 17,922</b>	<b>\$ 23,334</b>	<b>-</b>	<b>-</b>



**INTERNAL AUDIT**  
**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
PROFESSIONALS					
1	1	1	In-Charge Senior Internal Auditor	49,500	81,913
1	1	1	Manager Internal Audit	40,315	118,351
2	2	2	Senior Internal Auditor	23,647	65,066
2	2	2	Auditor	20,093	57,124
6	6	6			
6	6	6	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**CENTRAL COLLECTION AGENCY**

**NASSIM M. LYNCH, ADMINISTRATOR**

The Division of Taxation was established by Ordinance No. 2393-66 effective November 28, 1966. As provided in the Ordinance, the Division operates a centralized collection facility known as the Central Collection Agency for purposes of collecting the municipal income tax for the City of Cleveland and any other municipalities that wish to join the tax agency for purposes of administering their municipal income tax ordinances. The contract between the City of Cleveland and other member communities provides that the general policy of the Agency is established under an Executive Board made up of the Finance Director of the City of Cleveland and four members elected by the members of the agency.

The Income Tax Administrator is charged with the responsibility of receiving, recording and maintaining accurate records of the taxes collected for the forty-two member municipalities of the Central Collection Agency. This includes enforcement of the ordinance, making and enforcing regulations, determining tax due and investigating persons or corporations who the Administrator has reason to believe owe taxes.

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*Mission Statement*

To provide an efficient, centralized collection structure for collection of income tax for Cleveland and other member communities.

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**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Collection	\$ 1,943	20	10	\$ 2,063	17	9	\$ 3,242	26	17
Audit	1,690	18		2,199	18		3,243	43	
Compliance	3,381	36		2,817	32		1,965	24	
Data Entry	507	6	1	687	6	2	725	6	3
Record Retention	592	7		687	7		320	4	
Taxpayer Assistance	337	4		549	4	2	550	6	1
	<b>\$ 8,450</b>	<b>91</b>	<b>11</b>	<b>\$ 9,002</b>	<b>84</b>	<b>13</b>	<b>\$ 10,045</b>	<b>109</b>	<b>21</b>
<b>FUNDING SOURCE:</b>									
Collection Fees:									
Cleveland*	\$ 5,921			\$ 7,101			\$ 7,445		
Suburbs	2,529			1,901			2,600		
	<b>\$ 8,450</b>	<b>91</b>	<b>11</b>	<b>\$ 9,002</b>	<b>84</b>	<b>13</b>	<b>\$ 10,045</b>	<b>109</b>	<b>21</b>

\* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

**CENTRAL COLLECTION AGENCY****PROGRAM NAME: COLLECTION**

OBJECTIVES: To process municipal income tax collections on a daily basis.

ACTIVITIES: Pre-audit and process incoming municipal income tax returns, withholding reports and estimates daily upon receipt. Balance and deposit all cash and checks.

**PROGRAM NAME: AUDIT**

OBJECTIVES: To ensure that all taxpayers file correctly and pay the correct amount of income taxes for each year a return is due.

ACTIVITIES: Conduct audits to ensure compliance with the income tax ordinances.

**PROGRAM NAME: COMPLIANCE**

OBJECTIVES: To enforce strict compliance of the municipal income tax ordinances.

ACTIVITIES: Verify that all individuals and businesses subject to the tax file returns and pay all taxes due, including penalties and interest due for late payment of taxes.

**PROGRAM NAME: DATA ENTRY**

OBJECTIVES: To generate accurate daily additions to the income tax records.

ACTIVITIES: Key or translate all tax forms, returns, source documents and employers' supplied W-2's into machine-readable language.

**PROGRAM NAME: RECORD RETENTION**

OBJECTIVES: To provide retention filing and legally secure storage of all tax records by the municipal income tax ordinance.

ACTIVITIES: Maintenance of tax records, assuring accessibility to Central Collection Agency staff.

**PROGRAM NAME: TAXPAYER ASSISTANCE**

OBJECTIVES: To provide information and assistance to all taxpayers in the area served by CCA.

ACTIVITIES: Work with the member communities to reduce the number of errors on returns filed through individual assistance and tax educational programs.





## CENTRAL COLLECTION AGENCY

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 3,749,998	\$	3,597,246	\$	3,591,729	\$	4,324,172
SEASONAL	29,245		24,732		39,357		106,297
PART-TIME PERMANENT	83,746		117,544		151,830		236,414
LONGEVITY	36,125		42,025		40,175		38,125
SEPARATION PAYMENTS	7,388		10,068		22,810		15,143
OVERTIME	219,977		166,639		155,143		183,163
<b>TOTAL</b>	<b>\$ 4,126,479</b>	<b>\$</b>	<b>3,958,254</b>	<b>\$</b>	<b>4,001,044</b>	<b>\$</b>	<b>4,903,314</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 620,400	\$	660,489	\$	629,266	\$	879,929
DENTAL	42,076		40,574		37,333		47,449
VISION CARE	6,857		6,471		5,800		7,630
PERS	561,452		548,143		558,559		736,986
FICA-MEDICARE	46,677		45,115		46,387		61,613
WORKER'S COMPENSATION	10,823		104,954		123,723		91,191
LIFE INSURANCE	4,481		4,268		3,878		4,590
UNEMPLOYMENT COMPENSATION	4,410		4,802		-		-
<b>TOTAL</b>	<b>\$ 1,297,175</b>	<b>\$</b>	<b>1,414,816</b>	<b>\$</b>	<b>1,404,945</b>	<b>\$</b>	<b>1,829,388</b>
<b>TRAINING &amp; PROFESS DUES</b>							
TRAVEL	\$ 2,439	\$	2,677	\$	3,231	\$	2,500
TUITION & REGISTRATION FEES	1,120		420		1,700		500
MILEAGE (PRIV AUTO) TRNG PRPS	78		564		-		-
PROFESSIONAL DUES	13,871		12,341		11,058		11,310
<b>TOTAL</b>	<b>\$ 17,508</b>	<b>\$</b>	<b>16,002</b>	<b>\$</b>	<b>15,989</b>	<b>\$</b>	<b>14,310</b>
<b>UTILITIES</b>							
ELECTRICITY - CPP	\$ 23,722	\$	35,781	\$	22,150	\$	23,036
ELECTRICITY - OTHER	-		-		-		89
SECURITY & MONITORING SYSTEM	9,564		-		-		7,000
<b>TOTAL</b>	<b>\$ 33,286</b>	<b>\$</b>	<b>35,781</b>	<b>\$</b>	<b>22,150</b>	<b>\$</b>	<b>30,125</b>



## CENTRAL COLLECTION AGENCY

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,145,529	\$ 809,898	\$ 1,398,487	\$ 1,226,500
MILEAGE (PRIVATE AUTO)	4,296	4,392	6,891	6,500
ADVERTISING AND PUBLIC NOTICE	1,253	2,621	2,073	2,000
PARKING IN CITY FACILITIES	2,661	2,666	2,712	3,000
INSURANCE AND OFFICIAL BONDS	-	1,110	-	1,200
PHOTOCOPY MACHINE RENTAL	1,616	-	-	-
EQUIPMENT RENTAL	927	930	465	-
OTHER CONTRACTUAL	12,355	7,095	7,320	8,900
STATE AUDITOR EXAMINATION	23,996	35,857	43,591	50,000
BANK SERVICE FEES	255,647	260,557	175,662	265,000
CREDIT CARD PROCESSING FEES	37,405	58,504	81,817	70,000
<b>TOTAL</b>	<b>\$ 1,485,684</b>	<b>\$ 1,183,629</b>	<b>\$ 1,719,018</b>	<b>\$ 1,633,100</b>
<b>MATERIALS &amp; SUPPLIES</b>				
OFFICE SUPPLIES	\$ 15,462	\$ 90,002	\$ 76,231	\$ 99,500
POSTAGE	474,502	315,161	250,377	402,500
COMPUTER SUPPLIES	-	1	-	2,000
COMPUTER HARDWARE	-	51,126	12,150	20,000
COMPUTER SOFTWARE	79,538	24,519	24,682	50,000
OFFICE FURNITURE & EQUIPMENT	2,879	4,971	26,508	2,000
HYGIENE AND CLEANING SUPPLIES	-	-	758	500
MEDICAL SUPPLIES	-	-	-	500
PAPER AND OTHER SUPPLIES	-	-	-	500
PRINTED MATERIALS	-	-	-	500
OTHER SUPPLIES	1,063	1,062	1,010	1,000
BATTERIES	-	-	-	500
JUST IN TIME OFFICE SUPPLIES	61,096	14,443	119,050	40,000
BUILDING MAINTENANCE SUPPLY	270	-	-	-
<b>TOTAL</b>	<b>\$ 634,811</b>	<b>\$ 501,284</b>	<b>\$ 510,767</b>	<b>\$ 619,500</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 14,017	\$ 14,190	\$ 9,110	\$ 11,000
MAINTENANCE CONTRACTS	2,286	846	971	2,250
COMPUTER HARDWARE MAINT	12,100	8,286	32,655	35,000
COMPUTER SOFTWARE MAINT	25,747	43,414	25,290	56,500
MAINTENANCE VEHICLES	-	-	-	200
CAR WASHES	-	181	51	200
MAINTENANCE BUILDING	-	13,650	-	-
CHARGES FROM MAINT	-	-	-	10,000
<b>TOTAL</b>	<b>\$ 54,150</b>	<b>\$ 80,567</b>	<b>\$ 68,076</b>	<b>\$ 115,150</b>



## CENTRAL COLLECTION AGENCY

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
COURT COSTS	\$ 14,868	\$ 8,854	\$ 9,596	\$ 10,000
INDIRECT COST	494,438	448,338	482,388	452,118
<b>TOTAL</b>	<b>\$ 509,306</b>	<b>\$ 457,192</b>	<b>\$ 491,984</b>	<b>\$ 462,118</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM GENERAL FUND	\$ 350,000	\$ 350,283	\$ 373,948	\$ 373,948
CHARGES FROM TELEPHONE	61,311	48,028	44,301	47,507
CHARGES FROM PRINTING	133,144	363,521	332,850	350,000
CHARGES FROM MOTOR VEHICLE	9,114	9,544	13,240	11,423
<b>TOTAL</b>	<b>\$ 553,569</b>	<b>\$ 771,376</b>	<b>\$ 764,338</b>	<b>\$ 782,878</b>
<b>CAPITAL OUTLAY</b>				
OFFICE EQUIPMENT	\$ 1,619	\$ -	\$ 3,705	\$ 10,000
AUTOMOBILES	-	31,589	-	45,000
TRUCKS	-	1	-	-
<b>TOTAL</b>	<b>\$ 1,619</b>	<b>\$ 31,590</b>	<b>\$ 3,705</b>	<b>\$ 55,000</b>
<b>TOTAL DIVISION</b>	<b>\$ 8,713,587</b>	<b>\$ 8,450,491</b>	<b>\$ 9,002,016</b>	<b>\$ 10,444,883</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
LOCAL TAXES	\$ 5,810,000	\$ 5,880,000	\$ 4,410,000	\$ 7,251,261
MISCELLANEOUS REVENUES	80,774	1,610,443	496,424	265,000
TRANSFERS IN	1,800	1,800	9,261	-
EXPENDITURE RECOVERIES	2,571,167	2,529,312	1,901,417	2,600,000
<b>TOTAL DIVISION</b>	<b>\$ 8,463,741</b>	<b>\$ 10,021,555</b>	<b>\$ 6,817,102</b>	<b>\$ 10,116,261</b>

## CENTRAL COLLECTION AGENCY

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Asst. Income Tax Administrator	26,274	86,765
1	1	1	Income Tax Administrator	42,758	133,845
3	3	3	Administrative Manager	27,194	86,765
1	1	1	Fiscal Manager	23,647	82,125
1	1	1	Chief Bureau of Accounts and Collections	22,333	61,755
1	1	1	Office Manager	20,800	48,223
8	8	8			
OFFICE & CLERICAL					
3	3	3	Junior Cashier	10.00 Hr.	16.16 Hr.
1	1	1	Principal Cashier	10.00 Hr.	22.60 Hr.
8	5	9	Accountant Clerk II	10.00 Hr.	16.83 Hr.
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
2	1	1	Messenger	10.00 Hr.	14.51 Hr.
2	2	2	Receptionist	10.00 Hr.	14.86 Hr.
25	17	25	Income Tax Tracer	10.04 Hr.	17.00 Hr.
42	30	42			
PROFESSIONALS					
14	11	13	Auditor	20,093	57,124
3	2	2	Assistant Director of Law	26,250	78,013
17	12	17	Tax Auditor I	10.60 Hr.	17.84 Hr.
12	6	11	Tax Auditor II	12.41 Hr.	19.74 Hr.
1	1	1	Miscellaneous Investigator	10.00 Hr.	17.73 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
1	1	1	Project Leader / Application	30,215	86,559
1	2	2	Asst. Income Tax Financial Supervisor	22,333	61,755
9	8	9	Income Tax Supervisor	20,093	55,191
59	44	57			
PARAPROFESSIONALS					
1	0	0	Chief Legal Investigator	23,647	65,166
2	2	2	Paralegal	20,800	42,428
3	2	2			
112	84	109	TOTAL FULL TIME		
4	3	3	Income Tax Tracer	10.04 Hr.	17.00 Hr.
1	1	1	Student Assistant	10.00 Hr.	10.72 Hr.
13	9	17	Student Aide	10.00 Hr.	10.72 Hr.
18	13	21	TOTAL PART TIME		
130	97	130	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**PRINTING AND REPRODUCTION**

**MICHAEL HEWETT, COMMISSIONER**

The duties of the Commissioner of Printing & Reproduction are as follows: to administer and control the affairs of the division; to supervise the printing, photocopying or other reproduction of material required for use by the City of Cleveland; to develop specifications, evaluate bids, recommend the lease, rental or purchase of all photocopiers; and to perform any duties which may arise by codified ordinance or by the Director of Finance.

The Division of Printing & Reproduction is responsible for producing all forms, stationary, manuals, directories, reports, brochures, newsletters and other literature used by city departments, divisions, boards, bureaus, council and Cleveland Municipal Court.

The Division of Printing & Reproduction operates a production facility at 1735 Lakeside Ave. The division also maintains a full-service copy center at City Hall.

*Mission Statement*

The Division of Printing and Reproduction is committed to providing exceptional customer service and money-saving printing solutions to the City of Cleveland. The Division of Printing is dedicated to achieving these goals by continuing to implement the latest technologies, by responding immediately to our customers' unique needs and by striving daily to be the City's provider of low-cost, high-quality and fast turnaround reprographic services.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Printing Services	\$ 1,942	11	1	\$ 2,489	10	1	\$ 2,339	12	1
Copy Center	343	2		439	2		413	2	
	<b>\$ 2,285</b>	<b>13</b>	<b>1</b>	<b>\$ 2,928</b>	<b>12</b>		<b>\$ 2,752</b>	<b>14</b>	
<b>FUNDING SOURCE:</b>									
User Fees:									
Internal Service Fund*	\$ 2,285			\$ 2,928			\$ 2,752		
	<b>\$ 2,285</b>	<b>13</b>	<b>1</b>	<b>\$ 2,928</b>	<b>12</b>	<b>1</b>	<b>\$ 2,752</b>	<b>14</b>	<b>1</b>

\* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

**PROGRAM NAME: PRINTING SERVICES**

**OBJECTIVES:** To provide comprehensive reprographic services to the City of Cleveland.

**ACTIVITIES:** Print materials requested by various city divisions. Administer the city's photocopier contracts.

**PROGRAM NAME: COPY CENTER**

**OBJECTIVES:** Provide a variety of photocopying services from a centralized location at City Hall.

**ACTIVITIES:** Process assignments as submitted. Offer technical assistance to customers.

## PRINTING AND REPRODUCTION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 514,554	\$ 544,993	\$ 546,789	\$ 618,415
PART-TIME PERMANENT	-	4,791	2,290	19,794
INJURY PAY	3,904	568	-	-
LONGEVITY	4,825	4,525	4,825	4,075
SEPARATION PAYMENTS	1,120	-	6,088	-
OVERTIME	57,327	53,876	45,094	33,585
<b>TOTAL</b>	<b>\$ 581,731</b>	<b>\$ 608,753</b>	<b>\$ 605,086</b>	<b>\$ 675,869</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 74,074	\$ 94,637	\$ 93,005	\$ 111,905
DENTAL	5,422	5,972	5,570	6,097
VISION CARE	807	890	772	952
PERS	77,211	84,987	83,293	101,900
FICA-MEDICARE	6,773	7,139	7,347	8,747
WORKER'S COMPENSATION	1,107	16,714	46,536	25,776
LIFE INSURANCE	503	563	566	586
CLOTHING ALLOWANCE	800	-	-	-
CLOTHING MAINTENANCE	847	927	1,828	-
<b>TOTAL</b>	<b>\$ 167,544</b>	<b>\$ 211,830</b>	<b>\$ 238,917</b>	<b>\$ 255,963</b>
<b>TRAINING &amp; PROFESS DUES</b>				
TRAVEL	\$ -	\$ 40	\$ -	\$ 500
TUITION & REGISTRATION FEES	-	1,690	-	1,000
OTHER TRAINING SUPPLIES	-	-	-	500
PROFESSIONAL DUES	1,029	1,293	2,031	1,000
<b>TOTAL</b>	<b>\$ 1,029</b>	<b>\$ 3,023</b>	<b>\$ 2,031</b>	<b>\$ 3,000</b>
<b>UTILITIES</b>				
GAS	\$ 2,513	\$ 3,701	\$ 8,696	\$ 7,044
ELECTRICITY - CPP	29,006	31,241	37,444	38,942
SECURITY & MONITORING SYSTEM	677	578	277	1,000
<b>TOTAL</b>	<b>\$ 32,197</b>	<b>\$ 35,520</b>	<b>\$ 46,417</b>	<b>\$ 46,986</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 500	\$ 500
WASTE DISPOSAL	-	-	-	500
PARKING IN CITY FACILITIES	66	6	51	250
INSURANCE AND OFFICIAL BONDS	-	-	5	-
PHOTOCOPY MACHINE RENTAL	635,705	584,381	829,939	825,000
OTHER CONTRACTUAL	49,795	65,465	30,200	20,000
<b>TOTAL</b>	<b>\$ 685,566</b>	<b>\$ 649,851</b>	<b>\$ 860,694</b>	<b>\$ 846,250</b>



## PRINTING AND REPRODUCTION

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>MATERIALS &amp; SUPPLIES</b>				
OFFICE SUPPLIES	\$ -	\$ 457	\$ 1,792	\$ 1,000
DISCOUNTS LOST	-	(4)	-	-
POSTAGE	-	-	-	500
COMPUTER SUPPLIES	785	-	-	-
COMPUTER HARDWARE	5,669	98	5,874	4,000
COMPUTER SOFTWARE	-	798	635	1,000
CLOTHING	-	-	-	3,000
SMALL EQUIPMENT	14,936	17,316	6,365	7,500
ELECTRICAL SUPPLIES	-	-	1,100	1,000
HYGIENE AND CLEANING SUPP	1,121	-	941	1,000
PAPER AND OTHER SUPPLIES	609,559	652,853	742,074	750,000
PRINTED MATERIALS	-	26	-	-
SHOP SUPPLIES	127	-	-	-
OTHER SUPPLIES	716	2,045	2,130	1,000
SAFETY EQUIPMENT	-	-	(330)	-
JUST IN TIME OFFICE SUPPLIES	5,381	4,369	6,399	3,500
<b>TOTAL</b>	<b>\$ 638,294</b>	<b>\$ 677,958</b>	<b>\$ 766,979</b>	<b>\$ 773,500</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 2,570	\$ 2,000
MAINTENANCE CONTRACTS	29,260	72,083	78,138	100,000
COMPUTER HARDWARE MAINT	-	-	-	1,000
COMPUTER SOFTWARE MAINT	-	7,554	-	10,000
MAINTENANCE MACHINERY	279	-	6,000	10,000
CAR WASHES	150	-	350	500
REPAIR OF OVERHEAD DOORS	-	-	-	500
CHARGES FROM MAINTENANCE	6,274	6,319	6,682	6,000
<b>TOTAL</b>	<b>\$ 35,964</b>	<b>\$ 85,956</b>	<b>\$ 93,741</b>	<b>\$ 130,000</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
COURT COSTS	\$ -	\$ 270	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 270</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 10,654	\$ 9,238	\$ 16,297	\$ 16,259
CHARGES FROM MOTOR VEHICLE	1,297	2,751	4,686	4,045
<b>TOTAL</b>	<b>\$ 11,951</b>	<b>\$ 11,988</b>	<b>\$ 20,984</b>	<b>\$ 20,304</b>
<b>CAPITAL OUTLAY</b>				
OTHER EQUIPMENT	\$ -	\$ -	\$ 293,586	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 293,586</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,154,275</b>	<b>\$ 2,285,149</b>	<b>\$ 2,928,434</b>	<b>\$ 2,751,872</b>



**PRINTING AND REPRODUCTION**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 680	\$ 446	\$ -	-
MISCELLANEOUS REVENUES	21,238	25,870	24,485	-
EXPENDITURE RECOVERIES	2,184,772	2,365,319	2,638,254	2,760,700
<b>TOTAL DIVISION</b>	<b>\$ 2,206,689</b>	<b>\$ 2,391,635</b>	<b>\$ 2,662,739</b>	<b>\$ 2,760,700</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Commissioner of Printing and Reproduction	40,315	128,215
1	1	1	Asst. Commissioner, Division of Printing and Repro.	23,647	82,125
2	2	2			
<b>OFFICE &amp; CLERICAL</b>					
3	3	3	Copy Center Operator, Offset Duplicating Machine	10.00 Hr.	17.83 Hr.
1	0	1	Private Secretary	10.00 Hr.	20.19 Hr.
1	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
5	4	5			
<b>PARAPROFESSIONALS</b>					
2	1	2	Print Shop Helper	10.61 Hr.	14.24 Hr.
2	1	2			
<b>PROFESSIONAL</b>					
1	1	1	Desktop Publishing Specialist	20,231	56,423
1	1	1			
<b>SKILLED CRAFT</b>					
1	1	1	First Press Operator	12.00 Hr.	21.18 Hr.
2	1	1	Second Press Operator	10.00 Hr.	18.94 Hr.
1	1	1	Printing Foreman	28,405	50,578
4	3	3			
<b>TECHNICIANS</b>					
1	1	1	PC Technician	25,000	48,223
1	1	1			
15	12	14	<b>TOTAL FULL TIME</b>		
0	1	0	First Press Operator	12.00 Hr.	21.18 Hr.
0	1	1	<b>TOTAL PART TIME</b>		
15	13	15	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DEBT SERVICE  
SINKING FUND COMMISSION**

**FRANK G. JACKSON, PRESIDENT**

**SHARON DUMAS, SECRETARY**

**MARTIN J. SWEENEY, MEMBER**

**ELIZABETH C. HRUBY, ASSISTANT SECRETARY**

The Sinking Fund is the bond retirement fund of the City and its operations are governed by the Ohio Revised Code, the City Charter and the General Bond Ordinance. The Sinking Fund Commission consists of the Mayor, Director of Finance and City Council President. An Assistant Secretary is appointed by the members to conduct the business of the Sinking Fund Commission. The Sinking Fund Commission is responsible for the issuance and payment of all City debt including general obligation, special revenue, non-tax revenue and tax increment financing debt.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Debt Admin. & Record Maint.	\$ 454	1	\$ 407	1	\$ 452	1		
Debt Issuance & Compliance	185	1	176	1	194	1		
Bond & Note Payments	57,730		149,897		63,863			
	<b>\$ 58,369</b>	<b>2</b>	<b>\$ 150,480</b>	<b>2</b>	<b>\$ 64,509</b>	<b>2</b>		
<b>FUNDING SOURCE:</b>								
Local Taxes	\$ 23,721		\$ 22,351		\$ 22,344			
Intergovernmental	3,301		4,321		4,862			
Self Generated	819		502		350			
Bond Proceeds	960		91,089		-			
TIF / Developer Receipts	311		236		268			
Other Proceeds	30		289		-			
Restricted Income Tax	19,500		24,013		26,198			
Subordinated Income Tax	4,783		4,287		4,648			
Transfers	7,310		3,589		4,287			
Reserve*	(2,366)		(197)		1,552			
	<b>\$ 58,369</b>	<b>2</b>	<b>\$ 150,480</b>	<b>2</b>	<b>64,509</b>	<b>2</b>		

\* Includes drawdown (additions) and use of Fund balance. Refer to Fund structure section of this document for details.

## DEBT SERVICE SINKING FUND COMMISSION

### DEBT MANAGEMENT POLICY

The Sinking Fund Commission is responsible for maintaining detailed records of the City's outstanding debt obligations until their maturity and ensuring that all debt is paid when due. The Sinking Fund Commission's composition is defined in the City Charter and its duties are outlined in the covenants of the General Bond Ordinance and the Sinking Fund Ordinance.

The Sinking Fund Commission acts as the citywide coordinator for all debt issuance and monitoring activities. This includes the sale of all general obligation, special obligation and enterprise (revenue) bonds and notes. In addition the Commission deposits on behalf of itself and the Enterprise Funds any moneys to be applied to the payment of debt charges. This includes money and investments derived from ad valorem property taxes, restricted income tax, enterprise reimbursements, non-tax revenues and the proceeds of renewal bonds or notes. The Commission maintains and reconciles all bank accounts for General Obligation, Special Obligation and Enterprise (Proprietary) Obligations of the City.

The City issues its general obligation bonds in connection with its overall Capital Improvement Program. Programs that have benefited from the issuance of general obligation debt include, but are not limited to, public service improvements, bridge and roadway improvements, recreation facilities, and urban redevelopment.

The City's Enterprise Funds develop their own individual capital improvement programs and issue revenue debt as is necessary to assist with the implementation of their CIP programs. The Sinking Fund Commission works jointly with each individual Enterprise Fund when issuing revenue debt.

### **PROGRAM NAME: DEBT ADMINISTRATION AND RECORD MAINTENANCE**

**OBJECTIVES:** To ensure the proper disbursement of funds for the payment of debt by maintaining accurate records of fixed rate and variable rate debt service requirements and other schedules of cash and investments.

**ACTIVITIES:** Maintain complete records of all financing transactions and outstanding debt service requirements. Respond to bondholder questions and requests. Record and reconcile all debt related activity within the City's accounting system. Process all principal and interest payments. Collect funds from the Cuyahoga County Auditor, the General Fund, the Restricted Income Tax Fund, Special Revenue Funds and Enterprise Funds in order to make funds available for disbursements on a timely basis for the payment of debt service. Prepare the state required debt schedule, which certifies the amount to be paid from taxes and levying tax sufficient to cover debt service. Through an escrow agent or trustee, coordinate the investment of cash in investments permitted under the General Bond Ordinance, the Sinking Fund Ordinance and enterprise fund indentures.

### **PROGRAM NAME: DEBT ISSUANCE AND COMPLIANCE**

**OBJECTIVES:** To ensure that the City issues all debt in a cost effective manner and complies with all covenants in the General Bond Ordinance, the Sinking Fund Ordinance and in all revenue or special obligation bond indentures as well as all federal regulations governing the issuance of debt.

**DEBT SERVICE**  
**SINKING FUND COMMISSION**

**ACTIVITIES:** Coordinate the issuance of debt and other obligations by working with the Law Department, bond counsel, financial advisors, underwriters, rating agencies and insurers. Evaluate financing proposals received by the city. Determine structure of financing transactions. Coordinate the annual submission of continuing disclosure information pursuant to the City's various Continuing Disclosure Agreements for its bond issues in accordance with SEC Rule 15c2-12. Facilitate the required arbitrage rebate calculations required by federal regulations.

**2008 ACTIVITY**

Effective April 22, 2008, the City issued \$93,712,880 Public Power System Revenue Bonds, Series 2008. Proceeds of the Series 2008A Bonds were used to refund all of the Series 2006B auction rate bonds which were outstanding in the amount of \$20,325,000. The Series 2008B Bonds are being used to fund Cleveland Public Power's Capacity Expansion Program which will improve the electric system's reliability and will provide for future load growth opportunities.

As of May 1, 2008, the City issued \$59,560,000 Subordinate Lien Income Tax Bonds, Series 2008. The proceeds of these bonds are being used to pay costs of various public projects including bridge and roadway improvements, parks and recreation facility improvements, public facilities improvements, cemeteries improvements and revitalization/demolition costs. In conjunction with the issuance of these bonds, Standard & Poor's assigned the bonds a rating of AA and also upgraded the City's outstanding general obligation bonds to AA. The bonds are being paid from Restricted Income Tax collections.

On October 7, 2008, \$10,090,000 Final Judgment General Obligation Bonds, Series 2008A, were issued. The proceeds of these bonds are being used to finance the costs of paying final judgments and court-approved settlements.

The turmoil in the financial markets during all of 2008 had a detrimental effect on the City's outstanding variable rate bonds. The downgrades of the various municipal bond insurers and the financial difficulties faced by investment banks caused the auction rate securities market to collapse in the first quarter of the year and interest rates to increase significantly. As a result, by the end of July the City had refunded all of its outstanding auction rate securities which included the following:

- \$20,325,000 of Public Power System Revenue Bonds, Series 2006B which were refunded as fixed rate bonds,
- \$108,390,000 Series 2007 Certificates of Participation (Cleveland Stadium Project) which were converted to weekly variable rate bonds with a letter of credit provided by Wachovia Bank,
- \$148,175,000 Airport System Revenue Bonds, Series 2007A, which were refunded as weekly variable rate bonds by the Series 2008AB&C Bonds with a Wachovia Bank letter of credit,
- \$132,500,000 Airport System Revenue Bonds, Series 2003AB&C, which were refunded as weekly variable rate bonds by the Series 2008DEFG&H Bonds backed by letters of credit supplied by UBS, US Bank and KBC; and
- \$26,900,000 Series 2003 Taxable Economic and Community Development Revenue Bonds which were refunded as weekly variable rate obligations backed by a letter of credit from Citizens Bank.

The downgrade of the bond insurers also led to the refunding of two other variable rate bond issues. The first was the 1994 Subordinated Income Tax Variable Rate Refunding Bonds (Police & Fire Pension) which were outstanding in the amount of \$56,900,000. In August 2008, these bonds were refunded as fixed rate bonds by the \$59,960,000 Subordinate Lien Unrestricted Income Tax Bonds and an associated interest rate swap agreement with Ambac Financial Services was terminated. Finally, in November the City refunded the \$90,000,000 Water Revenue Bonds, Series L, with \$90,800,000 Water Revenue Bonds, Series Q. These are weekly variable rate bonds secured by a letter of credit provided by Bank of America.

**DEBT SERVICE**  
**SINKING FUND COMMISSION**  
**2009 ACTIVITY**

In 2009, the City is planning or reviewing the feasibility of the following financings:

- General Obligation Bonds for improvements to roads and bridges, recreation facilities and other public facilities;
- Airport System Refunding Revenue Bonds to refund the Series 1997 D&E Bonds and replace the Letter of Credit provider;
- Water Refunding Revenue Bonds to refund the Series M Bonds in order to replace the bond insurer; and
- Refunding or other financing alternatives which meet the City's financial and operational goals and/or which respond to the current market turmoil.

**BOND RATINGS**

As of December 31, 2008 the City's Bond Ratings for general obligation bonds, revenue bonds, and certificates of participation were as follows:

	<b>Moody's Investors Service</b>	<b>Standard &amp; Poor's</b>	<b>Fitch Investors</b>
General Obligation Bonds+	A2	AA	A+
Subordinate Lien Income Tax Bonds	A3	AA	N/A
Core City Bonds	A3	AA-	N/A
Waterworks Revenue Bonds	Aa2	AA	N/A
Cleveland Public Power Revenue Bonds	A2	A-	N/A
Airport Revenue Bonds	A3	A-	A
Stadium Certificates of Participation	A3	A-	N/A
Parking Revenue Bonds++	Aa3	AAA	AAA

+ On April 10, 2008, in conjunction with the City's issuance of its Subordinate Lien Income Tax Bonds, Standard & Poor's raised its rating on the City's General Obligation Bonds from A to AA.

++ Insured ratings based on the rating of Financial Security Assurance, Inc

The Ohio Revised Code provides that the net debt of the municipal corporation, whether or not approved by the electors, shall not exceed 10.5% of the assessed value of all property in the municipal corporation as listed and assessed for taxation. In addition, the unvoted net debt of municipal corporations cannot exceed 5.5% of total assessed value of property. The City's total debt limit (10.5%) is \$623,433,152 and unvoted debt limit (5.5%) is \$326,560,222. At January 1, 2009, the City had the capacity, under the indirect debt limitation calculation per the Ohio Revised Code, to issue approximately \$45 million of additional unvoted debt. These debt limitations are not expected to affect the financing of any currently planned facilities or services.

**DEBT SERVICE  
SINKING FUND COMMISSION**

EXPENDITURES

	2007 Actual	2008 Unaudited	2009 Budget
<b>Unvoted Tax Supported General Obligation Bonds</b>			
Bonds Redeemed	\$ 31,590,000	\$ 33,450,000	\$ 32,235,000
Interest on Bonds	16,877,362	16,572,048	17,026,711
	<b>\$ 48,467,362</b>	<b>\$ 50,022,048</b>	<b>\$ 49,261,711</b>
<b>Subordinated Income Tax Bonds (Police &amp; Fire Pension)</b>			
Bonds Redeemed	\$ 1,800,000	\$ 2,000,000	\$ 1,500,000
Interest on Bonds*	2,934,671	2,506,432	3,032,575
Transfer to Escrow Agent	-	57,320,428	-
Other	-	4,797,355	-
	<b>\$ 4,734,671</b>	<b>\$ 66,624,215</b>	<b>\$ 4,532,575</b>
<b>2008 Core City Fund</b>			
Bonds Redeemed	\$ -	\$ 500,000	\$ 525,000
Interest on Bonds	-	435,051	1,121,770
Other	-	287,261	182,000
Transfer to Escrow Agent	-	27,254,067	-
	<b>\$ -</b>	<b>\$ 28,476,379</b>	<b>\$ 1,828,770</b>
<b>2003 Core City Fund</b>			
Bonds Redeemed	\$ 500,000	\$ -	\$ -
Interest on Bonds *	1,459,074	718,699	-
Other	78,904	54,150	-
	<b>\$ 2,037,978</b>	<b>\$ 772,849</b>	<b>\$ -</b>
<b>Lower Eudid TIF Bonds</b>			
Bonds Redeemed	\$ 87,000	\$ 429,000	\$ 426,000
Interest on Bonds	196,085	219,155	201,865
	<b>\$ 283,085</b>	<b>\$ 648,155</b>	<b>\$ 627,865</b>
<b>Nontax Revenue Refunding Bonds - Stadium</b>			
Bonds Redeemed	\$ -	\$ 110,000	\$ 985,000
Interest on Bonds *	648,231	648,231	645,207
	<b>\$ 648,231</b>	<b>\$ 758,231</b>	<b>\$ 1,630,207</b>
<b>2004 Core City Bonds</b>			
Bonds Redeemed	\$ 675,000	\$ 695,000	\$ 725,000
Interest on Bonds	884,035	861,422	835,708
	<b>\$ 1,559,035</b>	<b>\$ 1,556,422</b>	<b>\$ 1,560,708</b>

**DEBT SERVICE  
SINKING FUND COMMISSION**

**EXPENDITURES**

	2007 Actual		2008 Unaudited		2009 Budget
2008 Subordinate Lien Income Tax Bonds					
Bonds Redeemed	\$ -	\$	-	\$	1,930,000
Interest on Bonds	-		1,037,859		2,490,863
	<b>\$ -</b>	<b>\$</b>	<b>1,037,859</b>	<b>\$</b>	<b>4,420,863</b>
Sinking Fund Operations					
Personnel	\$ 169,329	\$	178,366	\$	178,812
Other	469,731		404,999		467,400
	<b>\$ 639,060</b>	<b>\$</b>	<b>583,365</b>	<b>\$</b>	<b>646,212</b>
<b>Total Expenditures</b>	<b>\$ 58,369,422</b>	<b>\$</b>	<b>150,479,523</b>	<b>\$</b>	<b>64,508,911</b>

\* All or a portion paid by capitalized interest from the proceeds of the bonds

**REVENUE**

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget
PROPERTY TAXES	\$ 22,875,925	\$	23,720,972	\$	22,350,879	\$	22,343,963
INTERGOVERNMENTAL REVENUE	2,477,498		3,300,913		4,320,751		4,861,496
RESTRICTED INCOME TAX	18,750,000		19,500,000		24,012,500		26,198,000
SUBORDINATED INCOME TAX	4,759,015		4,783,724		4,286,639		4,648,050
INVESTMENT EARNINGS	770,722		737,375		328,677		200,000
BOND FEES & SERVICES	159,920		81,464		173,782		150,000
NOTE / BOND PROCEEDS	107,540		959,954		91,088,956		-
TRANSFERS FROM OTHER SUBFUNDS	1,647,439		6,064,614		2,079,538		1,828,770
OTHER PROCEEDS	122,539		30,000		289,034		-
EXPENDITURE RECOVERY ISSUE 2	365,006		-		-		-
TIF / DEVELOPER RECEIPTS	220,641		310,636		236,453		268,240
GENERAL FUND TRANSFER	656,182		1,245,252		1,509,300		2,458,044
DRAW/(ADD) OF FUND BALANCE	3,531,111		(2,365,482)		(196,986)		1,552,348
<b>TOTAL RECEIPTS</b>	<b>\$ 56,443,538</b>	<b>\$</b>	<b>58,369,422</b>	<b>\$</b>	<b>150,479,523</b>	<b>\$</b>	<b>64,508,911</b>

**DEBT SERVICE  
SINKING FUND COMMISSION**

**EXPENDITURES**

	2007 Actual	2008 Unaudited	2009 Budget
<b>WATER REVENUE BONDS+</b>			
<b>EXPENDITURES:</b>			
Principal	\$ 17,695,000	\$ 19,660,000	\$ 27,285,000
Interest	34,898,952	37,953,936	38,694,231
<b>Total Expenditures</b>	<b>\$ 52,593,952</b>	<b>\$ 57,613,936</b>	<b>\$ 65,979,231</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 52,593,952	\$ 57,613,936	\$ 65,979,231
<b>Total Receipts</b>	<b>\$ 52,593,952</b>	<b>\$ 57,613,936</b>	<b>\$ 65,979,231 *</b>

\* Includes \$7,148,252 of capitalized interest from the proceeds of the 2007 Series 0 Bonds.

**Airport System Revenue Bonds**

<b>EXPENDITURES:</b>				
Principal	\$ 21,075,000	\$ 16,860,000	\$ 16,830,000	
Interest	44,464,283	45,301,593	42,828,612	
<b>Total Expenditures</b>	<b>\$ 65,539,283</b>	<b>\$ 62,161,593</b>	<b>\$ 59,658,612</b>	
<b>RECEIPTS</b>				
Enterprise Reimbursement	\$ 65,539,283	\$ 62,161,593	\$ 59,658,612	
<b>Total Receipts</b>	<b>\$ 65,539,283</b>	<b>\$ 62,161,593 *</b>	<b>\$ 59,658,612 **</b>	

\*Includes \$3,684,885 of capitalized interest from the Series 2003 Bonds and \$2,563,445 of capitalized interest from the remarketing of the 2000C Bonds.

\*\* Includes \$1,315,000 of capitalized interest from the Series 2003 Bonds and \$3,831,785 of capitalized interest from the remarketing of the 2000C Bonds.

**Ohio Water Development Authority Loans - Water +**

<b>EXPENDITURES:</b>				
Principal	\$ 3,144,499	\$ 4,551,705	\$ 4,829,148	
Interest	2,864,604	3,896,145	3,841,041	
<b>Total Expenditures</b>	<b>\$ 6,009,103</b>	<b>\$ 8,447,850</b>	<b>\$ 8,670,189</b>	
<b>RECEIPTS</b>				
Utility Reimbursement	\$ 6,009,103	\$ 8,447,850	\$ 8,670,189	
<b>Total Receipts</b>	<b>\$ 6,009,103</b>	<b>\$ 8,447,850</b>	<b>\$ 8,670,189</b>	

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



**DEBT SERVICE  
SINKING FUND COMMISSION**

EXPENDITURES

	2007 Actual		2008 Unaudited		2009 Budget
<b>Ohio Water Development Authority Loans - Water Pollution Control +</b>					
<b>EXPENDITURES:</b>					
Principal	\$ 416,373	\$	432,699	\$	449,618
Interest	190,477		174,195		157,233
<b>Total Expenditures</b>	<b>\$ 606,850</b>	<b>\$</b>	<b>606,894</b>	<b>\$</b>	<b>606,851</b>
<b>RECEIPTS</b>					
Utility Reimbursement	\$ 606,850	\$	606,894	\$	606,851
<b>Total Receipts</b>	<b>\$ 606,850</b>	<b>\$</b>	<b>606,894</b>	<b>\$</b>	<b>606,851</b>

**Public Power System - Revenue Bonds +**

<b>EXPENDITURES:</b>					
Principal	\$ 8,045,000	\$	8,335,000	\$	8,530,000
Interest	9,368,159		10,484,503		11,094,829
<b>Total Expenditures</b>	<b>\$ 17,413,159</b>	<b>\$</b>	<b>18,819,503</b>	<b>\$</b>	<b>19,624,829</b>
<b>RECEIPTS</b>					
Utility Reimbursement	\$ 17,413,159	\$	18,819,503 *	\$	19,624,829 **
<b>Total Receipts</b>	<b>\$ 17,413,159</b>	<b>\$</b>	<b>18,819,503</b>	<b>\$</b>	<b>19,624,829</b>

\* Includes \$1,175,719 of capitalized interest from the 2008B Bonds.

\*\* Includes \$2,085,019 of capitalized interest from the 2008B Bonds.

**Parking Facilities Revenue Refunding Bonds +**

<b>EXPENDITURES:</b>					
Principal	\$ 2,795,000	\$	2,945,000	\$	3,120,000
Interest	3,350,972		3,191,234		2,972,350
<b>Total Expenditures</b>	<b>\$ 6,145,972</b>	<b>\$</b>	<b>6,136,234</b>	<b>\$</b>	<b>6,092,350</b>
<b>RECEIPTS</b>					
Enterprise Reimbursement	\$ 6,145,972	\$	6,136,234	\$	6,092,350
<b>Total Receipts</b>	<b>\$ 6,145,972</b>	<b>\$</b>	<b>6,136,234</b>	<b>\$</b>	<b>6,092,350</b>

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



**DEBT SERVICE**  
**SINKING FUND COMMISSION**

UNVOTED TAX SUPPORTED OBLIGATIONS

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INTEREST RATE	12/31/2008 BALANCE	2009 PRINCIPAL	2009 INTEREST	TOTAL DUE
BRIDGES & ROADS	MAR/SEP	1993	2009	VAR	805,000	805,000	43,269	848,269
BRIDGES & ROADS	FEB./AUG.	1997	2014	VAR	4,015,000	0	230,863	230,863
BRIDGES & ROADS	APR/OCT	1998	2015	VAR	5,425,000	680,000	243,348	923,348
BRIDGES & ROADS	MAY/NOV.	1999	2010	VAR	1,865,000	910,000	92,340	1,002,340
BRIDGES & ROADS	JUNE/DEC.	2000	2012	VAR	1,815,000	575,000	92,170	667,170
BRIDGES & ROADS	JUNE/DEC.	2002	2014	VAR	6,970,000	1,300,000	308,375	1,608,375
BRIDGES & ROADS	FEB./AUG.	2003	2017	VAR	13,535,000	1,480,000	583,963	2,063,963
BRIDGES & ROADS	JUNE/DEC.	2004	2024	VAR	5,555,000	540,000	211,306	751,306
BRIDGES & ROADS	APR/OCT	2005A	2021	VAR	14,080,000	830,000	657,163	1,487,163
BRIDGES & ROADS	MAY/NOV.	2007A	2027	VAR	17,035,000	590,000	774,450	1,364,450
CEMETERY IMPROVEMENT	APR/OCT	1998	2018	VAR	1,135,000	95,000	51,461	146,461
CEMETERY IMPROVEMENT	MAY/NOV.	2007A	2027	VAR	490,000	15,000	22,288	37,288
DEMO/REVITALIZATION	MAY/NOV.	2007A	2032	VAR	5,885,000	140,000	264,419	404,419
FINAL JUDGMENT	JUNE/DEC.	2002	2027	VAR	400,000	100,000	14,800	114,800
FINAL JUDGMENT-SERIES B	MAY/NOV	2007B	2031	VAR	2,000,000	55,000	84,213	139,213
FINAL JUDGMENT 2008A	MAY/NOV	2008A	2033	VAR	10,090,000	160,000	570,515	730,515
FIRE APPARATUS	MAY/NOV.	1999	2009	VAR	100,000	100,000	4,900	104,900
NEIGHBORHOOD DEVELOP.	APR/OCT	2005A	2025	VAR	6,260,000	255,000	282,906	537,906
PARKS & RECREATION	MAR/SEP	1993	2012	VAR	1,140,000	265,000	61,275	326,275
PARKS & RECREATION	FEB./AUG.	1997	2005	VAR	1,115,000	0	64,113	64,113
PARKS & RECREATION	APR/OCT	1998	2018	VAR	2,175,000	180,000	98,609	278,609
PARKS & RECREATION	MAY/NOV.	1999	2010	VAR	320,000	155,000	15,845	170,845
PARKS & RECREATION	JUNE/DEC.	2000	2012	VAR	720,000	230,000	36,550	266,550
PARKS & RECREATION	JUNE/DEC.	2002	2013	VAR	2,485,000	465,000	124,575	589,575
PARKS & RECREATION	FEB./AUG.	2003	2017	VAR	3,715,000	405,000	160,313	565,313
PARKS & RECREATION	JUNE/DEC.	2004	2024	VAR	1,225,000	120,000	46,625	166,625
PARKS & RECREATION	APR/OCT	2005A	2021	VAR	5,315,000	315,000	248,044	563,044
PARKS & RECREATION	MAY/NOV	2007A	2026	VAR	2,625,000	100,000	118,913	218,913
PUBLIC FACILITIES	APR/OCT	1998	2018	VAR	4,180,000	340,000	189,549	529,549
PUBLIC FACILITIES	MAR/SEP	1993	2013	VAR	3,415,000	615,000	183,556	798,556
PUBLIC FACILITIES	FEB./AUG.	1997	2015	VAR	4,125,000	0	237,188	237,188
PUBLIC FACILITIES	MAY/NOV.	1999	2010	VAR	430,000	210,000	21,290	231,290
PUBLIC FACILITIES	JUNE/DEC.	2000	2012	VAR	1,285,000	410,000	65,255	475,255
PUBLIC FACILITIES	JUNE/DEC.	2002	2013	VAR	1,335,000	250,000	66,925	316,925
PUBLIC FACILITIES	FEB./AUG.	2003	2017	VAR	6,535,000	715,000	281,963	996,963
PUBLIC FACILITIES	APR/OCT	2005A	2023	VAR	6,445,000	310,000	294,650	604,650
PUBLIC FACILITIES	MAY/NOV	2007A	2024	VAR	15,390,000	685,000	690,800	1,375,800
RESIDENTIAL AREA IMPR.	FEB./AUG	1997	2015	VAR	375,000	0	21,563	21,563
RESIDENTIAL DEVELOP.	JUNE/DEC.	2000	2012	VAR	300,000	95,000	15,235	110,235
RESIDENTIAL NEIGH.	MAY/NOV.	1999	2010	VAR	205,000	100,000	10,150	110,150
RESIDENTIAL NEIGH. DEV.	APR/OCT	1998	2018	VAR	610,000	50,000	27,664	77,664
RESIDENTIAL NEIGH. DEV.	JUNE/DEC.	2002	2013	VAR	580,000	110,000	29,075	139,075
RESIDENTIAL NEIGH. DEV.	FEB./AUG.	2003	2017	VAR	2,600,000	285,000	112,200	397,200
SERIES 1993 REFUNDING	MAR/SEP	1993	2011	VAR	14,860,000	7,925,000	798,725	8,723,725
SERIES 1997 REFUNDING	FEB./AUG.	1997	2018	VAR	21,365,000	0	1,228,488	1,228,488
SERIES 2005 REFUNDING	APR/OCT	2005	2023	VAR	82,590,000	3,340,000	4,372,738	7,712,738
SERIES 2007C REFUNDING	MAY/NOV	2007C	2027	VAR	27,965,000	5,795,000	1,369,550	7,164,550
URBAN RENEWAL	MAR/SEP	1993	2013	VAR	745,000	135,000	40,044	175,044
Total					313,630,000	32,235,000	15,564,211	47,799,211

**DEBT SERVICE  
SINKING FUND COMMISSION**

EXPENDITURES

	2006 Actual		2007 Actual		2008 Unaudited		2009 Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 135,674	\$	136,824	\$	143,492	\$	142,351
LONGEVITY	1,000		1,000		1,100		1,100
<b>TOTAL</b>	<b>\$ 136,674</b>	<b>\$</b>	<b>137,824</b>	<b>\$</b>	<b>144,592</b>	<b>\$</b>	<b>143,451</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 7,215	\$	8,185	\$	8,564	\$	9,199
DENTAL	444		452		452		483
VISION CARE	98		102		103		109
PERS	18,342		19,033		20,197		21,628
FICA-MEDICARE	657		663		695		700
WORKER'S COMPENSATION	228		2,981		3,671		3,152
LIFE INSURANCE	90		90		90		90
<b>TOTAL</b>	<b>\$ 27,075</b>	<b>\$</b>	<b>31,505</b>	<b>\$</b>	<b>33,774</b>	<b>\$</b>	<b>35,361</b>
<b>TRAINING &amp; PROFESS DUES</b>							
TRAVEL	\$ -	\$	1,305	\$	-	\$	1,000
PROFESSIONAL DUES	1,350		1,500		-		800
<b>TOTAL</b>	<b>\$ 1,350</b>	<b>\$</b>	<b>2,805</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,800</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 136,794	\$	95,744	\$	34,817	\$	75,000
COUNTY AUD & TREAS COLL FEE	364,324		370,298		369,373		390,000
<b>TOTAL</b>	<b>\$ 501,118</b>	<b>\$</b>	<b>466,043</b>	<b>\$</b>	<b>404,190</b>	<b>\$</b>	<b>465,000</b>
<b>MATERIAL &amp; SUPPLIES</b>							
POSTAGE	\$ 505	\$	744	\$	515	\$	500
COMPUTER HARDWARE	-		117		-		-
JUST IN TIME OFFICE SUPPLIES	-		-		294		-
<b>TOTAL</b>	<b>\$ 505</b>	<b>\$</b>	<b>861</b>	<b>\$</b>	<b>809</b>	<b>\$</b>	<b>500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM PRINTING	\$ 83	\$	23	\$	-	\$	100
<b>TOTAL</b>	<b>\$ 83</b>	<b>\$</b>	<b>23</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>100</b>
<b>TOTAL DIVISION</b>	<b>\$ 666,804</b>	<b>\$</b>	<b>639,060</b>	<b>\$</b>	<b>583,365</b>	<b>\$</b>	<b>646,212</b>



**DEBT SERVICE  
SINKING FUND COMMISSION**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUES \$	25,420	\$ 18,731	\$ 20,118	\$ 28,000
MISCELLANEOUS REVENUES	25	-	-	-
TRANSFERS IN	421,653	540,000	386,194	468,212
EXPENDITURE RECOVERIES	159,895	81,464	173,782	150,000
<b>TOTAL DIVISION</b>	<b>\$ 606,993</b>	<b>\$ 640,195</b>	<b>\$ 580,094</b>	<b>\$ 646,212</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Asst. Secy - Sinking Fund Commission	27,326	91,283
1	1	1	Budget Analyst	20,800	49,469
<u>2</u>	<u>2</u>	<u>2</u>			
<u>2</u>	<u>2</u>	<u>2</u>	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**FINANCIAL REPORTING AND CONTROL**

**JAMES E. GENTILE, CPA, CITY CONTROLLER**

The Division of Financial Reporting and Control is the centralized accounting function for the City of Cleveland. The Division's primary responsibilities are:

- Performing reconciliation of cash and investments.
- Maintaining control over the City's accounting system and the integrity of the information submitted to it.
- Preparing and issuing numerous required financial reports including the Comprehensive Annual Financial Report.
- Performing certain accounting tasks that are not applicable to any outside division or department.
- Issuing best practice accounting policies and procedures throughout the city.

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*Mission Statement*

To maintain controls over the City's accounting system and the integrity of the information submitted to that system as well as to prepare and issue financial statements for the City on an annual basis.

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**OPERATING SUMMARY**  
(000'S OMITTED)

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
<b>PROGRAMS:</b>									
Proprietary Fund Accounting	\$ 241	2		\$ 345	3		\$ 374	3	
General Accounting	157	3		226	4		245	5	
Cash Reconciliation	205	3		295	4		319	4	
Special Revenue	139	3		200	2		216	2	
Data Entry	179	4		257	3		278	3	
	<b>\$ 921</b>	<b>15</b>		<b>\$ 1,323</b>	<b>16</b>		<b>\$ 1,432</b>	<b>17</b>	
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 921			\$ 1,323			\$ 1,432		
	<b>\$ 921</b>	<b>15</b>		<b>\$ 1,323</b>	<b>16</b>		<b>\$ 1,432</b>	<b>17</b>	

**FINANCIAL REPORTING AND CONTROL****PROGRAM NAME: PROPRIETARY/CAPITAL FUND ACCOUNTING**

**OBJECTIVES:** To monitor and control all accounting activity as they relate to the City's:

- Capital projects activity for all fund types
- Fixed assets
- Internal service funds
- Enterprise funds

**ACTIVITIES:** Train user department financial personnel on accounting issues as needed. Coordinate and reconcile inter-fund receivable/payable accounts. Prepare and review the year-end work-papers needed for financial reporting purposes. Reconcile the minor enterprise and internal service funds' fixed assets. Maintain status of capital project activity for all city departments and divisions. Track and assess the adequacy of internal service billings and rates. Initiate drawdowns of capital funds. Periodically review system generated reports to help ensure data accuracy.

**PROGRAM NAME: GENERAL ACCOUNTING**

**OBJECTIVES:** To monitor and control all accounting activity as they relate to the City's general fund, debt service funds, trust and agency funds.

**ACTIVITIES:** Review financial data for the general fund. Periodically review system generated reports to help ensure data accuracy. Train user department financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Assist in the closing activities and the preparation of the annual financial report. Monitor and ensure proper recording of City debt activity. Prepare certain journal entries that are not directly attributable to a specific department or division. Monitor and reconcile agency fund activity including allocating expenditures to the appropriate funds. Assist in the development of financial reports needed by user departments.

**PROGRAM NAME: CASH RECONCILIATION**

**OBJECTIVES:** To reconcile cash and investments on a monthly basis to the General Ledger.

**ACTIVITIES:** Develop procedures for reconciling and making corrections to general ledger cash and investments for all funds on a monthly basis. Account for the daily reimbursement of commingled cash from segregated funds. Reconcile the balances recorded in the general ledger to the portfolio prepared by the Treasurer. Perform reconciliation's on Municipal Court bank account activity. Assist in implementation of City's cash and investment policy. Monitor the timeliness of draw down activity. Prepare and review the year-end work papers needed for financial reporting purposes. Compile and ensure accuracy of all outstanding warrants. Calculate and distribute commingled interest.



## FINANCIAL REPORTING AND CONTROL

### PROGRAM NAME: SPECIAL REVENUE ACCOUNTING

**OBJECTIVES:** To monitor and control all accounting activity as they relate to the City's grant and miscellaneous non-grant special review funds.

**ACTIVITIES:** Periodically review system generated reports to help ensure data accuracy. Train user department financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Establish procedures for closing out inactive grants in the accounting system. Assist grantees in preparing year-end audit schedules and analyses. Monitor cash drawn for all grants operating on a cash reimbursement basis. Reduce the time required to prepare and file cost reimbursement reports for grants. Monitor City grant personnel's compliance with grant agreements. Monitor the City utilization of grant funds to maximize usage. Establish and update citywide grant policies and procedures.

### PROGRAM NAME: DATA ENTRY

**OBJECTIVES:** Input accurate data in the City's accounting system in a timely manner.

**ACTIVITIES:** Provide centralized data entry support for the City's accounting system. Enter various documents directly into the accounting system, including requisitions, receiving warrants, internal service billings and other documents as required.

FINANCIAL REPORTING AND CONTROL

EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 692,518	\$ 621,818	\$ 950,713	\$ 1,016,049
LONGEVITY	6,050	5,525	5,800	5,775
SEPARATION PAYMENTS	5,795	9,154	3,955	-
OVERTIME	21,686	39,516	33,220	25,468
<b>TOTAL</b>	<b>\$ 726,049</b>	<b>\$ 676,013</b>	<b>\$ 993,688</b>	<b>\$ 1,047,292</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 74,850	\$ 86,068	\$ 128,760	\$ 142,707
DENTAL	4,773	4,963	6,980	7,809
VISION CARE	808	732	898	1,046
PERS	98,166	92,224	134,858	157,899
FICA-MEDICARE	6,330	6,910	12,320	13,423
WORKERS COMPENSATION	1,766	23,984	18,008	21,663
LIFE INSURANCE	623	559	705	765
UNEMPLOYMENT COMPENSATION	9,975	-	-	-
<b>TOTAL</b>	<b>\$ 197,290</b>	<b>\$ 215,441</b>	<b>\$ 302,528</b>	<b>\$ 345,312</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 1,324	\$ 670	\$ 781	\$ 1,800
TUITION & REGISTRATION FEES	1,340	250	1,000	2,730
MILEAGE (PRIV AUTO) TRNG PRPS	276	78	756	-
PROFESSIONAL DUES	3,352	1,729	1,289	1,700
<b>TOTAL</b>	<b>\$ 6,292</b>	<b>\$ 2,727</b>	<b>\$ 3,827</b>	<b>\$ 6,230</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 750	\$ -	\$ -	\$ -
ADVERTISING AND PUBLIC NOTICE	591	581	508	550
PARKING IN CITY FACILITIES	16	48	1,013	1,520
PHOTOCOPY MACHINE RENTAL	915	-	-	-
<b>TOTAL</b>	<b>\$ 2,272</b>	<b>\$ 629</b>	<b>\$ 1,521</b>	<b>\$ 2,070</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 32	\$ -	\$ 566	\$ 1,000
POSTAGE	-	-	18	-
COMPUTER SUPPLIES	736	-	1,121	-
COMPUTER HARDWARE	-	98	-	-
COMPUTER SOFTWARE	-	-	225	-
OFFICE FURNITURE & EQUIP	-	530	-	-
JUST IN TIME OFFICE SUPPLIES	1,737	3,009	2,713	3,500
<b>TOTAL</b>	<b>\$ 2,504</b>	<b>\$ 3,637</b>	<b>\$ 4,644</b>	<b>\$ 4,500</b>



**FINANCIAL REPORTING AND CONTROL**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ -	500
MAINTENANCE MISC. EQUIP	-	60	42	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 60</b>	<b>\$ 42</b>	<b>\$ 500</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 18,481	\$ 8,709	\$ 1,649	\$ 6,296
CHARGES FROM PRINTING	13,005	13,337	14,668	20,000
CHARGES FROM STOREROOM	41	19	19	35
<b>TOTAL</b>	<b>\$ 31,527</b>	<b>\$ 22,065</b>	<b>\$ 16,337</b>	<b>\$ 26,331</b>
<b>TOTAL DIVISION</b>	<b>\$ 965,935</b>	<b>\$ 920,570</b>	<b>\$ 1,322,586</b>	<b>\$ 1,432,235</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ -	\$ 456	\$ 50	\$ -
<b>TOTAL DIVISION</b>	<b>\$ -</b>	<b>\$ 456</b>	<b>\$ 50</b>	<b>\$ -</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	City Comptroller	42,758	133,845
2	1	1	Assistant City Comptroller	41,312	110,333
0	1	1	Fiscal Manager	23,647	82,125
3	3	3			
<b>PROFESSIONALS</b>					
1	1	1	Asst Mgr/App Dev/Tech Supp	46,225	121,191
1	1	1	Accountant III	10.00 Hr.	23.39 Hr.
3	3	4	Accountant IV	20,800	57,689
1	0	0	Budget Analyst	20,800	51,467
1	1	1	Fiscal Grant Administrator	40,000	83,586
1	1	1	Private Secretary	10.00 Hr.	20.19 Hr.
1	1	1	Project Coordinator	22,333	87,665
4	2	2	Accountant Supervisor	23,647	70,426
13	10	11			
<b>TECHNICIANS</b>					
1	1	1	Senior Data Conversion Operator	10.80 Hr.	17.55 Hr.
1	1	1	Data Conversion Supervisor	11.92 Hr.	19.68 Hr.
1	1	1	Data Processing Supervisor	20,800	58,396
3	3	3			
19	16	17	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**INFORMATION TECHNOLOGY AND SERVICES**

DOUG DIVISH, COMMISSIONER

The Division of Information Technology & Services mission is to provide information that is stored, transmitted, and/or processed by technology to all areas of the executive branch of City Government. The services include information technical planning, application development, and hardware and software acquisition, management of Telecommunication and technical support. The Division also manages the City's servers, operates data/voice communications network, the Customer Support Center and the office automation responsibilities.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Administration & Planning	\$ 1,173	7		\$ 1,223	7		\$ 1,482	4	
Application & Computer Network	1,203	16		1,252	16		1,517	21	
Technical Support Services	631	2		652	2		790	2	
Telecommunications Delivery Serv.	6,390	16		6,400	14		6,687	18	
	<b>\$ 9,397</b>	<b>41</b>		<b>\$ 9,527</b>	<b>39</b>		<b>\$ 10,476</b>	<b>45</b>	
<b>FUNDING SOURCE:</b>									
Tax Support	\$ 3,001			\$ 3,119			\$ 3,785		
Self Generated	6			8			4		
	<b>\$ 3,007</b>	<b>25</b>		<b>\$ 3,127</b>	<b>25</b>		<b>\$ 3,789</b>	<b>27</b>	
<b>Internal Service User Charge</b>									
Telecommunications*	\$ 6,390	16		\$ 6,400	14		\$ 6,687	18	
	<b>\$ 9,397</b>	<b>41</b>		<b>\$ 9,527</b>	<b>39</b>		<b>\$ 10,476</b>	<b>45</b>	

\* Includes addition and use of Fund Balance. Refer to Fund Structure of this document for details.



## INFORMATION TECHNOLOGY AND SERVICES

### **PROGRAM NAME: APPLICATION & COMPUTER NETWORK APPLICATIONS**

**OBJECTIVES:** To develop, install and maintain the application and network infrastructure for the citywide enterprise. Ensure the enterprise networks, servers, database, applications and telecommunication switches are configured and maintained to obtain maximum performance, minimal downtime and are secured.

**ACTIVITIES:** Provide development, implementation, maintenance and support for citywide applications and network infrastructure. Coordinate and support the implementation of new technologies and new systems to maximize the benefit and reliability to city services and departments.

### **PROGRAM NAME: TECHNICAL SUPPORT SERVICES**

**OBJECTIVES:** To provide overall technical support for the planning, development, evaluation, installation and maintenance and inventory of the IT hardware /software environment for the City of Cleveland.

**ACTIVITIES:** Provide daily monitoring and tuning of the system hardware/software environment including the maintenance and installation of hardware/software products, operating support for the recovery from the solution to major system problems and the management and control of technical resources for the City of Cleveland.

### **PROGRAM NAME: TELECOMMUNICATIONS DELIVERY SERVICES**

**OBJECTIVES:** To provide effective and cost-efficient telecommunications services to the City of Cleveland. To provide installation, repair and maintenance services to telecommunications systems and equipment, infrastructure cabling, data networks and related equipment.

**ACTIVITIES:** Operate citywide desktop telephones, pagers, cell phone, voicemail messaging and faxing. Research and implement improvements to the City's network communications systems. Research and implement equipment purchases. Ensure the City's network infrastructure is current and meets the changing technology needs of the City's Department and Divisions.



## INFORMATION TECHNOLOGY AND SERVICES

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 1,439,336	\$	1,503,847	\$	1,438,675	\$	1,510,746
LONGEVITY	4,475		5,200		5,600		12,950
SEPARATION PAYMENTS	24,293		9,826		-		-
OVERTIME	200		222		3,061		-
<b>TOTAL</b>	<b>\$ 1,468,304</b>	<b>\$</b>	<b>1,519,095</b>	<b>\$</b>	<b>1,447,336</b>	<b>\$</b>	<b>1,523,696</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 195,580	\$	210,984	\$	195,447	\$	235,542
DENTAL	12,841		12,321		11,088		12,697
VISION CARE	1,265		1,365		1,318		1,493
PERS	199,429		208,817		201,791		229,726
FICA-MEDICARE	19,704		20,048		18,701		19,884
WORKER'S COMPENSATION	52,490		72,792		88,730		88,427
LIFE INSURANCE	1,144		1,174		1,118		1,215
UNEMPLOYMENT COMPENSATION	7,814		-		(165)		-
<b>TOTAL</b>	<b>\$ 490,267</b>	<b>\$</b>	<b>527,500</b>	<b>\$</b>	<b>518,027</b>	<b>\$</b>	<b>588,984</b>
<b>TRAINING &amp; PROFESS DUES</b>							
TRAVEL	\$ 1,469	\$	-	\$	3,883	\$	5,250
TUITION & REGISTRATION FEES	6,740		6,721		24,485		44,797
OTHER TRAINING SUPPLIES	-		-		52		-
MILEAGE (PRIV AUTO) TRNG PRPS	278		-		140		-
PROFESSIONAL DUES	464		-		200		50
<b>TOTAL</b>	<b>\$ 8,951</b>	<b>\$</b>	<b>6,721</b>	<b>\$</b>	<b>28,760</b>	<b>\$</b>	<b>50,097</b>
<b>UTILITIES</b>							
ELECTRICITY - OTHER	\$ -	\$	391	\$	-	\$	874
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>391</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>874</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 140,760	\$	170,600	\$	98,814	\$	323,204
PARKING IN CITY FACILITIES	9,721		9,437		11,923		5,040
PHOTOCOPY MACHINE RENTAL	441		-		-		-
<b>TOTAL</b>	<b>\$ 150,922</b>	<b>\$</b>	<b>180,037</b>	<b>\$</b>	<b>110,737</b>	<b>\$</b>	<b>328,244</b>

## INFORMATION TECHNOLOGY AND SERVICES

### EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL &amp; SUPPLIES</b>				
OFFICE SUPPLIES	\$ 1,140	\$ 947	\$ 1,892	\$ 2,500
POSTAGE	159	173	26	500
COMPUTER SUPPLIES	1,043	7,515	8,844	13,250
COMPUTER HARDWARE	1,971	5,015	2,260	-
COMPUTER SOFTWARE	37,532	33,079	8,466	30,678
HARDWARE & SMALL TOOLS	-	195	-	-
OFFICE FURNITURE & EQUIPMENT	-	-	1,478	-
JUST IN TIME OFFICE SUPPLIES	10,526	7,974	3,510	6,000
<b>TOTAL</b>	<b>\$ 52,370</b>	<b>\$ 54,898</b>	<b>\$ 26,475</b>	<b>\$ 52,928</b>
<b>MAINTENANCE</b>				
COMPUTER HARDWARE MAINT	\$ 22,693	\$ 48,434	\$ 95,116	\$ 249,466
COMPUTER SOFTWARE MAINT	174,335	212,270	229,470	328,732
<b>TOTAL</b>	<b>\$ 197,028</b>	<b>\$ 260,704</b>	<b>\$ 324,586</b>	<b>\$ 578,198</b>
<b>CLAIMS, REFUNDS, MISCELLANEOUS</b>				
COURT COSTS	\$ -	\$ 90	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 90</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE	\$ 223,519	\$ 426,162	\$ 644,318	\$ 640,582
CHARGES FROM WATER - GIS PROJ.	-	11,056	-	-
CHARGES FROM PRINTING	8,692	10,196	9,244	10,000
CHARGES FROM STOREROOM	94	21	12	41
CHARGES FROM MOTOR VEHICLE	13,127	10,432	17,633	15,218
<b>TOTAL</b>	<b>\$ 245,432</b>	<b>\$ 457,867</b>	<b>\$ 671,207</b>	<b>\$ 665,841</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,613,274</b>	<b>\$ 3,007,303</b>	<b>\$ 3,127,128</b>	<b>\$ 3,788,862</b>

### REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 125	\$ 100	-
FINES & FORFEITURES	-	1,500	300	-
MISCELLANEOUS REVENUES	3,944	390	2,256	-
EXPENDITURE RECOVERIES	5,558	3,723	4,937	3,500
<b>TOTAL DIVISION</b>	<b>\$ 9,503</b>	<b>\$ 5,738</b>	<b>\$ 7,592</b>	<b>\$ 3,500</b>

**INFORMATION TECHNOLOGY AND SERVICES**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrative Officer	20,800	51,437
1	1	1	Application Delivery Services Manager	65,000	94,731
1	1	1	Commissioner of Information Technology & Services	52,735	142,289
1	1	1	Deputy Commissioner of Information Systems	30,215	96,981
2	0	0	IT Project Director	22,333	77,944
<u>6</u>	<u>4</u>	<u>4</u>			
<b>PROFESSIONALS</b>					
1	1	1	Assistant Manager Applications & Tech Support Serv.	46,225	121,191
1	1	1	Assistant Administrator	20,800	62,253
1	1	1	Budget Analyst	20,800	51,467
1	1	1	Database Coordinator	30,214	78,756
1	1	1	Fiscal Manager	23,647	82,125
1	0	0	IT Security Officer	30,215	78,448
1	1	1	IT Training Analyst	38,000	61,296
1	1	1	IT Training Coordinator	38,000	72,012
1	0	0	Information Tech ElecData Auditor	35,000	78,013
2	1	1	Network Analyst II	30,214	87,630
1	2	3	PC Technician	25,000	48,223
0	0	1	Senior Programmer Analyst	9.73 Hr.	32.38 Hr.
4	3	3	Senior Systems Analyst	20,800	79,299
1	1	1	Shift Supervisor Operations	20,800	58,396
1	1	1	Supervisor of Computer Operations	30,215	86,559
1	1	1	Supv. of Systems and Tech Support	55,000	83,586
3	3	3	Systems Analyst	20,800	60,011
1	1	1	Web Content Editor	20,800	58,926
1	1	1	Web Developer	30,215	81,194
1	0	0	Web Master	30,215	97,436
<u>25</u>	<u>21</u>	<u>23</u>			
<u>31</u>	<u>25</u>	<u>27</u>	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008

**INFORMATION TECHNOLOGY AND SERVICES**  
**TELECOMMUNICATIONS**

EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 704,389	\$ 773,831	\$ 771,189	\$ 873,540
LONGEVITY	7,050	6,450	6,800	6,300
SEPARATION PAYMENTS	11,284	-	9,229	-
BONUS INCENTIVE	2,500	-	-	-
OVERTIME	750	1,439	3,085	-
<b>TOTAL</b>	<b>\$ 725,973</b>	<b>\$ 781,719</b>	<b>\$ 790,302</b>	<b>\$ 879,840</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 99,356	\$ 134,034	\$ 135,686	\$ 170,116
DENTAL	6,205	7,735	7,471	9,176
VISION CARE	891	1,045	988	1,110
PERS	96,113	107,823	109,716	132,653
FICA-MEDICARE	5,880	6,516	6,508	8,173
WORKER'S COMPENSATION	1,297	15,064	21,013	17,384
LIFE INSURANCE	660	724	690	765
UNEMPLOYMENT COMPENSATION	1,877	-	-	-
CLOTHING ALLOWANCE	4,500	4,500	4,500	3,308
CLOTHING MAINTENANCE	2,625	2,625	2,625	-
<b>TOTAL</b>	<b>\$ 219,405</b>	<b>\$ 280,065</b>	<b>\$ 289,199</b>	<b>\$ 342,685</b>
<b>TRAINING &amp; PROFESS DUES</b>				
TRAVEL	\$ 1,375	\$ 892	\$ 1,286	\$ 1,950
TUITION & REGISTRATION FEES	6,440	4,237	1,357	8,495
MILEAGE (PRIV AUTO) TRNG PRPS	42	-	-	-
<b>TOTAL</b>	<b>\$ 7,857</b>	<b>\$ 5,129</b>	<b>\$ 2,643</b>	<b>\$ 10,445</b>
<b>UTILITIES</b>				
CELLULAR SERVICES	\$ 569,143	\$ 575,175	\$ 575,000	\$ 575,000
TELEPHONE-OHIO BELL	4,076,952	3,628,583	2,922,717	3,474,200
TELEPHONE-LONG DISTANCE	21,285	74,891	51,523	49,440
TELEPHONE	222,090	535,531	1,375,343	683,285
SECURITY & MONITORING SYSTEM	-	26,566	24,669	26,500
CONTRACTUAL UTILITIES	-	879	-	-
<b>TOTAL</b>	<b>\$ 4,889,470</b>	<b>\$ 4,841,625</b>	<b>\$ 4,949,252</b>	<b>\$ 4,808,425</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 110,400	\$ 109,600	\$ 163,653	\$ 82,697
ADVERTISING AND PUBLIC NOTICE	-	-	-	3,000
PARKING IN CITY FACILITIES	10,080	10,095	9,240	11,760
EQUIPMENT RENTAL	-	-	10,929	-
PAGER RENTAL	87,523	16,556	-	7,500
<b>TOTAL</b>	<b>\$ 208,003</b>	<b>\$ 136,251</b>	<b>\$ 183,822</b>	<b>\$ 104,957</b>

**INFORMATION TECHNOLOGY AND SERVICES  
TELECOMMUNICATIONS**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIALS &amp; SUPPLIES</b>				
OFFICE SUPPLIES	\$ 20	\$ -	\$ -	1,500
POSTAGE	18	-	58	100
COMPUTER SUPPLIES	640	-	804	2,000
COMPUTER HARDWARE	-	178	1,924	5,000
SALT & DE-ICER	-	-	-	150
HARDWARE & SMALL TOOLS	3,213	-	852	4,750
OFFICE FURNITURE & EQUIPMENT	1,834	-	250	2,000
OTHER SUPPLIES	8,316	35,131	26,535	32,000
JUST IN TIME OFFICE SUPPLIES	1,609	21	1,304	3,000
<b>TOTAL</b>	<b>\$ 15,650</b>	<b>\$ 35,330</b>	<b>\$ 31,727</b>	<b>\$ 50,500</b>
<b>MAINTENANCE</b>				
MAINTENANCE CONTRACTS	\$ 72,118	\$ 83,325	\$ 22,839	\$ 214,795
COMPUTER SOFTWARE MAINT.	219,173	224,834	129,550	275,000
<b>TOTAL</b>	<b>\$ 291,290</b>	<b>\$ 308,159</b>	<b>\$ 152,389</b>	<b>\$ 489,795</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 860	\$ 1,590	\$ 426	\$ -
<b>TOTAL</b>	<b>\$ 860</b>	<b>\$ 1,590</b>	<b>\$ 426</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 6,358,508</b>	<b>\$ 6,389,868</b>	<b>\$ 6,399,760</b>	<b>\$ 6,686,647</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 111,429	\$ 80,257	\$ 84,711	\$ -
MISCELLANEOUS REVENUES	2,694	51,596	333,660	-
EXPENDITURE RECOVERIES	6,234,695	6,570,033	5,748,958	6,414,119
<b>TOTAL DIVISION</b>	<b>\$ 6,348,819</b>	<b>\$ 6,701,886</b>	<b>\$ 6,167,329</b>	<b>\$ 6,414,119</b>



**INFORMATION TECHNOLOGY AND SERVICES  
TELECOMMUNICATIONS  
COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	December 2008		Budget 2009	Minimum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Chief Safety Signal	18.60 Hr.	35.73 Hr.
1	1	1	Assistant Commissioner	23,647	83,428
<u>2</u>	<u>2</u>	<u>2</u>			
<b>OFFICE AND CLERICAL</b>					
3	3	3	Billing Clerk	10.00 Hr.	16.15 Hr.
1	0	0	Junior Clerk	10.00 Hr.	13.46 Hr.
3	2	5	Telephone Operator	10.00 Hr.	16.16 Hr.
<u>7</u>	<u>5</u>	<u>8</u>			
<b>PROFESSIONALS</b>					
5	5	5	Telecommunications Tech I	19.54 Hr.	30.50 Hr.
1	1	1	IT Telecom Analyst I	30,214	69,842
2	1	1	IT Telecom Analyst II	30,214	86,559
0	0	1	Call Center Manager	65,000	94,731
<u>8</u>	<u>7</u>	<u>8</u>			
<u>17</u>	<u>14</u>	<u>18</u>	<b>TOTAL TELECOMMUNICATIONS</b>		

\* Salary Schedule effective December 8, 2008



**OFFICE OF INFORMATION TECHNOLOGY PLANNING**

**ADMINISTRATIVE OFFICE - DEPARTMENT OF FINANCE**

*Mission Statement*

Create a culture of excellence in our Information Technology (IT ) environment, enabled by sound and efficient operational practices, employing state of the art IT as an instrument for enabling access, information exchange and cost-efficient and effective "government-to-citizen", and "governments-to-government" and "government-to-business" online services which fosters a stronger government and community.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
IT Strategic Planning & Program	\$ 114	2		\$ 91	2		\$ 178	2	
IT Policy & Program Management	46			38			-		
Digital Divide Community Partner	58			48			-		
	<b>\$ 218</b>	<b>2</b>		<b>\$ 177</b>	<b>2</b>		<b>\$ 178</b>	<b>2</b>	
<b>FUNDING SOURCE:</b>									
Tax Support	\$ 218			\$ 177			\$ 178		
	<b>\$ 218</b>	<b>2</b>		<b>\$ 177</b>	<b>2</b>		<b>\$ 178</b>	<b>2</b>	

**PROGRAM NAME: CITYWIDE IT STRATEGIC/CAPITAL PLANNING AND PROGRAM REVIEW**

**OBJECTIVES:** Develop a citywide IT Strategic Plan. Implement a process to ensure all city departments have an IT plan. Strengthen IT planning skills for the City's IT leadership. Engage external community resources to assist with Plan development and Strategies.

**ACTIVITIES:** Review and obtain approval for IT Strategic Plan. Complete FMIS RFP Project. Integrate IT Strategic Capital Planning with the City's Budget Planning Process. Develop a process for integrating the Office of IT Planning and Review into the City's Consultant Review Committee and Board of Control approval protocols.

**OFFICE OF INFORMATION TECHNOLOGY PLANNING****PROGRAM NAME: IT POLICY, GOVERNANCE, PROGRAM MANAGEMENT AND STRATEGIC IMPLEMENTATION**

**OBJECTIVES:** Provide oversight of citywide IT Strategic Plan. Identify policy and program needs for policy development. Oversee the development and implementation of citywide IT policies to improve the management of IT assets, practices and procedures. Develop and propose IT policy actions to the IT Strategic Council to achieve IT priorities.

**ACTIVITIES:** Conduct regular IT Strategic Council Meetings. Conduct community advisory groups as appropriate to foster public/private partnerships for strategic IT initiatives. Provide implementation oversight for the recommendations of the Operations Efficiency Task Force IT Action Team. Develop and implement a citywide IT performance Service Level Dashboard.

**PROGRAM NAME: DIGITAL DIVIDE COMMUNITY INITIATIVES**

**OBJECTIVES:** Assist in designing and implementing program to increase digital literacy for employees and citizens in underserved communities. Engage external community resources to provide state-of-the-art infrastructures to support free citywide Internet access services for households at or below the poverty level; and foster program to provide affordable access and training for Anyone, Anywhere at Anytime.

**ACTIVITIES:** Develop an inclusive community-based strategy for providing wireless access to the Internet for all constituents. Continue working the Cuyahoga Community College and other community leaders to continue the expansion of the CLIMB (Computer Learning In My Backyard) program to increase the level of digital literacy and impact the quality of life of those living in our underserved neighborhoods.



## OFFICE OF INFORMATION TECHNOLOGY PLANNING

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 209,316	\$	173,980	\$	132,155	\$	131,378
LONGEVITY	575		575		575		700
SEPARATION PAYMENTS	-		-		7,663		-
<b>TOTAL</b>	<b>\$ 209,891</b>	<b>\$</b>	<b>174,555</b>	<b>\$</b>	<b>140,393</b>	<b>\$</b>	<b>132,078</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 8,550	\$	8,185	\$	5,543	\$	4,287
DENTAL	535		452		302		238
VISION CARE	119		102		69		54
PERS	29,914		25,745		18,885		19,913
FICA-MEDICARE	3,030		2,517		2,022		1,905
WORKER'S COMPENSATION	400		4,313		4,650		1,482
LIFE INSURANCE	109		101		105		46
<b>TOTAL</b>	<b>\$ 42,658</b>	<b>\$</b>	<b>41,414</b>	<b>\$</b>	<b>31,575</b>	<b>\$</b>	<b>27,925</b>
<b>TRAINING &amp; PROFESS DUES</b>							
TRAVEL	\$ -	\$	654	\$	1,644	\$	2,000
TUITION & REGISTRATION FEES	-		195		2,650		3,600
MILEAGE (PRIV AUTO) TRNG PRPS	-		-		-		525
PROFESSIONAL DUES	-		-		-		400
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>849</b>	<b>\$</b>	<b>4,294</b>	<b>\$</b>	<b>6,525</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ -	\$	-	\$	-	\$	5,000
MILEAGE (PRIVATE AUTO)	-		29		-		1,000
PROGRAM PROMOTION	-		-		-		2,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>29</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>8,500</b>
<b>MATERIALS &amp; SUPPLIES</b>							
POSTAGE	\$ 47	\$	184	\$	-	\$	200
COMPUTER HARDWARE	-		-		110		-
COMPUTER SOFTWARE	-		-		-		1,000
OTHER SUPPLIES	-		-		-		1,000
JUST IN TIME OFFICE SUPPLIES	-		-		365		1,000
<b>TOTAL</b>	<b>\$ 47</b>	<b>\$</b>	<b>184</b>	<b>\$</b>	<b>475</b>	<b>\$</b>	<b>3,200</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM PRINTING	\$ -	\$	961	\$	176	\$	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>961</b>	<b>\$</b>	<b>176</b>	<b>\$</b>	<b>-</b>
<b>TOTAL DIVISION</b>	<b>\$ 252,596</b>	<b>\$</b>	<b>217,992</b>	<b>\$</b>	<b>176,913</b>	<b>\$</b>	<b>178,228</b>



OFFICE OF INFORMATION TECHNOLOGY PLANNING

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
EXPENDITURE RECOVERIES	\$ 176	\$ 24	\$ -	\$ -
<b>TOTAL DIVISION</b>	<b>\$ 176</b>	<b>\$ 24</b>	<b>\$ -</b>	<b>\$ -</b>

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Manager	27,194	86,765
1	0	0	Chief Technology Officer	45,000	150,454
1	1	1	Project Manager II	22,333	77,537
<u>3</u>	<u>2</u>	<u>2</u>			
<u>3</u>	<u>2</u>	<u>2</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



NOTES



**OFFICE OF BUDGET AND MANAGEMENT**

**LEE CARPENTER, BUDGET ADMINISTRATOR**

The Office of Budget and Management was established in 1965 to provide budget analysis and management consulting services to all departments of the City.

*Mission Statement*

To enhance the fiscal integrity of the City by preparing, implementing and monitoring balanced budgets and financial plans that ensure the availability of required resources and enhance the quality of life for all citizens in the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007		2008			2009		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Operating Budget	\$ 464	6	\$ 455	6	\$ 496	6		
Capital Budget	83	1	82	1	84	1		
Management Support	107	1	105	1	106	1		
	<b>\$ 654</b>	<b>8</b>	<b>\$ 642</b>	<b>8</b>	<b>\$ 686</b>	<b>8</b>		
<b>FUNDING SOURCE:</b>								
General Fund:								
Tax Support	\$ 647		\$ 642		\$ 686			
Self Generated	7		-		-			
	<b>\$ 654</b>	<b>8</b>	<b>\$ 642</b>	<b>8</b>	<b>\$ 686</b>	<b>8</b>		

**PROGRAM NAME: OPERATING BUDGET**

**OBJECTIVES:** To adequately plan for resources required for the City to deliver services approved and adopted via City appropriations.

**ACTIVITIES:** Mayor's Estimate prepared and submitted before February 1st. Quarterly comprehensive analyses of current budget vs. actual expenses. City Cost Allocation Plan (CAP Indirect Costs) updated.

## OFFICE OF BUDGET AND MANAGEMENT

### PROGRAM NAME: CAPITAL BUDGET

**OBJECTIVES:** To ensure the City's ability to maintain the City's capital plan and to support the provision of cost-effective services through minimizing operating costs, renovating the City's neighborhoods and promoting economic development and job creation.

**ACTIVITIES:** Annual Restricted Income Tax and multi-year General Obligation Bond budgets developed. Prepare and distribute a monthly capital project assessment and a 10-year Financial Plan.

### PROGRAM NAME: FINANCIAL PLANNING

**OBJECTIVES:** To project the City's financial and capital requirements.

**ACTIVITIES:** Monitor consumer spending, local employment trends and integrate results into financial projections for the Tax Budget. Perform ongoing analysis of appropriations by organization. Review Revenue and Expenditure estimates and project changes in fund balances. Generate a 3-Year Financial Plan and provide ongoing economic input to management for decision making.

### PROGRAM NAME: MANAGEMENT SUPPORT

**OBJECTIVES:** To assist and advise the Mayor's Office, Division Managers and City Council in the efficient application of the resources available to them.

**ACTIVITIES:** City-wide Budget Analyst Training Sessions developed and conducted. OBM Policy & Procedures completed. Monthly budget status sessions conducted with City Managers. "E-Government" Budget Web Site developed.

### PROGRAM NAME: AUDIT COMPLIANCE

**OBJECTIVES:** To establish effective, pro-active procedures for the Office of Budget and Management that result in properly resolving all current year audit findings, as well as minimizing and significantly reducing audit findings for the coming year.

**ACTIVITIES:** Develop and implement a comprehensive, "proactive", written audit compliance plan. All legal reports and filings prepared and submitted on time.

### PROGRAM NAME: GRANT COMPLIANCE

**OBJECTIVES:** To aid in the effective administration of grant programs for the City of Cleveland in accordance with Federal and Local Department laws, regulations, policies and procedures.

**ACTIVITIES:** Conduct City-Wide Grant Training. Revise and distribute grant policies & procedures. Create City-Wide Fiscal Monitoring Plan. Distribute monthly Notice of Funding Availabilities (NOFA) to all Departments.

## OFFICE OF BUDGET AND MANAGEMENT

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 452,232	\$ 409,651	\$ 475,516	\$ 498,942
LONGEVITY	1,900	2,000	1,875	2,175
<b>TOTAL</b>	<b>\$ 454,132</b>	<b>\$ 411,651</b>	<b>\$ 477,391</b>	<b>\$ 501,117</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 43,521	\$ 43,785	\$ 59,057	\$ 69,188
DENTAL	2,811	2,601	3,287	3,577
VISION CARE	385	352	397	434
PERS	61,732	57,861	66,373	75,553
FICA-MEDICARE	5,545	4,931	5,818	6,238
WORKERS COMPENSATION	3,634	15,332	10,629	10,407
LIFE INSURANCE	353	312	345	360
<b>TOTAL</b>	<b>\$ 117,981</b>	<b>\$ 125,172</b>	<b>\$ 145,906</b>	<b>\$ 165,757</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 78	\$ 1,977	\$ 2,710	\$ 3,000
TUITION & REGISTRATION FEES	589	870	1,305	1,500
PROFESSIONAL DUES	630	630	-	650
<b>TOTAL</b>	<b>\$ 1,297</b>	<b>\$ 3,477</b>	<b>\$ 4,015</b>	<b>\$ 5,150</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 8,978	\$ 100,000	\$ -	\$ -
ADVERTISING AND PUBLIC NOTICE	518	699	356	900
PHOTOCOPY MACHINE RENTAL	188	-	-	-
<b>TOTAL</b>	<b>\$ 9,684</b>	<b>\$ 100,699</b>	<b>\$ 356</b>	<b>\$ 900</b>
<b>MATERIALS AND SUPPLIES</b>				
POSTAGE	\$ 182	\$ 108	\$ 86	\$ 100
COMPUTER HARDWARE	-	39	-	-
OFFICE FURNITURE & EQUIP	-	482	-	-
OTHER SUPPLIES	1,267	511	-	-
JUST IN TIME OFFICE SUPPLIES	556	2,151	677	3,000
<b>TOTAL</b>	<b>\$ 2,005</b>	<b>\$ 3,291</b>	<b>\$ 764</b>	<b>\$ 3,100</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 4,303	\$ 9,999	\$ 13,678	\$ 10,000
<b>TOTAL</b>	<b>\$ 4,303</b>	<b>\$ 9,999</b>	<b>\$ 13,678</b>	<b>\$ 10,000</b>
<b>TOTAL DIVISION</b>	<b>\$ 589,402</b>	<b>\$ 654,290</b>	<b>\$ 642,109</b>	<b>\$ 686,024</b>





**OFFICE OF BUDGET AND MANAGEMENT**

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ 50	\$ -	\$ -	-
EXPENDITURE RECOVERIES	-	6,675	-	-
<b>TOTAL DIVISION</b>	<b>\$ 50</b>	<b>\$ 6,675</b>	<b>\$ -</b>	<b>-</b>

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>PROFESSIONALS</b>					
1	1	1	Budget Administrator	30,215	100,844
2	2	2	Budget Analyst	20,800	51,467
1	1	1	Budget & Management Analyst	20,800	54,164
4	3	4	Senior Budget & Management Analyst	26,274	75,986
8	7	8			
8	7	8	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DEPARTMENT OF LAW**

**ROBERT TRIOZZI, DIRECTOR**

The Department of Law is comprised of both Civil and Criminal Divisions. The Civil Division represents the City in all civil proceedings and serves as legal advisor to the City, its officers, departments, and, in some instances, its employees. In doing so, the Civil Division prepares documents and instruments, drafts legislation, renders formal and informal legal opinions, and performs other services the law requires. The Department of Law also represents the City of Cleveland in all criminal proceedings in Cleveland Municipal Court.

*Mission Statement*

To promote the interests of the City of Cleveland and its residents by providing sound legal advice to the City, its departments, officials, and employees; to protect the City's legal rights and interests in all legal proceedings; and to fairly and aggressively prosecute all who undermine the quality of life in Cleveland by violating the City's laws.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Civil	\$ 6,179	65		\$ 6,890	61		\$ 6,891	69	
Criminal	2,171	24		2,389	27		2,335	27	1
	<b>\$ 8,350</b>	<b>89</b>		<b>\$ 9,279</b>	<b>88</b>		<b>\$ 9,226</b>	<b>96</b>	<b>1</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 8,144			\$ 9,019			\$ 9,070		
Self - Generated	20			101			10		
	<b>\$ 8,164</b>	<b>86</b>		<b>\$ 9,120</b>	<b>85</b>		<b>\$ 9,080</b>	<b>93</b>	<b>1</b>
VAWA Grant	\$ 186	3		\$ 159	3		\$ 146	3	
	<b>\$ 8,350</b>	<b>89</b>		<b>\$ 9,279</b>	<b>88</b>		<b>\$ 9,226</b>	<b>96</b>	<b>1</b>

**DEPARTMENT OF LAW**

**PROGRAM NAME: CITY REPRESENTATION IN CIVIL LITIGATION**

**OBJECTIVES:** To effectively represent the City of Cleveland in all civil proceedings and expedite the resolution of claims filed with the City.

**ACTIVITIES:** Defend and resolve civil lawsuits in which the City or its representatives are a party. Process personal injury and property damage claims for and against the City.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
<b>FUNDING SOURCE:</b>									
General Fund	\$ 6,179	65		\$ 6,890	61		\$ 6,891	69	
	<u>\$ 6,179</u>	<u>65</u>		<u>\$ 6,890</u>	<u>61</u>		<u>\$ 6,891</u>	<u>69</u>	

**PROGRAM NAME: CRIMINAL INVESTIGATIONS, MEDIATION AND PROSECUTIONS**

**OBJECTIVES:** To represent the City of Cleveland in misdemeanor criminal proceedings before the Cleveland Municipal Court and process felony charges on behalf of the State of Ohio.

**ACTIVITIES:** Prosecute criminal actions before the Cleveland Municipal Court and process felony charges on behalf of the State of Ohio. Conduct thousands of citizen complaint intake interviews annually as well as mediation hearings.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
<b>FUNDING SOURCE:</b>									
General Fund	\$ 1,985	21		\$ 2,230	24		\$ 2,189	24	
VAWA Grant	186	3		159	3		146	3	1
	<u>\$ 2,171</u>	<u>24</u>		<u>\$ 2,389</u>	<u>27</u>		<u>\$ 2,335</u>	<u>27</u>	<u>1</u>



**DEPARTMENT OF LAW**

**PROGRAM NAME: BUILDING, HOUSING, HEALTH, FIRE AND TAX CODE ENFORCEMENT**

**OBJECTIVES:** To improve the quality of life in Cleveland by fairly and aggressively enforcing the City's building, housing, health, fire, and tax codes.

**ACTIVITIES:** Prosecute violations of the various City codes in the appropriate forum. Advise City officials and employees on the applicability and interpretation of the City's codes to particular situations.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>FUNDING SOURCE:</b>									
Building & Housing *	\$ 285	5		\$ 285	5		\$ -		
	<b>\$ 285</b>	<b>5</b>		<b>\$ 285</b>	<b>5</b>		<b>\$ -</b>		

\* Historically part of the Building & Housing budget, but moving entirely within the Dept of Law in 2009

**PROGRAM NAME: LEGAL ADVISOR TO CITY AGENCIES, OFFICIALS AND EMPLOYEES**

**OBJECTIVES:** To serve as daily legal advisor to all City departments, officials, and employees.

**ACTIVITIES:** Provide legal advice and counsel to the administration and City Council on legal issues that arise out of City operations in all areas of the law, including labor and employment, real estate, health, environment, utilities, aviation, economic development, and all aspects of municipal law. Prepare contracts, legislation, legal opinions, and other legal documents.

**PROGRAM NAME: DOMESTIC VIOLENCE PROGRAM**

**OBJECTIVES:** To use a collaborative effort between prosecutors, safety forces, and witness/victim advocates in overseeing criminal investigations and prosecuting offenders of domestic violence and stalking crimes in the City's neighborhoods.

**ACTIVITIES:** Develop evidence and prosecute domestic violence and stalking crimes, even when the victim is unwilling to cooperate.

**PROGRAM NAME: PUBLIC RECORDS MANAGEMENT**

**OBJECTIVES:** To oversee a timely and complete response to requests for public records.

**ACTIVITIES:** Coordinate and monitor the timely collection and dissemination of documents responsive to requests for public records.

**DEPARTMENT OF LAW**

**EXPENDITURES**

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME WAGES	\$ 4,599,391	\$	4,743,216	\$	4,883,472	\$	5,265,167
PART TIME WAGES	41,099		7,065		4,500		8,450
LONGEVITY	18,400		18,550		23,025		25,700
SEPARATION PAYMENTS	28,893		10,343		3,605		-
<b>TOTAL</b>	<b>\$ 4,687,782</b>	<b>\$</b>	<b>4,779,174</b>	<b>\$</b>	<b>4,914,602</b>	<b>\$</b>	<b>5,299,317</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 532,912	\$	619,856	\$	646,691	\$	754,183
DENTAL	34,838		35,615		35,682		40,688
VISION	4,006		4,151		4,185		4,942
PERS	630,112		661,493		686,757		798,974
FICA-MEDICARE	58,015		58,955		60,651		67,967
WORKERS COMPENSATION	9,833		103,913		131,040		111,805
LIFE INSURANCE	3,660		3,743		3,791		4,095
UNEMPLOYMENT COMPENSATION	1,759		-		-		-
<b>TOTAL</b>	<b>\$ 1,275,135</b>	<b>\$</b>	<b>1,487,726</b>	<b>\$</b>	<b>1,568,798</b>	<b>\$</b>	<b>1,782,654</b>
<b>TRAINING AND DUES</b>							
TRAVEL	\$ 3,341	\$	2,199	\$	1,495	\$	3,000
TUITION & REGISTRATION FEES	1,813		27,880		1,697		25,000
PROFESSIONAL DUES	127,130		132,211		129,560		150,000
<b>TOTAL</b>	<b>\$ 132,283</b>	<b>\$</b>	<b>162,290</b>	<b>\$</b>	<b>132,752</b>	<b>\$</b>	<b>178,000</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 842,826	\$	1,114,831	\$	945,590	\$	720,000
COURT REPORTER	68,580		87,111		100,020		85,000
CABLE PROFESSIONAL SERVICES	-		-		45		-
TRAVEL - NON TRAINING	-		-		730		-
MILEAGE (PRIVATE AUTO)	802		863		1,322		700
JURY AND WITNESS FEES	-		-		20		-
ADVERTISING AND PUBLIC NOTICE	248		253		-		300
PARKING IN CITY FACILITIES	4,347		4,390		2,197		4,300
INSURANCE AND OFFICIAL BONDS	200		100		100		-
PHOTOCOPY MACHINE RENTAL	644		-		-		-
OTHER CONTRACTUAL	8,882		64,225		21,419		2,000
LOCAL MATCH-GRANT PROGRAMS	48,146		48,634		39,750		45,340
<b>TOTAL</b>	<b>\$ 974,675</b>	<b>\$</b>	<b>1,320,407</b>	<b>\$</b>	<b>1,111,193</b>	<b>\$</b>	<b>857,640</b>

## DEPARTMENT OF LAW

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 8,207	\$ 16,150	\$ 10,617	\$ 10,000
POSTAGE	3,616	2,066	3,119	4,000
COMPUTER HARDWARE	-	-	119	-
PHOTOGRAPHIC SUPPLIES	5,742	5,985	303	6,000
PRINTED MATERIALS	-	-	4,320	-
JUST IN TIME OFFICE SUPPLIES	26,996	25,249	13,381	25,000
<b>TOTAL</b>	<b>\$ 44,561</b>	<b>\$ 49,450</b>	<b>\$ 31,858</b>	<b>\$ 45,000</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 17,569	\$ 1,472	\$ 6,000	\$ 1,500
MAINTENANCE CONTRACTS	126	-	-	150
<b>TOTAL</b>	<b>\$ 17,695</b>	<b>\$ 1,472</b>	<b>\$ 6,000</b>	<b>\$ 1,650</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
COURT COSTS	\$ 14,720	\$ 21,324	\$ 16,204	\$ 17,000
JUDGMENTS, DAMAGES & CLAIMS	698,064	226,275	1,275,848	830,000
<b>TOTAL</b>	<b>\$ 712,784</b>	<b>\$ 247,599</b>	<b>\$ 1,292,052</b>	<b>\$ 847,000</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 56,556	\$ 70,811	\$ 16,382	\$ 24,916
CHARGES FROM PRINTING	37,859	26,549	33,747	35,000
CHARGES FROM STOREROOM	8,307	7,096	11,426	7,013
CHARGES FROM MOTOR VEHICLES	4,760	2,917	2,038	1,759
CHARGES FROM WATER - GIS PROJ	3,888	8,532	-	-
<b>TOTAL</b>	<b>\$ 111,370</b>	<b>\$ 115,905</b>	<b>\$ 63,592</b>	<b>\$ 68,688</b>
<b>TOTAL DIVISION</b>	<b>\$ 7,956,286</b>	<b>\$ 8,164,023</b>	<b>\$ 9,120,846</b>	<b>\$ 9,079,949</b>

## REVENUE

	2005 Actual	2006 Actual	2007 Unaudited	2008 Budget
SALES & CHARGES FOR SERVICES	\$ (847)	\$ 25	\$ 771	\$ -
MISCELLANEOUS REVENUES	10,010	13,103	5,529	10,000
EXPENDITURE RECOVERIES	7,491	7,113	94,383	-
<b>TOTAL DIVISION</b>	<b>\$ 16,654</b>	<b>\$ 20,241</b>	<b>\$ 100,682</b>	<b>\$ 10,000</b>

**DEPARTMENT OF LAW**  
**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
6	6	6	Chief Assistant Director of Law	31,500	122,592
1	1	1	Chief Assistant Prosecutor	36,750	134,949
1	1	1	Chief Corporate Counsel	36,750	134,949
1	1	1	Chief Counsel	36,750	134,949
1	1	1	Chief Trial Counsel	36,750	134,949
1	1	1	Director of Law	50,796	171,582
11	11	11			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Administrative Manager	27,194	86,765
2	3	3	Assistant Administrator	21,851	71,329
2	1	1	Chief Clerk	22,050	46,165
2	2	2	Deputy Project Director	20,093	61,006
2	3	3	Docket Clerk	20,800	35,267
6	6	7	Legal Secretary	20,800	44,579
0	0	1	Miscellaneous Investigator	10.00 Hr.	17.73 Hr.
4	3	3	Misdemeanor Investigator	20,800	46,152
1	1	1	Personnel Administrator	26,274	80,091
1	1	1	Personnel Assistant	20,800	46,057
1	1	1	Project Director	22,333	77,944
1	0	0	Public Information Officer	10.00 Hr.	22.20 Hr.
1	1	1	Receptionist	10.00 Hr.	14.86 Hr.
2	2	2	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Supervisor of Hardware Evaluation	30,215	86,559
27	26	28			
<b>PROFESSIONALS</b>					
26	23	29	Assistant Director of Law I (s),	26,250	83,586
4	4	4	Assistant Director of Law I,	26,250	78,013
1	1	1	Assistant Director of Law II,	31,500	94,731
17	16	16	Assistant Prosecutor	23,100	94,731
1	1	1	First Assistant Prosecutor	31,500	122,592
49	45	51			
<b>PARAPROFESSIONALS</b>					
2	2	2	Chief - Civil Branch Legal Investigator	23,647	65,066
1	1	1	Claims Examiner	10.00 Hr.	22.20 Hr.
3	3	3			
90	85	93	TOTAL FULL TIME		
1	0	1	TOTAL PART TIME		
91	85	94	TOTAL GENERAL FUND		
3	3	3	TOTAL GRANT POSITIONS		
94	88	97	TOTAL DEPARTMENT		

\* Salary Schedule effective December 8, 2008



**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**  
**DIVISION OF PERSONNEL**  
**TRUDY HUTCHINSON, DIRECTOR**

The Department of Personnel and Human Resources is a service department designed to meet the employment and training needs of the City of Cleveland residents and local businesses. The Department's purpose is to be a reliable and effective resource for those seeking employment and to help empower people to become self-sufficient so they contribute to an improved local economy. In addition, the Department provides current City employees with a wide range of personnel services in the areas of recruitment, wage and salary administration, employee benefits, employee safety and rehabilitation, labor relations, education and research, affirmative action, and employee health.

*Mission Statement*

The Department of Personnel & Human Resources is committed to providing quality, uniform and cost effective services to over 9,000 diverse City employees in the areas of Personnel Administration, Training, Employee Benefits & Relations, Equal Employment Opportunity, Employee Safety, Labor Relations, and Workers' Compensation in order to better serve the employees and the citizenry of the City of Cleveland.

**OPERATING SUMMARY**  
**(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
General Administration	\$ 1,330	5		\$ 1,400	8		\$ 1,369	8	
Employee Health & Benefits	109	3		112	3		110	3	
Employee Safety & Rehabilitation	169	6		168	3		164	4	
Education & Research	78	2	1	74		2	72		2
Labor Relations & Affirm. Action	111	3		112	2		109	2	
	<u>\$ 1,797</u>	<u>19</u>	<u>1</u>	<u>\$ 1,866</u>	<u>16</u>	<u>2</u>	<u>\$ 1,824</u>	<u>17</u>	<u>2</u>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 1,445			\$ 1,565			\$ 1,591		
Self Generated	352			301			233		
	<u>\$ 1,797</u>	<u>19</u>	<u>1</u>	<u>\$ 1,866</u>	<u>16</u>	<u>2</u>	<u>\$ 1,824</u>	<u>17</u>	<u>2</u>



**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**  
**DIVISION OF PERSONNEL****PROGRAM NAME: GENERAL ADMINISTRATION**

**OBJECTIVES:** To provide support and assistance in coordinating Personnel programs and acting as a liaison with staff, other City Departments and the general public with regard to City personnel and human resources services.

**ACTIVITIES:** Develop and implement work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Insures that the hiring process is in compliance with union regulations and civil service rules. Serves as the point of contact for federal and state agencies, municipalities, local businesses and outside agencies seeking employment and statistical data concerning the City of Cleveland's workforce; processing questionnaires, surveys and requests for information. Administers and audits the City of Cleveland's integrated human resource management system. Administer the ADA Accommodation Review Committee. Provide leadership to collective bargaining negotiations and contract management. Assist departments in filling vacancies by providing qualified candidates in a means consistent with Equal Employment Opportunity principles (EEO). Advertise vacant positions and conduct searches to recruit for professional positions. Conduct preliminary interviews and refer qualified candidates to divisions. Recruit individuals for summer, seasonal and other programs. Administer background checks for new hires and others, as appropriate. Coordinate selection of individuals from Civil Services List. Maintains and supports the integrated Human Resource Management System. Insures that the hiring process is in compliant with union regulations and civil service rules. Administers the City's Employee Assistance Program.

**PROGRAM NAME: EMPLOYEE HEALTH AND BENEFITS**

**OBJECTIVES:** To administer, coordinate and promote an understanding of the Employee Benefits Programs to all City of Cleveland employees.

**ACTIVITIES:** Administer the City's medical, dental, and life insurance programs for all eligible employees. Provide leadership with the negotiation process of the City's health care plans. Provide an understanding of City policies and procedures. Maintain federal compliance for HIPAA/COBRA regulations. Plan and implement employee recognition programs to improve employee morale. Coordinate charitable campaigns for various non profit groups. Monitor and appeal disputed unemployment compensation claims through hearing process.

**PROGRAM NAME: EDUCATION AND RESEARCH SERVICES**

**OBJECTIVES:** To increase the knowledge and skills of City of Cleveland government with the resources of the academic community.

**ACTIVITIES:** Conducts citywide training programs to be in compliance with City policies and procedures, and other governmental mandates. Coordinate educational programs to meet specific training needs of the City of Cleveland departments. Identify student interns and co-op students for volunteer opportunities and hire. Create educational and research opportunities for employees.

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES****DIVISION OF PERSONNEL****PROGRAM NAME: EMPLOYEE SAFETY AND REHABILITATION**

**OBJECTIVES:** To provide an effective program for promoting worker safety, reducing injuries and accidents and to provide a mechanism whereby injuries employees may voluntarily participate in rehabilitation programs for a timely return to work.

**ACTIVITIES:** Conduct on-the-job briefing and seminars on safety awareness. Monitor injuries on a case-by-case basis and process consenting candidates through state-sponsored rehabilitations programs. Conduct announced and unannounced inspections of work sites. Review and process Worker's Compensation claims and forward to the State Bureau of Worker's Compensation. Review yearly claims experience and process refund claims. Administer Motor Vehicle Accident Review Committee and policy. Monitor departmental compliance with the Right-To-Know Ordinance.

**PROGRAM NAME: LABOR RELATIONS AND EQUAL EMPLOYMENT OPPORTUNITY**

**OBJECTIVES:** To negotiate and administer City of Cleveland's labor agreements and to enforce affirmative action and Equal Opportunity requirements of the law.

**ACTIVITIES:** Provide leadership to collective bargaining contract negotiations. Investigate and resolve grievance issues promptly. Administer the terms and conditions of all of the City's collective bargaining agreements. Interpret and enforce EEO principles in City of Cleveland departments. Provide training to managers on the labor relations process and any changes in the contracts. Compile and monitor data within City of Cleveland departments for EEO compliance. Prepare various compliance reports for governmental agencies. Act as an ADA liaison for City Departments. Investigate complaints of discrimination and harassment to expedite resolution.



**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**  
**DIVISION OF PERSONNEL**

EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 902,053	\$ 846,800	\$ 871,052	\$ 847,986
PART TIME PERMANENT	-	10,615	23,335	38,983
LONGEVITY	6,125	5,825	5,525	4,950
SEPARATION PAYMENTS	816	21,027	11,306	-
<b>TOTAL</b>	<b>\$ 908,994</b>	<b>\$ 884,267</b>	<b>\$ 911,218</b>	<b>\$ 891,919</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 121,782	\$ 129,006	\$ 154,374	\$ 152,790
DENTAL	8,295	7,772	8,481	7,988
VISION CARE	882	813	836	869
PERS	120,976	120,194	125,769	134,474
FICA-MEDICARE	10,208	9,868	10,129	10,039
WORKERS COMPENSATION	2,187	55,497	47,339	36,631
LIFE INSURANCE	795	739	746	720
UNEMPLOYMENT COMPENSATION	-	5,798	(96)	-
<b>TOTAL</b>	<b>\$ 265,125</b>	<b>\$ 329,686</b>	<b>\$ 347,579</b>	<b>\$ 343,511</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ -	\$ 1,978	\$ -
TUITION & REGISTRATION FEES	193	-	1,345	-
OTHER TRAINING SUPPLIES	-	-	-	699
MILEAGE (PRIVATE AUTO)	-	-	960	-
PROFESSIONAL DUES	607	7,197	5,950	7,475
<b>TOTAL</b>	<b>\$ 800</b>	<b>\$ 7,197</b>	<b>\$ 10,232</b>	<b>\$ 8,174</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 598,627	\$ 534,009	\$ 560,202	\$ 510,500
COBRA - MEDICAL COVERAGE	35,960	-	-	36,000
EXPENSE ACCOUNT REIMBURSE	-	-	358	-
ADVERTISING AND NOTICE	-	4,998	-	-
PARKING IN CITY FACILITIES	1,133	(36)	1,188	1,500
PHOTOCOPY MACHINE RENTAL	600	-	-	-
OTHER CONTRACTUAL	37,500	-	-	-
<b>TOTAL</b>	<b>\$ 673,820</b>	<b>\$ 538,972</b>	<b>\$ 561,748</b>	<b>\$ 548,000</b>

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**  
**DIVISION OF PERSONNEL**

EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 1,197	\$ 458	\$ 384	\$ 1,200
OFFICE FURNITURE & EQUIPMENT	-	-	195	-
MEDICAL SUPPLIES	-	-	75	-
SMALL EQUIPMENT	-	1,142	-	-
FOOD	-	592	212	1,000
OTHER SUPPLIES	155	109	-	-
JUST IN TIME OFFICE SUPPLIES	4,627	5,883	3,623	2,500
<b>TOTAL</b>	<b>\$ 5,979</b>	<b>\$ 8,184</b>	<b>\$ 4,489</b>	<b>\$ 4,700</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 18,247	\$ 8,549	\$ 3,456	\$ 5,923
CHARGES FROM PRINTING	18,273	18,256	21,787	20,000
CHARGES FROM STOREROOM	3,110	1,454	5,663	2,756
CHARGES FROM MOTOR VEHICLES	-	118	-	-
<b>TOTAL</b>	<b>\$ 39,630</b>	<b>\$ 28,376</b>	<b>\$ 30,906</b>	<b>\$ 28,679</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,894,348</b>	<b>\$ 1,796,681</b>	<b>\$ 1,866,172</b>	<b>\$ 1,824,983</b>

REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALE OF SCRAPPED VEHICLES	\$ -	\$ -	\$ 550	-
MISCELLANEOUS REVENUES	347,474	347,666	297,477	233,000
EXENDITURE RECOVERIES	7	4,742	2,587	-
<b>TOTAL DIVISION</b>	<b>\$ 347,481</b>	<b>\$ 352,407</b>	<b>\$ 300,614</b>	<b>\$ 233,000</b>

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**  
**DIVISION OF PERSONNEL**

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Director of Personnel and Human Resources	50,796	171,582
1	1	1			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
1	0	0	Secretary	10.00 Hr.	16.83 Hr.
2	1	1			
<b>PROFESSIONALS</b>					
3	2	2	Assistant Personnel Administrator	20,800	54,164
1	1	1	Administrative Manager	27,194	86,765
1	1	1	Personnel Assistant	20,800	46,057
5	3	3	Junior Personnel Assistant	20,800	38,221
2	2	2	Labor Relations Officer	27,326	75,246
1	1	1	General Manager of Administrative Services	26,274	86,765
1	0	1	Labor Relations Manager	30,215	109,249
1	0	0	Manager of Education & Research	27,326	87,665
1	1	1	Manager of Employee Relations	27,326	87,665
1	1	1	Manager of Equal Employment Opportunity	27,326	87,665
1	1	1	Deputy Project Director	20,093	61,006
1	1	1	Senior Systems Analyst	20,800	79,299
19	14	15			
22	16	17	TOTAL FULL TIME		
0	1	1	Junior Personnel Assistant	20,800	38,221
1	1	1	Manager of Education & Research	27,326	87,665
1	2	2	TOTAL PART TIME		
23	18	19	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**CIVIL SERVICE COMMISSION**

LUCILLE AMBROZ, SECRETARY

The Civil Service Commission is a five (5) member Board appointed by the Mayor, with each member serving a six (6) year term. The Commission meets in public session and is responsible for: creating and monitoring rules and policies for the civil service of the City of Cleveland; conducting hearings relative to disciplinary action for employees; developing new job classifications and duty statements, and abolishing obsolete classifications and duty statements; testing and certification of all individuals in the classified service; managing and maintaining civil service records for employees; and enforcing the residency requirement pursuant to Charter Amendment 74.

*Mission Statement*

To create and implement policies and procedures to acquire and promote qualified candidates for employment with the City of Cleveland and to ensure compliance with the residency requirements of the City Charter.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
<b>PROGRAMS:</b>									
Policy-Making	\$ 60	1	5	\$ 84	1	4	\$ 97	1	5
Testing	53	4		767	3		683	3	
Record Maintenance	553	2		73	2		67	2	
Residency Investigation	91	2		127	2		116	2	
	<b>\$ 757</b>	<b>9</b>	<b>5</b>	<b>\$ 1,051</b>	<b>8</b>	<b>4</b>	<b>\$ 963</b>	<b>8</b>	<b>5</b>
<b>FUNDING SOURCE:</b>									
General Fund:									
Tax Support	\$ 721			\$ 1,034			\$ 938		
Self Generated	36			17			25		
	<b>\$ 757</b>	<b>9</b>	<b>5</b>	<b>\$ 1,051</b>	<b>8</b>	<b>4</b>	<b>\$ 963</b>	<b>8</b>	<b>5</b>

## CIVIL SERVICE COMMISSION

### **PROGRAM NAME: POLICY-MAKING**

**OBJECTIVES:** To promulgate and maintain Civil Service rules and policies and to conduct meetings and administrative hearings.

**ACTIVITIES:** Conduct regular board meetings to discuss and act upon related issues; hold hearings for disciplinary actions and other administrative actions.

### **PROGRAM NAME: TESTING**

**OBJECTIVES:** To conduct fair and valid examinations based on job responsibilities and qualifications and identify qualified candidates for employment.

**ACTIVITIES:** Conduct job analysis and develop and prepare examinations; prepare and distribute bulletins for test announcements; accept applications for test filings; test candidates, grade examination and notify individuals of results.

### **PROGRAM NAME: RECORD MAINTENANCE**

**OBJECTIVES:** To maintain accurate information regarding tests and certain personnel transactions for employees in the classified Civil Service and to certify qualified candidates to appointing authorities for employment with the City.

**ACTIVITIES:** Prepare eligible lists from examination results; certify candidates for vacant positions; maintain seniority records for promotional purposes.

### **PROGRAM NAME: RESIDENCY INVESTIGATION**

**OBJECTIVES:** To conduct investigations pursuant to Section 137 of the City Charter and Section 74, Residency Requirements, and the general condition of the City's Civil Service.

**ACTIVITIES:** Examine and determine validity of documents submitted as proof of residency; conduct investigations as needed to determine compliance and obtain evidence for hearings of individuals found to be out of compliance; ascertain compliance at the end of 6 months of employment.

## CIVIL SERVICE COMMISSION

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 317,873	\$ 354,061	\$ 380,144	\$ 369,288
BOARD MEMBERS	39,653	39,675	38,697	39,675
PART TIME PERMANENT	38,783	-	-	-
LONGEVITY	2,275	2,450	2,875	3,350
SEPARATION PAYMENTS	2,655	-	569	-
OVERTIME	351	6,961	7,686	-
<b>TOTAL</b>	<b>\$ 401,589</b>	<b>\$ 403,148</b>	<b>\$ 429,972</b>	<b>\$ 412,313</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 47,210	\$ 56,233	\$ 61,021	\$ 63,352
DENTAL	3,083	3,351	3,471	3,577
VISION CARE	373	403	431	434
PERS	53,936	54,427	58,082	62,164
FICA-MEDICARE	5,074	5,110	5,467	5,263
WORKERS COMPENSATION	2,996	8,252	11,210	9,374
LIFE INSURANCE	334	334	368	360
UNEMPLOYMENT COMPENSATION	(1,100)	(1,489)	-	-
<b>TOTAL</b>	<b>\$ 111,907</b>	<b>\$ 126,621</b>	<b>\$ 140,050</b>	<b>\$ 144,524</b>
<b>TRAINING AND DUES</b>				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ 150	\$ 200
PROFESSIONAL DUES	-	-	-	100
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 300</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,076,104	\$ 19,668	\$ 260,941	\$ 200,000
COURT REPORTER	512	6,007	11,786	15,000
REFEREE SERVICES	9,000	6,000	12,000	15,000
MILEAGE (PRIVATE AUTO)	23	-	-	-
MEDICAL SERVICES	1	-	145,000	150,000
PARKING IN CITY FACILITIES	557	784	1,395	1,000
PHOTOCOPY MACHINE RENTAL	204	-	-	-
OTHER CONTRACTUAL	83,176	166,493	23,162	-
<b>TOTAL</b>	<b>\$ 1,169,576</b>	<b>\$ 198,953</b>	<b>\$ 454,284</b>	<b>\$ 381,000</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 47	\$ -	\$ -	\$ -
PHOTOGRAPHIC SUPPLIES	-	-	23	500
OTHER SUPPLIES	80	91	127	-
JUST IN TIME OFFICE SUPPLIES	3,004	3,369	1,790	2,500
OFFICE FURNITURE & EQUIPMENT	-	1,949	-	-
<b>TOTAL</b>	<b>\$ 3,131</b>	<b>\$ 5,408</b>	<b>\$ 1,940</b>	<b>\$ 3,000</b>





## CIVIL SERVICE COMMISSION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 12,362	\$ 1,513	\$ 2,480	\$ 2,555
CHARGES FROM PRINTING	1,292	9,540	7,024	7,500
CHARGES FROM STOREROOM	3,665	3,640	5,091	2,986
CHARGES FROM MOTOR VEHICLES	8,804	8,203	10,256	8,852
<b>TOTAL</b>	<b>\$ 26,122</b>	<b>\$ 22,896</b>	<b>\$ 24,852</b>	<b>\$ 21,893</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,712,326</b>	<b>\$ 757,025</b>	<b>\$ 1,051,248</b>	<b>\$ 963,030</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUES	\$ 13,425	\$ 36,470	\$ 17,137	\$ 25,000
EXPENDITURE RECOVERIES	15	3	11	-
<b>TOTAL DIVISION</b>	<b>\$ 13,440</b>	<b>\$ 36,473</b>	<b>\$ 17,148</b>	<b>\$ 25,000</b>



## CIVIL SERVICE COMMISSION

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Secretary of the Civil Service Commission	25,012	96,445
1	1	1			
OFFICE & CLERICAL					
1	1	1	Private Secretary	10.00 Hr.	20.19 Hr.
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
2	2	2			
PROFESSIONALS					
1	1	1	Chief Civil Service Examiner	26,274	68,745
1	0	0	Civil Service Examiner II	20,080	42,428
1	1	1	Civil Service Examiner III	20,080	48,702
1	0	0	Miscellaneous Investigator	20,800	36,878
1	1	1	Supervisor of Civil Service Records	20,800	58,396
1	1	1	Personnel Administrator	26,274	80,091
1	1	1	Deputy Project Director	20,093	61,006
7	5	5			
10	8	8	TOTAL FULL TIME		
5	4	5	TOTAL BOARD MEMBERS		
15	12	13	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



NOTES



**DEPARTMENT OF PUBLIC UTILITIES**

**BARRY A. WITHERS, INTERIM DIRECTOR**

The Department of Public Utilities is comprised of the following divisions and sections: General Administration, Radio Communication, Utilities Fiscal Control, Water, Water Pollution Control, and Cleveland Public Power. Also included in the Department are CATV 20 and the Photography Lab sections. The Department is self-supporting but participates in obtaining federal & state grants and loans for various improvements when these monies are available.

The Division of Utilities Administration is specifically designed to have administrative charge, control, and supervision over the Divisions of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the office of Radio Communication. Functions and duties of the various Divisions are treated separately under their respective headings.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
<b>DIVISIONS:</b>									
Utilities Administration	\$ 2,819	22	1	\$ 2,313	25		\$ 2,593	26	2
Radio Communication	2,208	4		1,846	6		2,419	8	
Fiscal Control	2,981	44		3,196	44		4,064	48	
Water	240,481	1,095	13	248,851	1,099	11	265,243	1,167	17
Water Pollution Control	24,316	146		22,426	146		25,556	161	2
Cleveland Public Power	152,457	326	1	160,135	324	6	178,504	355	2
	<b>\$ 425,262</b>	<b>1,637</b>	<b>15</b>	<b>\$ 438,767</b>	<b>1,644</b>	<b>17</b>	<b>\$ 478,379</b>	<b>1,765</b>	<b>23</b>
<b>FUNDING SOURCE:</b>									
Self Generated Revenue*	\$ 417,254	1,567	14	\$ 431,412	1,569	17	\$ 469,303	1,683	21
Expenditure Recovery*	8,008	70	1	7,355	75		9,076	82	2
	<b>\$ 425,262</b>	<b>1,637</b>	<b>15</b>	<b>\$ 438,767</b>	<b>1,644</b>	<b>17</b>	<b>\$ 478,379</b>	<b>1,765</b>	<b>23</b>

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.



**DIVISION OF UTILITIES ADMINISTRATION**

**BARRY A. WITHERS, INTERIM DIRECTOR**

*Mission Statement*

To provide administrative control and supervision over the Divisions of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power, the Office of Radio Communication, CATV23 and Photography Lab.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL			2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
<b>PROGRAMS:</b>									
Administration	\$ 1,272	9 1		\$ 1,134	13		\$ 1,525	14 2	
Cable Television	1,547	13		1,179	12		1,068	12	
	<b>\$ 2,819</b>	<b>22 1</b>		<b>\$ 2,313</b>	<b>25</b>		<b>\$ 2,593</b>	<b>26 2</b>	
<b>FUNDING SOURCE:</b>									
Sales & Charges for Services	\$ 21			\$ 26			\$ 22		
Miscellaneous Revenue*	1,354			1,037			1,503		
Expenditure Recovery	1,444			1,250			1,068		
	<b>\$ 2,819</b>	<b>22 1</b>		<b>\$ 2,313</b>	<b>25</b>		<b>\$ 2,593</b>	<b>26 2</b>	

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.



## DIVISION OF UTILITIES ADMINISTRATION

### **PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To coordinate and manage the activities of the Department of Public Utilities.

**ACTIVITIES:** Monitor the promotion of Minority Business Enterprise and Female Business Enterprise involvement in the procurement process. Direct operating and financial performance of Water, Water Pollution, Cleveland Public Power, and the Office of Radio Communication. Manage priorities and oversee capital improvement plans.

### **PROGRAM NAME: CABLE TELEVISION**

**OBJECTIVES:** To ensure cable television franchisee's compliance with the franchise agreement.

**ACTIVITIES:** Monitor compliance in financial, technical, personnel and construction areas. Develop rules, procedures and regulations for the construction, operation, maintenance and use of the cable television system. Investigate and mediate disputes between the operator and subscribers. Operate City access channel.



## DIVISION OF UTILITIES ADMINISTRATION

## EXPENDITURES

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>							
FULL TIME PERMANENT	\$ 1,229,734	\$	1,228,768	\$	1,272,952	\$	1,417,579
SEASONAL	6,978		5,464		10,227		8,069
PART TIME PERMANENT	-		9,231		-		-
LONGEVITY	6,600		7,000		6,300		7,700
SEPARATION PAYMENTS	6,012		174,773		9,105		-
OVERTIME	31,386		37,491		35,700		22,566
<b>TOTAL</b>	<b>\$ 1,280,710</b>	<b>\$</b>	<b>1,462,726</b>	<b>\$</b>	<b>1,334,284</b>	<b>\$</b>	<b>1,455,914</b>
<b>EMPLOYEE BENEFITS</b>							
HOSPITALIZATION	\$ 140,465	\$	172,600	\$	196,410	\$	228,918
DENTAL	9,044		9,849		10,801		12,639
VISION CARE	1,060		1,149		1,184		1,358
PERS	167,457		182,434		185,177		219,507
FICA-MEDICARE	13,173		14,008		15,635		17,589
WORKERS COMPENSATION	11,029		26,363		41,763		35,550
LIFE INSURANCE	926		1,001		1,050		1,170
UNEMPLOYMENT COMPENSATION	-		-		-		3,385
<b>TOTAL</b>	<b>\$ 343,154</b>	<b>\$</b>	<b>407,404</b>	<b>\$</b>	<b>452,020</b>	<b>\$</b>	<b>520,116</b>
<b>TRAINING AND DUES</b>							
TRAVEL	\$ 14,343	\$	12,379	\$	6,297	\$	9,000
TUITION & REGISTRATION FEES	7,540		5,648		1,789		5,000
PROFESSIONAL DUES	1,973		9,644		2,923		5,000
<b>TOTAL</b>	<b>\$ 23,857</b>	<b>\$</b>	<b>27,671</b>	<b>\$</b>	<b>11,009</b>	<b>\$</b>	<b>19,000</b>
<b>CONTRACTUAL SERVICES</b>							
PROFESSIONAL SERVICES	\$ 1,303	\$	300	\$	35	\$	-
MILEAGE (PRIVATE AUTO)	-		104		484		500
ADVERTISING AND NOTICE	961		454		4,600		-
PROGRAM PROMOTION	16,000		6,136		15,896		50,000
PARKING IN CITY FACILITIES	19,706		24,248		18,906		17,500
PROPERTY RENTAL	80,028		118,728		118,728		118,728
PHOTOCOPY MACHINE RENTAL	878		-		-		-
OTHER CONTRACTUAL	66,526		77,173		96,442		83,500
<b>TOTAL</b>	<b>\$ 185,402</b>	<b>\$</b>	<b>227,142</b>	<b>\$</b>	<b>255,091</b>	<b>\$</b>	<b>270,228</b>

## DIVISION OF UTILITIES ADMINISTRATION

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 19,315	\$ 1,927	\$ 1,042	\$ 2,500
COMPUTER SUPPLIES	-	-	-	1,000
COMPUTER HARDWARE	6,274	3,436	-	2,000
COMPUTER SOFTWARE	-	-	-	2,000
PHOTOGRAPHIC SUPPLIES	2,200	16,606	11,355	10,000
OTHER SUPPLIES	615	2,127	1,123	3,000
JUST IN TIME OFFICE SUPPLIES	6,550	10,522	7,310	10,000
<b>TOTAL</b>	<b>\$ 34,954</b>	<b>\$ 34,618</b>	<b>\$ 20,830</b>	<b>\$ 30,500</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 450	\$ 187	\$ 2,000
MAINTENANCE CONTRACTS	-	1,830	-	1,000
MAINTENANCE UTILITY SYSTEMS	36,907	23,751	28,083	30,000
<b>TOTAL</b>	<b>\$ 36,907</b>	<b>\$ 26,031</b>	<b>\$ 28,270</b>	<b>\$ 33,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
INDIRECT COST	\$ 61,008	\$ 80,963	\$ 80,963	\$ 226,828
<b>TOTAL</b>	<b>\$ 61,008</b>	<b>\$ 80,963</b>	<b>\$ 80,963</b>	<b>\$ 226,828</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 8,812	\$ 15,765	\$ 9,547	\$ 10,123
CHARGES FROM RADIO SYSTEM	220	138	7	-
CHARGES FROM WATER	-	-	937	-
CHARGES FROM PRINTING	16,444	13,051	14,498	21,500
CHARGES FROM STOREROOM	145	71	119	-
CHARGES FROM MOTOR VEHICLES	1,231	2,889	7,191	6,206
<b>TOTAL</b>	<b>\$ 26,852</b>	<b>\$ 31,914</b>	<b>\$ 32,299</b>	<b>\$ 37,829</b>
<b>CAPITAL OUTLAY</b>				
TELECOMMUNICATIONS EQUIP	\$ 65,339	\$ 520,132	\$ 44,287	\$ -
TRANSFER TO CAPITAL	-	-	54,263	-
<b>TOTAL</b>	<b>\$ 65,339</b>	<b>\$ 520,132</b>	<b>\$ 98,550</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,058,181</b>	<b>\$ 2,818,601</b>	<b>\$ 2,313,316</b>	<b>\$ 2,593,415</b>
<b>REVENUE</b>				
	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 7,953	\$ 21,202	\$ 25,622	\$ 22,000
MISCELLANEOUS REVENUES	1,042,076	1,227,636	1,315,910	1,369,258
EXPENDITURE RECOVERIES	804,161	1,444,362	1,250,192	1,067,582
<b>TOTAL DIVISION</b>	<b>\$ 1,854,191</b>	<b>\$ 2,693,200</b>	<b>\$ 2,591,724</b>	<b>\$ 2,458,840</b>





DIVISION OF UTILITIES ADMINISTRATION

COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	2	2	Administrative Manager	27,194	86,765
1	2	2	Administrative Officer	20,800	51,437
4	6	6	Assistant Administrator	20,800	62,253
1	1	1	Director of Public Utilities	50,796	171,582
1	0	1	Secretary to the Director	36,590	138,195
<u>8</u>	<u>11</u>	<u>12</u>			
TECHNICIAN					
1	1	1	Chief Photographer	20,800	49,697
1	1	1	Photographer	10.00 Hr.	21.10 Hr.
<u>2</u>	<u>2</u>	<u>2</u>			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	46,165
<u>1</u>	<u>1</u>	<u>1</u>			
PROFESSIONALS					
1	2	2	Assistant Contract Compliance Officer	20,093	55,191
1	1	1	Cable Production Manager	20,800	90,359
1	0	0	Cable Production Specialist	20,800	37,416
3	1	1	Deputy Project Director	20,093	61,006
1	1	1	General Manager of Administrative Services	26,274	86,765
1	0	0	Labor Relations Officer	27,326	75,246
1	1	1	Manager of Marketing	30,215	100,844
1	0	0	Manager of Telecommunications	30,215	100,844
1	2	2	Project Coordinator	27,326	87,665
1	1	1	Project Director	22,333	77,944
2	2	2	Telecommunications Specialist	30,215	65,707
<u>14</u>	<u>11</u>	<u>11</u>			
25	25	26	TOTAL FULL TIME		
1	0	2	SEASONAL		
<u>26</u>	<u>25</u>	<u>28</u>	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



**OFFICE OF RADIO COMMUNICATIONS**

**BRAD A. HANDKE, ADMINISTRATIVE MANAGER**

*Mission Statement*

To operate the City's radio system in a reliable and secure manner, suitable for use by all City divisions, by providing maintenance, programming services interoperability, and improvements to the infrastructure to insure sufficient system capacity to meet the wireless communications needs of the City.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007 ACTUAL		2008 UNAUDITED			2009 BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
<b>PROGRAMS:</b>								
Radio Communications	\$ 2,208	4	\$ 1,846	6	\$ 2,419	8		
	<b>\$ 2,208</b>	<b>4</b>	<b>\$ 1,846</b>	<b>6</b>	<b>\$ 2,419</b>	<b>8</b>		
<b>FUNDING SOURCE:</b>								
Expenditure Recovery*	\$ 2,208	4	\$ 1,846	6	\$ 2,419	8		
	<b>\$ 2,208</b>	<b>4</b>	<b>\$ 1,846</b>	<b>6</b>	<b>\$ 2,419</b>	<b>8</b>		

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

**PROGRAM NAME: RADIO SYSTEM MAINTENANCE**

**OBJECTIVES:** To maintain the City's 800 MHz system in a reliable condition, suitable for use by all City divisions including Police, Fire and EMS.

**ACTIVITIES:** Ensure that maintenance contracts are in place for infrastructure, as well as for ancillary facilities; to administer maintenance contracts, respond to alarms, system problems, and user problems in an effort to coordinate maintenance efforts.

**PROGRAM NAME: RADIO SYSTEM ADMINISTRATION**

**OBJECTIVES:** Respond quickly to requests for programming and reprogramming of mobile and portable radios, as well as other system requests.

**ACTIVITIES:** Work with user divisions to ensure that changes in radio templates are made in a timely fashion and suggest changes or improvements in radio configuration. Provide advice on how to best create interoperability between the internal and external entities located in and outside of the City, and retemplate radios that have undergone maintenance or are being relocated from one vehicle to another.

## OFFICE OF RADIO COMMUNICATIONS

### **PROGRAM NAME: EQUIPMENT PURCHASE PROGRAM**

**OBJECTIVES:** To purchase equipment for city divisions to ensure the proper operation of all City of Cleveland radios and related equipment, including equipment installed into city owned vehicles.

**ACTIVITIES:** Obtain necessary equipment through multiple contracts to ensure proper operation of city owned equipment. Use the leverage of large quantity discounts offered by vendors by combining orders for similar items from multiple divisions' orders. To serve as the one stop purchasing center for materials related to both installation and maintenance of ancillary radio equipment as well as their peripheral devices.

### **PROGRAM NAME: WIRELESS COMMUNICATIONS BUILDING PERMIT APPLICATIONS**

**OBJECTIVES:** Ensure that wireless communications providers utilize existing and new poles and structures in an efficient and non-blocking manner.

**ACTIVITIES:** Review building permit applications and conduct site visits.

### **PROGRAM NAME: LEASE OF FACILITIES FOR WIRELESS COMMUNICATIONS USE**

**OBJECTIVES:** Ensure that leases for City properties by wireless communications providers provide City divisions with fair compensation for their usage.

**ACTIVITIES:** Negotiate leases with wireless communications providers in conjunction with the Law Department and the City division that owns the property or facility.

### **PROGRAM NAME: ORC SERVICE CENTER FACILITY**

**OBJECTIVES:** Provide services related to the installation, removal and repair of 800 MHz two-way radios from City divisions. This program also provides for drive-in services for vehicles that usually go to outside vendors for miscellaneous radio services. Also in 2008 the Service Center took on responsibility for other peripheral equipment including GPS, AVL, and some MDT/Camera work.

**ACTIVITIES:** Install and remove radios for other City divisions, so as to reduce the amount of money being spent on outside vendors. To provide service to all City divisions using 800 MHz radio equipment. This program will eliminate most of the outsourcing of radio services that the City of Cleveland does for its vehicle fleet and will help to prevent vehicles and personnel from being Out of Service. In addition in 2008 the Service Center began removing equipment related to MDT's, GPS, and AVL, from vehicles to reduce the cost of having outside vendors remove this equipment.

## OFFICE OF RADIO COMMUNICATIONS

## EXPENDITURES

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME WAGES	\$ 164,654	\$ 189,034	\$ 240,832	\$ 360,480
LONGEVITY	875	2,425	2,425	4,025
OVERTIME	4,412	3,885	10,054	18,868
<b>TOTAL</b>	<b>\$ 169,941</b>	<b>\$ 195,343</b>	<b>\$ 253,311</b>	<b>\$ 383,373</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 32,235	\$ 44,306	\$ 52,636	\$ 88,257
DENTAL	2,031	2,500	2,844	4,829
VISION CARE	178	234	304	588
PERS	20,743	26,946	34,894	57,801
FICA-MEDICARE	1,859	2,122	2,306	3,939
WORKERS COMPENSATION	1,173	3,504	5,251	5,563
LIFE INSURANCE	146	180	218	360
CLOTHING ALLOWANCE	405	1,240	1,280	1,950
CLOTHING MAINTENANCE	180	540	580	1,560
<b>TOTAL</b>	<b>\$ 58,951</b>	<b>\$ 81,572</b>	<b>\$ 100,313</b>	<b>\$ 164,847</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ -	\$ 735	\$ 8,009	\$ 5,000
TUITION & REGISTRATION FEES	-	-	-	2,000
PROFESSIONAL DUES	1,258	638	-	-
<b>TOTAL</b>	<b>\$ 1,258</b>	<b>\$ 1,373</b>	<b>\$ 8,009</b>	<b>\$ 7,000</b>
<b>UTILITIES</b>				
GAS	\$ 340	\$ 343	\$ 383	\$ 389
ELECTRICITY - CPP	25,422	26,468	15,855	16,336
ELECTRICITY - OTHER	26,286	30,019	30,022	29,377
<b>TOTAL</b>	<b>\$ 52,048</b>	<b>\$ 56,830</b>	<b>\$ 46,260</b>	<b>\$ 46,102</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 300	\$ 1,500	\$ 1,500	\$ -
TRAVEL - NON - TRAINING	-	-	-	1,000
MILEAGE (PRIVATE AUTO)	183	148	-	1,000
PARKING IN CITY FACILITIES	1,320	1,210	1,320	1,320
TAXES	-	13,216	-	-
PROPERTY RENTAL	116,484	121,946	120,454	129,204
<b>TOTAL</b>	<b>\$ 118,287</b>	<b>\$ 138,020</b>	<b>\$ 123,274</b>	<b>\$ 132,524</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 346	\$ 262	\$ 158	\$ 1,000
HARDWARE & SMALL TOOLS	2,177	2,616	519	5,000
SMALL EQUIPMENT	13,023	15,149	11,787	15,000
OFFICE FURNITURE & EQUIPMENT	-	7,696	7,772	-
OTHER SUPPLIES	76,906	126,243	23,968	100,000
<b>TOTAL</b>	<b>\$ 92,451</b>	<b>\$ 151,965</b>	<b>\$ 44,204</b>	<b>\$ 121,000</b>

**OFFICE OF RADIO COMMUNICATIONS**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 1,165	\$ -	\$ 3,000
MAINTENANCE CONTRACTS	1,008,206	1,302,118	1,182,468	1,276,601
MAINTENANCE UTILITY SYSTEMS	24,500	25,301	32,236	100,000
<b>TOTAL</b>	<b>\$ 1,032,706</b>	<b>\$ 1,328,584</b>	<b>\$ 1,214,704</b>	<b>\$ 1,379,601</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 6,452	\$ 13,872	\$ 7,086	\$ 8,907
CHARGES FROM LIGHT AND POWER	12,000	6,000	-	-
CHARGES FROM WATER	-	-	-	25,000
CHARGES FROM PRINTING	360	468	406	-
CHARGES FROM MOTOR VEHICLES	568	4,302	3,540	3,055
CHARGES FROM WATER - GIS PROJ	-	7,929	-	-
<b>TOTAL</b>	<b>\$ 19,380</b>	<b>\$ 32,571</b>	<b>\$ 11,032</b>	<b>\$ 36,962</b>
<b>CAPITAL OUTLAY</b>				
AUTOMOBILES	\$ -	\$ 25,093	\$ -	\$ -
OTHER EQUIPMENT	140,061	39,360	26,034	147,301
TRANSFER TO CAPITAL PROJECT	181,418	157,266	18,471	-
<b>TOTAL</b>	<b>\$ 321,479</b>	<b>\$ 221,719</b>	<b>\$ 44,505</b>	<b>\$ 147,301</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,866,501</b>	<b>\$ 2,207,979</b>	<b>\$ 1,845,612</b>	<b>\$ 2,418,710</b>

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 190,182	\$ 203,586	\$ 213,840	\$ 205,410
MISCELLANEOUS REVENUE	41,161	45,708	37,220	20,000
EXPENDITURE RECOVERIES	1,424,572	1,645,602	1,660,593	1,968,551
<b>TOTAL DIVISION</b>	<b>\$ 1,655,915</b>	<b>\$ 1,894,896</b>	<b>\$ 1,911,653</b>	<b>\$ 2,193,961</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrative Manager	27,194	86,765
0	0	1	Assistant Administrator	20,800	62,253
1	1	1	Supervisor of Radio Services	15.13 Hr.	23.89 Hr.
2	2	3			
<b>TECHNICIANS</b>					
5	4	5	Radio Technician	16.38 Hr.	19.98 Hr.
5	4	5			
7	6	8	<b>TOTAL DIVISION</b>		

\* Salary Schedule effective December 8, 2008



**DIVISION OF FISCAL CONTROL**

**DENNIS A. NICHOLS, COMMISSIONER**

This division is responsible for the financial reporting of the divisions of Water, Water Pollution Control, Cleveland Public Power and Radio Communication. Utilities Fiscal Control is the financial arm of the Department of Public Utilities; therefore, it is a separate division with a separate budget that is funded by the Department of Public Utilities enterprise funds: Water, WPC and CPP. Our functions include but are not limited to monitoring, reporting and auditing the operational results of the divisions of the Department of Public Utilities.

*Mission Statement*

Provide accurate and timely financial services and information to meet our customers' needs and compliance requirements

**OPERATING SUMMARY**

(000'S OMITTED)

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Utilities Fiscal Control	\$ 2,981	44		\$ 3,196	44		\$ 4,064	48	
	<b>\$ 2,981</b>	<b>44</b>		<b>\$ 3,196</b>	<b>44</b>		<b>\$ 4,064</b>	<b>48</b>	
<b>FUNDING SOURCE:</b>									
Miscellaneous Revenue*	\$ 2,981	44		\$ 3,196	44		\$ 4,064	48	
	<b>\$ 2,981</b>	<b>44</b>		<b>\$ 3,196</b>	<b>44</b>		<b>\$ 4,064</b>	<b>48</b>	

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

**PROGRAM NAME: CASH RECEIPTS AND REMITTANCE PROCESSING**

**OBJECTIVES:** To process water, sewer and electricity customer payments and mail deposits receipts in 48 hours.

**ACTIVITIES:** Process all payments. Account for al activities in the Water and Cleveland Public Power billing systems. Prepare bank deposits and funds for delivery to the City of Cleveland Treasurer. Archive all payment information as required by law and regulations.



**DIVISION OF FISCAL CONTROL**

**PROGRAM NAME: CASH SERVICES**

**OBJECTIVES:** The Cashier Section is responsible for taking customer payments at the Carl B. Stokes Public Utilities Building at 1201 Lakeside Avenue each business day.

**ACTIVITIES:** Collect all over the counter payments. Balance all cash transactions at the end of each business day. Submit payment transactions to the Cash Receipts sections so customer payments are recorded in Water and Cleveland Public Power customer information systems respectively. Prepare the bank deposits of daily receipts.

**PROGRAM NAME: GENERAL ACCOUNTING SECTION**

**OBJECTIVES:** Compile financial reports in the Department of Public Utilities. Comply with all reporting requirements set by the State of Ohio and the Governmental Accounting Standards Board.

**ACTIVITIES:** Monitor all financial transactions. Account for all cash and currency as required by City of Cleveland Codified Ordinance. Verify that all cash and currency are remitted to the City of Cleveland Treasury. Perform all accounting functions. Prepare financial statements and operational reports for the divisions of Water, Water Pollution Control and Cleveland Public Power.

**PROGRAM NAME: ACCOUNTS RECEIVABLE SECTION**

**OBJECTIVES:** Review and audit all customer billing transactions and perform required accounting duties of the operating divisions.

**ACTIVITIES:** Audit customer refunds; process certified collections receipts; reconcile bank statements and process returned checks due to non-sufficient funds; Perform daily and monthly bank reconciliations. Prepare month end billing activity reports for Water, Sewer and Cleveland Public Power.

## DIVISION OF FISCAL CONTROL

## EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 1,888,502	\$ 1,911,291	\$ 2,020,823	\$ 2,254,094
SEASONAL	11,140	-	-	-
LONGEVITY	16,525	16,750	16,275	14,725
WAGE SETTLEMENTS	1,043	-	-	-
SEPARATION PAYMENTS	7,912	20,378	68,549	92,100
OVERTIME	129,699	189,213	172,364	120,138
<b>TOTAL</b>	<b>\$ 2,054,822</b>	<b>\$ 2,137,633</b>	<b>\$ 2,278,011</b>	<b>\$ 2,481,057</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 240,630	\$ 290,926	\$ 310,469	\$ 356,113
DENTAL	15,376	17,038	17,213	19,851
VISION CARE	2,716	2,882	2,940	3,003
PERS	273,101	291,484	309,401	360,181
FICA-MEDICARE	18,579	20,401	23,091	32,684
WORKERS COMPENSATION	3,990	42,572	58,422	58,339
LIFE INSURANCE	1,916	2,036	2,010	2,160
UNEMPLOYMENT COMPENSATION	2,909	-	9,230	11,284
<b>TOTAL</b>	<b>\$ 559,216</b>	<b>\$ 667,338</b>	<b>\$ 732,776</b>	<b>\$ 843,615</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 1,234	\$ 2,033	\$ 336	\$ 15,000
TUITION & REGISTRATION FEES	875	2,069	55	16,500
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	140	1,000
PROFESSIONAL DUES	1,150	2,153	953	1,500
<b>TOTAL</b>	<b>\$ 3,258</b>	<b>\$ 6,255</b>	<b>\$ 1,484</b>	<b>\$ 34,000</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 1,420	\$ 6,500	\$ 8,907	\$ 75,000
PARKING IN CITY FACILITIES	557	830	1,320	1,320
OTHER CONTRACTUAL	5,868	4,500	300	2,000
<b>TOTAL</b>	<b>\$ 7,845</b>	<b>\$ 11,830</b>	<b>\$ 10,527</b>	<b>\$ 78,320</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 6,940	\$ 6,636	\$ 7,066	\$ 4,000
COMPUTER HARDWARE	-	2,396	-	4,000
COMPUTER SOFTWARE	-	-	-	3,000
OFFICE FURNITURE & EQUIPMENT	918	1,823	-	4,000
OTHER SUPPLIES	1,063	317	525	-
JUST IN TIME OFFICE SUPPLIES	14,415	11,542	9,618	12,000
<b>TOTAL</b>	<b>\$ 23,336</b>	<b>\$ 22,714</b>	<b>\$ 17,209</b>	<b>\$ 27,000</b>





## DIVISION OF FISCAL CONTROL

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 1,309	\$ 718	\$ 6,030	\$ 12,000
MAINTENANCE CONTRACTS	36,581	35,446	41,368	-
<b>TOTAL</b>	<b>\$ 37,890</b>	<b>\$ 36,165</b>	<b>\$ 47,398</b>	<b>\$ 12,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
INDIRECT COST	\$ 105,307	\$ 87,331	\$ 87,331	\$ 97,951
<b>TOTAL</b>	<b>\$ 105,307</b>	<b>\$ 87,331</b>	<b>\$ 87,331</b>	<b>\$ 97,951</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM PRINTING	\$ 13,880	\$ 10,813	\$ 21,740	\$ 20,000
<b>TOTAL</b>	<b>\$ 13,880</b>	<b>\$ 10,813</b>	<b>\$ 21,740</b>	<b>\$ 20,000</b>
<b>CAPITAL OUTLAY</b>				
OFFICE EQUIPMENT	\$ -	\$ 945	\$ -	\$ 10,000
COMPUTER HARDWARE	-	-	-	460,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 945</b>	<b>\$ -</b>	<b>\$ 470,000</b>
<b>TOTAL DIVISION</b>	<b>\$ 2,805,555</b>	<b>\$ 2,981,023</b>	<b>\$ 3,196,476</b>	<b>\$ 4,063,946</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
MISCELLANEOUS REVENUE	\$ 3,022,862	\$ 3,480,341	\$ 3,879,874	\$ 3,590,529
EXPENDITURE RECOVERIES	-	18	5	-
<b>TOTAL DIVISION</b>	<b>\$ 3,022,862</b>	<b>\$ 3,480,360</b>	<b>\$ 3,879,879</b>	<b>\$ 3,590,529</b>



## DIVISION OF FISCAL CONTROL

## COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
3	3	3	Assistant Administrator	20,800	62,253
1	1	1	Commissioner of Utilities Fiscal Control	40,315	118,351
3	2	2	Utilities Comptroller	26,274	86,765
7	6	6			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	46,165
1	1	1	General Manager of Administrative Services	26,274	86,765
1	1	1	Principal Cashier	10.00 Hr.	22.60 Hr.
2	1	1	Principal Clerk	11.93 Hr.	19.13 Hr.
5	5	5	Senior Cashier	10.00 Hr.	19.23 Hr.
7	5	5	Senior Clerk	10.29 Hr.	15.78 Hr.
1	1	1	Senior Personnel Assistant	20,800	48,702
18	15	15			
PROFESSIONALS					
4	4	4	Accountant I	10.00 Hr.	19.23 Hr.
2	1	2	Accountant II	10.00 Hr.	21.10 Hr.
2	2	2	Accountant III	10.00 Hr.	23.39 Hr.
3	2	3	Accountant IV	20,800	57,689
4	4	4	Accountant Supervisor	23,647	70,426
2	2	2	Auditor	20,093	57,124
1	0	1	Budget Analyst	20,800	51,467
1	1	1	Chief Auditor - Utilities	23,647	82,125
1	1	1	Project Director	22,333	77,944
2	2	2	Senior Internal Auditor	23,647	65,066
1	0	1	Unit Supervisor	13.29 Hr.	22.17 Hr.
23	19	23			
TECHNICIANS					
4	4	4	Senior Data Conversion Operator	10.80 Hr.	17.55 Hr.
4	4	4			
52	44	48	TOTAL FULL TIME		
1	0	0	SEASONAL		
53	44	48	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF WATER****J. CHRISTOPHER NIELSON, COMMISSIONER**

The Division of Water (CWD) was created in 1853 and charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water service to customers within its service areas.

The Division of Water operates a major public water supply system, which services not only the City of Cleveland, but also approximately 76 suburban municipalities in Cuyahoga, Geauga, Lake, Medina, Portage, and Summit counties. The present service area covers about 680 square miles of which 593 square miles are for core services while 87 square miles are provisional emergency feed areas. CWD serves more than 1.55 million people. The City is empowered to establish rates and charges for the service provided by its Water Division, to acquire property and construct facilities to provide water services throughout the service area and to perform other necessary functions with respect to the operation and maintenance of the water works system. The Division of Water is a self-supporting regional utility.

The Division of Water draws raw water from four (4) intake tunnels in Lake Erie, chemically treats and disinfects the water, passes it through mixing and settling basins and then sand and gravel filters so that it becomes potable, and pumps it into reservoirs, storage towers, tanks and distribution lines. These services are provided to all of greater Cleveland, with approximately 50% of the water to industrial and commercial users, and the remaining 50% to residential users.

The Division of Water maintains and operates four (4) treatment plants, five (5) major pumping stations, eleven (11) secondary pumping stations, twenty-one (21) storage facilities, and about 5,200 miles of water mains in four (4) different pressure zones which are determined by elevation above the lake. The City of Cleveland has recognized that a viable public water supply system is essential to the social and economic growth of a metropolitan city. If the City and surrounding areas are to grow and contribute to the economic viability of the central core, it is necessary for the area to have an adequate, economical public water supply.

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*Mission Statement*

CWD delivers a reliable supply of high quality water and customer services to promote public health and safety, economy, and quality of life of Greater Cleveland.

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**DIVISION OF WATER**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
<b>PROGRAMS:</b>										
Water Operations	\$ 212,388	1,095	13	\$ 237,040	1,099	11	\$ 245,927	1,167	17	
Capital	28,093			11,811			19,316			
	<b>\$ 240,481</b>	<b>1,095</b>	<b>13</b>	<b>\$ 248,851</b>	<b>1,099</b>	<b>11</b>	<b>\$ 265,243</b>	<b>1,167</b>	<b>17</b>	
<b>FUNDING SOURCE:</b>										
Self Generated Revenue*	\$ 240,481	1,095	13	\$ 248,851	1,099	11	\$ 265,243	1,167	17	
	<b>\$ 240,481</b>	<b>1,095</b>	<b>13</b>	<b>\$ 248,851</b>	<b>1,099</b>	<b>11</b>	<b>\$ 265,243</b>	<b>1,167</b>	<b>17</b>	

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

**PROGRAM NAME: WATER OPERATIONS**

**OBJECTIVES:** To provide potable water and related water services to customers in service areas.

**ACTIVITIES:** Collect, treat, pump and distribute potable water. Install and read meters to determine customer usage. Make service calls for system maintenance.

**PROGRAM NAME: CAPITAL**

**OBJECTIVES:** To upgrade and improve the water treatment and delivery system.

**ACTIVITIES:** Utilize engineering staff to design and undertake capital projects. Continue a multi-year, ongoing Capital Improvement Program to sustain aging infrastructure.

**DIVISION OF WATER**

**EXPENDITURES**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT CRAFTS	\$ 49,063,900	\$ 48,700,489	\$ 51,235,417	\$ 52,685,000
SEASONAL	362,387	195,558	113,605	-
MILITARY LEAVE	952	2,964	-	-
PART TIME PERMANENT	81,353	96,580	99,815	133,208
INJURY PAY	53,443	29,514	14,002	-
STUDENT TRAINEES	-	17,690	74,446	71,270
LONGEVITY	532,300	533,050	536,525	563,100
WAGE SETTLEMENTS	11,308	1,038,122	39,495	-
SEPARATION PAYMENTS	344,331	339,497	451,022	400,000
BONUS INCENTIVE	55,500	(7,500)	500	-
OVERTIME	3,748,639	4,709,276	4,419,062	3,941,400
<b>TOTAL</b>	<b>\$ 54,254,115</b>	<b>\$ 56,204,138</b>	<b>\$ 56,983,889</b>	<b>\$ 57,793,978</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 8,604,128	\$ 9,365,754	\$ 9,696,205	\$ 10,706,232
DENTAL	564,029	552,527	542,754	597,736
VISION CARE	69,233	68,538	67,669	73,181
PERS	7,338,299	7,581,739	7,938,814	8,653,246
FICA-MEDICARE	576,916	611,212	636,244	675,412
WORKERS COMPENSATION	2,592,203	2,119,870	2,599,484	2,520,763
LIFE INSURANCE	49,995	49,575	49,238	51,570
UNEMPLOYMENT COMPENSATION	58,093	77,718	41,131	100,000
CLOTHING ALLOWANCE	227,251	228,340	221,477	233,745
TOOL INSURANCE	10,320	10,580	10,470	10,020
CLOTHING MAINTENANCE	115,465	112,905	114,495	121,080
<b>TOTAL</b>	<b>\$ 20,205,933</b>	<b>\$ 20,778,759</b>	<b>\$ 21,917,981</b>	<b>\$ 23,742,985</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 66,254	\$ 75,462	\$ 58,256	\$ 143,190
TUITION & REGISTRATION FEES	79,565	73,604	79,381	165,130
OTHER TRAINING SUPPLIES	4,958	5,996	20,252	12,950
MILEAGE (PRIV AUTO) TRNG PRPS	76	2,833	2,118	-
PROFESSIONAL DUES	276,021	227,229	209,068	295,206
<b>TOTAL</b>	<b>\$ 426,873</b>	<b>\$ 385,124</b>	<b>\$ 369,075</b>	<b>\$ 616,476</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 1,336,146	\$ 604,775	\$ 640,926	\$ 1,000,000
SEWER - OTHER	1,162,598	1,429,632	1,305,894	1,638,600
TELEPHONE	329,010	906,826	1,548,120	1,300,000
GAS	1,377,612	1,070,954	1,459,838	1,800,000
ELECTRICITY - CPP	11,738,813	12,590,143	12,707,408	13,000,000
ELECTRICITY - OTHER	5,314,284	6,026,527	5,755,949	5,687,800
STEAM	44,586	36,642	46,836	45,320
CONTRACUAL UTILITIES	-	1,634	-	-
<b>TOTAL</b>	<b>\$ 21,303,049</b>	<b>\$ 22,667,134</b>	<b>\$ 23,464,971</b>	<b>\$ 24,471,720</b>



## DIVISION OF WATER

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 3,121,094	\$ 4,526,196	\$ 6,520,832	\$ 6,012,640
MILEAGE (PRIVATE AUTO)	133	268	1,487	53,825
ADVERTISING AND PUBLIC NOTICE	154,369	159,142	137,177	175,925
PARKING IN CITY FACILITIES	8,543	8,493	4,755	8,850
TAXES	212,619	203,019	211,635	230,000
PHOTOCOPY MACHINE RENTAL	3,792	-	-	-
EQUIPMENT RENTAL	12,345	22,450	20,964	75,900
OTHER CONTRACTUAL	1,089,117	3,087,134	3,269,700	2,185,920
COUNTY AUD & TREAS COLL FEE	8,363	6,940	7,121	5,000
STATE AUDITOR EXAMINATION	19,389	39,017	47,924	90,000
BANK SERVICE FEES	82,512	74,308	75,634	15,000
CREDIT CARD PROCESSING FEE	62,757	82,566	107,080	100,000
<b>TOTAL</b>	<b>\$ 4,775,034</b>	<b>\$ 8,209,530</b>	<b>\$ 10,404,309</b>	<b>\$ 8,953,060</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 7,678	\$ 6,671	\$ 18,864	\$ 35,755
POSTAGE	1,321,866	1,428,096	1,651,997	1,710,500
COMPUTER SUPPLIES	19,506	26,873	39,789	27,665
COMPUTER HARDWARE	18,999	39,704	19,951	33,300
COMPUTER SOFTWARE	68,280	22,940	11,765	144,600
FUEL	1	105,351	59,000	222,245
CHEMICAL	4,479,247	4,834,420	5,850,000	4,947,750
SALT & DE-ICER	29,127	10,734	32,438	39,900
CLOTHING	6,771	6,600	1,800	22,340
HARDWARE & SMALL TOOLS	202,483	266,443	227,371	292,200
SMALL EQUIPMENT	77,285	81,101	131,801	114,950
OFFICE FURNITURE & EQUIPMENT	28,000	31,955	11,581	58,550
ELECTRICAL SUPPLIES	163,558	281,222	291,985	305,500
HYGIENE AND CLEANING SUPP	44,786	105,515	124,569	155,350
MOTORS AND PUMPS	35,804	19,319	28,670	59,375
LABORATORY SUPPLIES	250,227	200,288	121,000	137,200
PAPER AND OTHER SUPPLIES	102,244	82,645	-	15,325
OTHER SUPPLIES	70,648	64,899	64,850	103,720
SAFETY EQUIPMENT	289,481	255,078	316,144	330,000
JUST IN TIME OFFICE SUPPLIES	136,934	110,134	77,707	132,150
BUILDING MAINTENANCE SUPP	171,672	41,425	50,648	121,300
CEMENT, SAND & GRAVEL	1,462,001	1,551,191	1,870,880	1,882,500
MISC MAINTENANCE SUPPLIES	155,866	242,660	162,767	267,200
<b>TOTAL</b>	<b>\$ 9,142,462</b>	<b>\$ 9,815,263</b>	<b>\$ 11,165,577</b>	<b>\$ 11,159,375</b>



## DIVISION OF WATER

## EXPENDITURES - CONTINUED

	2006		2007		2008		2009
	Actual		Actual		Unaudited		Budget
<b>MAINTENANCE</b>							
MAINTENANCE OFFICE EQUIP	\$ 16,022	\$	7,682	\$	8,239	\$	20,400
MAINTENANCE CONTRACTS	27,898		60,419		331,466		284,965
COMPUTER HARDWARE MAINT	229,410		1,091,385		1,532,870		682,820
COMPUTER SOFTWARE MAINT	585,375		2,229,768		1,112,135		2,445,989
MAINTENANCE MACHINERY	221,744		422,503		264,700		357,500
MAINTENANCE VEHICLES	12,850		16,500		10,000		40,800
MAINTENANCE UTILITY SYSTEMS	8,570,110		9,907,286		12,831,238		11,039,031
MAINTENANCE MISC EQUIPMENT	37,091		160,824		134,216		116,400
MAINTENANCE BUILDING	363,738		565,593		479,285		633,500
<b>TOTAL</b>	<b>\$ 10,064,238</b>	<b>\$</b>	<b>14,461,960</b>	<b>\$</b>	<b>16,704,149</b>	<b>\$</b>	<b>15,621,405</b>
<b>CLAIMS, REFUNDS AND MISC.</b>							
COURT COSTS	\$ -	\$	906	\$	749	\$	1,300
JUDGMENTS, DAMAGES, & CLAIMS	200,599		183,170		159,754		200,000
OTHER REFUNDS & ADJUSTMENTS	-		237		397		5,000
INDIRECT COST	4,031,622		2,855,888		2,855,888		2,735,227
<b>TOTAL</b>	<b>\$ 4,232,221</b>	<b>\$</b>	<b>3,040,201</b>	<b>\$</b>	<b>3,016,788</b>	<b>\$</b>	<b>2,941,527</b>
<b>INTER-DEPARTMENTAL CHARGES</b>							
CHARGES FROM TELEPHONE EXCH	\$ 987,556	\$	1,579,790	\$	789,379	\$	1,159,994
CHARGES FROM UTILITIES ADMIN	780,000		865,100		921,113		962,633
CHARGES FROM FISCAL CONTROL	2,200,000		2,419,053		2,713,959		2,523,850
CHARGES FROM RADIO SYSTEM	147,943		187,607		199,172		223,359
CHARGES FROM LIGHT AND POWER	68,052		-		94,902		-
CHARGES FROM WATER POLL	159,529		63,880		181,055		100,000
CHARGES FROM PRINTING	295,205		282,412		387,817		400,000
CHARGES FROM MOTOR VEHICLES	2,466,279		2,639,342		3,063,705		2,644,078
CHARGES FROM STREET MAINT	800,538		890,497		713,044		1,500,000
CHARGES FROM TRAFFIC ENG	13,750		4,050		-		-
CHARGES FROM WASTE	123,348		109,540		55,204		134,500
<b>TOTAL</b>	<b>\$ 8,042,198</b>	<b>\$</b>	<b>9,041,272</b>	<b>\$</b>	<b>9,119,350</b>	<b>\$</b>	<b>9,648,414</b>
<b>INTERFUND SUBSIDIES</b>							
TRANSFER TO OTHER SUBCLASSES	\$ 12,417,350	\$	12,965,950	\$	9,959,138	\$	-
<b>TOTAL</b>	<b>\$ 12,417,350</b>	<b>\$</b>	<b>12,965,950</b>	<b>\$</b>	<b>9,959,138</b>	<b>\$</b>	<b>-</b>

## DIVISION OF WATER

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CAPITAL OUTLAY</b>				
INFRASTRUCTURE	\$ -	\$ -	\$ -	7,600,000
PROFESSIONAL SERVICES	-	-	-	3,600,000
BUILDING BETTERMENTS	-	-	-	4,800,000
COMPUTER HARDWARE	-	-	-	1,057,510
COMPUTER SOFTWARE	11,960	-	-	305,000
MOTORIZED EQUIPMENT	-	-	-	169,000
AUTOMOBILES	-	-	-	138,050
TRUCKS	-	-	-	1,520,050
MACHINERY TOOLS INSTRUMENTS	-	-	-	56,800
OTHER EQUIPMENT	-	-	-	70,000
TRANSFER TO WATER CAP PROJECT	32,971,088	28,093,018	11,810,558	-
<b>TOTAL</b>	<b>\$ 32,983,048</b>	<b>\$ 28,093,018</b>	<b>\$ 11,810,558</b>	<b>\$ 19,316,410</b>
<b>DEBT SERVICE</b>				
TRANSFER TO OTHER SUBFUNDS	\$ -	\$ 2,964,984	\$ 100,000	\$ -
ENTERPRISE DEBT SERVICE - PRIN	19,927,097	23,042,960	32,279,662	50,556,040
ENTERPRISE DEBT SERVICE - INT	37,235,035	28,140,064	40,866,151	39,821,943
PROFESSIONAL SERV - DEBT SERV	561,296	668,667	689,346	600,000
<b>TOTAL</b>	<b>\$ 57,723,427</b>	<b>\$ 54,816,676</b>	<b>\$ 73,935,159</b>	<b>\$ 90,977,983</b>
<b>EXPENDITURE RECOVERY</b>				
EXPENDITURE RECOVERY	\$ 5,406	\$ 2,314	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 5,406</b>	<b>\$ 2,314</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DIVISION</b>	<b>\$ 235,575,353</b>	<b>\$ 240,481,337</b>	<b>\$ 248,850,944</b>	<b>\$ 265,243,333</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICES	\$ 209,119,374	\$ 229,938,491	\$ 233,544,210	\$ 239,156,000
MISCELLANEOUS REVENUES	13,663,723	16,598,351	10,885,332	18,516,000
TRANSFERS IN	9,988	11,339,975	109,048	-
EXPENDITURE RECOVERIES	7,070	21,271	92,936	-
<b>TOTAL DIVISION</b>	<b>\$ 222,800,155</b>	<b>\$ 257,898,087</b>	<b>\$ 244,631,526</b>	<b>\$ 257,672,000</b>



**DIVISION OF WATER**

**COMPARISON OF STAFFING - CONTINUED**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
12	12	13	Administrative Manager	27,194	86,765
17	16	18	Assistant Administrator	20,800	62,253
3	2	2	Assistant Chief of Water Distribution	23,647	84,144
7	7	7	Assistant Commissioner of Water	27,326	118,693
1	1	1	Commissioner of Water	45,201	167,171
2	0	1	Deputy Commissioner of Water	30,215	125,936
6	7	7	Superintendent of Distribution	20,800	72,441
48	45	49			
<b>OFFICE &amp; CLERICAL</b>					
8	8	8	Chief Clerk	22,050	46,165
85	85	73	Customer Service Representative	10.03 Hr.	16.82 Hr.
2	2	2	Data Control Clerk	10.00 Hr.	16.17 Hr.
4	4	4	General Manager of Administrative Services	26,274	86,765
1	1	1	General Storekeeper	10.00 Hr.	23.76 Hr.
3	3	3	Head Storekeeper	10.00 Hr.	21.95 Hr.
3	2	2	Office Manager	20,800	48,223
14	12	12	Personnel Assistant	20,800	46,057
23	24	25	Principal Clerk	11.93 Hr.	19.13 Hr.
4	2	3	Secretary	10.00 Hr.	16.83 Hr.
17	12	13	Senior Clerk	10.29 Hr.	15.78 Hr.
14	7	9	Storekeeper	10.00 Hr.	19.76 Hr.
2	2	2	Warehouse Inventory Manager	22,333	77,944
180	164	157			
<b>PROFESSIONALS</b>					
28	18	21	Administrative Officer	20,800	51,437
1	0	0	Assistant Chief of Purification	23,333	61,755
1	1	1	Assistant Contract Compliance Officer	20,093	55,191
4	5	4	Assistant Director of Law I (s)	26,250	83,586
6	6	6	Assistant Manager-App. Dev. & Tech. Support	46,225	121,190
3	0	0	Assistant Personnel Administrator	20,800	54,164
1	1	1	Assistant Superintendent of Distribution	14.77 Hr.	24.77 Hr.
8	8	9	Associate Engineer	17.83 Hr.	27.20 Hr.
1	1	1	Budget Analyst	20,800	51,467
1	0	1	Chief Legal Investigator-Civil	23,647	65,066
1	1	1	Chief of Laboratories	23,647	78,013
2	2	2	Chief of Purification	23,647	84,144
6	6	6	Chief Systems Analyst	27,326	94,971
1	0	0	Chief Training Officer	26,274	68,745
1	1	1	Claims Examiner	10.00 Hr.	22.20 Hr.
13	11	12	Consulting Engineer	36,000	92,225
3	2	3	Database Administrator	39,937	106,594
3	1	1	Database Coordinator	30,214	78,756
6	6	6	Deputy Project Director	20,093	61,006

## DIVISION OF WATER

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
1	1	1	Desktop Publishing Specialist	20,231	56,423
1	1	2	Engineer	22.78 hr.	33.12 Hr.
1	1	1	Engineer of Hydraulic Surveys	18.59 Hr.	27.60 Hr.
1	0	1	Environmental Programs Manager	45,000	84,700
1	0	0	Grant Administrator	22,333	72,986
1	2	2	Information Systems Coordinator	24,974	75,234
3	3	2	Manager of General Maintenance	23,647	75,806
1	0	0	Manager of Recruitment	27,326	87,665
1	0	1	Network Data Center Operations Manager	55,000	93,687
5	7	6	Project Coordinator	27,326	87,665
23	21	23	Project Director	22,333	77,944
1	1	1	Project Leader Applications	30,215	86,559
1	1	1	Regulatory Compliance Manager	50,000	94,971
1	0	1	Safety Programs Manager	45,000	84,700
3	1	2	Safety Programs Officer I	25,000	64,298
1	1	2	Senior Budget & Management Analyst	26,274	75,986
6	6	6	Senior Personnel Assistant	20,800	48,702
1	1	1	Senior Programmer Analyst	23,647	67,345
7	4	5	Senior Systems Analyst	20,800	79,299
1	1	1	Software Analyst	30,215	86,559
1	1	1	Supervisor Applications Development	39,937	84,454
1	0	1	Supervisor Hardware Evaluation	30,215	86,559
11	9	10	Systems Analyst	20,800	60,011
12	11	11	Unit Supervisor	13.29 Hr.	22.17 Hr.
1	1	1	Water Business Plan Assistant Manager	22,333	77,944
1	1	1	Water Business Plan Manager	27,326	87,665
5	5	5	Water Plant Manager	23,647	94,731
183	150	165			
			PROTECTIVE SERVICE		
6	5	5	Assistant Security Manager	20,800	61,755
6	0	0	Guard	10.00 Hr.	16.55 Hr.
2	2	2	Security Manager	23,647	88,044
45	52	58	Security Officer	10.80 Hr.	19.12 Hr.
59	59	65			

**DIVISION OF WATER**

**COMPARISON OF STAFFING - CONTINUED**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>SKILLED CRAFT</b>					
2	2	2	Asbestos Worker	35.76 Hr.	44.70 Hr.
2	2	2	Bricklayer	30.62 Hr.	38.27 Hr.
1	1	1	Bricklayer Foreman	31.87 Hr.	39.27 Hr.
1	1	1	Bricklayer Helper	22.60 Hr.	33.90 Hr.
3	3	3	Carpenter	30.60 Hr.	38.25 Hr.
1	1	1	Carpenter Unit Leader	31.85 Hr.	39.50 Hr.
9	8	7	Cement Finisher	30.85 Hr.	38.56 Hr.
2	2	2	Cement Finisher Unit Leader	32.10 Hr.	39.31 Hr.
2	2	3	Chief Building Stationary Engineer	12.37 Hr.	19.81 Hr.
17	16	16	Const. Equip Operator Group A	27.42 Hr.	35.34 Hr.
17	14	16	Electrical Worker	37.25 Hr.	46.56 Hr.
1	1	1	Electrical Worker Foreman	38.50 Hr.	46.56 Hr.
2	1	1	Ironworker	35.17 Hr.	43.96 Hr.
8	8	8	Machinist Unit Leader	14.28 Hr.	24.28 Hr.
8	5	6	Painter	30.21 Hr.	37.76 Hr.
1	1	1	Painter Foreman	31.46 Hr.	39.33 Hr.
3	3	3	Pipefitter	36.62 Hr.	45.77 Hr.
5	5	5	Plumber	36.76 Hr.	45.95 Hr.
1	1	1	Plumber Foreman	38.01 Hr.	46.95 Hr.
4	4	4	Sheet Metal Worker	35.31 Hr.	44.14 Hr.
1	1	1	Sheet Metal Worker Foreman	36.56 Hr.	45.64 Hr.
1	1	1	Sign Painter	23.23 Hr.	31.04 Hr.
<b>92</b>	<b>83</b>	<b>86</b>			
<b>SERVICE &amp; MAINTENANCE</b>					
17	16	17	Custodial Worker	10.00 Hr.	14.50 Hr.
3	3	3	Custodial Worker Supervisor	17.34 Hr.	19.73 Hr.
0	3	4	Ground Maintenance Man	14.75 Hr.	17.09 Hr.
10	9	10	Labor Foreman	18.71 Hr.	21.12 Hr.
22	22	21	Machinist	15.83 Hr.	21.43 Hr.
15	14	16	Machinist Helper	13.72 Hr.	18.11 Hr.
1	0	0	Manager of Public Utilities-Building Maintenance	20,800	78,013
71	62	66	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
1	1	1	Small Equipment Repair Worker	12.26 Hr.	19.05 Hr.
28	29	30	Truck Driver	12.50 Hr.	18.11 Hr.
13	12	13	Water Hydraulic Repairman	14.99 Hr.	18.34 Hr.
1	1	1	Water Hydraulic Supervisor	15.96 Hr.	23.58 Hr.
6	5	6	Water Hydraulic Unit Leader	14.09 Hr.	20.86 Hr.
3	4	4	Water Meter Dept. Supervisor	15.96 Hr.	23.58 Hr.
15	7	8	Water Meter Dept. Unit Leader	14.09 Hr.	20.86 Hr.
56	51	55	Water Meter Repairman	14.99 Hr.	18.34 Hr.
14	12	13	Water Pipe Repair Supervisor	15.97 Hr.	24.46 Hr.
38	33	33	Water Pipe Repair Unit Leader	14.09 Hr.	21.24 Hr.
102	90	98	Water Pipe Repairman	13.58 Hr.	20.18 Hr.
19	16	19	Water System Construction Inspector	15.67 Hr.	22.92 Hr.
<b>435</b>	<b>390</b>	<b>418</b>			

## DIVISION OF WATER

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			TECHNICIAN		
5	5	5	Accident & Safety Inspector		
15	15	15	Assistant Water Plant Manager	10.00 Hr.	32.15 Hr.
3	5	5	Chemist	10.00 Hr.	25.56 Hr.
5	5	5	Chief Miscellaneous Investigator	10.00 Hr.	22.20 Hr.
4	0	0	Chief of Water Distribution	26,274	89,158
2	2	2	Chief Radio Dispatcher	39,788	46,494
1	1	1	Citizens Information Representative	10.00 Hr.	18.36 Hr.
3	3	3	Computer Operator	10.00 Hr.	22.20 Hr.
3	3	3	Data Processing Supervisor	20,800	58,396
3	3	3	Hazardous Materials Specialist	21.63 Hr.	31.08 Hr.
1	1	1	Help Desk Analyst	12.02 Hr.	24.11 Hr.
1	0	0	Instrumentation Technician I	16.87 Hr.	20.66 Hr.
3	1	4	Instrumentation Technician II	18.83 Hr.	22.76 Hr.
0	0	1	IT Program Manager	20,800	58,944
1	0	1	IT Security Officer	10.80 Hr.	19.12 Hr.
3	3	3	Laboratory Assistant	10.00 Hr.	18.36 Hr.
51	40	50	Meter Reader	12.82 Hr.	18.34 Hr.
5	5	5	Meter Reader Supervisor	14.47 Hr.	22.14 Hr.
12	10	10	Miscellaneous Investigator	10.00 Hr.	17.73 Hr.
3	2	2	Network Analyst I	14.52 Hr.	33.58 Hr.
1	1	1	Network Analyst II	30,214	87,630
1	0	0	Program Manager	30,214	81,194
11	14	14	Radio Dispatcher	17.33 Hr.	19.98 Hr.
5	2	3	Senior Chemist	10.00 Hr.	22.20 Hr.
1	1	1	Senior Computer Operator	10.00 Hr.	26.07 Hr.
11	11	11	Senior Draftsman	10.00 Hr.	18.86 Hr.
1	1	1	Supervisor of Systems and Technical Support	55,000	83,586
2	2	2	Telecommunications Analyst I	14.53 Hr.	40.40 Hr.
1	1	1	Telecommunications Technician	29.40 Hr.	30.50 Hr.
40	36	39	Water Plant Operator I	15.70 Hr.	20.28 Hr.
37	34	34	Water Plant Operator II	17.73 Hr.	21.72 Hr.
1	1	1	Water System Construction Inspector Supervisor	20,800	60,738
236	208	227			
1,233	1,099	1,167	TOTAL FULL TIME		
4	3	3	TOTAL PART TIME		
9	3	0	TOTAL SEASONAL		
19	5	14	TOTAL STUDENT ASSISTANT		
32	11	17			
1,265	1,110	1,184	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF WATER POLLUTION CONTROL****OLLIE SHAW, COMMISSIONER**

The Division of Water Pollution Control serves a significant portion of the entire metropolitan area; managing the sanitary sewage, stormwater drainage, and combined collections systems. The Division is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Cleveland from their point of origin to an interceptor sewer or treatment facility for processing. The Division maintains, cleans, repairs and improves sewers and their appurtenances, including catch basins, relining and relaying of sewer connections.

Water Pollution Control is responsible for cleaning and maintaining a network of approximately 126,000 catch basins and adjoining laterals. Utilizing specialized equipment and trained personnel, the division services an average of 12,000 catch basins per year. The Division is also charged with managing and supervising the elimination, control or regulation of any matter relating to pollution of water courses within the City limits. The Division has established a preventive maintenance program in known flooding areas to eliminate potential street and basement flooding problems before they occur.

The Division is also responsible for the maintenance of 18 lift stations. To further enhance pump station maintenance, the division installed a Supervisory Control and Data Acquisition (SCADA) system to monitor the stations from our main facility. The system monitors the operations of the pump stations twenty-four hours a day and provides immediate notification of pump station problems. The installation of this system has reduced the manpower needed to check lift stations daily, thereby enabling us to spend more time performing preventive maintenance. This effort was critical to our desire to minimize the potential for discharges to the environment.

Water Pollution Control successfully completed the implementation of ELLIPSE; the division's new integrated Work Management System. The new integrated system uses a relational database which allows different entities to operate within one application. The system provides the Division of Water Pollution Control with the ability to monitor accountability within the selected units of the division's business processes from beginning to end. The process allows the division to monitor labor costs, material/equipment usage and cost, provide total expenditure reports on any particular work assignment, at any given time.

The Division plans to continue its test tee installation program, which is an improved level of service. Water Pollution Control has expanded services by extending our regular business days and hours, and we have continued the upgrading of our service equipment to insure that we have the resources to address sewer concerns. This has allowed Water Pollution Control to further enhance its pro-active maintenance program. The Division continues to review core business practices to identify ways of gaining greater efficiency. This is consistent with our continuous improvement management philosophy.

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*Mission Statement*

Provide services that sustain the free-flow of surface water through cleaning and maintaining a network of sewers and sewer connections.

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**DIVISION OF WATER POLLUTION CONTROL**

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
STAFF		PT	STAFF		PT	STAFF		PT	
<b>PROGRAMS:</b>									
Water Pollution Control Operations	\$ 17,914	146		\$ 17,838	146		\$ 18,509	161	2
Capital	6,402			4,588			7,047		
	<b>\$ 24,316</b>	<b>146</b>		<b>\$ 22,426</b>	<b>146</b>		<b>\$ 25,556</b>	<b>161</b>	<b>2</b>
<b>FUNDING SOURCE:</b>									
Self Generated Revenue*	\$ 24,316	146		\$ 22,426	146		\$ 25,556	161	2
	<b>\$ 24,316</b>	<b>146</b>		<b>\$ 22,426</b>	<b>146</b>		<b>\$ 25,556</b>	<b>161</b>	<b>2</b>

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

**PROGRAM NAME: MAINTENANCE OPERATIONS**

**OBJECTIVES:** Maintain the free-flow of sanitary and clear water through elimination of potential blockages and conditions that could result in loss of service, personal injury or property damage.

**ACTIVITIES:** Remove debris in right of ways and flush potential blockages. Clean catch basins, main sewers, house connections, and other appurtenances of the system. Repair damaged main sewers, catch basins, manholes and connections within the limits of the pavement. Repair, maintain and replace sewer pump stations. Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.

**PROGRAM NAME: CAPITAL**

**OBJECTIVES:** Maintain and improve the main sewers, pump stations, connections and appurtenances.

**ACTIVITIES:** Purchase and repair motorized equipment related to preservation of the sewer system. Construct new storm water storage facilities, relief sewers, replacement sewers and pump stations.

**PROGRAM NAME: PERMITS AND INSPECTION**

**OBJECTIVES:** To address customer concerns relative to street and basement flooding; maintain accurate sewer records and verify that construction of sewer connections meet the standards of the division.

**ACTIVITIES:** Respond to flooding complaints. Inspect construction of sewers. Identify, measure and record the location of new and existing lateral connections. Respond to Ohio Utilities Protection Service (OUPS) utility line marking requests.



**DIVISION OF WATER POLLUTION CONTROL**

**PROGRAM NAME: MARKETING**

**OBJECTIVES:** To provide Public Education and Community Participation.

**ACTIVITIES:** Work with various groups and organizations, school systems, environmental fairs and other media events to educate the public on important issues regarding services we provide to the public, environmental issues impacting the use of the sewer system such as, the Stormwater Phase II regulations.

**PROGRAM NAME: WATER POLLUTION CONTROL TEST TEE PROGRAM**

**OBJECTIVES:** To provide an improved level of service to our customers by determining if a problem exists in the City's portion of the sewer connection or the customers, without cost to the customer.

**ACTIVITIES:** Investigate sewer connections from existing test tee to the main sewer. If none exist, install a test tee in the treelawn and investigate sewer connections from new test tee excavation to the main sewer. Maintain annual contracts for installation and investigation of sewer connections.

## DIVISION OF WATER POLLUTION CONTROL

## EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 6,087,653	\$ 6,101,023	\$ 6,840,713	\$ 7,278,491
CRAFTS	-	119,599	-	-
SEASONAL	3,820	5,542	8,026	34,964
INJURY PAY	39,817	11,306	-	-
LONGEVITY	56,750	58,300	63,175	61,100
WAGE SETTLEMENTS	300	143,140	8,027	-
SEPARATION PAYMENTS	5,234	9,444	126,689	128,222
BONUS INCENTIVE	1,000	-	-	-
OVERTIME	137,277	210,762	149,767	200,000
<b>TOTAL</b>	<b>\$ 6,331,852</b>	<b>\$ 6,659,117</b>	<b>\$ 7,196,397</b>	<b>\$ 7,702,777</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 1,079,261	\$ 1,191,418	\$ 1,296,045	\$ 1,363,245
DENTAL	70,707	70,217	72,546	87,222
VISION CARE	9,529	9,373	9,634	10,973
PERS	863,580	892,193	986,197	1,142,010
FICA-MEDICARE	74,405	76,354	86,027	106,045
WORKERS COMPENSATION	630,436	457,360	515,449	544,495
LIFE INSURANCE	6,653	6,518	6,746	7,245
UNEMPLOYMENT COMPENSATION	12,220	10,752	23,906	22,568
CLOTHING ALLOWANCE	20,620	21,939	21,965	21,030
TOOL INSURANCE	1,580	2,100	1,990	1,960
CLOTHING MAINTENANCE	18,315	18,290	19,215	20,450
<b>TOTAL</b>	<b>\$ 2,787,305</b>	<b>\$ 2,756,515</b>	<b>\$ 3,039,720</b>	<b>\$ 3,327,243</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 9,658	\$ 10,332	\$ 12,272	\$ 12,000
TUITION & REGISTRATION FEES	5,785	8,067	10,579	12,000
OTHER TRAINING SUPPLIES	-	-	4,997	5,000
MILEAGE (PRIV AUTO) TRNG PRPS	106	-	84	1,500
PROFESSIONAL DUES	16,813	11,044	18,690	12,000
<b>TOTAL</b>	<b>\$ 32,363</b>	<b>\$ 29,443</b>	<b>\$ 46,622</b>	<b>\$ 42,500</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 11,180	\$ 178,054
SEWER - OTHER	13,103	7,507	5,641	8,000
WATER	6,782	6,521	2,894	8,000
GAS	165,814	166,278	128,651	-
ELECTRICITY - CPP	200,652	213,151	194,226	215,280
ELECTRICITY - OTHER	67,854	81,994	98,841	104,000
<b>TOTAL</b>	<b>\$ 454,205</b>	<b>\$ 475,451</b>	<b>\$ 441,433</b>	<b>\$ 513,334</b>



**DIVISION OF WATER POLLUTION CONTROL**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 526,859	\$ 416,743	\$ 524,380	\$ 275,000
MILEAGE (PRIVATE AUTO)	-	-	-	500
ADVERTISING AND NOTICE	54,325	44,296	33,319	50,000
PROGRAM PROMOTION	-	16,588	55,625	25,000
PARKING IN CITY FACILITIES	1,875	1,808	1,575	2,000
PROPERTY RENTAL	15	5	5	500
PHOTOCOPY MACHINE RENTAL	1,260	-	-	-
EQUIPMENT RENTAL	2,985	1,950	1,000	10,000
OTHER CONTRACTUAL	50,437	51,964	46,899	30,000
STATE AUDITOR EXAMINATION	8,261	12,641	13,140	20,000
BANK SERVICE FEES	28,595	18,738	18,305	15,000
CREDIT CARD PROCESSING FEE	-	-	1,023	500
<b>TOTAL</b>	<b>\$ 674,612</b>	<b>\$ 564,732</b>	<b>\$ 695,271</b>	<b>\$ 428,500</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 2,009	\$ 1,413	\$ -	\$ 5,000
COMPUTER SUPPLIES	4,061	5,482	3,533	5,000
COMPUTER HARDWARE	2,169	7,990	7,346	5,000
COMPUTER SOFTWARE	3,052	700	4,369	5,000
SALT & DE-ICER	-	353	-	1,000
CLOTHING	16,661	24,614	23,097	30,000
HARDWARE AND SMALL TOOLS	13,583	6,087	12,206	20,000
SMALL EQUIPMENT	8,012	11,614	11,423	20,000
OFFICE AND FURNITURE EQUIP	7,023	5,937	196	10,000
HYGIENE AND CLEANING SUPP	8,822	11,125	8,843	10,000
MEDICAL SUPPLIES	1,969	-	500	2,500
OTHER SUPPLIES	23,765	24,457	19,650	25,000
SAFETY EQUIPMENT	72,052	51,909	12,843	30,000
JUST IN TIME OFFICE SUPPLIES	7,205	6,280	5,335	10,000
BUILDING MAINTENANCE SUPP	144,391	155,440	87,429	120,000
MISC MAINTENANCE SUPPLIES	-	-	3,000	5,000
<b>TOTAL</b>	<b>\$ 314,772</b>	<b>\$ 313,400</b>	<b>\$ 199,770</b>	<b>\$ 303,500</b>
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 11,612	\$ 15,562	\$ 16,624	\$ 10,000
MAINTENANCE MACHINERY	7,715	10,248	2,418	15,000
MAINTENANCE VEHICLES	317,170	429,240	361,724	200,000
CAR WASHES	-	500	-	-
MAINTENANCE UTILITY SYSTEMS	1,145,932	1,596,082	1,017,508	1,000,000
MAINTENANCE MISC EQUIP	4,000	2,000	-	5,000
TIRE REPAIR ROAD SERVICE	-	-	66	-
<b>TOTAL</b>	<b>\$ 1,486,430</b>	<b>\$ 2,053,632</b>	<b>\$ 1,398,340</b>	<b>\$ 1,230,000</b>

## DIVISION OF WATER POLLUTION CONTROL

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES & CLAIMS	\$ 42,410	\$ 10,657	\$ 26,054	\$ 50,000
OTHER REFUNDS & ADJUSTMENTS	-	1,050	-	1,000
INDIRECT COST	601,164	457,928	457,928	474,962
<b>TOTAL</b>	<b>\$ 643,574</b>	<b>\$ 469,635</b>	<b>\$ 483,982</b>	<b>\$ 525,962</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM TELEPHONE EXCH	\$ 39,405	\$ 61,101	\$ 58,687	\$ 62,028
CHARGES FROM UTILITIES ADMIN	70,076	117,730	131,587	131,587
CHARGES FROM FISCAL CONTROL	346,754	345,579	345,579	345,579
CHARGES FROM RADIO SYSTEM	30,264	33,913	47,813	55,676
CHARGES FROM WATER	2,698,229	2,552,597	2,636,278	2,500,000
CHARGES FROM PRINTING	21,954	24,845	28,829	30,000
CHARGES FROM MOTOR VEHICLES	457,346	480,485	583,892	503,918
CHARGES FROM STREET MAINT	222,643	178,412	186,086	150,000
CHARGES FROM TRAFFIC ENG	1,250	-	-	2,000
CHARGES FROM WASTE	2,486	3,275	2,019	2,500
CHARGES FROM WATER - GIS PROJ	85,474	187,542	-	-
<b>TOTAL</b>	<b>\$ 3,975,881</b>	<b>\$ 3,985,479</b>	<b>\$ 4,020,770</b>	<b>\$ 3,783,288</b>
<b>CAPITAL OUTLAY</b>				
INFRASTRUCTURE	\$ -	\$ -	\$ 200,000	\$ -
OFFICE EQUIPMENT	-	-	-	20,000
COMPUTER HARDWARE	-	-	3,926	-
FURNITURE	-	-	47,444	35,000
MOTORIZED EQUIPMENT	-	-	-	500,000
MACHINERY TOOLS INSTRUMENTS	-	9,496	-	15,000
OTHER EQUIPMENT	-	-	-	20,000
TRANSFER TO WPC CAP PROJECTS	5,361,271	6,392,259	4,336,372	6,457,105
<b>TOTAL</b>	<b>\$ 5,361,271</b>	<b>\$ 6,401,755</b>	<b>\$ 4,587,742</b>	<b>\$ 7,047,105</b>
<b>DEBT SERVICE</b>				
ENTERPRISE DEBT SERVICE - PRIN	\$ 400,738	\$ 416,373	\$ 226,281	\$ 494,626
ENTERPRISE DEBT SERVICE - INT	206,112	190,477	89,174	157,224
<b>TOTAL</b>	<b>\$ 606,850</b>	<b>\$ 606,850</b>	<b>\$ 315,455</b>	<b>\$ 651,850</b>
<b>TOTAL DIVISION</b>	<b>\$ 22,669,115</b>	<b>\$ 24,316,009</b>	<b>\$ 22,425,502</b>	<b>\$ 25,556,059</b>

**DIVISION OF WATER POLLUTION CONTROL**

**REVENUE**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
SALES & CHARGES FOR SERVICE	\$ 19,128,288	\$ 21,136,790	\$ 23,171,472	\$ 24,978,000
MISCELLANEOUS REVENUE	1,155,164	1,511,556	1,050,257	1,000,000
EXPENDITURE RECOVERIES	1,655	1,275	133,343	-
<b>TOTAL DIVISION</b>	<b>\$ 20,285,108</b>	<b>\$ 22,649,622</b>	<b>\$ 24,355,072</b>	<b>\$ 25,978,000</b>

**COMPARISON OF STAFFING**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrator of Engineering & Planning	30,215	109,249
1	1	1	Assistant Administrator	20,800	62,253
2	2	2	Assistant Commissioner of Water Pollution Control	26,274	86,765
1	1	1	Commissioner of Water Pollution Control	40,315	128,215
2	2	2	Deputy Commissioner of Water Pollution Control	30,215	100,844
1	1	1	Superintendent of Sewer Maintenance	20,800	72,441
8	8	8			
<b>OFFICE &amp; CLERICAL</b>					
1	1	1	Accountant Clerk II	10.00 Hr.	16.83 Hr.
1	1	1	Chief Clerk	22,050	46,165
4	3	4	Customer Service Representative	10.03 Hr.	16.82 Hr.
2	1	1	Data Control Clerk	10.00 Hr.	16.17 Hr.
1	1	1	Head Storekeeper	10.00 Hr.	21.95 Hr.
1	1	1	Senior Clerk	10.29 Hr.	15.78 Hr.
2	2	2	Stock Clerk	10.00 Hr.	17.35 Hr.
12	10	11			
<b>PROFESSIONALS</b>					
2	1	1	Administrative Manager	27,194	86,765
3	3	3	Administrative Officer	20,800	51,437
1	1	1	Assistant Director of Law I (s)	26,250	83,586
1	1	1	Assistant Manager Of Marketing	20,800	58,396
1	1	1	Assistant Personnel Administrator	20,800	54,164
2	2	2	Associate Engineer	17.83 Hr.	27.20 Hr.
1	0	0	Budget and Management Analyst	20,800	54,164
1	0	1	Building Manager	23,647	75,806
1	1	1	Chief Civil Engineer	23,647	82,125
3	2	2	Construction Technician	12.02 Hr.	22.20 Hr.
2	2	2	Consulting Engineer	36,000	92,225
1	1	1	Manager of Marketing	30,215	100,844
1	1	1	Network Analyst II	30,214	87,630
1	1	1	Personnel Administrator	26,274	80,091
1	1	1	Personnel Assistant	20,800	46,057

## DIVISION OF WATER POLLUTION CONTROL

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
1	1	1	Safety Programs Manager	45,000	84,700
1	1	1	Safety Programs Officer I	25,000	64,298
0	1	1	Senior Personnel Assistant	20,800	48,702
1	1	1	Systems Analyst	20,800	60,011
1	0	1	Unit Supervisor	13.29 Hr.	22.17 Hr.
26	22	24			
			SKILLED CRAFT		
2	2	2	Bricklayer	30.62 Hr.	38.27 Hr.
2	1	2	Bricklayer Helper	22.60 Hr.	33.90 Hr.
4	4	4	Const. Equip Operator Group A	27.27 Hr.	35.24 Hr.
1	1	1	Electrical Worker	37.25 Hr.	46.56 Hr.
9	8	9			
			SERVICE & MAINTENANCE		
2	2	2	Custodial Worker	10.00 Hr.	14.50 Hr.
1	0	1	Custodial Worker Supervisor	17.34 Hr.	19.73 Hr.
1	0	1	Heavy Duty Mechanic	15.75 Hr.	24.15 Hr.
1	1	1	Heavy Duty Unit Leader	23.85 Hr.	29.95 Hr.
6	6	6	House Connection Inspector	12.70 Hr.	17.93 Hr.
3	2	3	Machinist	15.83 Hr.	21.43 Hr.
2	2	2	Machinist Helper	13.72 Hr.	18.11 Hr.
2	2	2	Machinist Unit Leader	14.28 Hr.	24.28 Hr.
3	3	3	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
5	2	5	Sewer Construction Unit Leader	15.67 Hr.	24.08 Hr.
14	11	12	Sewer Maintenance Unit Leader	14.09 Hr.	20.86 Hr.
14	12	13	Sewer Maintenance Unit Leader Operator	14.09 Hr.	21.89 Hr.
55	52	55	Sewer Service Man	14.99 Hr.	18.34 Hr.
109	95	106			
			TECHNICIAN		
3	3	3	Radio Dispatcher	17.33 Hr.	19.98 Hr.
3	3	3			
167	146	161	TOTAL FULL TIME		
3	0	2	SEASONAL		
170	146	163	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008

**DIVISION OF CLEVELAND PUBLIC POWER**

**IVAN HENDERSON, COMMISSIONER**

The Division of Cleveland Public Power is responsible for all electrical generation, transmission, and distribution facilities owned by the city. The Division provides electricity to about 77,000 residential, commercial, industrial, and governmental customers. In addition, the Division, by purchasing FirstEnergy's street lighting system within the City of Cleveland in 2008, now provides service to over 63,000 streetlights in the City of Cleveland.

The Division purchases power from numerous sources, which includes American Electric Power, AMP-Ohio, Cinergy, and New York Power Authority, and obtains transmission services through the Midwest ISO and the PJM Interconnection. In addition, the division uses its three 15 mW gas turbines and six 1.8 mW gas peaking turbines to provide for its customers requirements.

Wholesale power is brought into the system via the Division's three 138 kV interconnections. The interconnections are located at the Division's Lake Road Substation, Nottingham Substation, and the Ridge Road Substation.

*Mission Statement*

To provide reliable and economical electric service to all electric customers in the City of Cleveland.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
<b>PROGRAMS:</b>									
Light & Power Operations	\$ 139,510	326	1	\$ 148,863	324	6	\$ 165,964	355	2
Capital	12,947			11,272			12,540		
	<b>\$ 152,457</b>	<b>326</b>	<b>1</b>	<b>\$ 160,135</b>	<b>324</b>	<b>6</b>	<b>\$ 178,504</b>	<b>355</b>	<b>2</b>
<b>FUNDING SOURCE:</b>									
Self Generated Revenue*	\$ 152,457	326	1	\$ 160,135	324	6	\$ 178,504	355	2
	<b>\$ 152,457</b>	<b>326</b>	<b>1</b>	<b>\$ 160,135</b>	<b>324</b>	<b>6</b>	<b>\$ 178,504</b>	<b>355</b>	<b>2</b>

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

**PROGRAM NAME: CLEVELAND PUBLIC POWER OPERATIONS**

**OBJECTIVES:** To generate, transmit and distribute electricity and to provide effective street lighting.

**ACTIVITIES:** Purchase power wholesale from diversified sources. Generate electricity from CPP's gas turbines and other potential sources. Distribute electricity through neighborhood substations Provide and maintain effective street lighting. Respond to emergency calls 24 hours a day with trouble crews.

**PROGRAM NAME: CAPITAL**

**OBJECTIVES:** To reinforce and expand current systems through capital improvements.

**ACTIVITIES:** Connect new customers to the electrical system. Make improvements to land, buildings, and structures. Purchase and repair motorized equipment related to upkeep of electrical generation, transmission and distribution facilities.

## DIVISION OF CLEVELAND PUBLIC POWER

### EXPENDITURES

		2006		2007		2008		2009
		Actual		Actual		Unaudited		Budget
<b>SALARIES AND WAGES</b>								
FULL TIME PERMANENT	\$	16,662,516	\$	17,083,237	\$	18,150,899	\$	18,762,089
CRAFTS		-		83,253		-		-
SEASONAL		16,461		9,960		133,494		35,314
MILITARY LEAVE		-		-		453		-
INJURY PAY		75,559		50,193		39,613		-
STUDENT TRAINEES		-		3,545		-		-
LONGEVITY		158,400		152,975		156,600		167,000
WAGE SETTLEMENTS		76,040		169,508		5,482		-
SEPARATION PAYMENTS		237,065		187,304		185,458		200,000
BONUS INCENTIVE		78,500		-		-		-
OVERTIME		2,009,247		1,686,282		2,345,920		1,732,568
<b>TOTAL</b>	<b>\$</b>	<b>19,313,788</b>	<b>\$</b>	<b>19,426,256</b>	<b>\$</b>	<b>21,017,919</b>	<b>\$</b>	<b>20,896,971</b>
<b>EMPLOYEE BENEFITS</b>								
HOSPITALIZATION	\$	2,653,693	\$	2,838,089	\$	2,961,096	\$	3,388,318
DENTAL		169,546		167,181		166,520		198,715
VISION CARE		18,399		18,565		18,778		20,745
PERS		2,601,011		2,606,967		2,903,759		3,120,466
FICA-MEDICARE		194,723		206,091		229,487		272,562
WORKERS COMPENSATION		889,413		976,011		1,060,214		904,486
LIFE INSURANCE		14,906		14,666		14,921		15,840
UNEMPLOYMENT COMPENSATION		14,318		15,971		15,530		22,000
CLOTHING ALLOWANCE		149,010		137,305		134,200		144,645
TOOL INSURANCE		3,200		3,200		4,000		2,800
CLOTHING MAINTENANCE		86,555		78,543		77,385		83,555
<b>TOTAL</b>	<b>\$</b>	<b>6,794,775</b>	<b>\$</b>	<b>7,062,590</b>	<b>\$</b>	<b>7,585,890</b>	<b>\$</b>	<b>8,174,132</b>
<b>TRAINING AND DUES</b>								
TRAVEL	\$	8,572	\$	19,982	\$	28,626	\$	50,000
TUITION & REGISTRATION FEES		10,920		28,954		28,984		50,000
MILEAGE (PRIV AUTO) TRNG PRPS		-		240		128		-
PROFESSIONAL DUES		87,011		75,932		88,867		70,500
CHARGES FOR PARKING CITATIONS		-		400		-		-
<b>TOTAL</b>	<b>\$</b>	<b>106,503</b>	<b>\$</b>	<b>125,508</b>	<b>\$</b>	<b>146,605</b>	<b>\$</b>	<b>170,500</b>
<b>UTILITIES</b>								
BROKERED GAS SUPPLY	\$	536,278	\$	249,404	\$	244,085	\$	487,233
SEWER - OTHER		31,685		38,643		45,928		30,000
TELEPHONE		-		66		585		-
WATER		19,196		18,123		22,314		15,000
GAS		205,479		188,175		201,489		-
ELECTRICITY - OTHER		-		-		-		1,150,000
STEAM		32,079		47,158		48,923		52,000
<b>TOTAL</b>	<b>\$</b>	<b>824,716</b>	<b>\$</b>	<b>541,570</b>	<b>\$</b>	<b>563,324</b>	<b>\$</b>	<b>1,734,233</b>

**DIVISION OF CLEVELAND PUBLIC POWER**

**EXPENDITURES - CONTINUED**

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 286,900	\$ 966,047	\$ 1,022,731	\$ 1,240,043
COURT REPORTER	-	429	-	-
MILEAGE (PRIVATE AUTO)	1,245	-	48	-
MEDICAL SERVICES	1,875	1,565	1,473	-
ADVERTISING AND PUBLIC NOTICE	146,815	94,608	103,745	76,750
PROGRAM PROMOTION	158,496	105,666	108,399	198,500
PARKING IN CITY FACILITIES	2,892	3,054	2,110	3,000
INSURANCE AND OFFICIAL BONDS	1,070,000	422,728	448,201	448,200
TAXES	656	757	298	-
PROPERTY RENTAL	295,585	295,793	302,032	325,000
PHOTOCOPY MACHINE RENTAL	606	-	-	-
EQUIPMENT RENTAL	3,750	1,800	-	10,000
OTHER CONTRACTUAL	1,096,703	879,930	472,880	1,134,000
STATE AUDITOR EXAMINATION	14,162	15,011	22,560	30,000
BANK SERVICE FEES	55,971	52,765	44,838	60,000
CREDIT CARD PROCESSING FEES	68,559	87,150	83,802	85,000
<b>TOTAL</b>	<b>\$ 3,204,216</b>	<b>\$ 2,927,304</b>	<b>\$ 2,613,117</b>	<b>\$ 3,610,493</b>
<b>MATERIAL AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 11,227	\$ 22,884	\$ 15,229	\$ 35,600
POSTAGE	474,910	475,996	461,684	421,200
COMPUTER HARDWARE	696	19,817	23,416	30,000
COMPUTER SOFTWARE	16,490	125,243	16,401	75,000
FUEL	100,001	45,001	45,000	120,000
PURCHASED POWER	71,300,546	74,545,256	78,316,439	88,912,329
POWER TRANSMISSION COSTS	10,779,329	8,794,169	7,717,989	10,769,851
CLOTHING	39,374	9,206	22,650	50,000
HARDWARE & SMALL TOOLS	126,343	150,624	58,106	150,000
MOWER AND TRACTOR PARTS	5,342	-	-	-
SMALL EQUIPMENT	47,079	106,725	9,657	75,000
OFFICE FURNITURE & EQUIPMENT	30,630	30,950	45,168	100,000
ELECTRICAL SUPPLIES	18,771	7,855	22,583	70,000
HYGIENE AND CLEANING SUPP	14,240	57,192	42,075	60,000
HEATING AND AIR FILTERS	13,354	-	-	-
MEDICAL SUPPLIES	4,000	7,000	-	10,000
PHOTOGRAPHIC SUPPLIES	5,087	1,936	672	3,000
OTHER SUPPLIES	123,423	301,379	105,638	326,500
SAFETY EQUIPMENT	96,616	120,626	151,815	250,000
GREENHOUSE MAINTENANCE SUPP	-	-	5,000	-
SPECIAL EVENTS SUPPLIES	-	-	11,615	-
TIRES	-	-	4,620	-
CAPITAL IMPROVEMENT INVEN	2,336,301	4,540,162	6,158,275	5,250,000
JUST IN TIME OFFICE SUPPLIES	37,524	33,489	37,410	35,000
ASPHALT	8,000	-	25,000	275,000
CEMENT, SAND & GRAVEL	133,000	363,469	75,000	-
<b>TOTAL</b>	<b>\$ 85,722,281</b>	<b>\$ 89,758,979</b>	<b>\$ 93,371,442</b>	<b>\$ 107,018,480</b>

## DIVISION OF CLEVELAND PUBLIC POWER

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 120,256	\$ 33,318	\$ 69,200	\$ 50,000
MAINTENANCE CONTRACTS	125,000	343,457	150,000	383,000
COMPUTER HARDWARE MAINT	10,000	10,000	12,607	15,000
MAINTENANCE MACHINERY	32,114	62,597	13,704	25,000
MAINTENANCE VEHICLES	666,452	398,202	245,001	450,000
MAINTENANCE UTILITY SYSTEMS	478,323	338,348	1,486,284	1,502,000
GLASS REPAIR	9,500	9,500	-	-
MAINTENANCE BUILDING	8,170	57,000	21,100	40,000
REPAIR OF OVERHEAD DOORS	-	20,000	10,000	-
<b>TOTAL</b>	<b>\$ 1,449,815</b>	<b>\$ 1,272,422</b>	<b>\$ 2,007,896</b>	<b>\$ 2,465,000</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
JUDGMENTS, DAMAGES & CLAIMS	\$ 437,737	\$ 68,404	\$ 231,773	\$ 100,000
INDIRECT COST	702,887	1,131,456	1,131,456	1,134,968
<b>TOTAL</b>	<b>\$ 1,140,624</b>	<b>\$ 1,199,860</b>	<b>\$ 1,363,229</b>	<b>\$ 1,234,968</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM GENERAL FUND	\$ 150	\$ 340	\$ 300	\$ -
CHARGES FROM TELEPHONE EXCH	596,016	576,890	584,700	599,195
CHARGES FROM UTILITIES ADMIN	192,000	244,600	263,175	275,038
CHARGES FROM FISCAL CONTROL	462,000	691,158	775,417	721,100
CHARGES FROM RADIO SYSTEM	52,931	53,703	58,959	64,893
CHARGES FROM WATER	420,760	411,576	520,904	486,180
CHARGES FROM WATER POLL	16,216	1,601	20,612	66,000
CHARGES FROM PRINTING	113,893	170,400	219,711	100,000
CHARGES FROM MOTOR VEHICLES	470,583	467,673	616,166	531,771
CHARGES FROM STREET MAINT	3,040	19,260	1,934	-
CHARGES FROM TRAFFIC ENG	7,125	9,320	-	-
CHARGES FROM WASTE	30,109	14,396	57,857	26,000
CHARGES FROM WATER - GIS PROJ	134,279	294,627	-	-
<b>TOTAL</b>	<b>\$ 2,499,104</b>	<b>\$ 2,955,544</b>	<b>\$ 3,119,735</b>	<b>\$ 2,870,177</b>
<b>INTERFUND SUBSIDIES</b>				
TRANSFER TO OTHER SUBCLASSES	\$ 1,469,002	\$ 75,090	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,469,002</b>	<b>\$ 75,090</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>				
TRANSFER TO LIGHT & POWER CAP	\$ 11,238,532	\$ 12,946,925	\$ 11,271,730	\$ 12,539,920
<b>TOTAL</b>	<b>\$ 11,238,532</b>	<b>\$ 12,946,925</b>	<b>\$ 11,271,730</b>	<b>\$ 12,539,920</b>





## DIVISION OF CLEVELAND PUBLIC POWER

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>DEBT SERVICE</b>				
TRANSFER TO OTHER SUBFUNDS	\$ -	\$ -	106,951	\$ -
ENTERPRISE DEBT SERVICE - PRINC	7,350,000	6,749,433	8,332,667	8,562,500
ENTERPRISE DEBT SERVICE - INT	4,892,870	7,415,680	8,634,027	9,226,440
<b>TOTAL</b>	<b>\$ 12,242,870</b>	<b>\$ 14,165,114</b>	<b>\$ 17,073,645</b>	<b>\$ 17,788,940</b>
<b>TOTAL DIVISION</b>	<b>\$ 146,006,226</b>	<b>\$ 152,457,162</b>	<b>\$ 160,134,532</b>	<b>\$ 178,503,814</b>

## REVENUE

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	2,861,304	\$ 3,046,754
SALES & CHARGES FOR SERVICES	147,736,521	152,081,671	154,243,248	170,777,322
MISCELLANEOUS REVENUES	2,399,966	3,026,986	2,742,500	2,300,000
REVENUE TRANSFERS	14,490	13,163	4,430,780	3,021,000
EXPENDITURE RECOVERIES	105,999	2,624,447	584,520	300,000
<b>TOTAL DIVISION</b>	<b>\$ 150,256,975</b>	<b>\$ 157,746,268</b>	<b>\$ 164,862,352</b>	<b>\$ 179,445,076</b>

## DIVISION OF CLEVELAND PUBLIC POWER

### COMPARISON OF STAFFING

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
6	5	7	Assistant Administrator	20,800	62,253
5	3	6	Assistant Commissioner of Cleveland Public Power	27,326	118,693
1	1	1	Commissioner of Cleveland Public Power	45,201	167,171
2	3	3	Deputy Commissioner of Cleveland Public Power	46,225	125,936
14	12	17			
<b>OFFICE &amp; CLERICAL</b>					
4	3	3	Chief Clerk	22,050	46,165
1	0	0	Junior Personnel Assistant	20,800	38,221
2	2	2	Personnel Assistant	20,800	46,057
4	3	3	Principal Clerk	11.93 Hr.	19.13 Hr.
7	5	5	Senior Clerk	10.29 Hr.	15.78 Hr.
18	13	13			
<b>PROFESSIONALS</b>					
0	1	0	Accountant III	10.00 Hr.	23.39 Hr.
1	0	1	Accountant IV	20,800	57,689
10	8	10	Administrative Manager	27,194	86,765
5	5	4	Administrative Officer	20,800	51,437
0	1	0	Administrator of Engineering & Planning	30,215	109,249
1	1	1	Assistant Director of Law I (s)	26,250	83,586
1	0	1	Associate Engineer	17.83 Hr.	27.20 Hr.
1	1	1	Chief Assistant Director of Law	31,500	122,592
10	8	9	Consulting Engineer	36,000	92,225
1	1	1	Deputy Project Director	20,093	61,006
1	2	2	Fiscal Manager	23,647	82,125
1	1	1	General Manager of Administrative Services	26,274	86,765
1	1	1	Legal Secretary	20,800	44,579
1	1	2	Manager of Marketing	30,215	100,844
1	1	1	Paralegal	20,800	42,428
1	1	2	Personnel Administrator	26,274	80,091
4	4	5	Project Coordinator	27,326	87,665
4	3	2	Project Director	22,333	77,944
1	1	1	Safety Programs Officer I	25,000	64,298
1	1	1	Safety Programs Manager	45,000	84,700
2	2	2	Senior Budget & Management Analyst	26,274	75,986
1	0	0	Supervisor of Computer Operations	30,215	86,559
2	2	2	Unit Supervisor	13.29 Hr.	22.17 Hr.
0	1	1	Warehouse Inventory Manager	22,333	77,944
51	47	51			
<b>PARA -PROFESSIONALS</b>					
7	7	7	Chief Senior Elec. Switchboard Operator	22,333	63,917
27	29	29	Customer Service Representative	10.03 Hr.	16.82 Hr.
5	3	4	Dispatcher Electric System Operator	26.52 Hr.	28.34 Hr.
1	0	0	Junior Electric Switchboard Operator	22.36 Hr.	23.33 Hr.
40	39	40			

**DIVISION OF CLEVELAND PUBLIC POWER**

**COMPARISON OF STAFFING - CONTINUED**

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
<b>SKILLED CRAFT</b>					
19	9	13	Apprentice Lineman	22.39 Hr.	24.58 Hr.
7	6	7	Asst. Supt. Of Elec. Trans. & Distribution	26,274	71,151
2	2	2	Cement Finisher	30.85 Hr.	38.56 Hr.
1	1	1	Cement Finisher Unit Leader	32.10 Hr.	39.31 Hr.
1	1	1	Chief of Street Lighting & Elec. Services	23,647	94,730
2	2	2	Const. Equip Operator Group A	27.42 Hr.	35.34 Hr.
3	3	3	Electric Meter Industrial Installer	28.05 Hr.	29.13 Hr.
2	1	2	Elec. Mtr. Inst. Spec. & Gen. Tester	28.37 Hr.	29.45 Hr.
4	4	4	Electric Meter Service Installer I	26.12 Hr.	27.69 Hr.
12	8	10	Electric Meter Service Installer II	24.35 Hr.	25.35 Hr.
5	4	5	Electric Transmission & Dist. Inspector	28.15 Hr.	29.76 Hr.
10	9	10	Electric Worker	37.25 Hr.	46.56 Hr.
1	1	1	Electrical Worker Foreman	38.50 Hr.	46.56 Hr.
7	7	7	Heavy Duty Mechanic	15.75 Hr.	24.15 Hr.
1	1	1	Heavy Duty Unit Leader	23.85 Hr.	29.95 Hr.
9	8	9	Lineman Leader	26.27 Hr.	27.31 Hr.
6	5	5	Low Tension Trouble Lineman	29.40 Hr.	30.50 Hr.
2	0	2	Meter Industrial Leader	26.80 Hr.	29.35 Hr.
2	1	1	Painter	30.21 Hr.	37.76 Hr.
26	22	23	Senior Lineman	29.65 Hr.	30.76 Hr.
1	3	3	Superintendent of Elec. Trans. & Dist.	30,215	86,559
2	1	1	Superintendent of Electric Trouble Operations	27,326	75,246
1	0	0	Superintendent of Purchased Power	27,326	72,703
13	8	9	Trouble Line Worker	29.65 Hr.	31.78 Hr.
139	107	122			
<b>SERVICE &amp; MAINTENANCE</b>					
1	0	0	Building Manager	23,647	75,806
1	1	1	Cable Foreman	31.45 Hr.	32.60 Hr.
6	5	6	Custodial Worker	10.00 Hr.	14.50 Hr.
2	2	2	Electric Meter Service Foreman	31.45 Hr.	32.60 Hr.
3	4	4	Electric Meterman Apprentice	21.91 Hr.	24.04 Hr.
2	2	2	Gas Turbine Mechanic	17.38 Hr.	27.68 Hr.
1	1	2	Gas Turbine Mechanic Apprentice	22.22 Hr.	24.40 Hr.
2	2	2	General Construction Foreman	29.45 Hr.	32.08 Hr.
5	5	5	Head Storekeeper	10.00 Hr.	21.95 Hr.
2	2	2	Line Clearance Man	22.00 Hr.	24.24 Hr.
7	6	6	Line Foreman	31.45 Hr.	32.60 Hr.
30	27	34	Line Helper Driver	17.73 Hr.	23.77 Hr.
3	3	3	Line Switchman	30.16 Hr.	32.05 Hr.
6	5	5	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
7	6	6	Storekeeper	10.00 Hr.	19.76 Hr.
1	1	1	Transformer Repairman Foreman	31.45 Hr.	32.60 Hr.
2	1	2	Underground Conduit Foreman	31.45 Hr.	32.60 Hr.
81	73	83			



## DIVISION OF CLEVELAND PUBLIC POWER

### COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
			TECHNICIAN		
4	5	5	Apprentice Cable Splicer	22.22 Hr.	24.40 Hr.
11	13	8	Meter Reader	12.82 Hr.	18.34 Hr.
1	1	1	Meter Reader Supervisor	14.47 Hr.	22.14 Hr.
1	0	1	Network Analyst II	30,214	87,630
9	7	7	Senior Cable Splicer	29.65 Hr.	30.76 Hr.
2	2	2	Senior Computer Operator	10.00 Hr.	26.07 Hr.
2	2	2	Senior Draftsman	10.00 Hr.	18.86 Hr.
3	3	3	Senior Systems Analyst	20,800	79,299
<u>33</u>	<u>33</u>	<u>29</u>			
376	324	355	TOTAL FULL TIME		
2	6	2	SEASONAL		
<u>378</u>	<u>330</u>	<u>357</u>	TOTAL DIVISION		

\* Salary Schedule effective as of December 8, 2008



NOTES



**DEPARTMENT OF PORT CONTROL**

**RICKY D. SMITH, DIRECTOR**

The Department of Port Control is responsible for the administration and control of all activities at Cleveland Hopkins International and Burke Lakefront Airports as well as the use of City owned land along Lake Erie and the Cuyahoga River.

Included in this responsibility are the planning, development and maintenance of airfields, terminal complexes and all related facilities. The DPC manages the day-to-day operations at both airports; accepts and supervises the expenditure of grants from state and federal agencies. It sets and collects landing fees, rentals, concession fees, and other airport related charges. The Department represents the City in negotiations for airport related contracts. Additionally, the Department is responsible for providing safe, efficient, friendly, and professional service to the traveling public and other airport users.

The primary objectives of the Divisions of Cleveland Hopkins International and Burke Lakefront Airports will be to maintain the airfields, terminals, and other structures for the safety and comfort of the traveling public and other airport users, while keeping the cost increase at or below the rate of inflation. Planned capital improvements will allow for improved safety and increased capacity of the airfields. Promotional and air service programs will be continued to improve public awareness of airports' functions; environmental programs will be implemented to permit the greatest use of the airfields at the least discomfort to the surrounding residents.

*Mission Statement*

To maintain airfields, terminals, and other structures for the safety and comfort of the traveling public and to provide safe, efficient, courteous and professional service to all airport users.

**OPERATING SUMMARY  
(000'S OMITTED)**

	2007			2008			2009		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
<b>PROGRAMS:</b>									
Director	\$ 72,332	6		\$ 74,168	8		\$ 78,968	11	
Administration	9,953	14		10,023	17		11,423	30	
Engineering	2,186	24		2,226	27		2,467	29	
Finance / Concessions	1,007	12		1,026	12		1,137	13	
Planning	4,137	8		4,213	9		4,669	10	
(Airfield) Operations	39,945	274	7	41,344	277	5	53,809	321	9
Burke Operations	1,425	17		1,451	17		1,608	17	
<b>Total</b>	<b>\$ 130,985</b>	<b>355</b>	<b>7</b>	<b>\$ 134,451</b>	<b>367</b>	<b>5</b>	<b>\$ 154,081</b>	<b>431</b>	<b>9</b>
<b>FUNDING SOURCE:</b>									
Self Generated Revenue:									
Airport Fees*	\$ 130,985	355		\$ 134,451			\$ 154,081		
<b>Total</b>	<b>\$ 130,985</b>	<b>355</b>	<b>7</b>	<b>\$ 134,451</b>	<b>367</b>	<b>5</b>	<b>\$ 154,081</b>	<b>431</b>	<b>9</b>

\* Includes additions and use of Fund balance. Refer to Fund Structure section of this document for details.

Notes: Operating Summary reflects annually appropriated funds only. AIP Grants and Bond monies are not reflected here. See Fund Section for details.

## DEPARTMENT OF PORT CONTROL

### PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide administrative support for the divisions of Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Oversee lease preparation and management, procurement, contract administration, human resources, media relations, and governmental affairs, including both city and federal matters.

### PROGRAM NAME: OPERATIONS

OBJECTIVES: To provide a safe and efficient airfield.

ACTIVITIES: Oversee the daily operations of Cleveland Hopkins and Burke Lakefront Airports, including airfield operations, maintenance, custodial and ARFF.

### PROGRAM NAME: ENGINEERING

OBJECTIVES: To provide oversight of all construction and environmental projects at the Airport.

ACTIVITIES: To manage the rehabilitation and expansion of the airport, including sound insulation. The Engineering Department is responsible for design, construction and inspection of the capital program; managing of environmental permitting, program implementation monitoring, and cleaning efforts.

### PROGRAM NAME: FINANCE

OBJECTIVES: To provide financial reporting services and manage the concessions program at Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Perform and coordinate all financing functions for the Department of Port Control, including financial statements, budgeting, billing, accounts receivable, accounts payable, auditing and statistics. Finance also manages the concession program including all retail and food and beverage operations and parking.

### PROGRAM NAME: PLANNING

OBJECTIVES: To provide for the future development of the Airport system.

ACTIVITIES: To manage the strategic direction of the Airport development and identify the infrastructure needed to satisfy customer needs; managing environmental compatibility, and monitoring and implementing applicable federal and state environmental incentives; and managing digital information needs and identify infrastructure needed to maintain effective e-commerce.

### PROGRAM NAME: IT/INVENTORY

OBJECTIVES: To provide IT services and inventory controls.

ACTIVITIES: To manage all aspects of IT services and implement and manage an inventory control system for the Department of Port Control.

## DEPARTMENT OF PORT CONTROL

## EXPENDITURES

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>SALARIES AND WAGES</b>				
FULL TIME PERMANENT	\$ 14,969,612	\$ 15,225,775	\$ 16,585,899	\$ 18,589,093
SEASONAL	173,556	161,837	364,151	389,312
MILITARY LEAVE	-	1,048	1,680	-
PART TIME PERMANENT	14,265	79,853	119,843	184,721
INJURY PAY	16,740	1,618	18,434	-
LONGEVITY	131,125	128,475	131,000	132,589
WAGE SETTLEMENTS	622	61,736	-	-
SEPARATION PAYMENTS	169,184	155,978	149,672	209,249
BONUS INCENTIVE	40,000	-	-	-
OVERTIME	1,213,177	1,529,486	1,362,475	1,063,878
<b>TOTAL</b>	<b>\$ 16,728,281</b>	<b>\$ 17,345,806</b>	<b>\$ 18,733,153</b>	<b>\$ 20,568,842</b>
<b>EMPLOYEE BENEFITS</b>				
HOSPITALIZATION	\$ 2,639,665	\$ 2,868,919	\$ 3,140,557	\$ 4,093,212
DENTAL	170,973	168,674	174,595	223,609
VISION	19,430	19,345	20,142	25,448
PERS	2,281,501	2,318,751	2,580,960	3,069,600
FICA MEDICARE	196,496	207,889	230,190	298,268
WORKERS COMPENSATION	249,635	592,777	782,672	986,867
LIFE INSURANCE	15,529	15,232	16,013	19,152
UNEMPLOYMENT COMPENSATION	49,663	54,571	23,126	75,000
CLOTHING ALLOWANCE	22,070	22,207	22,075	27,420
TOOL INSURANCE	5,200	5,200	7,150	7,550
CLOTHING MAINTENANCE	47,050	45,913	49,600	57,450
<b>TOTAL</b>	<b>\$ 5,697,212</b>	<b>\$ 6,319,478</b>	<b>\$ 7,047,079</b>	<b>\$ 8,883,576</b>
<b>TRAINING AND DUES</b>				
TRAVEL	\$ 69,205	\$ 90,269	\$ 87,808	\$ 98,317
TUITION & REGISTRATION FEES	67,615	73,413	110,967	52,584
OTHER TRAINING SUPPLIES	1,522	2,000	160	64,200
NOACA	350	-	-	-
PROFESSIONAL DUES	103,110	168,474	50,408	68,515
<b>TOTAL</b>	<b>\$ 241,802</b>	<b>\$ 334,156</b>	<b>\$ 249,342</b>	<b>\$ 283,616</b>
<b>UTILITIES</b>				
BROKERED GAS SUPPLY	\$ 731,067	\$ 432,871	\$ 438,563	\$ 355,236
WATER	638,086	628,267	754,866	675,000
GAS	676,695	535,264	791,142	640,825
ELECTRICITY - CPP	270,157	290,887	286,437	297,894
ELECTRICITY - OTHER	4,425,424	5,037,515	5,645,828	5,871,661
SECURITY & MONITORING SYSTEM	673,001	885,000	625,000	770,000
<b>TOTAL</b>	<b>\$ 7,414,430</b>	<b>\$ 7,809,804</b>	<b>\$ 8,541,835</b>	<b>\$ 8,610,616</b>





## DEPARTMENT OF PORT CONTROL

## EXPENDITURES - CONTINUED

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 6,815,652	\$ 6,492,046	\$ 5,567,726	\$ 9,753,744
CABLE PROFESSIONAL SERVICES	-	-	250	-
TRAVEL - NON-TRAINING	7,680	16,664	31,405	32,700
WASTE DISPOSAL	3,254,831	2,291,320	2,629,879	3,405,000
MEDICAL SERVICES	1	-	-	5,000
ADVERTISING AND PUBLIC NOTICE	25,708	26,915	7,262	33,800
PROGRAM PROMOTION	26,221	33,388	73,578	71,500
PARKING IN CITY FACILITIES	2,786	3,241	3,912	1,250
INSURANCE AND OFFICIAL BONDS	1,433,340	1,400,880	1,179,258	1,350,000
TAXES	6,007,359	6,776,255	7,110,694	5,935,694
PHOTOCOPY MACHINE RENTAL	2,262	-	-	3,000
EQUIPMENT RENTAL	231,001	263,193	334,000	159,000
OTHER CONTRACTUAL	645,750	323,372	503,988	891,099
STATE AUDITOR EXAMINATION	13,277	14,874	27,690	40,000
TRANSFER TO OTHER PORT FUND	16,206,250	4,250,000	4,400,000	4,650,000
REFUNDS & MISCELLANEOUS	216	-	-	-
BANK SERVICE FEES	12,606	15,046	14,029	-
CREDIT CARD PROCESSING FEES	7,374	12,295	12,620	15,787
<b>TOTAL</b>	<b>\$ 34,692,316</b>	<b>\$ 21,919,489</b>	<b>\$ 21,896,293</b>	<b>\$ 26,347,574</b>
<b>MATERIALS AND SUPPLIES</b>				
OFFICE SUPPLIES	\$ 3,648	\$ 6,452	\$ 910	\$ 11,550
POSTAGE	17,469	23,376	21,710	30,599
COMPUTER SUPPLIES	-	-	-	1,500
COMPUTER HARDWARE	83,546	112,119	232,044	235,000
COMPUTER SOFTWARE	111,311	51,658	130,930	252,430
CHEMICAL	1,337,275	1,521,735	2,589,201	2,352,000
CLOTHING	184,534	147,095	136,021	189,400
HARDWARE & SMALL TOOLS	68,609	118,095	42,724	96,100
BOILERS & COOLING EQUIP	16,193	66,701	18,026	16,000
SEED, FERTILIZER & HERBICIDE	28,000	33,401	16,000	73,000
SMALL EQUIPMENT	55,146	50,563	48,393	119,300
OFFICE FURNITURE & EQUIPMENT	26,578	12,945	27,642	39,100
FENCE, POSTS & BARS	170,000	215,001	115,000	220,000
HYGIENE AND CLEANING SUPP	405,573	426,472	462,297	477,000
MEDICAL SUPPLIES	105,759	32,267	46,241	39,000
FOOD	12,322	17,875	19,197	23,950
PHOTOGRAPHIC SUPPLIES	-	-	947	2,150
OTHER SUPPLIES	909,712	1,135,476	1,097,430	1,281,300
SAFETY EQUIPMENT	43,707	36,843	66,234	55,000
SPECIAL EVENTS SUPPLIES	-	-	76	2,000
TIRES	-	10,000	-	-
JUST IN TIME OFFICE SUPPLIES	67,667	64,293	74,423	70,000
BUILDING MAINTENANCE SUPP	273,730	267,813	250,539	287,000
CEMENT, SAND & GRAVEL	277,501	240,002	157,500	277,500
MISC MAINTENANCE SUPPLIES	2,000	-	-	5,000
<b>TOTAL</b>	<b>\$ 4,200,280</b>	<b>\$ 4,590,182</b>	<b>\$ 5,553,485</b>	<b>\$ 6,155,879</b>

## DEPARTMENT OF PORT CONTROL

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>MAINTENANCE</b>				
MAINTENANCE OFFICE EQUIP	\$ 3,495	\$ 3,000	\$ -	\$ 16,850
COMPUTER HARDWARE MAINT	-	66,793	50,326	10,500
COMPUTER SOFTWARE MAINT	-	34,911	115,912	96,000
MAINTENANCE MACHINERY	1,390,578	1,493,104	1,441,942	1,632,500
MAINTENANCE FIRE APPARATUS	54,332	51,477	29,902	39,500
MAINTENANCE VEHICLES	780,933	924,771	907,000	912,000
MAINTENANCE UTILITY SYSTEMS	-	-	-	430,000
MAINTENANCE MISC EQUIP	2,396,656	2,876,322	2,434,902	2,802,900
AUTO & LIGHT TRUCK REPAIRS	10,000	-	-	-
CHARGES FROM MAINT	71,550	92,180	91,053	115,000
<b>TOTAL</b>	<b>\$ 4,707,544</b>	<b>\$ 5,542,558</b>	<b>\$ 5,071,038</b>	<b>\$ 6,055,250</b>
<b>CLAIMS, REFUNDS AND MISC.</b>				
COURT COSTS	\$ -	\$ -	\$ 439	\$ -
JUDGMENTS, DAMAGES, & CLAIMS	62,500	222,656	29,719	-
OTHER REFUNDS & ADJUSTMENTS	54,128	53,442	13,861	60,000
CUYAHOGA CNTY PAYMENTS	-	-	128	-
INDIRECT COST	1,656,222	1,127,317	1,127,317	1,292,588
<b>TOTAL</b>	<b>\$ 1,772,850</b>	<b>\$ 1,403,415</b>	<b>\$ 1,171,463</b>	<b>\$ 1,352,588</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM GENERAL FUND	\$ 4,927,926	\$ 5,859,342	\$ 4,972,329	\$ 5,000,000
CHARGES FROM TELEPHONE EXCH	404,163	360,891	521,080	474,086
CHARGES FROM UTILITIES ADMIN	84,372	84,575	84,381	-
CHARGES FROM RADIO SYSTEM	52,103	63,177	72,271	78,462
CHARGES FROM WATER POLL	-	-	-	9,000
CHARGES FROM PRINTING	74,280	83,448	59,122	70,000
CHARGES FROM STOREROOM	1	-	1	-
CHARGES FROM MOTOR VEHICLES	420,278	507,354	762,728	658,259
CHARGES FROM TRAFFIC ENG	300	-	-	-
CHARGES FROM WASTE	45,541	85,211	84,936	95,000
<b>TOTAL</b>	<b>\$ 6,008,965</b>	<b>\$ 7,043,998</b>	<b>\$ 6,556,847</b>	<b>\$ 6,384,807</b>
<b>INTERFUND SUBSIDIES</b>				
TRANSFER TO OTHER SUBCLASSES	\$ 1,980,263	\$ 672,741	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,980,263</b>	<b>\$ 672,741</b>	<b>\$ -</b>	<b>\$ -</b>



## DEPARTMENT OF PORT CONTROL

## EXPENDITURES - CONTINUED

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CAPITAL OUTLAY</b>				
CONTRACTUAL SERVICES	\$ -	\$ 100,000	\$ -	\$ -
TRANSFER TO AIRPORT CAPITAL	2,295,472	2,296,475	2,257,213	2,581,008
<b>TOTAL</b>	<b>\$ 2,295,472</b>	<b>\$ 2,396,475</b>	<b>\$ 2,257,213</b>	<b>\$ 2,581,008</b>
<b>DEBT SERVICE</b>				
ENTERPRISE DEBT SERVICE - PRIN	\$ 17,775,000	\$ 19,835,000	\$ 17,056,125	\$ 23,170,000
ENTERPRISE DEBT SERVICE - INT	33,027,021	35,771,757	40,317,554	43,687,435
<b>TOTAL</b>	<b>\$ 50,802,021</b>	<b>\$ 55,606,757</b>	<b>\$ 57,373,678</b>	<b>\$ 66,857,435</b>
<b>TOTAL DIVISION</b>	<b>\$ 136,541,437</b>	<b>\$ 130,984,859</b>	<b>\$ 134,451,428</b>	<b>\$ 154,081,191</b>

## REVENUE

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
INTERGOVERNMENTAL REVENUE	\$ 11,271,408	\$ 12,436,561	\$ 13,344,275	\$ 16,873,476
SALES & CHARGES FOR SERVICES	112,955,918	101,177,848	95,731,332	98,424,305
MISCELLANEOUS REVENUES	20,669,889	21,073,995	25,824,182	40,857,000
TRANSFERS IN	2,923,805	3,684,884	1,557,523	-
EXPENDITURE RECOVERIES	10,793	23,633	71,155	3,000
<b>TOTAL DIVISION</b>	<b>\$ 147,831,813</b>	<b>\$ 138,396,921</b>	<b>\$ 136,528,468</b>	<b>\$ 156,157,781</b>



**DEPARTMENT OF PORT CONTROL**

**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2008	December 2008	Budget 2009		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Administrator of Engineering and Planning	30,215	109,249
4	3	4	Administration Bureau Manager	40,315	128,215
6	3	11	Administrative Manager	27,194	86,765
1	0	0	Air Trade Development Manager	30,215	100,844
1	0	2	Chief Training Officer	26,274	68,745
1	0	1	Labor Relations Manager	30,215	109,249
7	5	6	Administrative Officer	20,800	51,437
2	2	2	Airport Project Director	60,000	133,737
6	3	6	Assistant Administrator	20,800	62,253
1	1	1	Commissioner of Burke Airport	40,315	118,351
1	1	1	Commissioner of Cleve. Hopkins Int. Airport	42,758	143,361
2	2	2	Deputy Comm. of Cleve. Hopkins Int. Airport	30,215	100,844
1	1	1	Director of Port Control	100,000	222,895
3	2	2	Fiscal Manager	23,647	82,125
1	1	1	Secretary to Directors of Departments	36,590	138,195
<b>38</b>	<b>25</b>	<b>41</b>			
<b>OFFICE &amp; CLERICAL</b>					
3	2	2	Junior Clerk	10.00 Hr.	13.46 Hr.
2	0	3	Senior Clerk	10.29 Hr.	15.78 Hr.
3	2	3	Chief Clerk	22,050	46,165
2	2	2	Personnel Assistant, Junior	20,800	38,221
7	6	7	Principal Clerk	11.93 Hr.	19.13 Hr.
3	2	2	Private Secretary	10.00 Hr.	19.00 Hr.
0	0	1	Private Secretary to the Director	20,800	46,165
3	4	4	Head Storekeeper	10.00 Hr.	21.95 Hr.
1	0	3	Storekeeper	10.00 Hr.	19.76 Hr.
0	0	1	Messenger	10.00 Hr.	14.51 Hr.
<b>24</b>	<b>18</b>	<b>28</b>			

DEPARTMENT OF PORT CONTROL

COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	Budget 2008	Budget 2009		Minimum	Maximum
PROFESSIONALS					
1	1	1	Accountant I	10.00 Hr.	19.23 Hr.
1	1	1	Accountant III	10.00 Hr.	23.39 Hr.
4	4	4	Accountant IV	20,800	57,689
1	0	1	Airport Chief Engineer	30,215	109,249
4	4	4	Airport Maintenance Manager	26,274	86,765
2	2	4	Airport Maintenance Superintendent	20,093	61,296
6	3	6	Airport Maintenance Supervisor	21,020	59,067
1	1	1	Airport Operations Manager	26,274	86,765
1	0	0	Comptroller - Airports	30,215	109,249
1	1	1	Chief Civil Engineer	23,647	82,125
1	1	1	Chief Mechanical Engineer	23,647	82,125
5	5	5	Consulting Engineer	36,000	92,225
3	1	1	Deputy Project Director	20,093	61,006
1	0	1	HR Special Projects Coordinator	10.21 Hr.	24.72 Hr.
1	1	1	Labor Relations Officer	27,326	75,246
1	1	1	Personnel Administrator	26,274	80,091
2	1	2	Personnel Administrator, Asst.	20,800	54,164
21	19	19	Project Coordinator	27,326	87,665
3	2	3	Project Director	22,333	77,944
1	1	1	Safety Programs Manager	45,000	84,700
1	1	1	Warehouse Inventory Manager	22,333	77,944
1	1	1	Contract Compliance Officer	26,274	68,745
1	0	1	Contract Compliance Officer, Asst.	20,093	55,191
1	1	1	Assistant Director of Law	26,250	78,013
65	52	62			
SKILLED CRAFT					
3	3	3	Carpenter	30.60 Hr.	38.25 Hr.
10	9	10	Electrical Worker	37.25 Hr.	46.56 Hr.
2	2	2	Foreman, Electrical Worker	38.50 Hr.	46.56 Hr.
1	1	1	Foreman, Painter	31.00 Hr.	31.46 Hr.
2	2	2	Heavy Duty Unit Leader	23.85 Hr.	29.95 Hr.
11	11	12	Heavy Duty Mechanic	15.75 Hr.	24.15 Hr.
1	0	1	Horticulturist Unit Leader	20.98 Hr.	29.95 Hr.
4	4	4	Painter	30.21 Hr.	37.76 Hr.
2	1	2	Plumber	36.76 Hr.	45.95 Hr.
36	33	37			

## DEPARTMENT OF PORT CONTROL

## COMPARISON OF STAFFING - CONTINUED

Budget 2008	No. of Employees		Position	Salary Schedule*	
	December 2008	Budget 2009		Minimum	Maximum
SERVICE & MAINTENANCE					
13	13	13	Airport Field Foreman	18.30 Hr.	21.12 Hr.
67	65	67	Airport Maintenance Man	11.97 Hr.	17.29 Hr.
62	56	61	Custodial Worker	10.00 Hr.	14.50 Hr.
1	0	0	Custodial Superintendent	23,607	53,400
1	1	1	Municipal Service Laborer	14.75 Hr.	17.09 Hr.
11	11	11	Custodial Worker Supervisor	17.34 Hr.	19.73 Hr.
1	1	1	Supt Vehide Admin Services	20,093	68,745
1	1	1	Supt of Motorized Equipment	26,274	68,745
6	5	6	Window Washer	13.00 Hr.	19.68 Hr.
163	153	161			
TECHNICIAN					
7	7	7	Airport Information Representative	10.00 Hr.	16.16 Hr.
8	8	8	Airport Operations Agent I	14.14 Hr.	19.97 Hr.
8	7	8	Airport Operations Agent II	17.77 Hr.	23.51 Hr.
3	3	3	Airport Operations Agent III	20,800	54,164
4	4	4	Airport Operations Superintendent	23,333	63,917
1	1	1	Airport Planning Envir. Officer	30,215	86,559
1	0	1	Airport Safety Manager	26,274	83,396
1	0	0	Airport Safety Chief Training Officer, Asst	23,333	53,357
3	3	3	Airport Safety Shift Commander	20,800	58,396
43	35	43	Airport Safety Man	14.19 Hr.	21.96 Hr.
12	10	12	Airport Safety Supervisor	20,800	52,233
2	1	3	Airport Security Coordinator	23,333	61,755
1	0	1	Network Analyst II	65,000	87,630
2	1	2	System Analyst	30,214	60,011
5	5	5	Engineering & Construction Inspector	17.65 Hr.	20.04 Hr.
1	1	1	Engineering & Construction Inspector, Chief	23.56 Hr.	26.07 Hr.
1	0	0	Environmental Assistant	20,800	49,697
103	86	102			
429	367	431	TOTAL FULL TIME		
17	5	9	Part Time		
28	25	28	Seasonal		
45	30	37	TOTAL PART TIME		
474	397	468	TOTAL DIVISION		

\* Salary Schedule effective December 8, 2008



NOTES

## RESTRICTED INCOME TAX

(000's OMITTED)

The Restricted Income Tax is one ninth of the City's total earnings which is restricted to use for capital projects and debt service on bonds issued to finance capital projects.

	2006 ACTUAL	2007 ACTUAL	2008 UNAUDITED	2009 BUDGET
<b>RECEIPTS</b>	<b>\$ 34,418</b>	<b>\$ 35,544</b>	<b>\$ 36,720</b>	<b>\$ 37,277</b>
<b>EXPENDITURES</b>				
CAPITAL PROJECTS				
PUBLIC BUILDINGS	\$ 1,600	\$ 2,595	\$ 2,800	\$ 2,300
VEHICLES	5,699	4,759	1,507	-
MAJOR NON-VEHICULAR EQUIPMENT	2,550	4,735	4,443	4,822
TRANSPORTATION NETWORK	350	450	450	450
LEASE PAYMENT 2003	1,038	1,038	1,038	1,038
LEASE PAYMENT 2004	1,112	1,015	1,064	1,064
LEASE PAYMENT 2005	1,405	1,405	1,405	1,405
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 13,754</b>	<b>\$ 15,997</b>	<b>\$ 12,707</b>	<b>\$ 11,079</b>
<b>PAST DEFICITS &amp; LIABILITIES</b>				
DEBT SERVICE	\$ 21,350	\$ 19,500	\$ 24,013	\$ 26,198
<b>TOTAL PAST DEFICITS &amp; LIABILITIES</b>	<b>\$ 21,350</b>	<b>\$ 19,500</b>	<b>\$ 24,013</b>	<b>\$ 26,198</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,104</b>	<b>\$ 35,497</b>	<b>\$ 36,720</b>	<b>\$ 37,277</b>





NOTES

## NON DEPARTMENTAL

## EXPENDITURES

## COUNTY AUDITOR DEDUCTIONS

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>CONTRACTUAL SERVICES</b>				
NON PRODUCTIVE LAND SALES	\$ 24,147	\$ 60,029	\$ 93,758	\$ 100,000
BOARD OF ELECTION EXPENSE	383,041	-	1,104,415	1,145,450
COUNTY AUD & TREAS COLL FEE	736,383	760,817	883,687	950,000
ADVERTISING DEL LAND SALES	19,119	22,047	26,861	30,000
BOARD OF TAX APPEALS	657	852	465	1,000
<b>TOTAL</b>	<b>\$ 1,163,348</b>	<b>\$ 843,746</b>	<b>\$ 2,109,186</b>	<b>\$ 2,226,450</b>
<b>TOTAL DIVISION</b>	<b>\$ 1,163,348</b>	<b>\$ 843,746</b>	<b>\$ 2,109,186</b>	<b>\$ 2,226,450</b>

## EXPENDITURES

## SUBSIDIES TO OTHER FUNDS

	2006 Actual	2007 Actual	2008 Unaudited	2009 Budget
<b>INTERFUND SUBSIDIES</b>				
TRANSFER TO RAINY DAY FUND	\$ 3,600,000	\$ 1,000,000	\$ 1,000,000	\$ -
TRANSFER TO OTHER SUBCLASSES	16,082	255,000	-	50,000
TRANSFER TO DEBT SERVICE FUND	4,953,938	5,489,036	5,409,745	6,637,882
TRANSFER TO STADIUM FUND	5,655,595	8,332,769	4,500,000	8,600,000
SUBSIDY TO STREET CONST	5,040,000	8,250,000	8,178,919	6,137,714
TRANSFER TO SCHOOL REC FUND	2,000,000	2,000,000	1,996,116	2,000,000
SUBSIDY TO IX CENTER	-	-	145,607	240,000
SUBSIDY TO SINKING FUND	415,000	540,000	386,194	468,212
SUBSIDY TO CEMETERIES	390,000	290,000	305,384	417,970
<b>TOTAL</b>	<b>\$ 22,070,615</b>	<b>\$ 26,156,805</b>	<b>\$ 21,921,965</b>	<b>\$ 24,551,778</b>
<b>TOTAL DIVISION</b>	<b>\$ 22,070,615</b>	<b>\$ 26,156,805</b>	<b>\$ 21,921,965</b>	<b>\$ 24,551,778</b>



## NON DEPARTMENTAL

EXPENDITURES  
OTHER ADMINISTRATIVE

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
<b>TRAINING AND DUES</b>				
PROFESSIONAL DUES	\$ 4,795	\$ 3,164	\$ 3,040	\$ 5,000
OHIO MUNICIPAL LEAGUE	23,352	23,652	23,652	24,125
NOACA	56,715	59,693	59,693	62,678
MAYORS & MGRS ASSOC	15,000	15,000	15,000	15,000
U.S. CONFERENCE OF MAYORS	16,506	17,001	17,001	18,036
NATIONAL LEAGUE OF CITIES	20,179	20,986	21,825	22,698
GREATER CLEVE PARTNERSHIP	40,000	40,000	40,000	40,000
DOWNTOWN DEVELOPMENT CORP	22,000	-	-	-
INTERNATIONAL TRADE ALLIANCE	-	35,000	35,000	35,000
<b>TOTAL</b>	<b>\$ 198,547</b>	<b>\$ 214,496</b>	<b>\$ 215,211</b>	<b>\$ 222,537</b>
<b>UTILITIES</b>				
ELECTRICITY - CPP	\$ 9,077,898	\$ 8,677,623	\$ 9,511,696	\$ 12,183,156
ELECTRICITY - OTHER	2,775,734	2,778,663	2,393,970	-
<b>TOTAL</b>	<b>\$ 11,853,631</b>	<b>\$ 11,456,286</b>	<b>\$ 11,905,666</b>	<b>\$ 12,183,156</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$ 100,651	\$ 180,000	\$ 208,258	\$ 320,000
INSURANCE AND OFFICIAL BONDS	-	9,286	21,887	9,500
OTHER CONTRACTUAL	160,538	422,192	266,402	295,507
JUSTICE CENTER - TOWER MAINT	3,381,645	3,484,832	3,372,411	3,554,329
BANK SERVICE FEES	271,480	186,796	152,270	300,000
CREDIT CARD PROCESSING FEES	-	6	(6)	-
<b>TOTAL</b>	<b>\$ 3,914,315</b>	<b>\$ 4,283,112</b>	<b>\$ 4,021,222</b>	<b>\$ 4,479,336</b>
<b>INTER-DEPARTMENTAL CHARGES</b>				
CHARGES FROM RADIO SYSTEM	\$ 1,220	\$ 795	\$ 892	\$ 1,388
<b>TOTAL</b>	<b>\$ 1,220</b>	<b>\$ 795</b>	<b>\$ 892</b>	<b>\$ 1,388</b>
<b>DEBT SERVICE</b>				
PRINCIPAL	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>TOTAL DIVISION</b>	<b>\$ 16,217,713</b>	<b>\$ 16,204,689</b>	<b>\$ 16,392,991</b>	<b>\$ 17,136,417</b>



## NON DEPARTMENTAL

REVENUE  
OTHER ADMINISTRATIVE

	2006	2007	2008	2009
	Actual	Actual	Unaudited	Budget
LOCAL TAXES	\$ 316,529,476	\$ 328,514,866	\$ 337,782,021	\$ 339,037,654
INTERGOVERNMENTAL REVENUE	68,683,653	70,125,164	67,888,962	60,971,831
SALES & CHARGES FOR SERVICES	1,891,423	1,482,792	1,602,273	1,697,900
MISCELLANEOUS REVENUES	2,201,808	133,351	158,287	100,000
TRANSFERS IN	-	6,607,939	6,436,793	6,400,000
EXPENDITURE RECOVERIES	10,113,844	8,911,702	8,381,093	8,248,920
<b>TOTAL DIVISION</b>	<b>\$ 399,420,204</b>	<b>\$ 415,775,814</b>	<b>\$ 422,249,429</b>	<b>\$ 416,456,305</b>



NOTES

### APPROPRIATION FOR THE YEAR 2009

Whereas, this ordinance constitutes an emergency measure providing for the daily operation of a municipal department; now therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That to provide for the current expenses for the City of Cleveland for the fiscal year ending December 31, 2009, the following sums be and they are hereby appropriated viz:

The sum of Five Hundred Forty One Million, Five Hundred One Thousand Six Hundred Eight Six Dollars (\$541,501,686) from the General Fund;

The sum of Sixty Seven Million One Hundred Fifty Thousand Nine Hundred Twenty Five Dollars (\$67,150,925) from the Special Revenue Funds;

The sum of Twenty Nine Million Ninty Six Thousand Six Hundred Twenty One Dollars (\$29,096,621) from the Internal Service Funds;

The sum of Six Hundred Seventy Five Million Eight Hundred Forty Nine Thousand One Hundred Thirty Five Dollars (\$675,849,135) from the Enterprise Funds;

The sum of Ten Million Forty Five Thousand Three Hundred Nineteen Dollars (\$10,045,319) from the Trust and Agency Funds;

The sum of Sixty Four Million Five Hundred Eight Thousand Nine Hundred Eleven Dollars (\$64,508,911) from the Debt Service Fund;

All set forth in the Mayor's Estimate on file with Council and identified in the aggregate amount for each department as follows:

#### GENERAL FUND

Legislative Branch	\$ 6,661,520
Judicial Branch	42,413,296
Executive Branch	
Office of the Mayor	2,344,163
Department of Public Safety	317,333,854
Community Relations Board	1,279,606
Department of Consumer Affairs	395,357
Department of Public Service	38,004,058
Department of Parks, Recreation & Properties	39,347,736
Boxing and Wrestling Commission	5,342
Urban Planning & Development	16,559,551
Department of Public Health	5,947,154
Department of Aging	820,523
Support Functions	45,837,747
Transfers to Other Funds	24,551,778
Total Executive Branch	<u>492,426,869</u>
TOTAL GENERAL FUND	<u>541,501,686</u>
Special Revenue Funds	67,150,925
Internal Service Funds	29,096,621
Enterprise Funds	676,249,135
Trust and Agency Funds	10,444,883
Debt Service Funds	64,508,911
TOTAL APPROPRIATIONS FOR 2008	<u><u>\$ 1,388,952,161</u></u>



## APPROPRIATION FOR THE YEAR 2009

## GENERAL FUND

## LEGISLATIVE BRANCH

Council and Clerk of Council		\$ 6,661,520
I Personnel and Related Expenses	\$ 4,905,458	
II Other Expenses	1,756,062	
 TOTAL LEGISLATIVE BRANCH		<u>\$ 6,661,520</u>

## JUDICIAL BRANCH

Municipal Court - Judicial Division		\$ 24,075,225
I Personnel and Related Expenses	\$ 21,185,670	
II Other Expenses	2,889,555	
 Municipal Court - Housing Division		\$ 3,425,659
I Personnel and Related Expenses	\$ 3,245,840	
II Other Expenses	179,819	
 Municipal Court - Clerk's Division		\$ 14,912,412
I Personnel and Related Expenses	\$ 9,564,254	
II Other Expenses	5,348,158	
 TOTAL JUDICIAL BRANCH		<u>\$ 42,413,296</u>

## EXECUTIVE BRANCH

Office of the Mayor		<u>\$ 2,344,163</u>
I Personnel and Related Expenses	\$ 2,206,122	
II Other Expenses	138,041	



## APPROPRIATION FOR THE YEAR 2009

### DEPARTMENT OF PUBLIC SAFETY

Public Safety Administration		\$ 3,284,459
I Personnel and Related Expenses	\$ 2,327,866	
II Other Expenses	956,593	
Division of Police		\$ 182,100,803
I Personnel and Related Expenses	\$ 171,628,180	
II Other Expenses	10,472,623	
Division of Fire		\$ 92,000,474
I Personnel and Related Expenses	\$ 88,873,978	
II Other Expenses	3,126,496	
Division of Emergency Medical Services		\$ 23,431,238
I Personnel and Related Expenses	\$ 21,015,056	
II Other Expenses	2,416,182	
Division of Dog Pound		\$ 1,090,561
I Personnel and Related Expenses	\$ 825,750	
II Other Expenses	264,811	
Division of Correction		\$ 15,426,319
I Personnel and Related Expenses	\$ 12,296,429	
II Other Expenses	3,129,890	
 TOTAL DEPARTMENT OF PUBLIC SAFETY		 <u>\$ 317,333,854</u>

### COMMUNITY RELATIONS BOARD

Community Relations Board		\$ 1,279,606
I Personnel and Related Expenses	\$ 1,184,820	
II Other Expenses	94,786	
 TOTAL COMMUNITY RELATIONS BOARD		 <u>\$ 1,279,606</u>





## APPROPRIATION FOR THE YEAR 2009

## DEPARTMENT OF CONSUMER AFFAIRS

Consumer Affairs		\$	395,357
I Personnel and Related Expenses	\$	353,466	
II Other Expenses		41,891	
TOTAL DEPARTMENT OF CONSUMER AFFAIRS		\$	<u>395,357</u>

## DEPARTMENT OF PUBLIC SERVICE

Public Service Administration		\$	466,528
I Personnel and Related Expenses	\$	438,530	
II Other Expenses		27,998	
Division of Architecture		\$	594,711
I Personnel and Related Expenses	\$	557,488	
II Other Expenses		37,223	
Division of Waste Collection and Disposal		\$	27,927,828
I Personnel and Related Expenses	\$	15,089,532	
II Other Expenses		12,838,296	
Division of Engineering and Construction		\$	4,723,332
I Personnel and Related Expenses	\$	4,334,631	
II Other Expenses		388,701	
Division of Traffic Engineering		\$	4,291,660
I Personnel and Related Expenses	\$	3,088,308	
II Other Expenses		1,203,352	
TOTAL DEPARTMENT OF PUBLIC SERVICE		\$	<u>38,004,058</u>



## APPROPRIATION FOR THE YEAR 2009

### DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Parks, Recreation, and Properties Administration		\$ 738,396
I Personnel and Related Expenses	\$ 580,684	
II Other Expenses	157,712	
Division of Research, Planning, and Development		\$ 793,179
I Personnel and Related Expenses	\$ 709,186	
II Other Expenses	83,993	
Division of Recreation		\$ 14,463,084
I Personnel and Related Expenses	\$ 10,226,133	
II Other Expenses	4,236,951	
Division of Parking Facilities-On Street		\$ 1,305,989
I Personnel and Related Expenses	\$ 1,236,725	
II Other Expenses	69,264	
Division of Property Management		\$ 8,415,449
I Personnel and Related Expenses	\$ 5,763,237	
II Other Expenses	2,652,212	
Division of Park Maintenance and Properties		\$ 13,631,638
I Personnel and Related Expenses	\$ 8,734,075	
II Other Expenses	4,897,563	
TOTAL PARKS, RECREATION, AND PROPERTIES		\$ 39,347,736

### BOXING AND WRESTLING COMMISSION

Boxing and Wrestling Commission		\$ 5,342
I Personnel and Related Expenses	\$ 5,342	
II Other Expenses	-	
TOTAL BOXING AND WRESTLING COMM		\$ 5,342



## APPROPRIATION FOR THE YEAR 2009

URBAN PLANNING AND DEVELOPMENT  
DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Administrative Services		\$	735,298
I Personnel and Related Expenses	\$	653,525	
II Other Expenses		81,773	
Director's Office		\$	390,670
I Personnel and Related Expenses	\$	390,670	
Division of Real Estate		\$	403,850
I Personnel and Related Expenses	\$	218,850	
II Other Expenses		185,000	
Division of Neighborhood Services		\$	475,175
I Personnel and Related Expenses	\$	475,175	
 TOTAL COMMUNITY DEVELOPMENT		<u>\$</u>	<u>2,004,993</u>

## DEPARTMENT OF BUILDING AND HOUSING

Building and Housing Dir Office		\$	1,849,419
I Personnel and Related Expenses	\$	1,521,459	
II Other Expenses		327,960	
Division of Code Enforcement		\$	6,447,987
I Personnel and Related Expenses	\$	6,229,273	
II Other Expenses		218,714	
Division of Construction Permit		\$	1,651,198
I Personnel and Related Expenses	\$	1,630,498	
II Other Expenses		20,700	
 TOTAL BUILDING AND HOUSING		<u>\$</u>	<u>9,948,604</u>



**APPROPRIATION FOR THE YEAR 2009**

**REGULATORY BOARDS AND COMMISSIONS**

Landmarks Commission		\$ 183,163
I Personnel and Related Expenses	\$ 177,762	
II Other Expenses	5,401	
 Board of Building Standards and Appeals		\$ 121,023
I Personnel and Related Expenses	\$ 112,484	
II Other Expenses	8,539	
 Board of Zoning Appeals		\$ 199,358
I Personnel and Related Expenses	\$ 185,997	
II Other Expenses	13,361	
 Fair Campaign Finance Commission		\$ 2,500
II Other Expenses	\$ 2,500	
 TOTAL REGULATORY BOARDS		<u>\$ 506,044</u>

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

Economic Development		\$ 1,456,699
I Personnel and Related Expenses	\$ 1,424,506	
II Other Expenses	32,193	
 TOTAL DEPARTMENT OF ECONOMIC DEVELOPMENT		<u>\$ 1,456,699</u>
 Office of Equal Opportunity		\$ 713,151
I Personnel and Related Expenses	\$ 684,881	
II Other Expenses	28,270	
 City Planning Commission		\$ 1,642,082
I Personnel and Related Expenses	\$ 1,542,883	
II Other Expenses	99,199	
 Division of Harbors		\$ 287,979
I Personnel and Related Expenses	\$ 95,613	
II Other Expenses	192,366	
 TOTAL URBAN PLANNING AND DEVELOPMENT		<u>\$ 16,559,551</u>



## APPROPRIATION FOR THE YEAR 2009

## DEPARTMENT OF PUBLIC HEALTH

Public Health Administration		\$	854,763
I Personnel and Related Expenses	\$	593,081	
II Other Expenses		261,682	
Division of Health		\$	3,385,373
I Personnel and Related Expenses	\$	2,062,159	
II Other Expenses		1,323,214	
Division of Environment		\$	1,244,270
I Personnel and Related Expenses	\$	1,043,659	
II Other Expenses		200,611	
Division of Air Quality		\$	462,748
I Personnel and Related Expenses	\$	180,648	
II Other Expenses		282,100	
 TOTAL DEPARTMENT OF PUBLIC HEALTH		<u>\$</u>	<u>5,947,154</u>

## DEPARTMENT OF AGING

Department of Aging		\$	820,523
I Personnel and Related Expenses	\$	680,304	
II Other Expenses		140,219	
 TOTAL DEPARTMENT OF AGING		<u>\$</u>	<u>820,523</u>

**APPROPRIATION FOR THE YEAR 2009**

## SUPPORT FUNCTIONS

## FINANCIAL AND LEGAL ADMINISTRATION

## DEPARTMENT OF FINANCE

Finance Administration		\$ 865,900
I Personnel and Related Expenses	\$ 793,502	
II Other Expenses	72,398	
Division of Accounts		\$ 1,985,501
I Personnel and Related Expenses	\$ 1,350,015	
II Other Expenses	635,486	
Division of Assessments and Licenses		\$ 3,607,962
I Personnel and Related Expenses	\$ 2,366,669	
II Other Expenses	1,241,293	
Division of Treasury		\$ 634,839
I Personnel and Related Expenses	\$ 574,217	
II Other Expenses	60,622	
Division of Purchases and Supplies		\$ 592,184
I Personnel and Related Expenses	\$ 548,516	
II Other Expenses	43,668	
Bureau of Internal Audit		\$ 835,182
I Personnel and Related Expenses	\$ 461,119	
II Other Expenses	374,063	
Division of Financial Reporting and Control		\$ 1,432,235
I Personnel and Related Expenses	\$ 1,392,604	
II Other Expenses	39,631	
Information Systems Services		\$ 3,788,862
I Personnel and Related Expenses	\$ 2,112,680	
II Other Expenses	1,676,182	
Information Tech & Planning		\$ 178,228
I Personnel and Related Expenses	\$ 160,003	
II Other Expenses	18,225	
 TOTAL DEPARTMENT OF FINANCE		 <u>\$ 13,920,894</u>



## APPROPRIATION FOR THE YEAR 2009

Office of Budget & Management-Budget Admin.		\$ 686,024
I Personnel and Related Expenses	\$ 666,874	
II Other Expenses	19,150	
Department Law		\$ 9,079,949
I Personnel and Related Expenses	\$ 7,081,971	
II Other Expenses	1,997,978	
TOTAL FINANCE AND LEGAL ADMINISTRATION		<u>\$ 23,686,867</u>
PERSONNEL ADMINISTRATION		
Office of Personnel		\$ 1,824,983
I Personnel and Related Expenses	\$ 1,235,430	
II Other Expenses	589,553	
Civil Service Commission		\$ 963,030
I Personnel and Related Expenses	\$ 556,837	
II Other Expenses	406,193	
TOTAL PERSONNEL ADMINISTRATION		<u>\$ 2,788,013</u>
NONDEPARTMENTAL		
County Auditor Deductions		\$ 2,226,450
II Other Expenses	\$ 2,226,450	
Other Administrative		\$ 17,136,417
II Other Expenses	\$ 17,136,417	
TOTAL NONDEPARTMENTAL		<u>\$ 19,362,867</u>
TOTAL SUPPORT FUNCTIONS		<u>\$ 45,837,747</u>
TRANSFERS TO OTHER FUNDS		\$ 24,551,778
II Other Expenses	\$ 24,551,778	
TOTAL EXECUTIVE BRANCH		<u>\$ 492,426,869</u>
TOTAL GENERAL FUND		<u>\$ 541,501,686</u>



**APPROPRIATION FOR THE YEAR 2009**

**SPECIAL REVENUE FUND**

Restricted Income Tax Fund		\$ 37,276,712
I Capital	\$ 11,078,712	
II Debt Service	26,198,000	
Street Construction, Maintenance & Repair Fund		\$ 27,874,213
I Personnel and Related Expenses	\$ 16,153,742	
II Other Expenses	11,720,471	
Schools Recreation & Cultural Activities Fund		\$ 2,000,000
II Other Expenses	\$ 2,000,000	
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<u><u>\$ 67,150,925</u></u>

**INTERNAL SERVICE FUND**

Information Systems Services-Telephone Exchange		\$ 6,686,647
I Personnel and Related Expenses	\$ 1,222,525	
II Other Expenses	5,464,122	
Division of Motor Vehicle Maintenance		\$ 18,783,971
I Personnel and Related Expenses	\$ 6,177,074	
II Other Expenses	12,606,898	
Division of Printing and Reproduction		\$ 2,751,872
I Personnel and Related Expenses	\$ 931,832	
II Other Expenses	1,820,040	
City Storeroom and Central Warehouse		\$ 874,130
I Personnel and Related Expenses	\$ 97,110	
II Other Expenses	777,020	
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<u><u>\$ 29,096,621</u></u>





## APPROPRIATION FOR THE YEAR 2009

## ENTERPRISE FUNDS

## DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		\$	2,593,415
I Personnel and Related Expenses	\$	1,976,030	
II Other Expenses		617,385	
Radio		\$	2,418,710
I Personnel and Related Expenses	\$	548,220	
II Other Expenses		1,870,490	
Division of Fiscal Control		\$	4,063,946
I Personnel and Related Expenses	\$	3,324,672	
II Other Expenses		739,274	
Division of Water		\$	265,243,333
I Personnel and Related Expenses	\$	81,536,963	
II Other Expenses		183,706,370	
Division of Water Pollution Control		\$	25,556,059
I Personnel and Related Expenses	\$	11,030,020	
II Other Expenses		14,526,039	
Division of Cleveland Public Power		\$	178,503,814
I Personnel and Related Expenses	\$	29,071,103	
II Other Expenses		149,432,711	
 TOTAL DEPARTMENT OF PUBLIC UTILITIES			<u>\$ 478,379,277</u>

## DEPARTMENT OF PORT CONTROL

Divisions of Cleveland Hopkins & Burke Lakefront Airports - Operations		\$	154,081,191
I Personnel and Related Expenses	\$	29,452,418	
II Other Expenses		124,628,773	
 TOTAL DEPARTMENT OF PORT CONTROL			<u>\$ 154,081,191</u>



## APPROPRIATION FOR THE YEAR 2009

### DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Division of Cemeteries		\$ 2,097,174
I Personnel and Related Expenses	\$ 1,551,004	
II Other Expenses	546,170	
Golf Course Fund		\$ 1,984,695
I Personnel and Related Expenses	\$ 1,116,047	
II Other Expenses	868,648	
Division of Parking Facilities-Off Street Parking		\$ 10,458,051
I Personnel and Related Expenses	\$ 1,168,301	
II Other Expenses	9,289,750	
Division of Convention Center		\$ 6,200,799
I Personnel and Related Expenses	\$ 3,238,121	
II Other Expenses	2,962,678	
Division of Convention Center & Stadium-West Side Market		\$ 1,253,787
I Personnel and Related Expenses	\$ 561,744	
II Other Expenses	692,043	
Division of Convention Center & Stadium-Stadium		\$ 21,754,162
II Other Expenses	\$ 21,754,162	
Division of Property Management - East Side Market		\$ 40,000
I Personnel and Related Expenses	\$ -	
II Other Expenses	40,000	
TOTAL PARKS, RECREATION, & PROPERTIES		\$ 43,788,667
TOTAL ENTERPRISE FUNDS		\$ 676,249,135



## APPROPRIATION FOR THE YEAR 2009

## AGENCY FUND

Central Collection Agency		\$ 10,444,883
I Personnel and Related Expenses	\$ 6,732,702	
II Other Expenses	3,712,181	
<b>TOTAL AGENCY FUND</b>		<b>\$ 10,444,883</b>

## DEBT SERVICE FUND

Sinking Fund Commission		\$ 64,508,911
I Personnel and Related Expenses	\$ 178,812	
II Other Expenses	467,400	
III Debt Service	63,862,699	
<b>TOTAL DEBT SERVICE FUNDS</b>		<b>\$ 64,508,911</b>

**Section 2.** That the appropriations herein made are based upon the detail of expenditures set forth in the Mayor's Estimate, but are appropriated to the several departments, offices, and purposes in the aggregate for I. - Personnel and Related Expenses; and II. - Other Expenses and are not severally and individually appropriated in said detail. Any unencumbered balance in an appropriation fund at the close of the year 2008 is hereby appropriated to such fund for the payment of unpaid obligations lawfully incurred in 2009 or prior years. The Mayor's Estimate, as modified by the schedule published pursuant to Section 39 of the Charter shall within the sums appropriated in Section 1 hereof, constitute the expenditure budget for the year 2009 and shall be subject to the control of the Mayor, provided, however, that no transfer from I. - Personnel and Related Expenses, or II. - Other Expenses within any department or office, or from one department or office to another shall be made except as provided in Section 41 of the Charter.

**Section 3.** That the Commissioner of Accounts is authorized to draw warrants on the City Treasury for the amount appropriated in this ordinance, whenever claims are presented properly approved by the head of the department or by the chief of a commission for which indebtedness was incurred.

**Section 4.** That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

## GLOSSARY

### Accrual Accounting

Method of accounting in which liabilities are reported in the year in which they occur regardless of when payment is made and revenue must be reported in the year in which the services are provided.

### Appropriation

Money authorized by formal legal action (City Council Ordinance) to be used for a specific purpose.

### Attrition

The loss of personnel in employment through resignation, retirement, etc.

### Budget Basis

Method of accounting in which revenues are recorded when received in cash, and expenditures are recorded when paid in cash or encumbered.

### Capital Projects

The construction, rehabilitation or acquisition of fixed assets or permanent improvements.

### Carry-Forward Balance

An amount of cash in excess of all financial obligations at the end of a fiscal year and recognized as such at the beginning of the following year.

### Cash Basis

Method of accounting in which transactions are recognized only when cash is received or disbursed.

### Decertification

The withdrawal of financial obligation.

### Department

The highest level of formal organization in the City, headed by a director who has overall responsibility for the performance of a service or work type in all related divisions.

### Division

The second level of organization within the City; it is part of a Department and headed by a Commissioner, who administers a set of programs to accomplish specific City services.

### Encumbrance

Commitment of funds related to an as yet imperforate contract for goods or services.

### Expenditure Recovery

The reimbursement of money from one funding source to another in which the reimbursing entity has an interest in the purchase of the goods or services.

### Expenditures

Dispensing of available resources for the purpose of accomplishing a specific goal or objective.

### Fund

An accounting entity with a self-balancing set of accounts designated for a particular purpose.

**GLOSSARY****Inter-fund Subsidies**

A grant of money from one fund to another to assist in operations which have been deemed advantageous to the public.

**Object Code**

Identifies the reason for which the appropriation (money) will be spent, i.e. electricity, asphalt, etc.

**Operating Budget**

Plan of current program expenditures and the proposed means of financing them.

**Program**

Service performed by division representing the purpose of funds spent.

**Receipts**

Cash recognized upon collection.

**Revenues**

Anticipated income.

**Self Generated Revenue**

Income generated by means of fees or charges for services rendered by a division.

**Source**

Identifies a broad category of origin of receipts i.e., Local Taxes, Licenses and Permits, Sales and Charges for Service.

**Turnover**

The loss and gain of personnel in employment.

**Type**

Reflects the detailed source of revenue, i.e., Income Tax, Building Licenses, Permits, Rental of City Property, etc.

**Unencumbered Balance**

An amount of cash free of financial obligation and available for expense.

**User Fees**

Charges for services rendered or for goods provided.



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## **City of Cleveland**

### **MISSION STATEMENT**

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play, and grow old.