

# City of Cleveland 2010 Budget Book



**Frank G. Jackson,  
Mayor**

**Martin J. Sweeney,  
Council President**

## **Committee on Finance**

Martin J. Sweeney, Chair  
Dona Brady  
Anthony Brancatelli  
Phyllis Cleveland  
Martin Keane  
Eugene Miller

Kevin J. Kelley, Vice Chair  
Mamie Mitchell  
Michael D. Polensek  
Terrell Pruitt  
Jay Westbrook

**Ordinance 158-10  
Passed March 29, 2010  
Effective March 29, 2010**



The Government Finance Officers Association  
of the United States and Canada

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Office of Budget & Management  
City of Cleveland, Ohio**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*

Executive Director

Date **June 18, 2009**

City of Cleveland Budget Book Document:

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



---

<b>Table of Contents</b> .....	<b>i</b>
<b>Mayor's Letter of Transmittal</b> .....	<b>1</b>
<b>Introduction</b> .....	<b>3</b>
<b>Budgetary Policies, Budgetary Process</b> .....	<b>4</b>
<b>Organizational Chart</b> .....	<b>7</b>
<b>Official Certificate of Estimated Resources</b> .....	<b>8</b>
<b>Operating Budget</b> .....	<b>9</b>
<b>Capital Budget</b> .....	<b>10</b>
<b>Economic Outlook</b> .....	<b>12</b>
<b>Description of EEO Categories</b> .....	<b>13</b>
<b>Fund Structure</b> .....	<b>14</b>
<b>General Fund Graphs</b> .....	<b>15</b>
<b>Revenue by Source</b> .....	<b>18</b>
<b>Expenditure by Program</b> .....	<b>19</b>
<b>Special Revenue Fund Group</b> .....	<b>22</b>
<b>Major Enterprise</b> .....	<b>24</b>
<b>Small Enterprise</b> .....	<b>26</b>
<b>Internal Service Fund Group</b> .....	<b>28</b>
<b>Agency Fund</b> .....	<b>29</b>
<b>Departmental Budgets</b> .....	<b>31</b>
<b>General Government</b> .....	<b>31</b>
Council and Clerk of Council .....	31
Office of the Mayor .....	35
Landmarks Commission .....	38
Board of Building Standards and Appeals .....	41
Board of Zoning Appeals .....	44
Civil Service Commission .....	47
Community Relations Board .....	50
City Planning Commission .....	55
Boxing and Wrestling Commission .....	59
Office of Equal Opportunity .....	60
Cleveland Municipal Court - Judicial Division .....	63
Cleveland Municipal Court - Clerk's Division .....	72



Cleveland Municipal Court - Housing Division .....77  
Office of Budget and Management .....82

**Department of Aging ..... 85**

**Department of Personnel and Human Resources ..... 90**

**Department of Consumer Affairs..... 95**

**Department of Law ..... 98**

**Department of Finance ..... 103**

Finance Administration ..... 103  
Division of Accounts ..... 106  
Division of Assessments and Licenses ..... 109  
Division of Treasury ..... 114  
Division of Purchases and Supplies ..... 117  
Storeroom & Warehouse..... 120  
Bureau of Internal Audit..... 123  
CCA Income Tax Administration ..... 126  
Printing & Reproduction ..... 131  
Sinking Fund General Operations..... 135  
Sinking Fund General Operations..... 145  
Division of Financial Reporting and Control..... 146  
Information Systems Services ..... 150  
Telephone Exchange..... 154  
Office of Information Technology Planning ..... 157

**Department of Public Utilities ..... 160**

Utilities General Administration ..... 160  
Office of Radio Communications ..... 164  
Division Of Water ..... 168  
Water Pollution Control ..... 177  
Cleveland Public Power ..... 184  
Utilities Fiscal Control ..... 192

**Department of Port Control ..... 196**

Airport General Operations ..... 196

**Division of Harbors ..... 205**

**Department of Public Service..... 208**

Division of Public Service Administration ..... 208  
Division of Architecture ..... 211  
Division of Waste Collection and Disposal ..... 214  
Division of Engineering and Construction ..... 220  
Motor Vehicle Maintenance ..... 225  
Street Construction, Maintenance & Repair ..... 230  
Division Traffic Engineering ..... 237

**Department of Public Health ..... 241**

Division of Public Health Administration..... 241  
Division of Health..... 244



Division of Environment .....	251
Division of Air Quality .....	256
<b>Department of Public Safety .....</b>	<b>259</b>
Public Safety Administration .....	259
Division of Police .....	264
Division of Fire .....	271
Division of Emergency Medical Service .....	277
Division of Dog Pound .....	282
House of Corrections .....	286
<b>Department of Parks, Recreation, and Properties .....</b>	<b>291</b>
Division of Parks, Recreation, and Properties Administration .....	291
Division of Research, Planning, and Development .....	294
Division of Recreation .....	297
Golf Course .....	302
Convention Center General Operations .....	305
Westside Market General Operations .....	311
Cleveland Stadium .....	314
Division of Parking Facilities .....	315
Parking Lots General Operations .....	318
Division of Property Management .....	321
Eastside Market .....	327
Division of Park Maintenance and Properties .....	328
Cemeteries .....	334
<b>Department of Community Development .....</b>	<b>337</b>
CD - Administrative Services .....	337
Community Development Director's Office .....	342
Division of Neighborhood Development .....	345
Division of Neighborhood Services .....	346
Division of Real Estate .....	350
<b>Department of Building and Housing .....</b>	<b>353</b>
Building and Housing Director's Office .....	353
Division of Code Enforcement .....	357
Division of Construction Permitting .....	361
<b>Department of Economic Development .....</b>	<b>364</b>
<b>Non-Departmental .....</b>	<b>367</b>
Restricted Income Tax .....	367
County Auditor Deductions .....	368
Transfers to Other Funds .....	369
Other Administrative .....	370
<b>Appropriation Ordinance .....</b>	<b>373</b>
<b>Comprehensive Payband .....</b>	<b>383</b>
<b>Glossary .....</b>	<b>415</b>
<b>Alphabetic Listing .....</b>	<b>417</b>



---

**Acknowledgements..... 419**

JANUARY 25, 2010

To the Cleveland City Council and Citizens of Cleveland:

As American city and state governments struggle to cope with the continuing national recession, Cleveland is holding its own. While most cities did major layoffs and service cuts in 2009, Cleveland ended 2009 with a balanced budget with no layoffs or service cuts. While other cities then deepened their cuts in 2010, Cleveland worked with its unions and non-union employees to minimize layoffs through a 10-day furlough program. While banks have tightened credit, Cleveland is still lending to local businesses. And while most cities encounter disinvestment, Cleveland invests in its neighborhoods.

There's no secret to Cleveland's budgetary successes. When I took office in 2006, I requested a five-year budget projection. While we did not envision the depth of the current recession, we knew then that we needed to plan ahead to protect our operating budgets. My plan over the past four years has been to reduce operating costs, improve service delivery, increase efficiency and save money, increase collection of moneys owed the City, and reduce energy costs.

Our four-year-old Operations Efficiency Task Force ("OETF") remains an important tool. OETF is a public-private task force examining all aspects of Cleveland's operational efficiencies. Outcomes include increased demolitions of deteriorated properties, an increased clean-up rate of vacant/abandoned properties, and regular residential streets sweepings. Early last year I sought and received Cleveland City Council approval to hire a consultant to analyze the performance of City departments and divisions and to recommend strategic and operational improvements. We selected the firm of Public Financial Management to perform this task, and they submitted the "City of Cleveland Management & Efficiency Study" in November, 2009. I worked with Cleveland City Council to implement several of the recommendations in December, 2009, and we will continue to draw from the study's 175 recommendations throughout 2010.

When I first took office in 2006, police deployment and strategy were lacking. The City and the Division of Police were still recovering from significant layoffs in 2004. Since then, we administered the first police entrance exam in six years, and have graduated numerous police classes of new cadets. We added 30 officers in the 2007 budget. Even after the police union determined late last year to incur a layoff of 70 officers rather than accept cost saving alternatives, our 1,270 patrol officers as of January 22, 2010 - the officers "in the street" - is comparable to our numbers from the last four years.

We are continuing our self-help efforts to protect our neighborhoods from the ravages of predatory lending and foreclosures. Every other month, my senior staff develops strategies in concert with City Council members in meetings of the Executive Task Force on Abandoned and Vacant Housing. Early this year—on January 14, 2010—we received good news on one of our initiatives. A joint partnership of the City of Cleveland, County Land Reutilization Corporation (CCLRC), Cuyahoga County and the Cuyahoga Metropolitan Housing Authority was awarded \$40.8 million in HUD's second round of Neighborhood Stabilization Program (NSP) funds. This consortium was one of only 56 entities to receive an award. More than 400 communities applied for the funding through a national competitive process.

While we continue to respond to the national recession and its related foreclosure crisis, Cleveland must also take time to plan for its future economy. In August, 2009, I partnered with Dr. David Cooperrider of Case Western Reserve University to convene an appreciative inquiry summit entitled "Sustainable Cleveland 2019: Building an Economic Engine to Empower a Green City on a Blue Lake." One month later, I formed an Advisory Council to advise me on the strategic portfolio for harnessing and endorsing sustainability as an economic engine for innovation,



## Mayor's Letter of Transmittal

---

growth, and advancing our Sustainable Cleveland 2019 vision of a green city on a blue lake. The Council began meeting late last year and is currently focusing on the development of a strategic plan.

As we pursue my goal of creating “neighborhoods of choice” in Cleveland, our capital investments in streetscape and arts and cultural projects are making a difference. Within a span of one week last fall, we opened the Capital Theater in the Gordon Square Arts District and dedicated over \$4 million in streetscape and parking improvements on Detroit Avenue. A month later we completed the \$6.4 million first phase of streetscape improvements in the Kamm’s Corners neighborhood, and a \$3.6 million second phase is scheduled in 2010. In these two neighborhoods, our capital improvements have already launched significant private sector retail investments.

In 2010, we expect to complete a number of significant neighborhood projects and we hope to break ground on three projects that could go a long way toward my goal of making downtown Cleveland a thriving 24-hour a day attraction: a \$450 million Medical Mart and Convention Center, a \$500 million Casino, and the \$240 million Flats East Bank project.

As required by 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 2010:

- General Fund expenditures are estimated at \$510,441,991 compared to \$520,035,682 actual in 2009. This 1.8% decrease in expenditures is primarily due to reduction in payroll expense associated with concessions or layoffs.
- General Fund revenues are projected to increase to \$506,507,145 compared to \$491,827,330 in 2009. This 3.0% increase is primarily due to the transfer of funds from the Rainy Day Reserve Fund and land sales. It additionally includes anticipated revenue from the waste collection fee and anticipated declines in income tax collection, property tax, camera enforcement, and interest income.

The projected gap will be funded by a carry over of \$3,968,409 in savings from 2009 general fund operations. The 2010 operating budget supports the following:

- Maintenance of city services and staffing levels as determined through appropriate budget reductions and operational efficiencies
- An entry level and promotional test for the division of fire to replace anticipated separations due to retirement
- Operation Clean Cleveland’s continued focus on eliminating blight through maintenance, demolition or rehab of vacant and abandoned properties

I look forward to working with all of you to address both the challenges and opportunities that lie ahead for us in 2010.

Sincerely,

Frank G. Jackson, Mayor

City of Cleveland

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.

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
- Information Systems Services
- Telephone Exchange
- Printing & Reproduction
- Storeroom
- Central Collection Agency
- Sinking Fund

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, Budgetary Process

Detailed provisions regulating the City's budget, tax levies, and appropriations are set forth in the Ohio Revised Code and the City Charter. The Mayor is required to submit "The Mayor's Estimate", an appropriation budget, to City Council by February 1 of each year. City Council must adopt a permanent appropriation measure for the fiscal year by April 1 and, the Cuyahoga County Auditor must certify that the City's appropriation measure does not exceed the amounts set forth in the County Budget Commission's Certificate of Estimated Resources.

The City is required by State Law to adopt annual budgets for the General Fund, certain Debt Service and Special Revenue funds, Restricted Income Tax Fund, Rainy Day Reserve Fund, Reserve Fund, and the Schools Recreation and Cultural Activities Fund. The City maintains budgetary control on a non-GAAP basis within each division. This means that expenditures can not exceed appropriations for personnel costs (including benefits), and "other costs" within a division without the approval of City Council. Adjustments to the budget can be made within division categories, however, legislation is required to move budget authority from "personnel" to "other" or between divisions.

Estimated expenditures are pre-encumbered and subsequently encumbered prior to release of purchase orders to vendors. Any Pre-encumbrances or encumbrances that exceed appropriations are not approved until the Council authorizes additional appropriations or transfer of funds. Any unencumbered appropriations lapse at the end of each calendar year. City Charter requires that all contracts in excess of \$50,000 shall first be authorized and directed by ordinance of City Council.

The City's budgetary process accounts for certain transactions on a basis other than the GAAP basis. Revenues are recorded when received in cash (Budget), as opposed to when susceptible to accrual (GAAP). Expenditures are recorded when paid in cash or encumbered (Budget), as opposed to when goods or services are received (GAAP), and encumbrances are recorded as expenditures (Budget) as opposed to reservation of fund balance (GAAP). Budgetary data are not presented for Proprietary Funds, nor does the City's budgetary process include annual budgeting for grant funds and capital project funds, which are appropriated on a project basis. Appropriations in these funds remain open and carry over to succeeding years (i.e., multi-year) until the related expenditures are made or until they are modified or canceled.

The annual cycle begins in January with the passage of the current year budget. On a monthly basis, the Office of Budget and Management prepares, and reviews with management, year end expenditure and revenue projections. The purpose of this scrutiny is to identify any deviations, either in revenues or expenditures, from the original estimates used in the preparation of the budget. These variances are continually analyzed to understand the causes and prepare a year end transfer ordinance or a supplemental ordinance as required during the last quarter of the year.

The annual appropriation ordinance, passed by City Council, establishes the legal spending limits of each division in the two categories of, "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 the form of Transfer Ordinances, in order to move budget authority from "personnel" to "other" or vice versa, or between divisions.

During the June timeframe, preliminary financial analyses are performed in preparation for the next year's budget. Inflation factors are established and projections are developed to generate The City's Tax Budget, an estimate of revenues and expenditures for the next calendar year. By Ohio State Law, this document must be approved by the City Council and submitted to the County Budget Commission by July 20 of each year. From this Tax Budget, the County establishes tax levy amounts for the coming year.

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. The budget workbooks provide the basis for analysis of program delivery anticipated in the coming year. After review by the Mayor and Finance Director, the Mayor's Estimate, and Appropriation Ordinance, are developed for submission to Council as designated in the City Charter.

Preparation for the following year's budget usually begins in late June. Various factors having an impact upon future revenue and expenditure levels, such as contracts, legal requirements, inflation and economic fluctuations, are studied and quantified. Required inflation factors are developed and used in the development of a Three Year Plan.

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. This document, which must also be approved by City Council prior to the July deadline, is known as the Tax Budget. To ensure the use of time relevant data, the City may request an extension to this deadline. From this Tax Budget, the County establishes tax levy amounts for the coming year. The Tax Budget

is also very useful to the City as it identifies problem areas and provides a preliminary glimpse of expenditures required to fund current service levels in the coming year, along with an estimate of required revenues.

Based upon target funding levels established from the Tax Budget, OBM elicits departmental input into the budget process via a Budget Workbook which is distributed to each division during September for completion by the middle of October. The budget workbooks provide the basis for analysis of program delivery anticipated in the coming year and allows each division to allocate anticipated funds according to stated priorities. A critical component of the workbook, the "Funding Impact Statement", describes how projected funding levels will impact services and must be completed by each division and presented to the Mayor for review. From the basic assumptions agreed upon by the Mayor and Finance Director, the Mayor's Estimate and Appropriation Ordinance are produced and submitted to City Council by February 1.

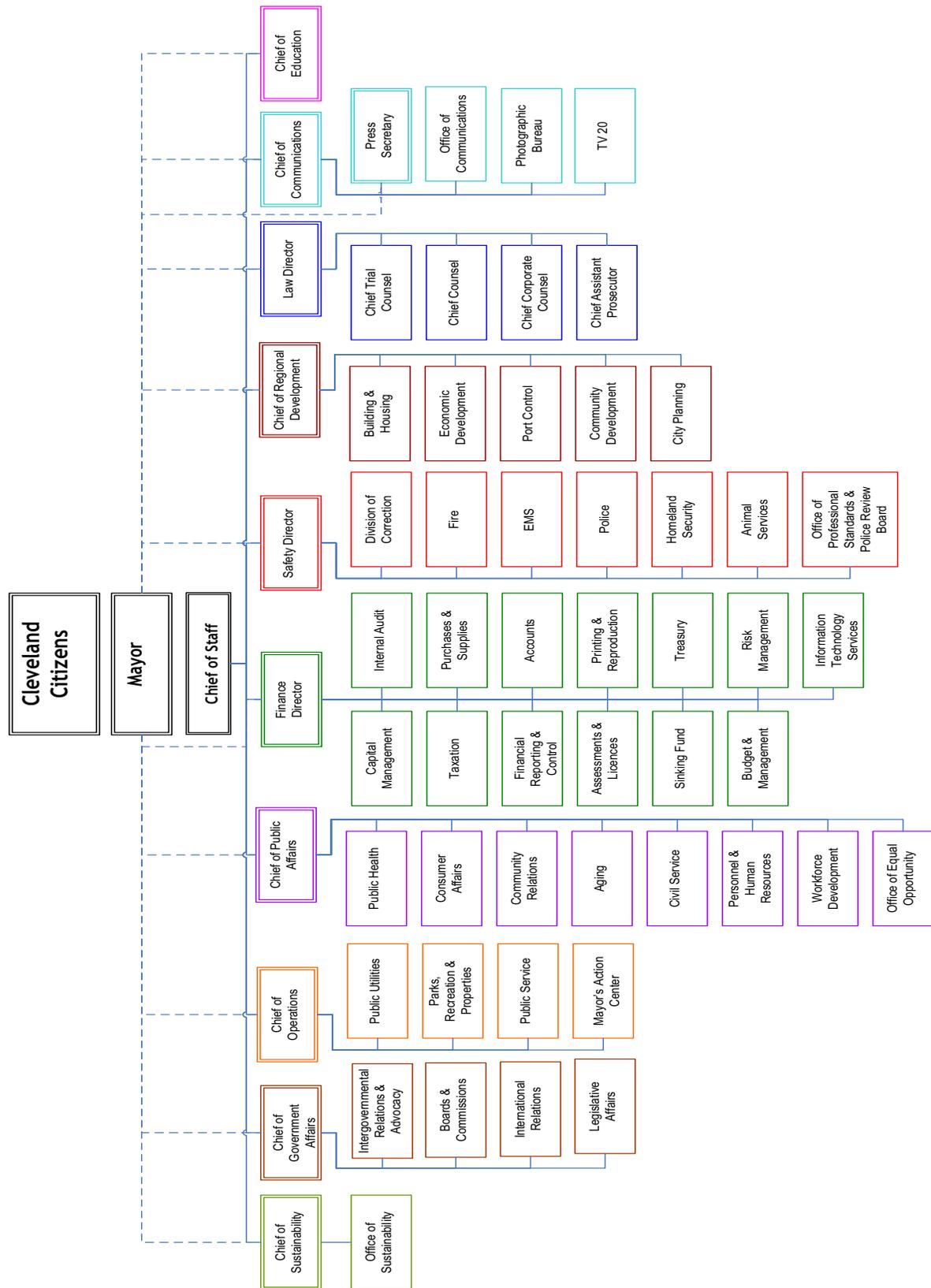


## Budgetary Policies, Budgetary Process

The following table outlines the major process steps, some required by law and some mandated by Charter, in the budgetary process.

Document	Dates	Purpose
FIVE YEAR FINANCIAL PLAN	June-September	Planning tool projects future needs and identify problems.
TAX BUDGET	State law requires submission to County by July 20. Request for extension can be granted by the County.	Submission of the Tax Budget assures the municipality that: Appropriate property tax levy is established. Apportionment of local government fund (not in Cuyahoga Co.) is determined.
BUDGET PACKET	Distributed to Divisions in August	To be completed and returned to OBM by late September. Permits input by departments into allocation process. Provides detailed information about future plans.
BUDGET ESTIMATE	Submitted to Council by February 1	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.
TRANSFER ORDINANCE	November-Early December	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.
AMENDED CERTIFICATE OF RESOURCES	November-December	City notifies County of additional revenue sources. Permits municipality to increase appropriation to the level of additional revenue. County issues new certificate.
SUPPLEMENTAL APPROPRIATION ORDINANCE	Late November-December	To make additional appropriations based on additional generation of revenue and the aforementioned amended certificate of resources.
TEMPORARY APPROPRIATION ORDINANCE	Late November-December	As established in State Law: Provides Department / Divisions with sufficient level of appropriation to continue services through the first quarter of the calendar year. City Council must pass the full year's budget by April 1.
CERTIFICATE OF ESTIMATED RESOURCES	Early January	County approves level of appropriation permitting municipality to provide services during the fiscal year.

# Organizational Chart





# Official Certificate of Estimated Resources

## 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 90.78% current & delinquent collection of current levy for previous tax year

Fund	Unencumbered Balance, Jan. 1, 2010	General Property Tax	Local Government	Other Sources	Total
General Fund	\$ 3,968,408.69	\$ 38,787,980.02	\$ 41,146,596.58	\$ 424,480,982.64	\$ 508,383,967.93
Fireman's Pension Fund	-	1,501,469.43	-	-	1,501,469.43
Police Pension Fund	-	1,501,470.33	-	-	1,501,470.33
General Fund Sum.	3,968,408.69	41,790,919.78	41,146,596.58	424,480,982.64	511,386,907.69
Restricted Tax	4,191.54	-	-	32,913,560.00	32,917,751.54
Schools Rec & Cult Act	-	-	-	1,000,000.00	1,000,000.00
Rainy Day Fund	8,507,564.01	-	-	-	8,507,564.01
Street Construction, Mtc & Rep	12,409.19	-	-	19,653,236.00	19,665,645.19
Debt Service Fund	10,191,268.57	21,771,317.13	-	38,894,007.00	70,856,592.70
Utilities Admin	644,038.74	-	-	2,563,927.00	3,207,965.74
Utilities Radio Comm	482,780.37	-	-	1,492,075.00	1,974,855.37
Utilities Fiscal Control	506,063.42	-	-	3,274,428.00	3,780,491.42
Water	95,813,969.68	-	-	242,035,782.00	337,849,751.68
Water Pollution	4,780,978.84	-	-	22,725,965.00	27,506,943.84
Cleve Public Power	18,589,721.03	-	-	170,214,862.00	188,804,583.03
Airport Operations	50,229,107.47	-	-	150,593,837.00	200,822,944.47
Cemetery	41,469.00	-	-	1,713,720.00	1,755,189.00
Golf	132,659.80	-	-	1,664,428.00	1,797,087.80
Parking Facilities	1,681,930.09	-	-	10,433,203.00	12,115,133.09
Convention Center	5,230.91	-	-	5,469,559.00	5,474,789.91
West Side Market	210,498.85	-	-	1,231,943.00	1,442,441.85
Stadium	13,611,384.08	-	-	16,750,000.00	30,361,384.08
East Side Market	155,988.42	-	-	-	155,988.42
Telephone	427,197.48	-	-	6,039,701.00	6,466,898.48
Motor Vehicle Maint.	2,404,611.39	-	-	15,013,838.00	17,418,449.39
Printing	293,331.58	-	-	2,175,164.00	2,468,495.58
Storeroom	202,498.11	-	-	670,610.00	873,108.11
Central Collection Agcy.	287,846.87	-	-	10,126,762.00	10,414,608.87
<b>Total</b>	<b>\$ 213,185,148.13</b>	<b>\$ 63,562,236.91</b>	<b>\$ 41,146,596.58</b>	<b>\$ 1,181,671,589.64</b>	<b>\$ 1,499,025,571.26</b>

### Transfers

### Amount:

General Fund To:

Stadium Fund	\$ 3,500,000.00
Debt Service	8,466,735.00
IX Center Fund	240,000.00
Cemetery Fund	252,039.00
Schools	1,000,000.00
Streets	4,320,777.00
Sinking Fund	498,744.00
Golf	96,928.00
	<u>\$ 18,375,223.00</u>

# Operating Budget



## 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	\$ 507,418,499	\$ 511,354,081	\$ (3,935,582)	\$ 3,968,409	\$ 32,827
<b>SPECIAL REVENUE FUNDS</b>					
Street Maint & Construction *	19,653,236	19,665,645	(12,409)	12,409	—
<b>ENTERPRISES</b>					
<b>MAJOR</b>					
Water	242,035,782	262,912,973	(20,877,191)	95,813,970	74,936,779
Water Pollution Control	22,725,965	22,725,965	—	4,780,979	4,780,979
Cleveland Public Power	170,214,862	170,214,862	—	18,589,721	18,589,721
Airport-General Operations	150,593,837	147,048,168	3,545,669	50,229,107	53,774,776
	<u>585,570,446</u>	<u>602,901,968</u>	<u>(17,331,522)</u>	<u>169,413,777</u>	<u>152,082,255</u>
<b>SMALL</b>					
Cemeteries*	1,713,720	1,755,189	(41,469)	41,469	—
Golf*	1,664,428	1,797,088	(132,660)	132,660	—
Parking Facilities	10,433,203	10,342,163	91,040	1,681,930	1,772,970
Convention Center	5,469,559	4,643,302	826,257	5,231	831,488
West Side Market	1,231,943	1,114,280	117,663	210,499	328,162
East Side Market	—	40,000	(40,000)	155,988	115,988
	<u>20,512,853</u>	<u>19,692,022</u>	<u>820,831</u>	<u>2,227,777</u>	<u>3,048,608</u>
<b>AGENCY FUND</b>					
Central Collection Agency	10,126,762	10,126,762	—	287,847	287,847
<b>Less: Interfund Subsidies</b>	<b>(4,669,744)</b>	<b>(4,669,744)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>from GF</b>					
<b>NET CITY OF CLEVELAND OPERATING BUDGET FOR 2010</b>	<u>\$ 1,138,612,052</u>	<u>\$ 1,159,070,734</u>	<u>\$ (20,458,682)</u>	<u>\$ 175,910,219</u>	<u>\$ 155,451,537</u>

\* Includes General Fund Subsidy



## Capital Budget

---

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 2010 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 2010 due to the typically extensive capital project design and construction process. Projects listed for years 2010 through 2012, while somewhat more tentative in nature because they are not actually budgeted, 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.

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 and initiate the sale of general airport revenue 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 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 of leading economic indicators for Ohio also declined from 94.8 to 88.9 during the same time period.

The leading indicator index for the Cleveland-Elyria-Mentor metropolitan area decreased 0.3 percent to 85.5 in October. This decline anticipates employment loss in the winter. Nonfarm payroll employment held steady in October while the overall number of initial claims for unemployment insurance increased in October. This was higher than a year ago.

Ohio's unemployment rate, at 10.9 percent in December 2009, was up from 7.4 percent in December 2008.

The national rate rose from 7.4 percent to 10 percent over the year. Although a significant increase over the past 12 months, this was relatively unchanged from recent months. Over the past 12 months, nonfarm wage and salary employment fell 193,600. Goods producing industries, Manufacturing, Construction, and Service providers all lost jobs. Economic stimulus programs helped to boost spending significantly in the third quarter. The consensus among forecasters, however, is that the pace of recovery will remain slow despite recent signs of recovery.

Year-end unemployment for the City of Cleveland was at 11.0 percent in December 2009 up from 8.5 percent at that time in 2008.

Annual Average Unemployment for the City of Cleveland		CPI%
2005	7.7%	3.4%
2006	7.2%	2.6%
2007	7.8%	4.1%
2008	8.5%	-0.1%
2009	11.0%	1.7%

The CPI is an economic indicator that measures the change in a batch of consumer products. The change in price is considered to be inflation. It 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 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.

## HEALTH CARE

The Consumer Price Index for Medical Care is the component of the CPI-U that measures the overall change in prices for medical costs, including medical and hospital services, prescription and nonprescription drugs, and medical supplies. As a component of the CPI-U, it is based on statistics that measure costs for approximately 87 percent of the U.S. population.

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. For many years price increases in the medical sector has outpaced overall inflation by a significant amount. According to the Bureau of Labor Statistics, medical inflation is outpacing general inflation by an average of 1.5% per year.

## **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.

## **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

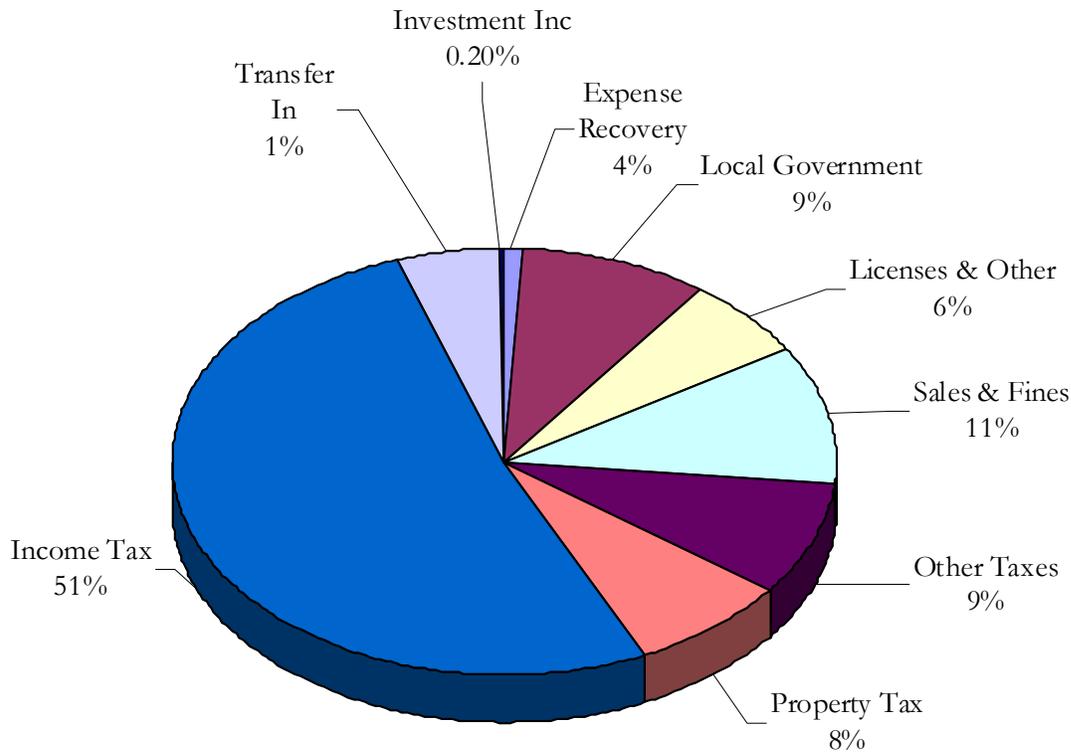
The City of Cleveland maintains numerous funds, each with its own specific purpose and revenue sources. The purposes are defined by law and all expenditures must be in accordance with the purpose designated for the specific fund. For operating details see Section II.

<b>FUND</b>	<b>PURPOSE</b>	<b>REVENUE</b>
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, Information Systems Services, 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 Graphs

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 2010 General Fund budget is comprised of \$511.4 million in expenditures. The 2010 proposed revenues are estimated at \$507.4 million.





### 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 Local Government Fund and Local Government Revenue Assistance Fund sources 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.

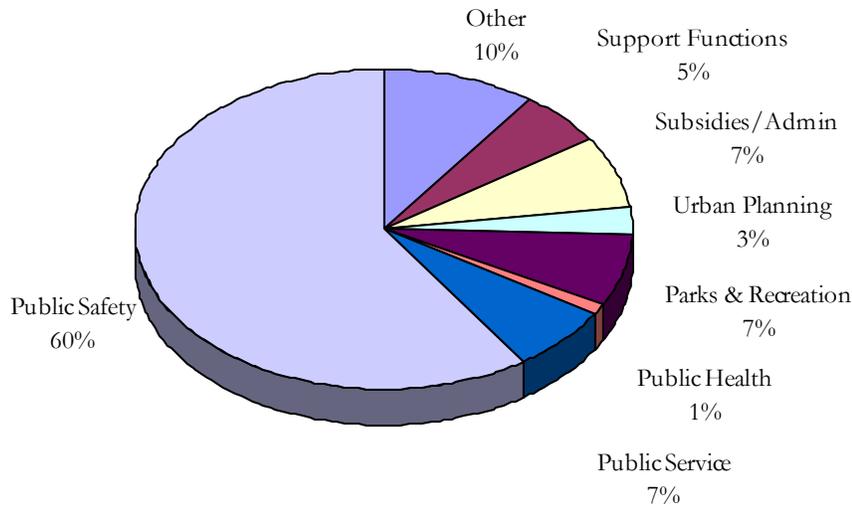
The Other Tax Category now includes both locally and state collected sources. Locally, the City receives Admission Tax for most entertainment events scheduled in the City as well as a tax on the leasing of motor vehicles. Both of these taxes were previously increased as part of an overall funding plan 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.

The Licenses and Permits Category includes 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, and various miscellaneous sources, central service costs and expenditure recoveries are part of this category.

## 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 (60%) 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 5% 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.
- Public Service and Parks & Recreation include a General Fund operating transfer.
- 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 2008 and 2009, the actual number of employees on the payroll at year-end and actual expenditures are presented. For 2009, 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

(000's Omitted)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>RECEIPTS</b>				
CHARGES FOR SERVICES	\$ 20,335	\$ 20,712	\$ 18,091	\$ 28,024
FINES & FORFEITURES	25,339	26,842	27,831	25,588
GRANT REVENUE	927	1,174	2,122	4,821
LICENSES & PERMITS	11,650	11,718	11,565	11,265
MISCELLANEOUS	20,801	22,619	23,418	20,149
<b>OTHER SHARED REVENUE</b>				
CAT Tax	2,740	3,897	5,493	5,661
Property Tax-State Subsidy	3,597	4,393	4,417	3,775
Admission Tax	13,971	13,161	11,787	11,750
Motor Vehicle License Tax	3,169	2,786	2,256	2,100
Parking Tax	10,720	10,673	10,182	10,200
Cigarette & Liquor Tax	850	754	803	814
Estate Tax	3,032	6,151	5,808	3,000
Electric Excise Tax	6,469	3,365	5,952	6,000
Other	57	70	69	40
	44,604	45,251	46,766	43,340
PROPERTY TAX	45,533	42,907	41,918	39,009
SALE OF CITY ASSETS	177	364	277	2
STATE AND LOCAL GOVERNMENT FUND	56,178	53,226	46,558	45,730
TRANSFERS IN	6,758	6,674	3,872	25,970
INCOME TAX	280,233	290,968	268,157	262,508
INVESTMENT INCOME	4,383	2,220	1,274	1,011
<b>TOTAL RECEIPTS</b>	<b>516,918</b>	<b>524,676</b>	<b>491,848</b>	<b>507,418</b>
<b>EXPENDITURES</b>				
NET	511,567	523,046	520,036	511,354
DECERTIFICATIONS	5,350	1,630	(28,187)	(3,936)
CHANGE IN RECEIVABLES	898	1,599	2,732	—
BEGINNING BALANCE	(367)	67	(21)	—
ENDING BALANCE	20,267	26,149	29,445	3,968
	\$ 26,149	\$ 29,445	\$ 3,968	\$ 33

# Expenditure by Program

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>LEGISLATIVE BRANCH COUNCIL</b>	\$ 6,013	63	\$ 6,494	63	\$ 6,428	65	\$ 6,263	61
<b>JUDICIAL BRANCH</b>								
Municipal Court	\$ 21,827	316	\$ 22,994	314	\$ 23,068	310	\$ 22,634	308
Clerk of Courts	14,229	165	14,536	168	14,782	166	14,422	162
Housing Court	3,039	43	3,123	40	3,210	42	3,296	45
<b>TOTAL JUDICIAL BRANCH</b>	<u>\$ 39,095</u>	<u>524</u>	<u>\$ 40,653</u>	<u>522</u>	<u>\$ 41,060</u>	<u>518</u>	<u>\$ 40,352</u>	<u>515</u>
<b>EXECUTIVE BRANCH GENERAL GOVERNMENT</b>								
Office of the Mayor	\$ 2,266	26	\$ 2,249	27	\$ 2,250	26	\$ 2,282	27
Landmarks Commission	187	2	175	2	179	2	176	2
Building Standards and Appeals	99	1	101	1	113	1	115	1
Zoning Appeals	197	2	194	2	197	2	198	2
Civil Service Commission	757	9	1,051	8	885	8	1,299	8
Community Relations Board	1,221	17	1,208	16	1,111	16	1,162	16
City Planning Commission	1,477	21	1,586	20	1,494	19	1,513	19
Boxing & Wrestling Commission	4		5		5		6	
Office of Equal Opportunity	776	14	691	11	596	10	543	10
Office of Budget & Management	654	8	642	7	522	5	762	7
<b>TOTAL GENERAL GOVERNMENT</b>	<u>\$ 7,638</u>	<u>100</u>	<u>\$ 7,902</u>	<u>94</u>	<u>\$ 7,352</u>	<u>89</u>	<u>\$ 8,056</u>	<u>92</u>
<b>DEPARTMENT OF AGING</b>	\$ 623	9	\$ 746	9	\$ 786	9	\$ 864	10
<b>DEPARTMENT OF PERSONNEL</b>	\$ 1,797	19	\$ 1,866	16	\$ 1,730	14	\$ 1,653	16
<b>DEPT OF CONSUMER AFFAIRS</b>	\$ 302	3	\$ 328	6	\$ 307	5	\$ 316	6
<b>DEPARTMENT OF LAW</b>	\$ 8,164	86	\$ 9,121	85	\$ 9,068	86	\$ 8,244	88
<b>DEPARTMENT OF FINANCE</b>								
Director's Office	\$ 755	7	\$ 734	8	\$ 696	7	\$ 842	9
Accounts	1,804	20	1,878	20	1,905	19	1,893	19
Assessments & Licenses	1,886	29	2,198	32	3,200	33	3,209	38
Treasury	479	5	441	5	404	5	662	8
Purchases & Supplies	537	9	592	9	551	9	550	9
Bureau of Internal Audit	563	5	604	6	651	6	940	8
Financial Reporting & Control	921	15	1,323	16	1,345	16	1,334	16
Information Technology Services	3,007	25	3,127	25	3,334	27	3,729	27
Information Technology & Planning	218	2	177	2	161	2	172	2
<b>TOTAL FINANCE</b>	<u>\$ 10,170</u>	<u>117</u>	<u>\$ 11,074</u>	<u>123</u>	<u>\$ 12,247</u>	<u>124</u>	<u>\$ 13,331</u>	<u>136</u>
<b>DEPARTMENT OF PORT CONTROL HARBORS</b>	\$ 6		\$ 259	1	\$ 236	1	\$ 243	1



## Expenditure by Program

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>DEPARTMENT OF PUBLIC SERVICE</b>								
Public Service Administration	\$ 446	5	\$ 459	5	\$ 428	4	\$ 400	4
Architecture	664	8	616	7	545	6	550	7
Waste Collection & Disposal	27,236	219	26,669	219	27,054	216	25,573	245
Engineering & Construction	4,802	61	4,927	60	4,843	60	4,740	61
Traffic Engineering	4,434	41	4,384	40	4,088	37	3,891	39
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 37,582</b>	<b>334</b>	<b>\$ 37,055</b>	<b>331</b>	<b>\$ 36,958</b>	<b>323</b>	<b>\$ 35,154</b>	<b>356</b>
<b>DEPARTMENT OF PUBLIC HEALTH</b>								
Director's Office	\$ 715	8	\$ 676	7	\$ 841	7	\$ 833	7
Health	3,122	35	3,224	34	3,339	33	3,202	33
Environment	1,365	16	1,273	16	1,200	16	1,159	16
Air Quality	615	2	410	1	433	1	427	1
<b>TOTAL PUBLIC HEALTH</b>	<b>\$ 5,817</b>	<b>61</b>	<b>\$ 5,583</b>	<b>58</b>	<b>\$ 5,813</b>	<b>57</b>	<b>\$ 5,621</b>	<b>57</b>
<b>DEPARTMENT OF PUBLIC SAFETY</b>								
Director's Office	\$ 3,108	32	\$ 3,107	29	\$ 3,147	29	\$ 3,419	30
Police-Uniform	174,351	1,641	176,124	1,656	177,992	1,633	173,823	1,623
Civilian	—	343	—	248	—	243	—	240
Fire-Uniform	91,330	895	89,716	877	91,387	884	89,194	912
Civilian	—	10	—	10	—	10	—	10
Emergency Medical Service	22,696	281	23,666	256	22,920	236	21,429	236
Dog Pound	969	14	985	14	1,073	14	1,068	14
Correction	7,136	87	14,962	179	14,241	187	14,757	180
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 299,590</b>	<b>3,303</b>	<b>\$ 308,560</b>	<b>3,269</b>	<b>\$ 310,760</b>	<b>3,236</b>	<b>\$ 303,690</b>	<b>3,245</b>
<b>PARKS, RECREATION &amp; PROPERTIES</b>								
Director's Office	\$ 731	7	\$ 728	7	\$ 713	7	\$ 695	7
Research, Planning & Development	745	9	780	9	778	8	740	9
Recreation	12,863	142	14,139	160	13,673	148	13,202	158
Parking Facilities	1,183	25	1,185	22	1,280	24	1,258	24
Property Management	8,250	90	8,170	88	8,290	84	8,462	84
Parks, Maintenance & Properties	13,560	138	13,812	128	13,254	117	12,532	121
<b>TOTAL PARKS, REC, &amp; PROP</b>	<b>\$ 37,332</b>	<b>411</b>	<b>\$ 38,814</b>	<b>414</b>	<b>\$ 37,988</b>	<b>388</b>	<b>\$ 36,889</b>	<b>403</b>
<b>DEPARTMENT OF COMMUNITY DEVELOPMENT</b>								
Director's Office	\$ 212	6	\$ 407	16	\$ 391		\$ —	
Administrative Services	793	29	807	29	734		—	
Neighborhood Services	360	22	514	22	475		—	
Real Estate (Neigh Dlvpt)	906	20	479	9	372		—	
<b>TOTAL COMM DEVELOPMENT</b>	<b>\$ 2,271</b>	<b>77</b>	<b>\$ 2,207</b>	<b>76</b>	<b>\$ 1,972</b>		<b>\$ —</b>	
<b>DEPARTMENT OF BUILDING &amp; HOUSING</b>								
Director's Office	\$ 2,144	29	\$ 2,299	27	\$ 1,405	23	\$ 1,864	23

# Expenditure by Program



(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
Code Enforcement	6,804	111	6,455	96	6,322	91	6,006	90
Constructon Permit	1,540	23	1,624	23	1,594	22	1,558	22
<b>TOTAL BUILDING &amp; HOUSING</b>	<u>\$ 10,488</u>	<u>163</u>	<u>\$ 10,378</u>	<u>146</u>	<u>\$ 9,321</u>	<u>136</u>	<u>\$ 9,428</u>	<u>135</u>
<b>ECONOMIC DEVELOPMENT</b>	\$ 1,480	17	\$ 1,582	13	\$ 1,333	14	\$ 1,289	14
<b>NON-DEPARTMENTAL</b>								
County Auditor Deductions	\$ 844		\$ 2,109		\$ 1,292		\$ 2,436	
Other Administrative	16,205		16,393		17,106		19,150	
Subsidies to Other Funds	26,157		21,922		18,278		18,375	
<b>TOTAL NON-DEPARTMENTAL</b>	<u>\$ 43,206</u>		<u>\$ 40,424</u>		<u>\$ 36,676</u>		<u>\$ 39,961</u>	
<b>TOTAL EXECUTIVE BRANCH</b>	\$ 38,591	239	\$ 42,256	239	\$ 472,547	4,482	\$ 464,739	4,559
<b>TOTAL GENERAL FUND</b>	<u><u>\$ 511,574</u></u>	<u><u>5,287</u></u>	<u><u>\$ 523,046</u></u>	<u><u>5,226</u></u>	<u><u>\$ 520,035</u></u>	<u><u>5,065</u></u>	<u><u>\$ 511,354</u></u>	<u><u>5,135</u></u>

### 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)

	<u>2007 Actual</u>	<u>Staff</u>	<u>2008 Actual</u>	<u>Staff</u>	<u>2009 Unaudited</u>	<u>Staff</u>	<u>2010 Budget</u>	<u>Staff</u>
RECEIPTS	\$ 35,544		\$ 36,794		\$ 33,672		\$ 32,914	
EXPENDITURES								
Capital	15,997		12,708		9,150		8,143	
Debt Service	19,500		24,013		25,198		24,775	
TOTAL EXPENDITURES	<u>35,497</u>		<u>36,720</u>		<u>34,348</u>		<u>32,918</u>	
Net	48		74		(676)		(4)	
Decertifications	4		26		16		—	
Beginning Balance	512		564		664		4	
<b>Ending Balance</b>	<u><u>\$ 564</u></u>		<u><u>\$ 664</u></u>		<u><u>\$ 4</u></u>		<u><u>\$ 0</u></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)

	<u>2007 Actual</u>	<u>Staff</u>	<u>2008 Actual</u>	<u>Staff</u>	<u>2009 Unaudited</u>	<u>Staff</u>	<u>2010 Budget</u>	<u>Staff</u>
RECEIPTS								
TAXES-STATE:								
Gasoline Excise Tax	\$ 9,864		\$ 9,948		\$ 9,531		\$ 9,245	
Motor Vehicle License Tax	4,646		4,480		4,080		3,958	
Total Taxes-State	<u>14,510</u>		<u>14,428</u>		<u>13,611</u>		<u>13,203</u>	
LOCAL:								
General Fund Operating Transfer	8,250		8,179		4,799		4,321	
Charges For Services	56		23		46		30	
Licenses & Permits	1,832		1,996		1,873		1,698	
Miscellaneous	1,837		3,570		5,597		401	
Interest Earnings	1		2		2		1	
TOTAL RECEIPTS	<u>26,485</u>		<u>28,197</u>		<u>25,928</u>		<u>19,653</u>	
EXPENDITURES	26,507	185	28,337	173	26,080	162	19,666	147
Net	(23)		(139)		(152)		(12)	
Decertifications & Receivables	27		137		154		—	
Beginning Balance	8		12		10		12	
<b>Ending Balance</b>	<u><u>\$ 12</u></u>		<u><u>\$ 10</u></u>		<u><u>\$ 12</u></u>		<u><u>\$ 0</u></u>	

# Special Revenue Fund Group



## 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)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
RECEIPTS	\$ 1,237		\$ 1,219		\$ 125		\$ —	
EXPENDITURES	—		—		—		7,500	
Net	1,237		1,219		125		(7,500)	
Beginning Balance	5,927		7,164		8,383		8,508	
<b>Ending Balance</b>	<b>\$ 7,164</b>		<b>\$ 8,383</b>		<b>\$ 8,508</b>		<b>\$ 1,008</b>	

## 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)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
RECEIPTS	\$ 60,735		\$ 153,224		\$ 64,788		\$ 60,665	
EXPENDITURES	58,370	2	153,027	2	63,469	2	62,411	2
Net	2,365		197		1,319		(1,746)	
Decertifications	—		—		47		—	
Beginning Balance	6,263		8,628		8,825		10,191	
<b>Ending Balance</b>	<b>\$ 8,628</b>		<b>\$ 8,825</b>		<b>\$ 10,191</b>		<b>\$ 8,445</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)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
RECEIPTS	\$ 2,000		\$ 1,996		\$ 2,000		\$ 1,000	
EXPENDITURES	2,000		2,000		2,000		1,000	
Net	0		(4)		—		—	
Beginning Balance	4		4		0		0	
<b>Ending Balance</b>	<b>\$ 4</b>		<b>\$ —</b>		<b>\$ —</b>		<b>\$ —</b>	

## Major Enterprise

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)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>UTILITIES ADMINISTRATION</b>								
<b>FISCAL CONTROL &amp; RADIO</b>								
RECEIPTS	\$ 8,068		\$ 8,383		\$ 7,276		\$ 7,330	
EXPENDITURES	8,008	70	7,355	75	7,821	75	7,813	77
Net	61		1,028		(545)		(483)	
Decertifications	181		64		48		—	
Beginning Balance	795		1,037		2,129		1,633	
<b>Ending Balance</b>	<b>\$ 1,037</b>		<b>\$ 2,129</b>		<b>\$ 1,633</b>		<b>\$ 1,150</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>WATER</b>								
RECEIPTS	\$ 257,898		\$ 244,632		\$ 223,760		\$ 242,036	
EXPENDITURES	240,481	1,095	248,851	1,099	254,883	1,070	262,913	1,164
Net	17,417		(4,219)		(31,123)		(20,877)	
Receivables & Adjustments	(13,792)		(2,460)		(1,961)		—	
Decertifications	5,073		5,889		10,968		—	
Beginning Balance	110,023		118,720		117,930		95,814	
<b>Ending Balance</b>	<b>\$ 118,720</b>		<b>\$ 117,930</b>		<b>\$ 95,814</b>		<b>\$ 74,937</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>WATER POLLUTION CONTROL</b>								
RECEIPTS	\$ 22,650		\$ 24,355		\$ 23,866		\$ 22,726	
EXPENDITURES	24,316	146	22,426	146	24,199	150	22,726	164
Net	(1,666)		1,930		(333)		—	
Decertifications	2,031		543		1,183		—	
Beginning Balance	1,094		1,459		3,931		4,781	
<b>Ending Balance</b>	<b>\$ 1,459</b>		<b>\$ 3,931</b>		<b>\$ 4,781</b>		<b>\$ 4,781</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>CLEVELAND PUBLIC POWER</b>								
RECEIPTS	\$ 157,746		\$ 164,862		\$ 154,561		\$ 170,215	
EXPENDITURES	152,457	326	160,135	324	162,599	321	170,215	362
Net	5,289		4,728		(8,037)		—	
Receivables & Adjustments	125		(4,552)		(22)		—	
Decertifications	2,895		1,368		1,876		—	
Beginning Balance	14,920		23,229		24,773		18,590	
<b>Ending Balance</b>	<b>\$ 23,229</b>		<b>\$ 24,773</b>		<b>\$ 18,590</b>		<b>\$ 18,590</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>PORT CONTROL</b>								
RECEIPTS	\$ 138,397		\$ 136,528		\$ 170,998		\$ 150,594	
EXPENDITURES	130,985	360	134,451	367	149,527	377	147,048	448
Net	7,412		2,077		21,470		3,546	
Receivables & Adjustments	(2,676)		(7,090)		(23,577)		—	
Decertifications	425		91		2,259		—	
Beginning Balance	49,836		54,998		50,077		50,229	
<b>Ending Balance</b>	<b>\$ 54,998</b>		<b>\$ 50,077</b>		<b>\$ 50,229</b>		<b>\$ 53,775</b>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>CEMETERIES</b>								
RECEIPTS	\$ 1,967		\$ 2,033		\$ 2,055		\$ 1,714	
EXPENDITURES	1,973	25	2,044	24	2,022	21	1,755	20
Net	(6)		(10)		34		(41)	
Decertifications	4		9		6		—	
Beginning Balance	6		4		2		41	
<b>Ending Balance</b>	<u>\$ 4</u>		<u>\$ 2</u>		<u>\$ 41</u>		<u>\$ —</u>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>GOLF COURSES</b>								
RECEIPTS	\$ 1,947		\$ 1,748		\$ 1,587		\$ 1,664	
EXPENDITURES	2,030	13	1,971	13	1,963	12	1,797	13
Net	(83)		(223)		(377)		(133)	
Decertifications	97		68		8		—	
Beginning Balance	642		657		501		133	
<b>Ending Balance</b>	<u>\$ 657</u>		<u>\$ 501</u>		<u>\$ 133</u>		<u>\$ —</u>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>MUNICIPAL PARKING FACILITIES</b>								
RECEIPTS	\$ 12,583		\$ 11,480		\$ 11,101		\$ 10,433	
EXPENDITURES	9,967	20	10,507	17	9,429	15	10,342	16
Net	2,616		973		1,672		91	
Receivables & Adjustments	(2,134)		(1,230)		(1,166)		—	
Decertifications	3		36		5		—	
Beginning Balance	907		1,392		1,171		1,682	
<b>Ending Balance</b>	<u>\$ 1,392</u>		<u>\$ 1,171</u>		<u>\$ 1,682</u>		<u>\$ 1,773</u>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>EAST SIDE MARKET</b>								
RECEIPTS	\$ 9		\$ 6		\$ 3		\$ —	
EXPENDITURES	58		15		30		40	
Net	(50)		(9)		(27)		(40)	
Beginning Balance	242		192		183		156	
<b>Ending Balance</b>	<u>\$ 192</u>		<u>\$ 183</u>		<u>\$ 156</u>		<u>\$ 116</u>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>CONVENTION CENTER</b>								
RECEIPTS								
Charges For Services	\$ 1,640		\$ 1,322		\$ 1,407		\$ 1,334	
Grant Revenue	9		1		7		—	
Miscellaneous	520		470		825		435	
Transfers In	—		—		191		—	
Hotel Tax	4,421		4,184		3,705		3,700	
Interest Earnings	39		31		3		1	
<b>TOTAL RECEIPTS</b>	<b>6,629</b>		<b>6,008</b>		<b>6,138</b>		<b>5,470</b>	
<b>EXPENDITURES</b>	<b>6,422</b>	<b>27</b>	<b>6,529</b>	<b>26</b>	<b>6,817</b>	<b>26</b>	<b>4,643</b>	<b>9</b>
Net	206		(521)		(679)		826	
Decertifications	8		47		12		—	
Beginning Balance	933		1,148		673		5	
<b>Ending Balance</b>	<b>\$ 1,148</b>		<b>\$ 673</b>		<b>\$ 5</b>		<b>\$ 831</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>WEST SIDE MARKET</b>								
RECEIPTS								
Charges For Services	\$ 1,125		\$ 1,126		\$ 1,254		\$ 1,217	
Miscellaneous	7		9		34		15	
Interest Earnings	10		5		4		—	
<b>TOTAL RECEIPTS</b>	<b>1,142</b>		<b>1,140</b>		<b>1,291</b>		<b>1,232</b>	
<b>EXPENDITURES</b>	<b>1,154</b>	<b>7</b>	<b>1,143</b>	<b>8</b>	<b>1,152</b>	<b>5</b>	<b>1,114</b>	<b>7</b>
Net	(12)		(3)		139		118	
Decertifications	3		1		7		—	
Beginning Balance	77		68		65		210	
<b>Ending Balance</b>	<b>\$ 68</b>		<b>\$ 65</b>		<b>\$ 210</b>		<b>\$ 328</b>	

## Internal Service Fund Group

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

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>TELEPHONE EXCHANGE</b>								
RECEIPTS	\$ 6,702		\$ 6,167		\$ 6,288		\$ 6,040	
EXPENDITURES	6,390	16	6,400	14	6,291	17	6,467	17
Net	312		(232)		(3)		(427)	
Decertifications	—		195		142		—	
Beginning Balance	14		326		289		427	
<b>Ending Balance</b>	<b>\$ 326</b>		<b>\$ 289</b>		<b>\$ 427</b>		<b>\$ 0</b>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>MOTOR VEHICLE MAINTENANCE</b>								
RECEIPTS	\$ 17,964		\$ 21,388		\$ 17,824		\$ 15,014	
EXPENDITURES	17,909	94	21,319	84	16,420	84	17,418	83
Net	55		70		1,404		(2,405)	
Decertifications	124		66		662		—	
Beginning Balance	23		202		338		2,405	
<b>Ending Balance</b>	<b>\$ 202</b>		<b>\$ 338</b>		<b>\$ 2,405</b>		<b>\$ 0</b>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>PRINTING &amp; REPRODUCTION</b>								
RECEIPTS	\$ 2,392		\$ 2,663		\$ 2,383		\$ 2,175	
EXPENDITURES	2,285	13	2,928	12	2,431	14	2,468	14
Net	106		(266)		(47)		(293)	
Decertifications	101		39		252		—	
Beginning Balance	107		315		88		293	
<b>Ending Balance</b>	<b>\$ 315</b>		<b>\$ 88</b>		<b>\$ 293</b>		<b>\$ 0</b>	

(000's Omitted)

	2007 Actual	Staff	2008 Actual	Staff	2009 Unaudited	Staff	2010 Budget	Staff
<b>STOREROOM</b>								
RECEIPTS	\$ 851		\$ 880		\$ 852		\$ 671	
EXPENDITURES	714	2	840	1	823	1	873	2
Net	137		39		29		(202)	
Decertifications	(8)		—		—		—	
Beginning Balance	5		135		174		202	
<b>Ending Balance</b>	<b>\$ 135</b>		<b>\$ 174</b>		<b>\$ 202</b>		<b>\$ 0</b>	

(000's Omitted)

	<b>2007 Actual</b>	<b>Staff</b>	<b>2008 Actual</b>	<b>Staff</b>	<b>2009 Unaudited</b>	<b>Staff</b>	<b>2010 Budget</b>	<b>Staff</b>
<b>CENTRAL COLLECTION AGENCY</b>								
RECEIPTS	\$ 10,022		\$ 6,817		\$ 7,609		\$ 10,127	
EXPENDITURES	8,450	97	9,002	91	8,245	79	10,127	97
Net	1,571		(2,185)		(635)		—	
Decertifications	1		6		194		—	
Beginning Balance	1,336		2,908		729		288	
<b>Ending Balance</b>	<b>\$ 2,908</b>		<b>\$ 729</b>		<b>\$ 288</b>		<b>\$ 288</b>	



# Agency Fund

---

# Departmental Budgets

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 as well as holding public hearings on particular issues.

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 learning and understanding the problems and solutions of other major cities.

Public Communications information component which functions, 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 financial status of various fund income accounts, division expenses and the overall fiscal condition of the City. Various fiscal analyses and studies are prepared both for budget preparation, control, and financial oversight.

Municipal archives involves the collection and maintenance of historical and current data of various kinds which affects the City, as well as responding to local, out-of-town, and foreign information requests.



# General Government

## Council and Clerk of Council

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,812,108	\$ 1,929,175	\$ 1,943,775	\$ 1,857,630
Seasonal	—	—	4,080	—
Elected Officials	1,475,279	1,561,413	1,558,452	1,358,772
Part-Time Permanent	52,500	41,386	55,377	88,758
Longevity	8,150	9,400	9,800	—
Wage Settlements	60,000	—	—	—
Separation Payments	12,413	9,753	9,880	60,000
	<b>\$ 3,420,450</b>	<b>\$ 3,551,127</b>	<b>\$ 3,581,364</b>	<b>\$ 3,365,160</b>
<b>Benefits</b>				
Hospitalization	\$ 502,794	\$ 504,281	\$ 470,544	\$ 472,217
Prescription	—	—	71,713	59,976
Dental	31,953	29,907	31,517	32,529
Vision Care	3,277	3,241	3,577	2,784
Public Employees Retire System	460,879	504,203	537,093	538,633
Fica-Medicare	41,781	43,697	43,627	42,726
Workers' Compensation	76,421	91,113	45,709	42,322
Life Insurance	2,831	2,843	2,865	1,872
Unemployment Compensation	4,779	3,393	6,251	28,420
	<b>\$ 1,124,716</b>	<b>\$ 1,182,679</b>	<b>\$ 1,212,896</b>	<b>\$ 1,221,479</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 49,889	\$ 38,812	\$ 37,921	\$ 15,141
Tuition & Registration Fees	13,297	25,676	26,150	19,800
Mileage (Priv Auto) Trng Prps	—	147	—	—
Professional Dues & Subscript	8,100	3,818	2,183	4,120
	<b>\$ 71,286</b>	<b>\$ 68,453</b>	<b>\$ 66,253</b>	<b>\$ 39,061</b>
<b>Contractual Services</b>				
Professional Services	\$ 549,455	\$ 781,116	\$ 692,032	\$ 432,641
Medical Services	—	1,325	—	—
Expense Account Reimbursement	161,392	154,542	233,886	273,600
Advertising And Public Notice	333,743	402,616	226,651	539,371
Parking In City Facilities	38,633	37,815	39,357	32,500
Insurance And Official Bonds	200	100	100	100
Taxes	61	368	73	500
	<b>\$ 1,083,483</b>	<b>\$ 1,377,882</b>	<b>\$ 1,192,098</b>	<b>\$ 1,278,712</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 16,348	\$ 12,687	\$ 2,152	\$ 20,400
Postage	118,674	125,158	187,859	173,124
Medical Supplies	121	—	—	—
Food	8,748	20,923	13,073	8,315
Other Supplies	97	—	92	—
Just In Time Office Supplies	14,607	12,108	10,626	8,000
	<b>\$ 158,596</b>	<b>\$ 170,876</b>	<b>\$ 213,802</b>	<b>\$ 209,839</b>

# General Government

## Council and Clerk of Council



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 6,781
Vehicle Maintenance By Contract	1,164	—	25	—
	<b>\$ 1,164</b>	<b>\$ —</b>	<b>\$ 25</b>	<b>\$ 6,781</b>
<b>Interdepartment Service Charges</b>				
Charges From Telephone Exch	\$ 101,266	\$ 94,910	\$ 83,183	\$ 85,634
Charges From Print & Repro	20,087	21,800	31,264	31,376
Charges From Central Storeroom	29,053	26,574	46,826	24,972
Charges From Water	2,869	—	—	—
	<b>\$ 153,276</b>	<b>\$ 143,284</b>	<b>\$ 161,273</b>	<b>\$ 141,982</b>
	<b>\$ 6,012,971</b>	<b>\$ 6,494,301</b>	<b>\$ 6,427,711</b>	<b>\$ 6,263,014</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ —	\$ —	\$ —	\$ 1,000
Miscellaneous	8,431	5,939	1,195	5,300
	<b>\$ 8,431</b>	<b>\$ 5,939</b>	<b>\$ 1,195</b>	<b>\$ 6,300</b>



# General Government

## Council and Clerk of Council

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Clerk of Council
1	1	1	Council President
20	20	18	Councilman
22	22	20	
			OFFICE & CLERICAL
1	1	1	Executive Assistant Council President
20	20	18	Executive Assistant Council (Wards 1-17 & 19)
1	1	1	Council Receptionist
22	22	20	
			PROFESSIONALS
2	1	1	Administrative Assistant
1	1	1	Administrative Secretary
1	1	1	Chief Archivist
1	1	1	Deputy Chief Archivist
1	1	1	Chief Legislative Secretary
1	1	1	Personnel Administrator-Council
0	1	1	Deputy Clerk
0	1	1	Executive Assistant-Clerk of Council
1	1	1	Executive Assistant
1	1	1	First Assistant Clerk
1	1	1	Information & Technology Administrator
3	3	3	Legislative Assistant
2	2	2	Legislative Committee Clerk
1	1	1	Public Relations Manager
1	1	1	Policy Research Analyst
1	1	1	Planning and Development Advisor
1	1	1	Financial Officer
1	1	1	Director of Policy Research
20	21	21	
64	65	61	TOTAL FULL TIME
1	1	2	Special Council
1	1	2	TOTAL PART TIME
65	66	63	TOTAL DIVISION

## FRANK G. JACKSON, MAYOR

The Mayor serves as 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 Mayor's staff informs the Mayor on the operational status of various service programs and provides feedback on inquires of members of Council and other government agencies, citizens, and the business community on programs that directly affect them.

### **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: OFFICE OF COMMUNICATIONS**

**OBJECTIVES:** To inform the citizens, employees, the business community and all constituents of the Mayor's policies, issues confronting the executive branch of City government and the availability of city services. To coordinate ceremonial functions and special events and to promote the Mayor's initiatives.

**ACTIVITIES:** Communicate with local, regional and national media; coordinate mayoral communications to the general public and employees via electronic communication; manage the City's cable access television station and photographic bureau; research issues and create special documents, publications and speeches as needed; manage event requests for mayoral scheduling and create Mayoral ceremonial and presentation documents as needed.

### **PROGRAM NAME: GOVERNMENT AND INTERNATIONAL AFFAIRS**

**OBJECTIVES:** To promote, develop and maintain working partnerships with all international, federal, state, county, local government, and other external agencies and organizations on behalf of the city and oversee interaction and coordinate with Cleveland City Council.

**ACTIVITIES:** Primary activities include establishing, maintaining and coordinating activities with international dignitaries, delegations or visitors; state legislators and legislative activity; county and local government relations, legislation and interaction and elected officials.



# General Government

## Office of the Mayor

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,503,259	\$ 1,466,290	\$ 1,496,262	\$ 1,461,193
Elected Officials	127,619	134,039	132,775	127,672
Part-Time Permanent	25,541	21,741	14,474	20,004
Longevity	1,700	2,600	1,800	—
Separation Payments	10,354	6,760	—	5,000
	<b>\$ 1,668,473</b>	<b>\$ 1,631,430</b>	<b>\$ 1,645,311</b>	<b>\$ 1,613,869</b>
<b>Benefits</b>				
Hospitalization	\$ 167,133	\$ 173,542	\$ 173,439	\$ 173,680
Prescription	—	—	25,257	39,552
Dental	9,818	10,172	10,999	11,412
Vision Care	1,307	1,306	1,478	1,332
Public Employees Retire System	228,226	243,221	247,344	261,690
Fica-Medicare	22,228	23,194	23,685	22,385
Workers' Compensation	35,872	44,445	19,753	19,077
Life Insurance	1,125	1,129	1,189	1,248
	<b>\$ 465,710</b>	<b>\$ 497,008</b>	<b>\$ 503,144</b>	<b>\$ 530,376</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 16,345	\$ 17,159	\$ 9,683	\$ 15,000
Tuition & Registration Fees	3,720	1,978	1,500	4,500
Mileage (Priv Auto) Trng Prps	247	—	—	—
Professional Dues & Subscript	5,340	8,102	3,423	5,000
	<b>\$ 25,652</b>	<b>\$ 27,239</b>	<b>\$ 14,606</b>	<b>\$ 24,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,447	\$ 550	\$ 415	\$ 500
Cable Professional Services	—	—	2,750	—
Travel- Non-Training	618	—	—	—
Security Services	864	334	352	600
Expense Account Reimbursement	370	516	194	500
Insurance And Official Bonds	100	100	100	200
	<b>\$ 3,399</b>	<b>\$ 1,501</b>	<b>\$ 3,811</b>	<b>\$ 1,800</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 744	\$ 903	\$ —
Computer Supplies	1,491	1,068	89	—
Computer Hardware	(1)	—	—	—
Food	1,574	923	1,201	1,500
Paper And Other Printing Suppl	689	—	—	—
Other Supplies	120	140	—	—
Special Events Supplies	3,282	2,319	2,250	3,000
Just In Time Office Supplies	8,855	4,984	5,191	8,000
	<b>\$ 16,010</b>	<b>\$ 10,177</b>	<b>\$ 9,634</b>	<b>\$ 12,500</b>

# General Government

Office of the Mayor



## Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 29,753	\$ 36,564	\$ 31,476	\$ 35,075
Charges From Print & Repro	19,833	16,516	21,508	43,868
Charges From Central Storeroom	8,258	4,852	7,806	6,234
Charges From M.V.M.	23,577	23,315	12,311	13,287
Charges From Water	5,427	—	—	—
	<b>\$ 86,848</b>	<b>\$ 81,246</b>	<b>\$ 73,100</b>	<b>\$ 98,464</b>
	<b>\$ 2,266,093</b>	<b>\$ 2,248,602</b>	<b>\$ 2,249,607</b>	<b>\$ 2,281,509</b>

## Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 3,324	\$ (708)	\$ —	\$ —
Miscellaneous	2,901	12,808	311	—
	<b>\$ 6,225</b>	<b>\$ 12,100</b>	<b>\$ 311</b>	<b>\$ —</b>

## COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
4	5	5	Executive Assistant to the Mayor
1	1	1	Mayor
1	1	1	Secretary to the Mayor
21	19	20	Special Assistant to the Mayor
27	26	27	TOTAL FULL TIME
1	1	1	TOTAL PART TIME
28	27	28	TOTAL DIVISION



# General Government

## Landmarks Commission

### ROBERT KEISER, SECRETARY

---

#### *Mission Statement*

*The Landmarks Commission is charged with the preservation of Cleveland's heritage of historic buildings, sites, and districts. The Commission identifies architecturally and historically significant buildings, sites, and districts as local landmarks, and it ensures that appropriate changes occur to those properties, according to the Secretary of the Interior's Standards for Rehabilitation.*

---

The Landmarks Commission is a seven-member board appointed by the Mayor and City Council President with the charge to safeguard the City's heritage through the preservation of historic buildings and districts. The Commission is administered by two staff members. The Commission recommends buildings, sites or historic districts that are eligible for local designation as landmarks. It follows established criteria listed in the Landmarks Ordinance, Chapter 161 of the Codified Ordinances. Exterior changes to individual Landmarks or properties within historic districts are reviewed by the Landmarks Commission as part of the building permit process. Neighborhood based design review committees act as advisory committees to the Landmarks Commission. The Commission staff conducts a continuing historic building and site survey of Landmark and National Register designation. The Cleveland Landmarks Commission acts as a Certified Local Government Grant in coordination with the State Historic Preservation Office and the National Park Service in National Register designation and cases involving 106 Environmental Reviews.

#### **PROGRAM NAME: PERMITS AND CASES**

**OBJECTIVES:** The Landmarks Commission staff provides support to the Landmarks Commission for changes to historic property. The Landmarks staff reviews and approves many smaller cases on administrative basis. It prepares the larger cases for hearings before the Landmarks Commission, making recommendations on action that is to be taken.

**ACTIVITIES:** The Landmarks staff prepares agendas, minutes, and evidence for Commission meetings. The staff meets with applicants about proposed changes to buildings that have been locally designated. The Commission makes decisions regarding the granting of Certificates of Appropriateness for the issuance of building permits. Staff maintains records of Commission decisions.

#### **PROGRAM NAME: SURVEY**

**OBJECTIVES:** The Landmarks Commission staff identifies buildings, sites, and historic districts for the purpose of Cleveland Landmark and National Register designation. Historic designation recognizes the importance of the property to the City, and may make historic federal and state tax credits.

**ACTIVITIES:** The Landmarks Commission conducts architectural surveys to assess the significance of historic buildings, sites, and districts and promote historical significance of Cleveland neighborhoods, on a continuing basis.

#### **PROGRAM NAME: DESIGN REVIEW**

**OBJECTIVES:** When large historic districts are created the Landmarks Commission creates local design review committees. The Design Review Committee makes recommendations to the Commission regarding design issues.

**ACTIVITIES:** The Landmarks Commission staff attends the local design review committees. It prepares staff reviews.

Prepare staff reviews of designs submitted to Design Review Committees. The Commission staff is also involved in the training and staff support to Design Review Committees.

# General Government

## Landmarks Commission



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 90,698	\$ 95,118	\$ 94,364	\$ 90,734
Board Members	48,880	46,074	46,074	46,114
Longevity	1,175	1,175	1,375	—
	<b>\$ 140,753</b>	<b>\$ 142,367</b>	<b>\$ 141,814</b>	<b>\$ 136,848</b>
<b>Benefits</b>				
Hospitalization	\$ 8,645	\$ 9,040	\$ 8,139	\$ 7,680
Prescription	—	—	1,423	2,136
Dental	452	452	480	494
Vision Care	102	103	112	96
Public Employees Retire System	19,175	14,971	21,351	21,376
Fica-Medicare	1,260	1,246	1,243	1,183
Workers' Compensation	3,389	3,749	1,648	1,648
Life Insurance	90	90	90	96
	<b>\$ 33,113</b>	<b>\$ 29,653</b>	<b>\$ 34,486</b>	<b>\$ 34,709</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 115	\$ 115	\$ 115	\$ 200
	<b>\$ 115</b>	<b>\$ 115</b>	<b>\$ 115</b>	<b>\$ 200</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ 308	\$ 350
Advertising And Public Notice	205	357	200	400
Parking In City Facilities	642	667	548	650
	<b>\$ 848</b>	<b>\$ 1,024</b>	<b>\$ 1,055</b>	<b>\$ 1,400</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 127	\$ —	\$ —
Computer Supplies	63	—	—	—
Just In Time Office Supplies	306	96	324	450
	<b>\$ 369</b>	<b>\$ 224</b>	<b>\$ 324</b>	<b>\$ 450</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ 30	\$ 38	\$ 1,003
Charges From Print & Repro	1,290	892	856	968
Charges From Central Storeroom	880	384	122	412
Charges From Water	9,429	—	—	—
	<b>\$ 11,599</b>	<b>\$ 1,306</b>	<b>\$ 1,015</b>	<b>\$ 2,383</b>
	<b>\$ 186,796</b>	<b>\$ 174,688</b>	<b>\$ 178,809</b>	<b>\$ 175,990</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Licenses & Permits	\$ 18,057	\$ 10,400	\$ 2,860	\$ 2,000
Miscellaneous	—	126	410	—
	<b>\$ 18,057</b>	<b>\$ 10,526</b>	<b>\$ 3,270</b>	<b>\$ 2,000</b>



# General Government

## Landmarks Commission

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			PROFESSIONALS
1	1	1	City Planner
1	1	1	City Planner, Chief
2	2	2	TOTAL FULL TIME
1	1	1	Chairman, Landmarks Commission
6	6	6	Board Members
7	7	7	TOTAL BOARD MEMBERS
9	9	9	TOTAL DIVISION

### **ANTOINETTE COBB, EXECUTIVE SECRETARY**

---

#### *Mission Statement*

*To maintain and ensure high quality and safe standards in building construction by enforcing the Ohio Building code, the Cleveland Building Code, and the Cleveland Rehabilitation Code.*

---

#### **PROGRAM NAME: PERMITS AND CASES**

**OBJECTIVES:** To fairly and objectively hear and decide any cases involving the issuance of violation notices, condemnation orders, adjudication orders, notices of non-conformance and similar administrative actions issued against City code.

**ACTIVITIES:** To conduct bi-weekly meetings, hear testimony by applicants, city officials, and members of the public regarding appeals from administrative action; and to interpret the relevant codes, and adjudicate each case before the Board.

#### **PROGRAM NAME: OHIO BUILDING CODE REVIEW**

**OBJECTIVES:** To hear and decide cases involving the Ohio Building Code fairly and objectively.

**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 fairly hear and decide cases objectively, involving the Ohio Building Code.

**ACTIVITIES:** To conduct bi-weekly inter-department staff 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 proceeds of the Board of Building Standards and Building Appeals as required by Charter and laws of the State of Ohio.

**ACTIVITIES:** To maintain minutes, case files, and records for all appeals, and to commence conversion of records to digital format.



# General Government

## Board of Building Standards and Appeals

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 42,527	\$ 44,609	\$ 44,262	\$ 42,558
Board Members	34,995	33,410	33,965	38,786
Longevity	575	700	700	—
	<b>\$ 78,097</b>	<b>\$ 78,719</b>	<b>\$ 78,927</b>	<b>\$ 81,344</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ —	\$ 8,331	\$ 8,592
Prescription	—	—	1,638	2,460
Dental	—	—	608	679
Vision Care	—	—	52	48
Public Employees Retire System	10,084	11,330	12,677	12,706
Fica-Medicare	1,133	1,142	1,136	1,375
Workers' Compensation	1,582	2,080	911	917
Life Insurance	45	45	45	48
	<b>\$ 12,844</b>	<b>\$ 14,597</b>	<b>\$ 25,399</b>	<b>\$ 26,825</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ 149	\$ 12	\$ 100
	<b>\$ —</b>	<b>\$ 149</b>	<b>\$ 12</b>	<b>\$ 100</b>
<b>Contractual Services</b>				
Court Reporter	\$ 2,772	\$ 2,931	\$ 3,091	\$ 3,240
Medical Services	352	—	—	—
Parking In City Facilities	717	652	673	720
	<b>\$ 3,841</b>	<b>\$ 3,583</b>	<b>\$ 3,764</b>	<b>\$ 3,960</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 68	\$ 116	\$ 315
Just In Time Office Supplies	470	206	199	180
	<b>\$ 470</b>	<b>\$ 274</b>	<b>\$ 315</b>	<b>\$ 495</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 61	\$ —	\$ —	\$ —
	<b>\$ 61</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 316	\$ 473	\$ 372	\$ 471
Charges From Print & Repro	1,772	2,548	2,553	1,489
Charges From Central Storeroom	1,105	1,048	1,359	727
	<b>\$ 3,193</b>	<b>\$ 4,069</b>	<b>\$ 4,284</b>	<b>\$ 2,687</b>
	<b>\$ 98,506</b>	<b>\$ 101,390</b>	<b>\$ 112,702</b>	<b>\$ 115,411</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 16,634	\$ 15,359	\$ 27,270	\$ 20,000
	<b>\$ 16,634</b>	<b>\$ 15,359</b>	<b>\$ 27,270</b>	<b>\$ 20,000</b>

# General Government

## Board of Building Standards and Appeals



### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			PROFESSIONALS
1	1	1	Secretary, Board of Building Standards and Building Appeals
1	1	1	TOTAL FULL TIME
1	1	1	Board Chairman
4	4	4	Board Members
5	5	5	TOTAL BOARD MEMBERS
6	6	6	TOTAL DIVISION



## General Government

### Board of Zoning Appeals

---

#### JAN HUBER, ACTING SECRETARY

---

*Mission Statement*

---

*To interpret the City's Zoning Code and hear appeals from administrative actions and orders.*

---

**PROGRAM NAME: PERMITS AND ACTIONS**

**OBJECTIVES:** To fairly and objectively hear and decide on actions involving the interpretation of the City's Zoning Code and any appeal within the authority of the Board from an administrative action or order that may be brought before it.

**ACTIVITIES:** To schedule public hearings for testimony by applicants, City Officials and relevant parties to the appeals regarding the Zoning Code interpretation 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 City Charter and Laws of the State of Ohio.

**ACTIVITIES:** To conduct weekly inter-departmental staff review of all Code related cases, including, when appropriate, a meeting with applicants and affected City Officials for an informed recommendation to the Board.

# General Government

## Board of Zoning Appeals



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 95,113	\$ 99,940	\$ 101,812	\$ 101,755
Board Members	39,675	39,675	39,675	39,675
Longevity	1,050	1,150	1,150	—
	<b>\$ 135,838</b>	<b>\$ 140,765</b>	<b>\$ 142,637</b>	<b>\$ 141,430</b>
<b>Benefits</b>				
Hospitalization	\$ 14,552	\$ 15,340	\$ 15,950	\$ 16,164
Prescription	—	—	712	1,068
Dental	851	849	900	926
Vision Care	132	133	144	132
Public Employees Retire System	18,715	18,096	21,425	22,000
Fica-Medicare	1,947	2,018	2,040	2,042
Workers' Compensation	2,959	3,618	1,630	1,657
Life Insurance	90	90	90	96
	<b>\$ 39,246</b>	<b>\$ 40,144</b>	<b>\$ 42,890</b>	<b>\$ 44,085</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 300	\$ 255	\$ 340	\$ 350
	<b>\$ 300</b>	<b>\$ 255</b>	<b>\$ 340</b>	<b>\$ 350</b>
<b>Contractual Services</b>				
Court Reporter	\$ 6,200	\$ 6,795	\$ 6,386	\$ 6,000
Parking In City Facilities	2,955	2,208	1,649	2,365
	<b>\$ 9,155</b>	<b>\$ 9,003</b>	<b>\$ 8,035</b>	<b>\$ 8,365</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 99	\$ 117	\$ 188	\$ 200
Just In Time Office Supplies	368	255	180	350
	<b>\$ 467</b>	<b>\$ 372</b>	<b>\$ 368</b>	<b>\$ 550</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ —	\$ 6	\$ —	\$ 20
	<b>\$ —</b>	<b>\$ 6</b>	<b>\$ —</b>	<b>\$ 20</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 61	\$ 33	\$ 41	\$ 40
Charges From Print & Repro	1,273	1,232	1,058	1,340
Charges From Central Storeroom	1,617	2,029	2,173	1,495
Charges From Water	9,429	—	—	—
	<b>\$ 12,380</b>	<b>\$ 3,294</b>	<b>\$ 3,272</b>	<b>\$ 2,875</b>
	<b>\$ 197,386</b>	<b>\$ 193,839</b>	<b>\$ 197,542</b>	<b>\$ 197,675</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 23,365	\$ 20,708	\$ 19,122	\$ 18,000
Miscellaneous	—	128	—	—
	<b>\$ 23,365</b>	<b>\$ 20,836</b>	<b>\$ 19,122</b>	<b>\$ 18,000</b>



# General Government

## Board of Zoning Appeals

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			OFFICE & CLERICAL
1	1	1	Principal Clerk
1	1	1	
			PROFESSIONALS
1	1	1	Project Coordinator
1	1	1	
2	2	2	TOTAL FULL TIME
1	1	1	Board Chairman
4	4	4	Board Members
5	5	5	TOTAL BOARD MEMBERS
7	7	7	TOTAL DIVISION

**LUCILLE AMBROZ, SECRETARY**

---

*Mission Statement*

*To create and implement policies and procedures to acquire and promote qualified candidates for employment with the City of Cleveland.*

---

**PROGRAM NAME: POLICY-MAKING**

**OBJECTIVES:** To promulgate and maintain Civil Service rules and policies, 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 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 examinations 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 service 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 purpose.



# General Government

## Civil Service Commission

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 354,061	\$ 380,144	\$ 356,991	\$ 358,312
Board Members	39,675	38,697	37,720	40,338
Longevity	2,450	2,875	3,050	—
Separation Payments	—	569	12,294	—
Overtime	6,961	7,686	2,120	—
	<b>\$ 403,148</b>	<b>\$ 429,972</b>	<b>\$ 412,175</b>	<b>\$ 398,650</b>
<b>Benefits</b>				
Hospitalization	\$ 56,233	\$ 61,021	\$ 55,398	\$ 50,820
Prescription	—	—	8,056	13,828
Dental	3,351	3,471	3,757	3,870
Vision Care	403	431	435	434
Public Employees Retire System	54,427	58,082	60,302	67,387
Fica-Medicare	5,110	5,467	5,205	5,780
Workers' Compensation	8,252	11,210	4,978	4,790
Life Insurance	334	368	341	432
Unemployment Compensation	(1,489)	—	1,408	—
	<b>\$ 126,621</b>	<b>\$ 140,050</b>	<b>\$ 139,881</b>	<b>\$ 147,341</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ 150	\$ —	\$ 180
Professional Dues & Subscript	—	—	—	90
	<b>\$ —</b>	<b>\$ 150</b>	<b>\$ —</b>	<b>\$ 270</b>
<b>Contractual Services</b>				
Professional Services	\$ 19,668	\$ 260,941	\$ 212,490	\$ 550,000
Court Reporter	6,007	11,786	6,945	15,000
Referee Services	6,000	12,000	8,000	15,000
Medical Services	—	145,000	50,000	150,000
Participation Fee	—	—	55	—
Parking In City Facilities	784	1,395	589	900
Other Contractual	166,493	23,162	21,500	—
	<b>\$ 198,953</b>	<b>\$ 454,284</b>	<b>\$ 299,579</b>	<b>\$ 730,900</b>
<b>Materials &amp; Supplies</b>				
Purchase Of Tests	\$ —	\$ —	\$ 1,328	\$ —
Office Furniture & Equipment	1,949	—	—	—
Photographic Supplies	—	—	250	250
Printed Materials	—	23	—	—
Other Supplies	91	127	104	—
Just In Time Office Supplies	3,369	1,790	1,951	2,250
	<b>\$ 5,408</b>	<b>\$ 1,940</b>	<b>\$ 3,633</b>	<b>\$ 2,500</b>

# General Government

## Civil Service Commission



### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,513	\$ 2,480	\$ 2,714	\$ 2,406
Charges From Print & Repro	9,540	7,024	8,640	5,583
Charges From Central Storeroom	3,640	5,091	7,273	2,855
Charges From M.V.M.	8,203	10,256	10,947	8,159
	<b>\$ 22,896</b>	<b>\$ 24,852</b>	<b>\$ 29,574</b>	<b>\$ 19,003</b>
	<b>\$ 757,025</b>	<b>\$ 1,051,248</b>	<b>\$ 884,842</b>	<b>\$ 1,298,664</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ —	\$ —	\$ 750	\$ —
Miscellaneous	36,473	17,148	56,571	25,000
	<b>\$ 36,473</b>	<b>\$ 17,148</b>	<b>\$ 57,321</b>	<b>\$ 25,000</b>

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Secretary of the Civil Service Commission
1	1	1	
			OFFICE & CLERICAL
1	1	1	Private Secretary
1	1	1	Senior Clerk
2	2	2	
			PROFESSIONALS
1	1	1	Chief Civil Service Examiner
1	1	1	Civil Service Examiner III
1	1	1	Supervisor of Civil Service Records
1	1	1	Personnel Administrator
1	1	1	Deputy Project Director
5	5	5	
8	8	8	TOTAL FULL TIME
5	5	5	TOTAL BOARD MEMBERS
13	13	13	TOTAL DIVISION



## General Government

### Community Relations Board

#### BLAINE GRIFFIN, DIRECTOR

---

##### *Mission Statement*

---

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

---

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 proactive activities that promotes diversity and unity. The board responds to resident complaints, investigates sources of community conflict and provides planning assistance and alternative dispute resolution techniques 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, youth and young adult intervention, culturally and socially segregated housing patterns and relationships involving our schools, youth and neighborhood residents. Primary functions are coordinating police-citizen committees; mediation, conciliation and alternative dispute resolution services; helping to develop 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 multicultural arts and educational events; monitoring police professional standards and practices policy; planning and facilitating human relations training for police, city employees and community groups; coordinating multi-cultural dialogue groups; provide crisis response and violence interruption; referring youth to healthy alternatives.

#### **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 building 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 the city neighborhoods, especially when an individual or group is violated because of their protected class (race, ethnicity, religion, sexual orientation, gender identity, 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 multicultural 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 CIVIL RIGHTS TRAINING AND COMMUNITY EDUCATION**

**OBJECTIVES:** To support and direct 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 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.

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

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

**ACTIVITIES:** The CRB administers police district citizen committees and zone meetings; Monitors the investigative standards and complaint practices of police; Coordinates Crime Prevention Fairs for the Division of Police; Provides human relations in-service training for police; Conducts community workshops, raining and conferences on safety and law enforcement; Coordinates the annual Cleveland Night Out Against Crime and district police/community awards ceremonies; Coordinates citywide court watch program to work with citizens to follow high profile case or cases of particular citizens interests; Develop and establish a Special Events section as a one-stop promoter's service for municipal service coordination.

**PROGRAM NAME: YOUTH COMMUNITY DIVERSION/CRISIS & COMMUNITY INTERVENTION (OPERATION FOCUS)**

**OBJECTIVES:** This program is a joint effort between the Cleveland Division of Police and the Cuyahoga County Juvenile Court System. The program's purpose is to develop and administer accountability-based sanctions for first-time juvenile offenders of misdemeanor and status offenses. We believe that early intervention in the lives of first-time offenders will prevent some juveniles from committing future violations. The CRB has also initiated "Operation Focus." This intervention strategy is modeled after an evidence-based strategy utilized in other cities and recognized by the U.S. Dept of Justice best practice.

**ACTIVITIES:** Caseworkers administer accountability-based sanctions for first-time juvenile offenders of misdemeanors and status offenses. This program offers early intervention for youth to prevent future violations. Caseworkers also assess the needs of each individual child and family. They refer youth and their families to appropriate community resources and services. They give families options to deal with the difficulties their children are facing. Street outreach workers (Peacemaker Alliance) serve as violence interrupters by responding to hot spot areas to mediate between feuding groups and prevent youth violence. The Community Relations Board also conducts community interventions (Call Ins) to send a clear message to Group Member Individuals. The message is clear, "gun violence and open air drug markets will stop or their will be group-based accountability and sanctions.



# General Government

## Community Relations Board

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 752,238	\$ 730,716	\$ 686,709	\$ 695,479
Board Members	78,025	90,202	75,963	86,734
Part-Time Permanent	9,940	13,140	15,522	10,288
Longevity	5,125	4,375	4,200	—
Separation Payments	2,621	7,852	967	—
Overtime	—	—	35	—
	<b>\$ 847,949</b>	<b>\$ 846,285</b>	<b>\$ 783,396</b>	<b>\$ 792,501</b>
<b>Benefits</b>				
Hospitalization	\$ 144,690	\$ 135,057	\$ 107,735	\$ 111,132
Prescription	—	—	15,940	26,088
Dental	8,439	7,462	6,828	7,588
Vision Care	998	902	930	888
Public Employees Retire System	118,141	109,919	118,004	123,789
Fica-Medicare	9,774	10,065	9,180	9,620
Workers' Compensation	17,885	29,776	9,026	9,103
Life Insurance	746	713	683	768
Unemployment Compensation	770	366	(20)	—
	<b>\$ 301,443</b>	<b>\$ 294,259</b>	<b>\$ 268,306</b>	<b>\$ 288,976</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,643	\$ 500	\$ 78	\$ 1,000
Tuition & Registration Fees	630	—	150	800
Professional Dues & Subscript	448	—	—	230
	<b>\$ 2,720</b>	<b>\$ 500</b>	<b>\$ 228</b>	<b>\$ 2,030</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 3,245
Mileage (Private Auto)	5,205	7,179	4,203	5,300
Advertising And Public Notice	260	315	—	900
Program Promotion	880	828	1,437	1,500
Parking In City Facilities	6,284	5,225	2,948	6,025
Other Contractual	—	34	—	—
Local Match-Grant Programs	—	—	7,284	8,829
	<b>\$ 12,628</b>	<b>\$ 13,580</b>	<b>\$ 15,872</b>	<b>\$ 25,799</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 400
Clothing	541	—	—	—
Food	1,211	954	1,298	2,300
Other Supplies	—	250	233	250
Special Events Supplies	2,075	2,193	2,046	4,099
Just In Time Office Supplies	2,000	1,796	2,627	2,500
	<b>\$ 5,828</b>	<b>\$ 5,193</b>	<b>\$ 6,204</b>	<b>\$ 9,549</b>
<b>Maintenance</b>				
Car Washes	\$ 300	\$ 300	\$ —	\$ —
	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ —</b>	<b>\$ —</b>

# General Government

## Community Relations Board



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 30,699	\$ 27,239	\$ 10,499	\$ 22,650
Charges From Radio Comm System	47	—	—	—
Charges From Print & Repro	11,321	11,772	12,285	11,165
Charges From Central Storeroom	4,291	4,481	4,861	4,021
Charges From M.V.M.	3,794	4,528	9,564	5,581
	<b>\$ 50,152</b>	<b>\$ 48,021</b>	<b>\$ 37,209</b>	<b>\$ 43,417</b>
	<b>\$ 1,221,021</b>	<b>\$ 1,208,138</b>	<b>\$ 1,111,214</b>	<b>\$ 1,162,272</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ —	\$ —	\$ 850	\$ —
Miscellaneous	2,094	1,474	967	—
	<b>\$ 2,094</b>	<b>\$ 1,474</b>	<b>\$ 1,817</b>	<b>\$ —</b>



# General Government

## Community Relations Board

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Exec. Director Community Relations Board
1	1	1	
			OFFICE & CLERICAL
1	0	0	Private Secretary to the Director
1	0	0	
			PROFESSIONALS
2	2	2	Community Relations Rep. I
1	1	1	Community Relations Rep. II
1	1	1	Community Relations Rep. III
4	4	4	Project Coordinator
5	4	4	Project Director
1	2	2	Administrative Assistant
1	1	1	Case Worker II
15	15	15	
17	16	16	TOTAL FULL TIME
1	1	1	Administrative Officer
1	1	1	TOTAL PART TIME
14	13	14	Community Relations Board Members
5	4	5	Fair Housing Board Members
19	17	19	TOTAL BOARD MEMBERS
37	34	36	TOTAL DIVISION

### ROBERT BROWN, DIRECTOR

---

#### *Mission Statement*

*The mission of the City Planning Commission is to ensure beneficial physical and social 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.*

---

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 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.

#### **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 mapping and secretarial services; maintenance of the City's street line and lot line base map series, and preparation of GIS computerized mapping products.

#### **PROGRAM NAME: PLANNING ADMINISTRATION**

**OBJECTIVES:** To ensure effective and expeditious action on all mandatory legislative referrals and design reviews within applications subject to City Planning approval.

**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.

#### **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.

#### **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 urban design plans for districts and large-scale projects; preparation of design guidelines; evaluation of design elements of development projects; provision of design assistance to City departments, City Council, neighborhood organizations, developers and citizens.



## General Government

### 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 and updating and implementation of a comprehensive Citywide Plan; coordination of planning for the lakefront, riverfront, Euclid Corridor, Inner belt and other large-scale planning districts; coordination of streetscape improvements; capital improvement planning; and analysis and dissemination of statistical information, including ensuring a complete count in the decennial U.S. Census.

# General Government

## City Planning Commission



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 971,818	\$ 1,080,902	\$ 1,025,111	\$ 1,011,652
Board Members	44,679	41,280	41,280	41,280
Part-Time Permanent	51,439	52,656	55,682	48,879
Longevity	8,650	9,650	8,950	—
Separation Payments	1,917	5,936	—	—
	<b>\$ 1,078,504</b>	<b>\$ 1,190,423</b>	<b>\$ 1,131,023</b>	<b>\$ 1,101,811</b>
<b>Benefits</b>				
Hospitalization	\$ 87,497	\$ 111,371	\$ 110,428	\$ 108,264
Prescription	—	—	11,451	18,060
Dental	6,002	7,106	7,367	7,464
Vision Care	1,046	1,124	1,089	936
Public Employees Retire System	146,317	160,096	170,339	172,103
Fica-Medicare	9,714	11,167	10,779	14,326
Workers' Compensation	27,242	28,729	14,091	13,143
Life Insurance	863	915	855	912
Unemployment Compensation	(17)	—	—	—
	<b>\$ 278,664</b>	<b>\$ 320,507</b>	<b>\$ 326,399</b>	<b>\$ 335,208</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 267	\$ —	\$ —	\$ —
Tuition & Registration Fees	740	120	—	900
	<b>\$ 1,007</b>	<b>\$ 120</b>	<b>\$ —</b>	<b>\$ 900</b>
<b>Contractual Services</b>				
Advertising And Public Notice	\$ —	\$ 254	\$ —	\$ 500
Parking In City Facilities	6,073	4,824	3,590	5,000
Other Contractual	43,407	35,000	600	40,000
Local Match-Grant Programs	—	7,619	—	—
	<b>\$ 49,480</b>	<b>\$ 47,698</b>	<b>\$ 4,190</b>	<b>\$ 45,500</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 28	\$ 1,627	\$ 200	\$ 2,000
Computer Supplies	3,702	—	—	—
Computer Hardware	—	—	2,066	—
Just In Time Office Supplies	7,357	4,335	3,927	6,000
	<b>\$ 11,087</b>	<b>\$ 5,961</b>	<b>\$ 6,193</b>	<b>\$ 8,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,271	\$ 4,518	\$ 4,408	\$ 4,721
Charges From Print & Repro	30,465	11,460	15,120	11,165
Charges From Central Storeroom	6,241	2,015	1,196	2,621
Charges From M.V.M.	1,623	3,413	5,331	3,421
Charges From Water	18,858	—	—	—
	<b>\$ 58,458</b>	<b>\$ 21,406</b>	<b>\$ 26,055</b>	<b>\$ 21,928</b>
	<b>\$ 1,477,200</b>	<b>\$ 1,586,115</b>	<b>\$ 1,493,861</b>	<b>\$ 1,513,347</b>



# General Government

## City Planning Commission

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ (345)	\$ 1,250	\$ —	\$ —
Licenses & Permits	35,301	38,555	—	—
Miscellaneous	—	14,436	—	—
	<b>\$ 34,956</b>	<b>\$ 54,242</b>	<b>\$ —</b>	<b>\$ —</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Planning
1	1	1	Secretary to the Director
1	1	1	Administrator, Assistant
<u>3</u>	<u>3</u>	<u>3</u>	
			OFFICE & CLERICAL
1	1	1	Secretary
<u>1</u>	<u>1</u>	<u>1</u>	
			PROFESSIONALS
1	1	1	City Planner, Senior Assistant
7	6	6	City Planner
6	6	6	City Planner, Chief
1	1	1	Administrator of Engineering & Planning
1	1	1	Project Director
<u>16</u>	<u>15</u>	<u>15</u>	
<u>20</u>	<u>19</u>	<u>19</u>	TOTAL FULL TIME
1	1	1	Administrative Officer
1	1	1	City Planner, Chief
<u>2</u>	<u>2</u>	<u>2</u>	TOTAL PART TIME
6	6	6	Member - City Planning Commission
<u>6</u>	<u>6</u>	<u>6</u>	TOTAL BOARD MEMBERS
<u>28</u>	<u>27</u>	<u>27</u>	TOTAL DIVISION

# General Government

## Boxing and Wrestling Commission



### ABDUL A. 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.

#### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Board Members	\$ 2,014	\$ 2,400	\$ 2,400	\$ 4,800
Part-Time Permanent	1,669	2,100	2,100	—
	<b>\$ 3,683</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,800</b>
<b>Benefits</b>				
Public Employees Retire System	\$ 354	\$ 617	\$ 682	\$ 728
Fica-Medicare	53	65	65	72
Workers' Compensation	—	98	52	96
	<b>\$ 408</b>	<b>\$ 781</b>	<b>\$ 799</b>	<b>\$ 896</b>
	<b>\$ 4,091</b>	<b>\$ 5,281</b>	<b>\$ 5,299</b>	<b>\$ 5,696</b>

#### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Chairman Boxing & Wrestling Commission
1	1	1	Commission Member
2	2	2	TOTAL BOARD MEMBERS
2	2	2	TOTAL DIVISION



## General Government

Office of Equal Opportunity

### NATOYA J. WALKER MINOR, ACTING DIRECTOR

---

#### *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.*

---

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 businesses by providing support and technical assistance.

**PROGRAM NAME: CLEVELAND AREA BUSINESS CODE**

**OBJECTIVES:** To maximize target businesses in participation on city contracts.

**ACTIVITIES:** Certify CSB/MBE/FBE, 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 MBE/FBE certification and sponsor the James H. Walker Construction Management Course.

**PROGRAM NAME: FANNIE M. LEWIS CLEVELAND RESIDENT EMPLOYMENT LAW**

**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.

# General Government

## Office of Equal Opportunity



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 540,667	\$ 513,489	\$ 433,910	\$ 390,760
Longevity	2,000	1,000	1,000	—
Separation Payments	6,307	—	2,968	—
	<b>\$ 548,974</b>	<b>\$ 514,489</b>	<b>\$ 437,877</b>	<b>\$ 390,760</b>
<b>Benefits</b>				
Hospitalization	\$ 57,930	\$ 54,202	\$ 40,736	\$ 39,674
Prescription	—	—	6,619	9,936
Dental	3,378	3,040	2,552	2,652
Vision Care	581	601	522	432
Public Employees Retire System	73,782	72,250	67,064	64,037
Fica-Medicare	7,073	6,715	5,617	5,665
Workers' Compensation	10,882	14,646	6,256	5,088
Life Insurance	536	510	435	432
Unemployment Compensation	7,911	—	6,947	—
	<b>\$ 162,073</b>	<b>\$ 151,965</b>	<b>\$ 136,748</b>	<b>\$ 127,916</b>
<b>Contractual Services</b>				
Mileage (Private Auto)	\$ —	\$ 144	\$ —	\$ 180
Program Promotion	—	—	—	1,350
Parking In City Facilities	2,386	2,157	2,155	2,070
Other Contractual	35,061	—	42	—
	<b>\$ 37,446</b>	<b>\$ 2,301</b>	<b>\$ 2,197</b>	<b>\$ 3,600</b>
<b>Materials &amp; Supplies</b>				
Other Supplies	\$ 32	\$ 23	\$ —	\$ 81
Just In Time Office Supplies	3,748	2,902	2,944	3,150
	<b>\$ 3,780</b>	<b>\$ 2,925</b>	<b>\$ 2,944</b>	<b>\$ 3,231</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 10,448	\$ 4,649	\$ 4,033	\$ 6,817
Charges From Print & Repro	8,487	8,600	6,953	6,327
Charges From Central Storeroom	1,734	2,945	2,142	2,346
Charges From M.V.M.	2,187	2,871	3,390	2,420
Charges From Water	929	—	—	—
	<b>\$ 23,785</b>	<b>\$ 19,065</b>	<b>\$ 16,518</b>	<b>\$ 17,910</b>
	<b>\$ 776,059</b>	<b>\$ 690,745</b>	<b>\$ 596,283</b>	<b>\$ 543,417</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ 13,961	\$ 12,764	\$ 12,528	\$ 15,000
	<b>\$ 13,961</b>	<b>\$ 12,764</b>	<b>\$ 12,528</b>	<b>\$ 15,000</b>



# General Government

## Office of Equal Opportunity

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
1	1	1	Gen Mgr. of Admin Services
1	0	0	Executive Assistant to the Mayor
2	1	1	
			<b>OFFICE &amp; CLERICAL</b>
1	0	0	Data Control Clerk
1	1	1	Student Assistant
1	1	1	Private Secretary to the Director
3	2	2	
			<b>PROFESSIONALS</b>
1	1	1	Minority Business Development Administrator
5	5	5	Assistant Contract Compliance Officer
1	1	1	Contract Compliance Officer
7	7	7	
12	10	10	<b>TOTAL DIVISION</b>

## RONALD B. ADRINE, ADMINISTRATIVE AND PRESIDING JUDGE

---

### *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.*

---

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 Metropolitan 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.

### **WEED AND SEED**

The Cleveland Municipal Court is proud to continue its involvement in the Weed and Seed Program, now in its sixth 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.

### **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.

### **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.



## General Government

### Cleveland Municipal Court - Judicial Division

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.

#### **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 its Tenth Anniversary in 2008 and because of its tremendous success, the program was 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.

### **MOCK TRIAL**

The annual Mock Trial Competition, sponsored by the Cleveland Municipal Court, the Cleveland Metropolitan School District and the Cleveland Bar Association, will be going into its 14th 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 Metropolitan 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.

### **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 case flow 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.



## General Government

---

### Cleveland Municipal Court - Judicial Division

**PROGRAM NAME: PROBATION SERVICES AND PSYCHIATRIC CLINIC**

**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.

# General Government

## Cleveland Municipal Court - Judicial Division



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 13,165,805	\$ 14,099,349	\$ 14,102,788	\$ 13,754,557
Seasonal	—	—	600	—
Elected Officials	445,088	445,500	437,370	445,520
Part-Time Permanent	315,570	242,924	166,552	96,904
Student Trainees	136,184	94,885	83,130	16,000
Longevity	99,600	103,325	107,600	—
Separation Payments	138,111	89,643	74,725	100,000
Overtime	2,527	2,617	2,293	—
	<b>\$ 14,302,886</b>	<b>\$ 15,078,243</b>	<b>\$ 14,975,057</b>	<b>\$ 14,412,981</b>
<b>Benefits</b>				
Hospitalization	\$ 2,405,856	\$ 2,548,670	\$ 2,306,230	\$ 2,265,980
Prescription	—	—	322,096	454,212
Dental	143,653	147,725	150,046	153,892
Vision Care	15,250	15,934	16,831	14,184
Public Employees Retire System	1,962,828	2,089,226	2,231,296	2,320,184
Fica-Medicare	169,578	182,829	185,393	189,364
Workers' Compensation	368,424	402,710	190,876	236,416
Life Insurance	13,658	14,175	13,954	13,920
Unemployment Compensation	5,405	(183)	9,177	11,284
	<b>\$ 5,084,652</b>	<b>\$ 5,401,085</b>	<b>\$ 5,425,898</b>	<b>\$ 5,659,436</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 20,308	\$ 15,325	\$ 19,936	\$ —
Tuition & Registration Fees	18,785	17,006	18,235	—
Professional Dues & Subscript	6,202	10,015	5,150	—
	<b>\$ 45,295</b>	<b>\$ 42,346</b>	<b>\$ 43,321</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,970,283	\$ 1,980,591	\$ 2,207,977	\$ 2,234,256
Court Reporter	682	3,131	112	3,000
Referee Services	—	—	175	—
Mileage (Private Auto)	3,345	1,542	2,291	2,500
Jury And Witness Fees	83,677	119,722	50,649	66,400
Parking In City Facilities	4,845	4,931	4,929	4,500
Insurance And Official Bonds	2,002	—	2,048	2,100
	<b>\$ 2,064,834</b>	<b>\$ 2,109,916</b>	<b>\$ 2,268,181</b>	<b>\$ 2,312,756</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 61,613	\$ 29,879	\$ 16,813	\$ 15,000
Computer Supplies	—	—	716	—
Clothing	45,202	43,060	25,225	—
Office Furniture & Equipment	—	155	—	—
Ammunition	2,041	3,362	—	2,100
Photographic Supplies	—	—	100	—
Just In Time Office Supplies	36,572	31,602	41,585	34,100
	<b>\$ 145,428</b>	<b>\$ 108,057</b>	<b>\$ 84,438</b>	<b>\$ 51,200</b>



# General Government

## Cleveland Municipal Court - Judicial Division

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 9,780	\$ —	\$ 65	\$ —
Maintenance Contracts	—	9,780	9,960	—
Maintenance Vehicles	—	25	—	—
	<b>\$ 9,780</b>	<b>\$ 9,805</b>	<b>\$ 10,025</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 61,606	\$ 59,989	\$ 116,384	\$ 83,232
Charges From Radio Comm System	15,737	19,763	15,262	13,315
Charges From Print & Repro	49,468	72,051	66,698	63,269
Charges From Central Storeroom	47,026	58,585	61,539	38,177
Charges From M.V.M.	—	33,674	1,078	—
	<b>\$ 173,837</b>	<b>\$ 244,062</b>	<b>\$ 260,962</b>	<b>\$ 197,993</b>
	<b>\$ 21,826,713</b>	<b>\$ 22,993,515</b>	<b>\$ 23,067,882</b>	<b>\$ 22,634,366</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ —	\$ 7,350	\$ 1,525	\$ —
Fines, Forfeitures & Settlements	10,000,871	10,139,777	11,831,664	10,085,113
Miscellaneous	380,379	295,065	1,068,815	1,451,883
Interest Earnings/Investment Income	377,745	133,887	8,362	11,149
	<b>\$ 10,758,995</b>	<b>\$ 10,576,079</b>	<b>\$ 12,910,366</b>	<b>\$ 11,548,145</b>

# General Government

## Cleveland Municipal Court - Judicial Division



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrative & Presiding Judge
11	11	11	Associate Judge
1	1	1	Bailiff
1	1	1	Chief Deputy Bailiff
2	2	2	Deputy Chief Probation Officer
1	1	1	Chief Probation Officer
2	2	2	Deputy Bailiff Administrative Assistant III
3	2	2	Deputy Bailiff Administrative Assistant II
4	3	3	Deputy Bailiff Administrative Assistant I
1	1	1	Deputy Bailiff Central Scheduling Director
1	1	1	Deputy Bailiff Court Administrator
2	2	2	Deputy Bailiff Deputy Court Administrator
1	1	1	Deputy Bailiff Jury Commissioner
1	1	1	Deputy Bailiff Deputy Central Scheduling
1	1	1	Deputy Bailiff Finance Officer
1	1	0	Deputy Bailiff Deputy Director Information Technology
8	8	8	Probation Officer Supervisor
42	40	39	
			OFFICE & CLERICAL
99	89	89	Deputy Bailiff
12	11	11	Personal Bailiff
6	6	6	Deputy Bailiff Supervisor
1	1	1	Deputy Bailiff Chief of Security
1	1	1	Deputy Bailiff Chief of Enforcement
3	4	5	Deputy Bailiff Warrant Officer
1	1	1	Deputy Bailiff HR / Personnel Director
12	12	12	Deputy Bailiff Scheduler I
1	1	1	Deputy Bailiff Public Information Officer
0	1	1	Deputy Bailiff Court Interp I
1	1	1	Deputy Bailiff Court Interp II
1	2	2	Deputy Bailiff Clerk Typist Supervisor
1	1	1	Deputy Bailiff Court Interpreter Coordinator
1	1	1	Deputy Bailiff Accounts Coordinator
1	1	1	Deputy Bailiff Jury Coordinator
1	1	1	Deputy Bailiff Personnel Specialist
0	0	1	Deputy Bailiff Procurement
26	25	26	Deputy Bailiff Clerk Typists
168	159	162	



# General Government

## Cleveland Municipal Court - Judicial Division

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROFESSIONALS
1	1	1	Deputy Bailiff Chief Court Reporter
1	1	1	Deputy Bailiff Deputy Chief Court Reporter
7	7	7	Deputy Bailiff Court Reporter
1	1	1	Deputy Bailiff Caseflow Coordinator
2	2	2	Deputy Bailiff Senior Magistrate
1	1	1	Chief Magistrate
1	1	1	Deputy Chief Magistrate
1	1	1	Deputy Bailiff Mediation Coordinator
1	1	1	Alcohol & Drug Treatment Case Manager
52	52	52	Probation Officer
1	1	1	Psychiatric Social Worker
1	1	1	Chief Social Worker
0	1	0	Deputy Bailiff Help Desk Super
1	1	1	Psychologist
1	1	1	Deputy Bailiff Drug Court Coordinator
13	13	13	Magistrate
1	1	1	Small Claims Magistrate
1	1	1	Deputy Bailiff Computer Specialists I
0	1	1	Intake Supervisor
0	1	1	Deputy Bailiff Computer Specialists II
2	2	2	Deputy Bailiff System Analyst II
2	2	1	Deputy Bailiff Project Manager II
3	2	2	Deputy Bailiff Program Analyst II
1	1	1	Deputy Bailiff Program Analyst I
1	1	0	Deputy Bailiff Network Engineer III
1	2	2	Deputy Bailiff Network Engineer II
0	1	1	Deputy Bailiff Network Engineer I
1	1	1	Deputy Bailiff Database Administrator II
1	1	0	Deputy Bailiff Database Administrator III
2	1	1	Deputy Bailiff Technical Support Specialist II
3	2	2	Deputy Bailiff Technical Support Specialist I
1	1	1	Deputy Bailiff Probation Systems Admin/Trainer
1	1	1	Deputy Probation Training Coordinator
1	1	1	Deputy Bailiff Employment Specialist
1	1	1	Deputy Bailiff Education & Training Specialist
1	1	1	Deputy Bailiff Docket Coordinator
109	111	107	
319	310	308	TOTAL FULL TIME

# General Government

## Cleveland Municipal Court - Judicial Division



### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
1	0	0	Deputy Bailiff
2	0	0	Magistrate
2	2	0	Court Reporter
4	6	5	Judge
7	6	0	Law Clerk
2	0	0	Psychologist I,II,III
1	1	0	Psychiatric Social Worker
24	0	0	Student Aide
43	15	5	TOTAL PART TIME
362	325	313	TOTAL DIVISION



## General Government

Cleveland Municipal Court - Clerk's Division

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

---

#### *Mission Statement*

*To record and process all matters decided in the Cleveland 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 office 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 violations, making parking violations a civil offense, collectible by civil procedure of garnishment. The Clerk's duties involve the collection of issued parking violations and photo safety violations, keeping records of each violation, mailing notices, and collecting past due violations.

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.

#### **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 Violations 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 the established policies and procedures. Support Civil, Criminal and Parking Violations Bureau Division's accountability, internal controls and adherence to the ordinances, statues and judge's orders in all finance-related activities.

## General Government

---

### Cleveland Municipal Court - Clerk's Division



**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.



# General Government

## Cleveland Municipal Court - Clerk's Division

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 5,686,166	\$ 5,882,604	\$ 6,069,665	\$ 5,918,448
Seasonal	—	5,821	—	—
Elected Officials	56,610	58,191	58,191	58,188
Part-Time Permanent	172,384	153,474	145,099	152,934
Student Trainees	61,454	54,108	31,118	60,032
Longevity	56,100	58,375	61,100	—
Separation Payments	30,000	16,011	19,024	78,000
Overtime	24,902	31,401	24,946	20,700
	<b>\$ 6,087,616</b>	<b>\$ 6,259,984</b>	<b>\$ 6,409,142</b>	<b>\$ 6,288,302</b>
<b>Benefits</b>				
Hospitalization	\$ 1,355,912	\$ 1,397,909	\$ 1,340,946	\$ 1,299,680
Prescription	—	—	166,338	245,184
Dental	80,055	79,161	84,384	87,486
Vision Care	8,501	8,607	9,478	7,992
Public Employees Retire System	827,876	874,004	957,741	1,025,663
Fica-Medicare	69,668	74,827	78,086	81,689
Workers' Compensation	131,161	181,685	115,957	86,134
Life Insurance	7,234	7,339	7,354	7,584
Unemployment Compensation	7,954	5,157	16,675	5,642
	<b>\$ 2,488,360</b>	<b>\$ 2,628,687</b>	<b>\$ 2,776,958</b>	<b>\$ 2,847,054</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ —	\$ —	\$ 1,200
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,200</b>
<b>Utilities</b>				
Contractual Utilities	\$ 2,384	\$ —	\$ —	\$ —
	<b>\$ 2,384</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Professional Services	\$ 4,783,193	\$ 4,744,018	\$ 4,668,868	\$ 4,500,000
Advertising And Public Notice	21,100	26,102	24,674	24,000
Parking In City Facilities	440	1,155	1,602	1,000
Insurance And Official Bonds	1,750	1,750	1,750	1,750
Property Rental	65,000	70,000	70,353	70,000
Equipment Rental	980	—	1,094	980
Other Contractual	109,873	79,911	119,738	110,000
	<b>\$ 4,982,336</b>	<b>\$ 4,922,935</b>	<b>\$ 4,888,078</b>	<b>\$ 4,707,730</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 6,155	\$ 14,709	\$ 5,843	\$ 5,000
Postage	32,199	46,682	47,222	31,000
Computer Hardware	—	50	79	—
Small Equipment	2,269	2,978	5,813	2,000
Office Furniture & Equipment	15,061	11,093	—	—
Other Supplies	28,466	52,982	53,702	25,000
Just In Time Office Supplies	28,408	16,508	14,402	15,000
	<b>\$ 112,558</b>	<b>\$ 145,002</b>	<b>\$ 127,061</b>	<b>\$ 78,000</b>

# General Government

## Cleveland Municipal Court - Clerk's Division



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 12,018	\$ 10,071	\$ 8,424	\$ 10,000
Maintenance Contracts	781	575	497	900
Car Washes	—	250	175	—
	<b>\$ 12,799</b>	<b>\$ 10,896</b>	<b>\$ 9,096</b>	<b>\$ 10,900</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 98,780	\$ 49,309	\$ 163,171	\$ 100,297
Charges From Radio Comm System	6,234	7,332	7,201	4,752
Charges From Print & Repro	117,077	154,120	86,213	120,486
Charges From Central Storeroom	318,247	353,743	311,477	259,825
Charges From M.V.M.	3,077	4,314	3,827	3,107
	<b>\$ 543,416</b>	<b>\$ 568,818</b>	<b>\$ 571,889</b>	<b>\$ 488,467</b>
	<b>\$ 14,229,470</b>	<b>\$ 14,536,323</b>	<b>\$ 14,782,224</b>	<b>\$ 14,421,653</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 418,481	\$ 404,070	\$ 390,410	\$ 399,049
Fines, Forfeitures & Settlements	15,330,510	16,130,449	15,412,595	14,953,006
Miscellaneous	1,280	880	757	980
Transfers In	—	—	—	—
	<b>\$ 15,750,271</b>	<b>\$ 16,535,399</b>	<b>\$ 15,803,763</b>	<b>\$ 15,353,035</b>



# General Government

## Cleveland Municipal Court - Clerk's Division

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
169	164	160	Chief Deputy Clerk
1	1	1	Clerk of Courts
170	165	161	
			OFFICE & CLERICAL
1	1	1	Deputy Clerk
1	1	1	
171	166	162	TOTAL FULL TIME
15	13	10	Chief Deputy Clerk
20	10	17	Student Assistant
35	23	27	TOTAL PART TIME
206	189	189	TOTAL DIVISION

## RAYMOND L. PIANKA, JUDGE

---

### *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.*

---

#### **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.

#### **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



## General Government

### Cleveland Municipal Court - Housing Division

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.

**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.

# General Government



## Cleveland Municipal Court - Housing Division

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,046,102	\$ 2,076,732	\$ 2,093,117	\$ 2,180,401
Elected Officials	37,050	37,050	37,050	37,052
Part-Time Permanent	11,383	25,393	35,838	—
Student Trainees	15,705	3,405	—	—
Longevity	11,975	13,950	13,500	—
Separation Payments	20,041	24,841	2,052	15,000
Bonus Incentive	—	2,500	3,350	—
Overtime	—	—	363	1,080
	<b>\$ 2,142,255</b>	<b>\$ 2,183,871</b>	<b>\$ 2,185,269</b>	<b>\$ 2,233,533</b>
<b>Benefits</b>				
Hospitalization	\$ 317,990	\$ 317,491	\$ 303,163	\$ 323,328
Prescription	—	—	45,200	72,180
Dental	20,893	19,985	21,551	24,015
Vision Care	2,370	2,290	2,541	2,580
Public Employees Retire System	292,164	303,649	327,126	354,191
Fica-Medicare	28,381	29,421	29,427	30,566
Workers' Compensation	78,647	67,650	47,791	80,652
Life Insurance	1,894	1,845	1,845	2,064
Unemployment Compensation	17,462	8,043	32,666	11,284
Clothing Allowance	2,700	3,500	2,700	3,000
	<b>\$ 762,501</b>	<b>\$ 753,872</b>	<b>\$ 814,010</b>	<b>\$ 903,860</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 959	\$ 1,861	\$ 3,455	\$ 3,000
Tuition & Registration Fees	6,376	7,786	10,476	6,000
Mileage (Priv Auto) Trng Prps	—	81	—	—
Professional Dues & Subscript	9,151	12,537	8,217	8,000
	<b>\$ 16,486</b>	<b>\$ 22,265</b>	<b>\$ 22,148</b>	<b>\$ 17,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 26,610	\$ 54,123	\$ 91,545	\$ 45,000
Court Reporter	1,444	2,114	950	2,500
Mileage (Private Auto)	1,627	1,578	1,735	2,000
Jury And Witness Fees	—	—	—	100
Advertising And Public Notice	1,310	—	978	1,000
Parking In City Facilities	6,527	9,506	9,060	8,100
Insurance And Official Bonds	500	120	107	900
Other Contractual	4,172	4,235	—	4,500
	<b>\$ 42,191</b>	<b>\$ 71,676</b>	<b>\$ 104,375</b>	<b>\$ 64,100</b>



# General Government

## Cleveland Municipal Court - Housing Division

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 1,701	\$ 1,497	\$ 913	\$ 1,500
Postage	437	10,277	228	—
Clothing	1,552	2,158	4,450	4,750
Hardware & Small Tools	—	—	88	—
Office Furniture & Equipment	2,824	7,733	6,151	4,000
Other Supplies	1,160	1,541	4,102	2,500
Just In Time Office Supplies	8,250	8,409	12,544	7,500
	<b>\$ 15,923</b>	<b>\$ 31,615</b>	<b>\$ 28,475</b>	<b>\$ 20,250</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 30	\$ —	\$ 500
Car Washes	169	215	72	700
	<b>\$ 169</b>	<b>\$ 244</b>	<b>\$ 72</b>	<b>\$ 1,200</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 7,177	\$ 12,701	\$ 14,562	\$ 14,261
Charges From Radio Comm System	504	2,298	2,994	1,663
Charges From Print & Repro	18,106	17,028	13,666	20,612
Charges From M.V.M.	33,796	27,700	24,035	19,722
	<b>\$ 59,582</b>	<b>\$ 59,726</b>	<b>\$ 55,258</b>	<b>\$ 56,258</b>
	<b>\$ 3,039,108</b>	<b>\$ 3,123,270</b>	<b>\$ 3,209,606</b>	<b>\$ 3,296,201</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 600	\$ 725	\$ —	\$ —
Fines, Forfeitures & Settlements	—	498,590	558,987	546,963
Miscellaneous	1,297	347	149	—
	<b>\$ 1,897</b>	<b>\$ 499,662</b>	<b>\$ 559,136</b>	<b>\$ 546,963</b>

# General Government

## Cleveland Municipal Court - Housing Division



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Judge
1	1	1	Deputy Bailiff Court Administrator
1	1	1	Deputy Bailiff Finance Officer
1	1	1	Personal Bailiff
<u>4</u>	<u>4</u>	<u>4</u>	
			OFFICE & CLERICAL
1	1	1	Housing Court Administrative Assistant
1	1	1	Housing Court Receptionist
1	1	1	Housing Court Secretary
1	1	1	Housing Court Scheduler
<u>4</u>	<u>4</u>	<u>4</u>	
			PROFESSIONALS
2	2	2	Deputy Bailiff Supervisor
10	9	10	Deputy Bailiff Housing Court
1	0	1	Deputy Bailiff Chief Housing Court Specialist
1	1	1	Deputy Bailiff Court Coordinator
1	1	1	Deputy Bailiff Court Reporter
1	0	0	Deputy Bailiff Hsng Crt Magistrate Personal Blf
10	10	10	Deputy Bailiff Housing Court Specialist
2	2	3	Deputy Bailiff Law Clerk
1	1	1	Housing Court ADR Specialist Magistrates Dept.
1	1	1	Housing Court Chief Bailiff
1	1	1	Housing Court Chief Magistrate
5	5	5	Housing Court Magistrate
1	1	1	Project Coordinator
<u>37</u>	<u>34</u>	<u>37</u>	
<u>45</u>	<u>42</u>	<u>45</u>	TOTAL DIVISION



## General Government

Office of Budget and Management

### LEE CARPENTER, BUDGET ADMINISTRATOR

---

#### *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 Clevelanders.*

---

The Office of Budget and Management was established in 1965 to provide budget analysis of financial and performance information, and management consulting services to all City Departments.

**PROGRAM NAME: OPERATIONS**

OBJECTIVES: To receive the 2010 GFOA Distinguished Budget Award. To update the OBM BPR processes by year end.

**PROGRAM NAME: CAPITAL**

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.

**PROGRAM NAME: FINANCIAL PLANNING**

OBJECTIVES: To produce detailed, monthly expenditure and revenue forecasts within 5 days of month end close.

**PROGRAM NAME: MANAGEMENT SUPPORT**

OBJECTIVES: To provide ongoing Performance Budget and Financial Advantage training to Division End Users. To perform an in-depth Fee Study and other Management Studies, resulting in the identification of additional revenue opportunities and city wide cost saving measures.

**PROGRAM NAME: AUDIT COMPLIANCE**

OBJECTIVES: To maintain effective, pro-active procedures resulting in zero (0) material State Audit findings.

**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.

# General Government

## Office of Budget and Management



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 409,651	\$ 475,516	\$ 364,871	\$ 410,794
Part-Time Permanent	—	—	13,079	20,196
Longevity	2,000	1,875	2,175	—
Separation Payments	—	—	2,556	—
Overtime	—	—	64	—
	<b>\$ 411,651</b>	<b>\$ 477,391</b>	<b>\$ 382,745</b>	<b>\$ 430,990</b>
<b>Benefits</b>				
Hospitalization	\$ 43,785	\$ 59,057	\$ 48,692	\$ 63,756
Prescription	—	—	5,804	13,368
Dental	2,601	3,287	3,053	4,089
Vision Care	352	397	319	408
Public Employees Retire System	57,861	66,373	57,595	72,312
Fica-Medicare	4,931	5,818	4,473	6,249
Workers' Compensation	15,332	10,629	5,528	4,480
Life Insurance	312	345	255	336
	<b>\$ 125,172</b>	<b>\$ 145,906</b>	<b>\$ 125,718</b>	<b>\$ 164,998</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,977	\$ 2,710	\$ —	\$ 2,700
Tuition & Registration Fees	870	1,305	—	1,350
Professional Dues & Subscript	630	—	1,350	585
	<b>\$ 3,477</b>	<b>\$ 4,015</b>	<b>\$ 1,350</b>	<b>\$ 4,635</b>
<b>Contractual Services</b>				
Professional Services	\$ 100,000	\$ —	\$ —	\$ 150,000
Advertising And Public Notice	699	356	988	810
	<b>\$ 100,699</b>	<b>\$ 356</b>	<b>\$ 988</b>	<b>\$ 150,810</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 108	\$ 86	\$ 35	\$ 90
Computer Hardware	39	—	—	—
Office Furniture & Equipment	482	—	—	—
Other Supplies	511	—	—	—
Just In Time Office Supplies	2,151	677	—	3,000
	<b>\$ 3,291</b>	<b>\$ 764</b>	<b>\$ 35</b>	<b>\$ 3,090</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 9,999	\$ 13,678	\$ 10,798	\$ 7,443
	<b>\$ 9,999</b>	<b>\$ 13,678</b>	<b>\$ 10,798</b>	<b>\$ 7,443</b>
	<b>\$ 654,290</b>	<b>\$ 642,109</b>	<b>\$ 521,634</b>	<b>\$ 761,966</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ 6,675	\$ —	\$ —	\$ —
	<b>\$ 6,675</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>



# General Government

## Office of Budget and Management

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			PROFESSIONALS
0	0	1	Accountant II
1	1	1	Budget Administrator
2	0	1	Budget Analyst
1	0	0	Budget & Management Analyst
4	4	4	Senior Budget & Management Analyst
<hr/>	<hr/>	<hr/>	
8	5	7	TOTAL FULL TIME
0	1	1	Budget Analyst
<hr/>	<hr/>	<hr/>	
0	1	1	TOTAL PART TIME
<hr/>	<hr/>	<hr/>	
8	6	8	TOTAL DIVISION
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

## JANE FUMICH, DIRECTOR

---

### *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 delivery of needed services.*

---

#### **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 PROGRAM**

**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, leaf raking and snow removal.

#### **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, including assistance with hazardous trees.

#### **PROGRAM NAME: HOMELESS PREVENTION SERVICES FOR SENIORS**

**OBJECTIVES:** To identify and assist Cleveland seniors and disabled adults (50-59) at risk of homelessness.

**ACTIVITIES:** Provide case management and linkage to social services to assist clients in danger of losing their current housing.

#### **PROGRAM NAME: ACCESS YOUR BENEFITS**

**OBJECTIVES:** To assist Cleveland seniors by screening them for eligibility for public benefits programs and by helping them to enroll in the programs for which they are eligible.

**ACTIVITIES:** Screening seniors for their eligibility for public benefits using the automated Benefits CheckUp system and assisting them in completing the applications and submitting the applications either through the mail or online using Benefits Bank.



## Department of Aging

### Department of Aging

---

**PROGRAM NAME: CLEVELAND CARE CALLS**

**OBJECTIVES:** To ensure the safety of home bound seniors by providing a daily telephone reassurance call to check on their well being.

**ACTIVITIES:** Automated calls are sent to participating seniors on a daily basis to check on their well being. The calls are monitored to be sure the senior responds.

**PROGRAM NAME: SPECIAL EVENTS**

**OBJECTIVES:** To provide helpful service information to Cleveland seniors.

**ACTIVITIES:** Senior Day – a citywide celebration and recognition of the contributions our Cleveland seniors have made to their community.

Cleveland Senior Walk - to promote exercise, good nutrition and healthy life- styles for Cleveland seniors.

Senior Power – is a collaborative program with the Division of Police, Emergency Medical Services, the Division of Fire and the Departments of Aging and Consumer Affairs designed to increase knowledge and awareness among older persons in the areas of crime prevention, fire hazards, emergency services, scams, fall prevention and other programs for the elderly.

# Department of Aging



## Department of Aging

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 328,227	\$ 404,845	\$ 465,410	\$ 497,654
Seasonal	1,607	—	—	—
Part-Time Permanent	55,226	47,033	33,562	51,210
Student Trainees	13,761	14,421	13,499	—
Longevity	1,800	2,425	2,725	—
Separation Payments	—	1,538	—	—
Overtime	30	—	—	—
	<b>\$ 400,652</b>	<b>\$ 470,263</b>	<b>\$ 515,196</b>	<b>\$ 548,864</b>
<b>Benefits</b>				
Hospitalization	\$ 30,789	\$ 47,559	\$ 54,955	\$ 61,104
Prescription	—	—	6,194	11,652
Dental	1,791	2,710	3,261	3,876
Vision Care	322	454	550	576
Public Employees Retire System	55,073	64,299	77,104	90,969
Fica-Medicare	5,310	6,280	6,698	7,675
Workers' Compensation	10,828	12,388	5,288	9,629
Life Insurance	292	346	407	480
Unemployment Compensation	—	(40)	(149)	—
	<b>\$ 104,404</b>	<b>\$ 133,995</b>	<b>\$ 154,307</b>	<b>\$ 185,961</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 889	\$ 1,048	\$ —	\$ 300
Tuition & Registration Fees	610	450	210	350
Professional Dues & Subscript	20	—	—	315
	<b>\$ 1,519</b>	<b>\$ 1,498</b>	<b>\$ 210</b>	<b>\$ 965</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,011	\$ 1,106	\$ 3,155	\$ 2,150
Travel- Non-Training	1,861	1,826	1,784	1,980
Mileage (Private Auto)	257	386	664	600
Medical Services	—	53	53	—
Program Promotion	90	90	90	—
Parking In City Facilities	6,689	5,838	3,197	3,960
Equipment Rental	—	520	—	450
Other Contractual	—	35,000	35,000	35,000
	<b>\$ 17,908</b>	<b>\$ 44,819</b>	<b>\$ 43,943</b>	<b>\$ 44,140</b>



# Department of Aging

## Department of Aging

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Computer Supplies	\$ 181	\$ 5,244	\$ 1,446	\$ 3,600
Computer Hardware	60	—	—	—
Clothing	894	902	763	1,350
Small Equipment	—	1,786	440	2,500
Office Furniture & Equipment	474	—	—	—
Food	—	3,075	3,028	3,200
Printed Materials	—	—	45	100
Other Supplies	1,221	400	(1,999)	400
Special Events Supplies	8,359	1,719	1,935	2,600
Just In Time Office Supplies	7,866	2,862	1,631	2,700
Misc Maintenance Supplies	317	—	—	—
	<b>\$ 19,372</b>	<b>\$ 15,988</b>	<b>\$ 7,289</b>	<b>\$ 16,450</b>
<b>Maintenance</b>				
Computer Software Maintenance	\$ —	\$ —	\$ —	\$ 720
Car Washes	131	263	—	225
Maintenance Misc. Equipment	—	211	—	720
	<b>\$ 131</b>	<b>\$ 474</b>	<b>\$ —</b>	<b>\$ 1,665</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 21,703	\$ 25,875	\$ 10,287	\$ 23,905
Charges From Print & Repro	16,518	15,901	18,339	14,887
Charges From Central Storeroom	5,720	7,810	9,022	5,514
Charges From M.V.M.	34,606	28,988	27,691	21,701
	<b>\$ 78,548</b>	<b>\$ 78,574</b>	<b>\$ 65,339</b>	<b>\$ 66,007</b>
	<b>\$ 622,533</b>	<b>\$ 745,610</b>	<b>\$ 786,284</b>	<b>\$ 864,052</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,350	\$ 900	\$ 700	\$ —
Grant Revenue	610	—	—	—
Miscellaneous	2,794	642	820	1,200
	<b>\$ 4,754</b>	<b>\$ 1,542</b>	<b>\$ 1,520</b>	<b>\$ 1,200</b>

# Department of Aging

Department of Aging



## COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Aging
1	1	1	
			PROFESSIONALS
1	1	2	Administrative Manager
2	2	2	Project Coordinator
1	1	1	Grants Administrator
1	1	1	Assistant Administrator
5	5	6	
			PARAPROFESSIONALS
3	3	3	Geriatric Outreach Worker
3	3	3	
9	9	10	TOTAL FULL TIME
3	3	3	TOTAL PART TIME
12	12	13	TOTAL DIVISION



## Department of Personnel and Human Resources

Department of Personnel and Human Resources

### NYCOLE WEST, INTERIM DIRECTOR

---

#### *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.*

---

#### **PROGRAM NAME: GENERAL ADMINISTRATION**

**OBJECTIVES:** To assist departments with policies governing hiring practices and processes. 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, implement and administer work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Insure that the hiring process is in compliance with union regulations and civil service rules. Serve 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. Assist departments in filling vacancies by providing qualified candidates in a means consistent with Equal Employment Opportunity principles (EEO). Establish recruitment and outreach programs to identify candidates for professional, summer, and seasonal positions as well as other programs. Maintain and support the integrated Human Resource Management System.

#### **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. Coordinate, promote, and provide services that encourage healthy minds and bodies.

**ACTIVITIES:** Administer the City's medical, dental, vision and life insurance programs for all eligible employees. Seek, develop and/or negotiate cost-effective health care plans. 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. Coordinate free wellness classes and conduct special events such as fairs, health screenings, and health awareness.

#### **PROGRAM NAME: EDUCATION AND RESEARCH SERVICES**

**OBJECTIVES:** To increase the knowledge and skills of City of Cleveland employees through education, training, research and development. Develop programs that develop soft skills, interpersonal skills, communication, customer service, and that enhance productivity, quality of work, promote building employee loyalty, increase individual and organization performance, and growth potential through developing their skills and knowledge.

**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.

**PROGRAM NAME: WORKERS COMPENSATION/RISK MANAGEMENT**

**OBJECTIVE:** To provide a cost effective program to promote employee safety while reducing injuries and accidents. Provide a mechanism whereby injured employees may voluntarily participate in rehabilitation programs for a timely return to work.

**ACTIVITIES:** Review all workers' compensation claims to determine compensability. Develop and monitor comprehensive safety programs within departments and monitor accountability within the parameter of these programs. Coordinates services between Ohio Bureau of Workers' Compensation (BWC), Managed Care Organization, Vocational Rehabilitation Provider, Third Party Administrator, and outside legal counsel. Educate all City departments in regard to internal workers' compensation policies as well as Bureau of Worker's Compensation rules, guidelines and laws. Participate with the City's Accommodation Review Committee to ensure compliance with the American's with Disabilities Act (ADA). Chairperson of the Employee Safety Accident Panel (ESAP) Board and participate with Traffic Safety Accident Panel (ESAP) (police), reviewing all motor vehicle accidents to determine whether accidents were preventable. Develop personnel policies in regard to management of workplace injuries, (i.e. Injury Pay and Transitional Work Programs). Reduce reporting lag time for reporting injuries and duration of time away from work due to injury. Oversee all workers' compensation litigation in conjunction with the City's Law Department, including authorization of settlement.

**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 Employment Opportunity.

**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 and provide contract management. 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. Investigate complaints of discrimination and harassment to expedite a resolution. Prepare various compliance reports for governmental agencies. Act as an American with Disabilities liaison for all City Departments.

**PROGRAM NAME: EMPLOYEE RECORDS**

**OBJECTIVE:** To maintain personnel files for every city employee.

**ACTIVITIES:** Manage internal and external inquiries regarding city employees such as subpoenas and public records requests. Manage and process employment verification for current and former employees.

**PROGRAM NAME: PERFORMANCE MANAGEMENT - NEW SERVICE AREA\***

**OBJECTIVES:** Provide a comprehensive performance management program that involves key elements of planning, monitoring, developing, rating, and rewarding.

**ACTIVITIES:** Manage and coordinate employee performance evaluations. Establish/provide city-wide training programs.

**PROGRAM NAME: HRIS**

**OBJECTIVE:** To manage and support the information systems for all service areas of the department.

**ACTIVITIES:** Develop, implement and modifies system requirements. Maintain internal database files and tables for all city employees. Develop customized reports for city departments/divisions. Conduct on-going needs assessment and provide training to meet those needs.



# Department of Personnel and Human Resources

## Department of Personnel and Human Resources

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 846,800	\$ 871,052	\$ 777,006	\$ 725,889
Part-Time Permanent	10,615	23,335	22,137	—
Longevity	5,825	5,525	4,950	—
Separation Payments	21,027	11,306	22,233	40,000
	<b>\$ 884,266</b>	<b>\$ 911,218</b>	<b>\$ 826,326</b>	<b>\$ 765,889</b>
<b>Benefits</b>				
Hospitalization	\$ 129,006	\$ 154,374	\$ 123,907	\$ 116,496
Prescription	—	—	15,843	25,020
Dental	7,772	8,481	7,616	7,844
Vision Care	813	836	815	708
Public Employees Retire System	120,194	125,769	122,747	117,403
Fica-Medicare	9,868	10,129	8,766	11,105
Workers' Compensation	55,497	47,339	31,181	19,268
Life Insurance	739	746	653	720
Unemployment Compensation	5,798	(96)	18,027	—
	<b>\$ 329,686</b>	<b>\$ 347,579</b>	<b>\$ 329,554</b>	<b>\$ 298,564</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 1,978	\$ —	\$ —
Tuition & Registration Fees	—	1,345	200	—
Mileage (Priv Auto) Trng Prps	—	960	—	—
Professional Dues & Subscript	7,197	5,950	5,258	7,500
	<b>\$ 7,197</b>	<b>\$ 10,232</b>	<b>\$ 5,458</b>	<b>\$ 7,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 534,009	\$ 560,202	\$ 491,000	\$ 510,500
COBRA-Medical Coverage	—	—	36,000	36,000
Expense Account Reimbursement	—	358	357	—
Advertising And Public Notice	4,998	—	9,996	6,000
Parking In City Facilities	(36)	1,188	621	1,000
	<b>\$ 538,972</b>	<b>\$ 561,748</b>	<b>\$ 537,973</b>	<b>\$ 553,500</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 458	\$ 384	\$ 646	\$ 1,000
Postage	—	—	205	—
Small Equipment	1,142	—	173	—
Office Furniture & Equipment	—	195	—	—
Medical Supplies	—	75	—	—
Food	592	212	146	1,000
Other Supplies	109	—	—	—
Just In Time Office Supplies	5,883	3,623	1,906	2,250
	<b>\$ 8,184</b>	<b>\$ 4,489</b>	<b>\$ 3,075</b>	<b>\$ 4,250</b>

# Department of Personnel and Human Resources



## Department of Personnel and Human Resources

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,549	\$ 3,456	\$ 3,280	\$ 5,578
Charges From Print & Repro	18,256	21,787	18,261	14,887
Charges From Central Storeroom	1,454	5,663	5,955	2,635
Charges From M.V.M.	118	—	504	—
	<b>\$ 28,376</b>	<b>\$ 30,906</b>	<b>\$ 27,999</b>	<b>\$ 23,100</b>
	<b>\$ 1,796,681</b>	<b>\$ 1,866,172</b>	<b>\$ 1,730,386</b>	<b>\$ 1,652,803</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ —	\$ 550	\$ —	\$ —
Miscellaneous	352,407	300,064	415,151	207,385
	<b>\$ 352,407</b>	<b>\$ 300,614</b>	<b>\$ 415,151</b>	<b>\$ 207,385</b>



# Department of Personnel and Human Resources

## Department of Personnel and Human Resources

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	0	1	Director of Personnel and Human Resources
1	0	1	
			OFFICE & CLERICAL
0	0	1	Secretary
1	1	1	Senior Clerk
1	1	2	
			PROFESSIONALS
2	2	2	Assistant Personnel Administrator
1	1	1	Administrative Manager
1	1	1	Personnel Assistant
3	3	3	Junior Personnel Assistant
2	2	2	Labor Relations Officer
1	0	0	General Manager of Administrative Services
1	0	0	Labor Relations Manager
1	1	1	Manager of Employee Relations
1	1	1	Manager of Equal Employment Opportunity
1	1	1	Deputy Project Director
1	1	1	Senior Systems Analyst
15	13	13	
17	14	16	TOTAL FULL TIME
1	1	1	Junior Personnel Assistant
1	1	1	Manager of Education & Research
2	2	2	TOTAL PART TIME
19	16	18	TOTAL DIVISION

# Department of Consumer Affairs

---



Department of Consumer Affairs

**JOHN MAHONEY, INTERIM DIRECTOR**

---

*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.*

---

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.



# Department of Consumer Affairs

## Department of Consumer Affairs

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 200,859	\$ 227,600	\$ 210,799	\$ 207,992
Longevity	475	—	300	—
Separation Payments	2,215	—	—	—
	<b>\$ 203,549</b>	<b>\$ 227,600</b>	<b>\$ 211,099</b>	<b>\$ 207,992</b>
<b>Benefits</b>				
Hospitalization	\$ 26,680	\$ 21,074	\$ 18,865	\$ 19,558
Prescription	—	—	3,560	4,596
Dental	1,983	1,792	1,905	2,266
Vision Care	208	285	292	288
Public Employees Retire System	30,923	31,114	31,468	34,299
Fica-Medicare	2,897	3,241	2,958	3,044
Workers' Compensation	4,963	5,422	2,844	2,453
Life Insurance	131	184	184	216
	<b>\$ 67,785</b>	<b>\$ 63,111</b>	<b>\$ 62,074</b>	<b>\$ 66,720</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 500
Tuition & Registration Fees	303	715	—	3,200
Mileage (Priv Auto) Trng Prps	105	555	—	900
	<b>\$ 408</b>	<b>\$ 1,270</b>	<b>\$ —</b>	<b>\$ 4,600</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 40	\$ 150	\$ —
Mileage (Private Auto)	—	243	869	900
Medical Services	—	—	53	—
Advertising And Public Notice	248	4,777	3,736	5,000
Parking In City Facilities	9	44	106	100
Property Rental	15,462	15,462	15,462	16,000
	<b>\$ 15,719</b>	<b>\$ 20,566</b>	<b>\$ 20,376</b>	<b>\$ 22,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 639	\$ —
Office Furniture & Equipment	394	—	—	—
Just In Time Office Supplies	526	794	—	1,800
	<b>\$ 920</b>	<b>\$ 794</b>	<b>\$ 639</b>	<b>\$ 1,800</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 4,015	\$ 6,175	\$ 6,092	\$ 5,886
Charges From Print & Repro	9,092	8,473	6,293	6,699
Charges From Central Storeroom	160	222	298	407
Charges From M.V.M.	—	133	—	—
	<b>\$ 13,268</b>	<b>\$ 15,003</b>	<b>\$ 12,683</b>	<b>\$ 12,992</b>
	<b>\$ 301,648</b>	<b>\$ 328,344</b>	<b>\$ 306,872</b>	<b>\$ 316,104</b>

# Department of Consumer Affairs



## Department of Consumer Affairs

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 38	\$ 25,059	\$ 460	\$ —
	<b>\$ 38</b>	<b>\$ 25,059</b>	<b>\$ 460</b>	<b>\$ —</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Consumer Affairs
1	1	1	
			PROFESSIONALS
0	0	1	Attorney
2	2	2	Consumer Protection Specialist
2	2	2	Project Coordinator
4	4	5	
5	5	6	TOTAL DIVISION



## Department of Law

Department of Law

### ROBERT TRIOZZI, DIRECTOR

---

#### *Mission Statement*

*To promote the interests of the City of Cleveland and its residents by providing sound legal advice to the City, its agencies, 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.*

---

#### **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:** Represents the City in court actions involving claims filed on behalf of and against the City, including the abatement of nuisances, environmental cleanup, defense of the City's laws, suits for the collection of taxes, claims by the City against persons who have damaged City property, and defense of various legal claims. Process personal injury and property damage claims for and against the City.

#### **PROGRAM NAME: CRIMINAL INVESTIGATIONS, MEDIATION AND PROSECUTIONS**

**OBJECTIVES:** To represent the City of Cleveland in misdemeanor criminal proceedings before the Cleveland Municipal Court, process felony charges on behalf of the State of Ohio, and operate an effective and appropriate neighborhood alternative dispute resolution program.

**ACTIVITIES:** Prosecute criminal actions before the Cleveland Municipal Court and process felony charges on behalf of the State of Ohio. Conduct citizen complaint intake interviews annually and mediation hearings through the Community Prosecution and Mediation Program.

#### **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.

#### **PROGRAM NAME: LEGAL ADVISOR TO CITY AGENCIES, OFFICIALS AND EMPLOYEES**

**OBJECTIVES:** To serve as daily legal advisor to all City agencies, 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 to conduct criminal investigations and prosecute offenders of domestic violence and stalking crimes in the City's neighborhoods.

**ACTIVITIES:** An established specialized domestic violence protection unit that develops evidence and prosecutes domestic violence and stalking crimes, even when the victim is unwilling to cooperate.

# Department of Law



Department of Law

**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

## Department of Law

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,743,216	\$ 4,883,472	\$ 5,020,022	\$ 4,873,731
Part-Time Permanent	7,065	4,500	6,550	—
Longevity	18,550	23,025	24,950	—
Separation Payments	10,343	3,605	31,915	—
	<b>\$ 4,779,174</b>	<b>\$ 4,914,602</b>	<b>\$ 5,083,437</b>	<b>\$ 4,873,731</b>
<b>Benefits</b>				
Hospitalization	\$ 619,856	\$ 646,691	\$ 614,288	\$ 591,342
Prescription	—	—	91,673	140,204
Dental	35,615	35,682	38,409	40,483
Vision Care	4,151	4,185	4,629	4,612
Public Employees Retire System	661,493	686,757	759,774	761,396
Fica-Medicare	58,955	60,651	61,842	70,718
Workers' Compensation	103,913	131,040	64,687	70,311
Life Insurance	3,743	3,791	3,863	4,112
	<b>\$ 1,487,726</b>	<b>\$ 1,568,798</b>	<b>\$ 1,639,164</b>	<b>\$ 1,683,178</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,199	\$ 1,495	\$ 471	\$ 2,700
Tuition & Registration Fees	27,880	1,697	25,880	800
Professional Dues & Subscript	132,211	129,560	125,235	135,000
	<b>\$ 162,290</b>	<b>\$ 132,752</b>	<b>\$ 151,586</b>	<b>\$ 138,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,114,831	\$ 945,590	\$ 895,802	\$ 600,000
Court Reporter	87,111	100,020	110,495	76,500
Cable Professional Services	—	45	—	—
Travel- Non-Training	—	730	—	—
Mileage (Private Auto)	863	1,322	796	630
Jury And Witness Fees	—	20	—	—
Advertising And Public Notice	253	—	—	—
Parking In City Facilities	4,390	2,197	1,544	1,500
Insurance And Official Bonds	100	100	100	—
Other Contractual	64,225	21,419	1,000	1,000
Local Match-Grant Programs	48,634	39,750	38,667	45,340
	<b>\$ 1,320,407</b>	<b>\$ 1,111,193</b>	<b>\$ 1,048,403</b>	<b>\$ 724,970</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 16,150	\$ 10,617	\$ 11,063	\$ 9,000
Postage	2,066	3,119	1,261	2,000
Computer Supplies	—	—	670	—
Computer Hardware	—	119	—	—
Photographic Supplies	5,986	303	—	3,000
Printed Materials	—	4,320	—	—
Just In Time Office Supplies	25,249	13,381	6,925	15,000
	<b>\$ 49,450</b>	<b>\$ 31,858</b>	<b>\$ 19,919</b>	<b>\$ 29,000</b>

# Department of Law



## Department of Law

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 1,472	\$ 6,000	\$ —	\$ 6,120
	<b>\$ 1,472</b>	<b>\$ 6,000</b>	<b>\$ —</b>	<b>\$ 6,120</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 21,324	\$ 16,204	\$ 11,612	\$ 14,000
Judgements, Damages, & Claims	226,275	1,275,848	1,045,157	716,781
	<b>\$ 247,599</b>	<b>\$ 1,292,052</b>	<b>\$ 1,056,768</b>	<b>\$ 730,781</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 70,812	\$ 16,382	\$ 20,318	\$ 23,463
Charges From Print & Repro	26,549	33,747	35,005	26,052
Charges From Central Storeroom	7,096	11,426	10,296	6,705
Charges From M.V.M.	2,917	2,038	3,039	1,983
Charges From Water	8,531	—	—	—
	<b>\$ 115,904</b>	<b>\$ 63,592</b>	<b>\$ 68,658</b>	<b>\$ 58,203</b>
	<b>\$ 8,164,023</b>	<b>\$ 9,120,846</b>	<b>\$ 9,067,935</b>	<b>\$ 8,244,483</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 66	\$ —	\$ (25)	\$ —
Fines, Forfeitures & Settlements	5,000	771	18,267	—
Miscellaneous	15,175	99,911	4,135	10,000
	<b>\$ 20,241</b>	<b>\$ 100,682</b>	<b>\$ 22,377</b>	<b>\$ 10,000</b>



# Department of Law

## Department of Law

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
6	6	6	Chief Assistant Director of Law
1	1	1	Chief Assistant Prosecutor
1	1	1	Chief Corporate Counsel
1	1	1	Chief Counsel
1	1	1	Chief Trial Counsel
1	1	1	Director of Law
<u>11</u>	<u>11</u>	<u>11</u>	
			OFFICE & CLERICAL
1	1	1	Administrative Manager
3	3	3	Assistant Administrator
1	1	1	Chief Clerk
2	2	2	Deputy Project Director
3	3	3	Docket Clerk
7	6	6	Legal Secretary
1	0	0	Miscellaneous Investigator
3	3	3	Misdemeanor Investigator
1	1	1	Personnel Administrator
1	1	1	Personnel Assistant
1	1	1	Project Director
1	1	1	Receptionist
2	2	2	Senior Clerk
1	1	1	Supervisor of Hardware Evaluation
<u>28</u>	<u>26</u>	<u>26</u>	
			PROFESSIONALS
29	26	26	Assistant Director of Law I (s),
4	4	4	Assistant Director of Law I,
1	1	1	Assistant Director of Law II,
16	15	17	Assistant Prosecutor
1	1	1	First Assistant Prosecutor
<u>51</u>	<u>47</u>	<u>49</u>	
			PARAPROFESSIONALS
2	1	1	Chief - Civil Branch Legal Investigator
1	1	1	Claims Examiner
<u>3</u>	<u>2</u>	<u>2</u>	
<u>93</u>	<u>86</u>	<u>88</u>	TOTAL FULL TIME
1	0	0	TOTAL PART TIME
<u>94</u>	<u>86</u>	<u>88</u>	TOTAL DIVISION

## **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; and
- To provide value added service to all other departments.



# Department of Finance

## Finance Administration

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 534,093	\$ 525,471	\$ 529,665	\$ 588,560
Seasonal	4,393	6,397	2,313	4,806
Military Leave	16,712	26,211	581	—
Longevity	1,675	1,375	1,075	—
Separation Payments	6,727	—	—	—
Overtime	—	69	40	—
	<b>\$ 563,601</b>	<b>\$ 559,522</b>	<b>\$ 533,675</b>	<b>\$ 593,366</b>
<b>Benefits</b>				
Hospitalization	\$ 42,885	\$ 41,554	\$ 35,626	\$ 55,156
Prescription	—	—	6,255	15,180
Dental	2,456	2,258	2,263	3,286
Vision Care	374	418	405	468
Public Employees Retire System	69,101	75,638	81,108	95,304
Fica-Medicare	8,101	8,017	7,632	8,620
Workers' Compensation	13,396	14,772	6,478	6,202
Life Insurance	314	319	281	405
	<b>\$ 136,628</b>	<b>\$ 142,976</b>	<b>\$ 140,049</b>	<b>\$ 184,621</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,140	\$ 646	\$ 184	\$ 7,000
Tuition & Registration Fees	750	385	355	4,000
Mileage (Priv Auto) Trng Prps	—	541	141	—
Professional Dues & Subscript	2,988	2,918	3,705	3,700
	<b>\$ 4,878</b>	<b>\$ 4,490</b>	<b>\$ 4,385</b>	<b>\$ 14,700</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,023	\$ —	\$ —	\$ 9,000
Freight Expense	—	500	—	—
Parking In City Facilities	1,472	403	330	1,500
Insurance And Official Bonds	—	—	—	400
Credit Card Processing Fees	2,100	—	—	700
	<b>\$ 12,595</b>	<b>\$ 903</b>	<b>\$ 330</b>	<b>\$ 11,600</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 24	\$ —	\$ —	\$ —
Postage	341	—	65	300
Other Supplies	1,010	450	130	5,000
Batteries	—	—	12	—
Just In Time Office Supplies	—	(1,381)	1,465	2,000
	<b>\$ 1,375</b>	<b>\$ (931)</b>	<b>\$ 1,672</b>	<b>\$ 7,300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 28,711	\$ 24,632	\$ 8,914	\$ 26,159
Charges From Print & Repro	6,604	1,827	3,605	1,861
Charges From Central Storeroom	241	209	3,125	2,886
	<b>\$ 35,556</b>	<b>\$ 26,668</b>	<b>\$ 15,643</b>	<b>\$ 30,906</b>
	<b>\$ 754,632</b>	<b>\$ 733,628</b>	<b>\$ 695,754</b>	<b>\$ 842,493</b>

# Department of Finance

## Finance Administration



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ (23)	\$ —	\$ —	\$ —
Miscellaneous	1,536	1,230	567	—
	<b>\$ 1,514</b>	<b>\$ 1,230</b>	<b>\$ 567</b>	<b>\$ —</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
1	1	1	Director of Finance
1	1	1	Secretary to Director of Finance
1	1	1	Assistant Administrator
<b>3</b>	<b>3</b>	<b>3</b>	
			<b>PROFESSIONALS</b>
1	0	1	Administrative Manager
1	1	1	Risk Manager
1	1	1	Project Coordinator
2	1	2	Safety Program Officer
<b>5</b>	<b>3</b>	<b>5</b>	
			<b>OFFICE &amp; CLERICAL</b>
1	1	1	Private Secretary to Director
<b>1</b>	<b>1</b>	<b>1</b>	
<b>9</b>	<b>7</b>	<b>9</b>	<b>TOTAL FULL TIME</b>
<b>0</b>	<b>0</b>	<b>1</b>	Student Aide
<b>0</b>	<b>0</b>	<b>1</b>	<b>TOTAL PART TIME</b>
<b>9</b>	<b>7</b>	<b>10</b>	<b>TOTAL DIVISION</b>



# Department of Finance

Division of Accounts

## RICHARD SENSENBRENNER, COMMISSIONER

---

### *Mission Statement*

*To accurately record financial transactions and to provide centralized accounting services to the City Departments.*

---

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, processes encumbrances, and maintains the City's document storage.

**PROGRAM NAME: GENERAL ACCOUNTING**

OBJECTIVES: To maintain the City's records utilizing the Advantage 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: RECORD 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.

# Department of Finance



## Division of Accounts

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 869,402	\$ 931,682	\$ 928,482	\$ 891,072
Longevity	4,800	5,075	5,550	—
Separation Payments	—	—	—	25,000
Overtime	1,255	563	808	—
	<b>\$ 875,457</b>	<b>\$ 937,320</b>	<b>\$ 934,840</b>	<b>\$ 916,072</b>
<b>Benefits</b>				
Hospitalization	\$ 148,287	\$ 157,941	\$ 145,730	\$ 137,892
Prescription	—	—	20,916	31,008
Dental	8,742	9,131	9,560	9,111
Vision Care	1,267	1,291	1,380	1,196
Public Employees Retire System	118,855	130,735	140,288	143,090
Fica-Medicare	10,516	11,320	11,296	10,964
Workers' Compensation	16,912	23,843	10,853	11,051
Life Insurance	874	889	881	855
	<b>\$ 305,453</b>	<b>\$ 335,150</b>	<b>\$ 340,904</b>	<b>\$ 345,167</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,581	\$ 20	\$ 1,062	\$ 900
Tuition & Registration Fees	2,038	379	1,820	1,800
Mileage (Priv Auto) Trng Prps	—	143	—	—
Professional Dues & Subscript	1,198	850	895	900
	<b>\$ 5,817</b>	<b>\$ 1,392</b>	<b>\$ 3,777</b>	<b>\$ 3,600</b>
<b>Contractual Services</b>				
Professional Services	\$ 260,000	\$ 390,000	\$ 275,800	\$ 275,800
Parking In City Facilities	13	132	156	—
Insurance And Official Bonds	175	175	175	250
Other Contractual	316,939	180,000	312,500	319,000
	<b>\$ 577,127</b>	<b>\$ 570,307</b>	<b>\$ 588,631</b>	<b>\$ 595,050</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 1,292	\$ 965	\$ 1,274	\$ 1,200
Postage	877	805	565	720
Computer Hardware	68	—	—	—
Just In Time Office Supplies	11,582	5,582	8,801	7,000
	<b>\$ 13,819</b>	<b>\$ 7,352</b>	<b>\$ 10,640</b>	<b>\$ 8,920</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 203	\$ —	\$ 70	\$ 2,000
Maintenance Misc. Equipment	—	80	105	—
	<b>\$ 203</b>	<b>\$ 80</b>	<b>\$ 175</b>	<b>\$ 2,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,004	\$ 8,936	\$ 9,058	\$ 8,057
Charges From Print & Repro	10,574	10,276	12,064	7,443
Charges From Central Storeroom	7,654	7,542	5,176	6,374
Charges From M.V.M.	—	132	—	—
	<b>\$ 26,232</b>	<b>\$ 26,886</b>	<b>\$ 26,297</b>	<b>\$ 21,874</b>
	<b>\$ 1,804,108</b>	<b>\$ 1,878,487</b>	<b>\$ 1,905,265</b>	<b>\$ 1,892,683</b>



# Department of Finance

## Division of Accounts

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 13,877	\$ 107	\$ 472	\$ —
	<b>\$ 13,877</b>	<b>\$ 107</b>	<b>\$ 472</b>	<b>\$ —</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner of Accounts
1	1	1	Deputy Commissioner of Accounts
2	2	2	
			OFFICE & CLERICAL
1	1	1	Chief Clerk
7	7	7	Principal Clerk
1	1	1	Receptionist
9	9	9	
			PROFESSIONALS
1	1	1	Auditor
1	1	1	Accountant II
1	1	1	Administrative Officer
2	1	1	Assistant Administrator
1	1	1	Budget & Management Analyst
1	1	1	Central Payroll Supervisor
1	1	1	Personnel Assistant
8	7	7	
			TECHNICIANS
1	1	1	Senior System Analyst
1	1	1	
20	19	19	TOTAL DIVISION

### **DEDRICK C. STEPHENS, COMMISSIONER**

---

#### *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.*

---

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.

#### **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 establishments on the proper license or permit requirements. Ensure each establishment has the proper license to legally operate in the City.



## Department of Finance

### Division of Assessments and Licenses

**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.

**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 for 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.

# Department of Finance

## Division of Assessments and Licenses



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,087,186	\$ 1,207,164	\$ 1,409,734	\$ 1,612,231
Student Trainees	—	—	(1,486)	—
Longevity	10,400	10,300	10,900	—
Separation Payments	13,094	—	6,180	23,100
Overtime	16,755	42,520	29,993	4,500
	<b>\$ 1,127,434</b>	<b>\$ 1,259,983</b>	<b>\$ 1,455,322</b>	<b>\$ 1,639,831</b>
<b>Benefits</b>				
Hospitalization	\$ 195,485	\$ 221,420	\$ 234,779	\$ 274,328
Prescription	—	—	32,299	55,704
Dental	11,799	12,498	15,010	17,740
Vision Care	1,937	2,040	2,545	2,712
Public Employees Retire System	151,079	174,881	216,070	262,625
Fica-Medicare	13,510	15,468	18,220	23,779
Workers' Compensation	22,073	30,389	14,810	16,926
Life Insurance	1,185	1,268	1,444	1,728
Clothing Maintenance	733	697	522	1,560
	<b>\$ 397,802</b>	<b>\$ 458,660</b>	<b>\$ 535,698</b>	<b>\$ 657,102</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 6,310	\$ 4,884	\$ 6,577	\$ 6,000
Tuition & Registration Fees	2,337	3,773	3,184	4,550
Mileage (Priv Auto) Trng Prps	—	97	477	—
Professional Dues & Subscript	2,164	2,370	1,423	2,175
	<b>\$ 10,811</b>	<b>\$ 11,124</b>	<b>\$ 11,661</b>	<b>\$ 12,725</b>
<b>Contractual Services</b>				
Professional Services	\$ 130,750	\$ 254,738	\$ 937,996	\$ 644,220
Court Reporter	—	—	2,013	11,232
Mileage (Private Auto)	20	18	72	1,395
Security Services	—	—	1,685	3,650
Advertising And Public Notice	7,791	6,238	11,740	7,650
Parking In City Facilities	316	480	181	450
Insurance And Official Bonds	—	—	100	90
Special Assessment	—	—	—	3,600
Other Contractual	1,265	2,360	2,000	—
Credit Card Processing Fees	313	4,015	41,628	46,000
	<b>\$ 140,455</b>	<b>\$ 267,849</b>	<b>\$ 997,413</b>	<b>\$ 718,287</b>



# Department of Finance

## Division of Assessments and Licenses

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 2,774	\$ 675	\$ 2,586	\$ —
Postage	16	—	—	—
Computer Supplies	1,410	285	—	—
Computer Hardware	—	—	—	1,640
Computer Software	—	—	2,565	5,235
Chemical	473	429	—	—
Clothing	—	—	—	3,100
Hardware & Small Tools	864	4,767	375	—
Small Equipment	—	—	874	2,850
Office Furniture & Equipment	2,405	333	1,817	—
Other Supplies	15,492	13,238	6,157	18,000
Just In Time Office Supplies	10,593	8,756	5,325	8,200
	<b>\$ 34,026</b>	<b>\$ 28,483</b>	<b>\$ 19,698</b>	<b>\$ 39,025</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 2,334	\$ 2,334	\$ 1,785	\$ 2,600
	<b>\$ 2,334</b>	<b>\$ 2,334</b>	<b>\$ 1,785</b>	<b>\$ 2,600</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 135	\$ —	\$ —	\$ 1,250
	<b>\$ 135</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,250</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 4,223	\$ 6,360	\$ 8,056	\$ 7,587
Charges From Print & Repro	52,271	68,574	70,754	52,104
Charges From Central Storeroom	89,468	76,213	73,347	60,904
Charges From M.V.M.	16,318	18,355	25,871	17,229
Charges From Water	11,056	—	—	—
	<b>\$ 173,336</b>	<b>\$ 169,503</b>	<b>\$ 178,028</b>	<b>\$ 137,824</b>
	<b>\$ 1,886,334</b>	<b>\$ 2,197,937</b>	<b>\$ 3,199,607</b>	<b>\$ 3,208,644</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 157,164	\$ 146,089	\$ 168,022	\$ 191,000
Fines, Forfeitures & Settlements	175	4,525	4,575	2,000
Licenses & Permits	368,176	325,128	398,973	283,000
Miscellaneous	102,565	25,663	24,642	—
Other Shared Revenue	27,903,343	26,658,579	24,264,082	24,090,000
	<b>\$ 28,531,423</b>	<b>\$ 27,159,985</b>	<b>\$ 24,860,294</b>	<b>\$ 24,566,000</b>

# Department of Finance

## Division of Assessments and Licenses



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Commissioner of Assessments and Licenses
2	1	1	Assistant Commissioner of Assessments and Licenses
<hr/> 3	<hr/> 2	<hr/> 2	
<b>OFFICE &amp; CLERICAL</b>			
1	1	1	Accountant Clerk II
4	4	4	Principal Cashier
2	1	2	Senior Cashier
1	1	1	Data Control Clerk
1	1	1	Secretary
<hr/> 9	<hr/> 8	<hr/> 9	
<b>PROFESSIONALS</b>			
3	2	2	Auditor
1	0	1	Accountant IV
1	0	0	Administrative Manager
1	0	1	Administrative Officer
2	2	2	Assistant Administrator
1	1	1	Assistant Director of Law
1	2	2	Chief Auditor
1	1	3	Project Coordinator
<hr/> 11	<hr/> 8	<hr/> 12	
<b>TECHNICIAN</b>			
3	3	3	Inspector of Weights & Measures
2	2	2	Bill Collector
2	2	2	Miscellaneous Investigator
1	1	1	Misdemeanor Investigator
1	0	0	IT Project Manager II
6	6	6	Senior Data Conversion Operator
1	1	1	Supervisor of Weights & Measures
<hr/> 16	<hr/> 15	<hr/> 15	
<hr/> <hr/> 39	<hr/> <hr/> 33	<hr/> <hr/> 38	TOTAL DIVISION



## Department of Finance

Division of Treasury

### 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**

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 citywide 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.

# Department of Finance



## Division of Treasury

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 321,946	\$ 284,092	\$ 271,574	\$ 415,467
Longevity	2,275	2,100	1,300	—
Separation Payments	—	16,505	—	—
Overtime	437	—	—	—
	<b>\$ 324,658</b>	<b>\$ 302,697</b>	<b>\$ 272,874</b>	<b>\$ 415,467</b>
<b>Benefits</b>				
Hospitalization	\$ 41,881	\$ 36,385	\$ 31,232	\$ 59,124
Prescription	—	—	5,411	15,504
Dental	2,449	2,028	2,039	3,254
Vision Care	322	292	312	496
Public Employees Retire System	47,664	39,785	41,190	66,798
Fica-Medicare	3,532	3,750	3,888	6,024
Workers' Compensation	7,747	8,648	3,444	7,524
Life Insurance	263	233	225	384
	<b>\$ 103,857</b>	<b>\$ 91,120</b>	<b>\$ 87,741</b>	<b>\$ 159,108</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 400
Tuition & Registration Fees	600	399	300	2,000
Mileage (Priv Auto) Trng Prps	100	75	160	400
Professional Dues & Subscript	645	149	308	1,000
	<b>\$ 1,345</b>	<b>\$ 623</b>	<b>\$ 768</b>	<b>\$ 3,800</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ 42	\$ 35,000
Parking In City Facilities	129	158	116	200
Insurance And Official Bonds	5,787	1,131	3,029	7,000
Other Contractual	0	—	—	—
Bank Service Fees	60	—	(29)	—
	<b>\$ 5,976</b>	<b>\$ 1,289</b>	<b>\$ 3,158</b>	<b>\$ 42,200</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 55	\$ 1,148	\$ 1,800
Postage	254	458	226	450
Office Furniture & Equipment	500	—	—	675
Other Supplies	1,612	3,652	2,000	2,700
Just In Time Office Supplies	1,630	439	557	1,800
	<b>\$ 3,996</b>	<b>\$ 4,604</b>	<b>\$ 3,931</b>	<b>\$ 7,425</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 3,914	\$ 2,695	\$ 3,000
Maintenance Contracts	4,066	705	391	1,750
	<b>\$ 4,066</b>	<b>\$ 4,619</b>	<b>\$ 3,086</b>	<b>\$ 4,750</b>



# Department of Finance

## Division of Treasury

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 4,512	\$ 3,352	\$ 2,963	\$ 4,239
Charges From Print & Repro	5,233	6,137	4,227	5,210
Charges From Central Storeroom	25,062	26,661	24,917	19,763
	<b>\$ 34,807</b>	<b>\$ 36,150</b>	<b>\$ 32,107</b>	<b>\$ 29,212</b>
	<b>\$ 478,704</b>	<b>\$ 441,103</b>	<b>\$ 403,665</b>	<b>\$ 661,962</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 11,702	\$ 119	\$ 3,890	\$ —
Sale Of City Assets	350	—	—	—
Interest Earnings/Investment Income	4,004,095	2,085,531	1,265,186	1,000,000
	<b>\$ 4,016,147</b>	<b>\$ 2,085,650</b>	<b>\$ 1,269,076</b>	<b>\$ 1,000,000</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
0	0	1	City Treasurer
0	0	1	
			OFFICE & CLERICAL
2	1	2	Principal Cashier
1	1	1	Senior Personnel Assistant
3	2	3	
			PROFESSIONALS
1	0	0	Deputy Treasurer
3	2	3	Fiscal Manager
1	1	1	Investment Manager
5	3	4	
8	5	8	TOTAL DIVISION

# Department of Finance

Division of Purchases and Supplies



**JAMES E. HARDY, C.P.M., COMMISSIONER**

---

## *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.*

---

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.

**PROGRAM NAME: PURCHASES AND 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 CSB/RSB/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.



# Department of Finance

## Division of Purchases and Supplies

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 349,677	\$ 357,589	\$ 367,355	\$ 358,963
Seasonal	—	720	—	—
Part-Time Permanent	—	1,200	—	—
Longevity	2,525	2,525	2,400	—
Separation Payments	—	—	2,047	—
Overtime	10,898	35,451	1,170	2,000
	<b>\$ 363,100</b>	<b>\$ 397,485</b>	<b>\$ 372,971</b>	<b>\$ 360,963</b>
<b>Benefits</b>				
Hospitalization	\$ 64,450	\$ 61,169	\$ 58,844	\$ 61,014
Prescription	—	—	9,781	16,572
Dental	3,838	3,499	3,905	4,265
Vision Care	530	510	585	576
Public Employees Retire System	50,510	55,146	56,188	60,382
Fica-Medicare	4,723	5,189	4,806	5,484
Workers' Compensation	7,112	16,005	8,081	5,149
Life Insurance	398	368	371	405
Unemployment Compensation	413	—	—	—
	<b>\$ 131,973</b>	<b>\$ 141,887</b>	<b>\$ 142,561</b>	<b>\$ 153,847</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 70	\$ —
Tuition & Registration Fees	1,122	—	—	400
Mileage (Priv Auto) Trng Prps	—	17	—	—
Professional Dues & Subscript	1,095	1,130	1,130	1,160
	<b>\$ 2,217</b>	<b>\$ 1,147</b>	<b>\$ 1,200</b>	<b>\$ 1,560</b>
<b>Contractual Services</b>				
Referee Services	\$ —	\$ 24	\$ —	\$ —
Mileage (Private Auto)	—	—	—	100
Medical Services	—	—	53	—
Parking In City Facilities	—	8	—	—
Other Contractual	8	10,203	165	—
	<b>\$ 8</b>	<b>\$ 10,235</b>	<b>\$ 218</b>	<b>\$ 100</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 266	\$ 1,595	\$ —	\$ 1,500
Postage	16	—	—	—
Computer Hardware	15	—	—	—
Office Furniture & Equipment	3,296	—	—	—
Just In Time Office Supplies	77	2,145	3,162	1,500
	<b>\$ 3,670</b>	<b>\$ 3,740</b>	<b>\$ 3,162</b>	<b>\$ 3,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 300
Maintenance Contracts	600	—	—	300
	<b>\$ 600</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 600</b>

# Department of Finance

## Division of Purchases and Supplies



### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 2,116	\$ 2,897	\$ 2,692	\$ 2,697
Charges From Print & Repro	19,237	19,962	16,696	14,884
Charges From Central Storeroom	13,882	15,018	11,779	11,859
	<b>\$ 35,235</b>	<b>\$ 37,877</b>	<b>\$ 31,167</b>	<b>\$ 29,440</b>
	<b>\$ 536,804</b>	<b>\$ 592,371</b>	<b>\$ 551,279</b>	<b>\$ 549,510</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ —	\$ —	\$ (511)	\$ —
Miscellaneous	24,036	31,486	21,759	25,000
	<b>\$ 24,036</b>	<b>\$ 31,486</b>	<b>\$ 21,248</b>	<b>\$ 25,000</b>

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner of Purchases & Supplies
1	1	1	
			OFFICE & CLERICAL
1	1	1	Senior Clerk
1	1	1	Principal Clerk
1	1	1	Typist
3	3	3	
			PROFESSIONALS
4	3	4	Buyer
1	1	1	Contract Administrator / Purchasing Supervisor
5	4	5	
9	8	9	TOTAL DIVISION



## Department of Finance

---

### Storeroom & Warehouse

---

#### *Mission Statement*

---

*To provide timely and inexpensive mail service for all the various divisions of City Government.*

---

**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.

# Department of Finance



## Storeroom & Warehouse

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 52,372	\$ 48,110	\$ 38,270	\$ 64,321
Overtime	134	4,572	5,147	250
	<b>\$ 52,507</b>	<b>\$ 52,683</b>	<b>\$ 43,417</b>	<b>\$ 64,571</b>
<b>Benefits</b>				
Hospitalization	\$ 13,870	\$ 10,087	\$ 3,573	\$ 13,212
Prescription	—	—	712	3,528
Dental	851	589	240	925
Vision Care	162	128	88	168
Public Employees Retire System	7,249	7,402	6,678	10,173
Fica-Medicare	739	746	616	984
Workers' Compensation	3,773	1,713	610	1,831
Life Insurance	90	71	45	96
Clothing Allowance	—	—	—	250
Clothing Maintenance	—	—	—	450
	<b>\$ 26,734</b>	<b>\$ 20,737</b>	<b>\$ 12,560</b>	<b>\$ 31,617</b>
<b>Contractual Services</b>				
Equipment Rental	\$ 14,220	\$ 14,220	\$ 14,220	\$ 14,220
Computer Software Rental	—	1,130	—	—
Other Contractual	—	—	—	10,000
	<b>\$ 14,220</b>	<b>\$ 15,350</b>	<b>\$ 14,220</b>	<b>\$ 24,220</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 200
Postage	612,800	750,000	743,563	750,000
Computer Supplies	7,579	1,073	9,051	2,500
	<b>\$ 620,379</b>	<b>\$ 751,073</b>	<b>\$ 752,614</b>	<b>\$ 752,700</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 191	\$ 520	\$ —	\$ —
	<b>\$ 191</b>	<b>\$ 520</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 714,031</b>	<b>\$ 840,363</b>	<b>\$ 822,811</b>	<b>\$ 873,108</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 848,918	\$ 875,233	\$ 849,128	\$ 670,610
Interest Earnings/Investment Income	2,535	4,312	2,473	—
	<b>\$ 851,453</b>	<b>\$ 879,545</b>	<b>\$ 851,601</b>	<b>\$ 670,610</b>



# Department of Finance

## Storeroom & Warehouse

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			OFFICE & CLERICAL
1	0	0	Accountant Clerk I
0	1	1	Messenger
1	1	1	Storekeeper
<b>2</b>	<b>2</b>	<b>2</b>	<b>TOTAL DIVISION</b>

**FRANK BADALAMENTI, MANAGER OF INTERNAL AUDIT**

---

*Mission Statement*

*To assist departments and divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.*

---

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.

**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.



# Department of Finance

## Bureau of Internal Audit

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 261,515	\$ 316,473	\$ 336,679	\$ 410,029
Military Leave	—	1,375	640	—
Longevity	1,200	1,200	900	—
Separation Payments	2,606	2,113	—	—
	<b>\$ 265,321</b>	<b>\$ 321,160</b>	<b>\$ 338,219</b>	<b>\$ 410,029</b>
<b>Benefits</b>				
Hospitalization	\$ 26,465	\$ 37,262	\$ 42,906	\$ 63,404
Prescription	—	—	6,337	14,436
Dental	1,890	2,485	3,120	3,576
Vision Care	248	289	336	416
Public Employees Retire System	36,763	44,250	50,630	66,247
Fica-Medicare	3,744	4,531	4,737	5,960
Workers' Compensation	6,266	7,068	3,719	3,930
Life Insurance	214	240	270	384
Unemployment Compensation	4,354	311	—	—
	<b>\$ 79,943</b>	<b>\$ 96,435</b>	<b>\$ 112,055</b>	<b>\$ 158,353</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 2,683	\$ 683	\$ —
Tuition & Registration Fees	8,320	4,534	531	6,000
Mileage (Priv Auto) Trng Prps	—	—	141	1,000
Professional Dues & Subscript	2,063	609	1,360	1,900
	<b>\$ 10,383</b>	<b>\$ 7,826</b>	<b>\$ 2,716</b>	<b>\$ 8,900</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 9,975	\$ —	\$ —
Mileage (Private Auto)	599	1,190	1,855	—
State Auditor Examination	199,419	158,953	187,139	350,000
	<b>\$ 200,017</b>	<b>\$ 170,118</b>	<b>\$ 188,993</b>	<b>\$ 350,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 72	\$ —	\$ 714	\$ 900
Computer Hardware	439	1,786	31	—
Computer Software	1,359	1,557	3,270	1,800
Paper And Other Printing Suppl	—	—	—	1,800
Printed Materials	—	—	—	1,800
Just In Time Office Supplies	2,870	1,010	1,166	3,150
	<b>\$ 4,740</b>	<b>\$ 4,353</b>	<b>\$ 5,181</b>	<b>\$ 9,450</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,463	\$ 1,525	\$ 1,551	\$ 1,375
Charges From Print & Repro	1,214	2,291	2,067	2,233
Charges From Central Storeroom	26	129	448	81
Charges From M.V.M.	—	137	—	—
	<b>\$ 2,703</b>	<b>\$ 4,081</b>	<b>\$ 4,066</b>	<b>\$ 3,689</b>
	<b>\$ 563,108</b>	<b>\$ 603,973</b>	<b>\$ 651,229</b>	<b>\$ 940,421</b>

# Department of Finance

## Bureau of Internal Audit



### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ —	\$ —	\$ 466	\$ —
	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 466</u>	<u>\$ —</u>

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROFESSIONALS
1	1	1	In-Charge Senior Internal Auditor
1	1	1	Manager Internal Audit
2	2	2	Senior Internal Auditor
0	0	2	Accountant II
2	2	2	Auditor
<u>6</u>	<u>6</u>	<u>8</u>	TOTAL DIVISION



## Department of Finance

CCA Income Tax Administration

### **NASSIM M. LYNCH, ADMINISTRATOR**

---

#### *Mission Statement*

*To provide an efficient, centralized collection structure for collection of income tax for Cleveland and other member communities.*

---

The Division of Taxation was established by Ordinance 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 many other municipalities that wish to join the tax agency for purposes of administering their municipal 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 the enforcement of the ordinance, making and enforcing regulation, determining tax due and investigating persons or corporations who the Administrator has reason to believe owes taxes.

#### **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.

# Department of Finance

## CCA Income Tax Administration



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 3,597,246	\$ 3,591,729	\$ 3,345,279	\$ 3,808,538
Seasonal	24,732	39,357	32,773	60,012
Part-Time Permanent	117,544	151,830	135,099	397,258
Longevity	42,025	40,175	38,125	—
Separation Payments	10,068	22,810	42,302	15,143
Overtime	166,639	155,143	171,769	165,000
	<b>\$ 3,958,254</b>	<b>\$ 4,001,044</b>	<b>\$ 3,765,347</b>	<b>\$ 4,445,951</b>
<b>Benefits</b>				
Hospitalization	\$ 660,489	\$ 629,266	\$ 558,830	\$ 715,392
Prescription	—	—	64,809	137,772
Dental	40,574	37,333	36,288	46,381
Vision Care	6,471	5,800	5,763	6,780
Public Employees Retire System	548,143	558,560	563,762	691,934
Fica-Medicare	45,115	46,387	45,735	64,195
Workers' Compensation	104,954	123,723	59,693	105,339
Life Insurance	4,268	3,878	3,619	4,560
Unemployment Compensation	4,802	—	—	—
	<b>\$ 1,414,816</b>	<b>\$ 1,404,945</b>	<b>\$ 1,338,498</b>	<b>\$ 1,772,353</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,677	\$ 3,231	\$ 2,529	\$ 3,000
Tuition & Registration Fees	420	1,700	440	1,000
Mileage (Priv Auto) Trng Prps	564	—	134	—
Professional Dues & Subscript	12,341	11,058	12,762	11,810
	<b>\$ 16,002</b>	<b>\$ 15,989</b>	<b>\$ 15,865</b>	<b>\$ 15,810</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 35,781	\$ 22,150	\$ 22,512	\$ 21,837
Electricity - Other	—	—	—	89
	<b>\$ 35,781</b>	<b>\$ 22,150</b>	<b>\$ 22,512</b>	<b>\$ 21,926</b>
<b>Contractual Services</b>				
Professional Services	\$ 809,898	\$ 1,398,487	\$ 1,113,669	\$ 1,397,000
Mileage (Private Auto)	4,392	6,891	7,294	6,500
Advertising And Public Notice	2,621	2,073	—	2,000
Parking In City Facilities	2,666	2,712	2,677	3,000
Insurance And Official Bonds	1,110	—	—	1,200
Equipment Rental	930	465	440	—
Other Contractual	7,095	7,320	10,100	11,200
State Auditor Examination	35,857	43,591	45,127	50,000
Bank Service Fees	260,557	175,662	129,664	250,000
Credit Card Processing Fees	58,504	81,817	67,594	80,000
	<b>\$ 1,183,629</b>	<b>\$ 1,719,018</b>	<b>\$ 1,376,566</b>	<b>\$ 1,800,900</b>



# Department of Finance

## CCA Income Tax Administration

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 90,002	\$ 76,231	\$ 9,589	\$ 64,500
Postage	315,161	250,377	296,323	450,000
Computer Supplies	1	—	—	2,000
Computer Hardware	51,126	12,150	1,686	20,000
Computer Software	24,519	24,682	16,522	50,000
Office Furniture & Equipment	4,971	26,508	18,756	5,000
Hygiene And Cleaning Supplies	—	758	—	500
Medical Supplies	—	—	—	500
Paper And Other Printing Suppl	—	—	—	500
Other Supplies	1,062	1,010	450	1,000
Batteries	—	—	500	500
Just In Time Office Supplies	14,443	119,050	32,217	40,000
	<b>\$ 501,284</b>	<b>\$ 510,767</b>	<b>\$ 376,043</b>	<b>\$ 634,500</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 14,190	\$ 9,110	\$ 12,783	\$ 11,000
Maintenance Contracts	846	971	971	2,250
Computer Hardware Maintenance	8,286	32,655	12,221	35,000
Computer Software Maintenance	43,414	25,290	30,786	47,300
Car Washes	181	51	681	500
Maintenance Building	13,650	—	—	—
	<b>\$ 80,567</b>	<b>\$ 68,076</b>	<b>\$ 57,443</b>	<b>\$ 96,050</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 8,854	\$ 9,596	\$ 14,454	\$ 14,000
Indirect Cost	448,338	482,388	452,118	425,484
	<b>\$ 457,192</b>	<b>\$ 491,984</b>	<b>\$ 466,572</b>	<b>\$ 439,484</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 350,283	\$ 373,948	\$ 373,948	\$ 450,000
Charges From Telephone Exch	48,028	44,301	49,950	44,737
Charges From Print & Repro	363,521	332,850	368,819	384,953
Charges From M.V.M.	9,544	13,240	13,092	10,098
	<b>\$ 771,376</b>	<b>\$ 764,338</b>	<b>\$ 805,810</b>	<b>\$ 889,788</b>
<b>Capital Outlay</b>				
Office Equipment	\$ —	\$ 3,705	\$ —	\$ 10,000
Automobiles	31,589	—	—	—
Trucks	1	—	19,994	—
	<b>\$ 31,590</b>	<b>\$ 3,705</b>	<b>\$ 19,994</b>	<b>\$ 10,000</b>
	<b>\$ 8,450,491</b>	<b>\$ 9,002,016</b>	<b>\$ 8,244,649</b>	<b>\$ 10,126,762</b>

# Department of Finance

## CCA Income Tax Administration



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 2,530,092	\$ 1,902,197	\$ 2,266,522	\$ 2,700,000
Due To Member Municipalities	1,800	9,261	1,796	—
Income Tax	5,880,000	4,410,000	5,285,000	7,326,762
Interest Earnings/Investment Income	1,609,663	495,644	55,917	100,000
	<b>\$ 10,021,555</b>	<b>\$ 6,817,102</b>	<b>\$ 7,609,235</b>	<b>\$ 10,126,762</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Asst. Income Tax Administrator
1	1	1	Income Tax Administrator
3	3	4	Administrative Manager
0	2	2	Administrative Officer
1	1	1	Fiscal Manager
1	1	1	Chief Bureau of Accounts and Collections
1	0	0	Office Manager
<hr/> 8	<hr/> 9	<hr/> 10	
			OFFICE & CLERICAL
3	3	3	Junior Cashier
1	1	1	Principal Cashier
9	5	7	Accountant Clerk II
1	1	1	Principal Clerk
1	1	1	Messenger
2	2	2	Receptionist
25	17	20	Income Tax Tracer
<hr/> 42	<hr/> 30	<hr/> 35	
			PROFESSIONALS
13	10	13	Auditor
2	2	2	Assistant Director of Law
17	11	14	Tax Auditor I
11	5	8	Tax Auditor II
1	0	1	Miscellaneous Investigator
1	0	0	Senior Personnel Assistant
1	1	1	Project Leader / Application
2	0	0	Asst. Income Tax Financial Supervisor
0	2	2	Supervising Tax Auditor
0	1	1	Supervisor of Income Tax Files
9	6	8	Income Tax Supervisor
<hr/> 57	<hr/> 38	<hr/> 50	



# Department of Finance

## CCA Income Tax Administration

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			PARAPROFESSIONALS
2	2	2	Paralegal
2	2	2	
109	79	97	TOTAL FULL TIME
3	2	3	Income Tax Tracer
1	1	2	Student Assistant
17	9	17	Student Aide
21	12	22	TOTAL PART TIME
130	91	119	TOTAL DIVISION

### MICHAEL HEWETT, COMMISSIONER

---

#### *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 and Reproduction is dedicated to achieving those 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.*

---

The duties of the Commissioner of Printing and Reproduction are as follows: to administer and control the affairs of the division; to supervise the design, 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 additional duties which may arise by codified ordinance or by the Director of Finance.

The Division of Printing and Reproduction is responsible for producing all forms, stationery, manuals, directories, reports, brochures, newsletters, posters, and other literature used by City departments, divisions, boards, bureaus, council, and Cleveland Municipal Court.

The Division of Printing and Reproduction operates a production facility at 1735 Lakeside Avenue. The division also maintains a full-service copy center.

**PROGRAM NAME: PRINTING SERVICES**

OBJECTIVES: Provide comprehensive reprographic services to the City of Cleveland.

ACTIVITIES: Print materials requested by City Divisions. Administer the City's photocopier and paper contracts.

**PROGRAM NAME: COPY CENTER**

OBJECTIVES: Provide a variety of fast turnaround photocopying services.

ACTIVITIES: Process assignments as requested. Offer technical assistance to customers.



## Department of Finance

### Printing & Reproduction

#### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 544,993	\$ 546,789	\$ 575,853	\$ 584,392
Part-Time Permanent	4,791	2,290	291	2,506
Injury Pay	568	—	—	—
Longevity	4,525	4,825	4,075	—
Separation Payments	—	6,088	—	—
Overtime	53,876	45,094	865	13,585
	<b>\$ 608,753</b>	<b>\$ 605,086</b>	<b>\$ 581,084</b>	<b>\$ 600,483</b>
<b>Benefits</b>				
Hospitalization	\$ 94,637	\$ 93,005	\$ 93,063	\$ 101,136
Prescription	—	—	8,294	12,720
Dental	5,972	5,570	5,565	6,663
Vision Care	890	772	894	912
Public Employees Retire System	84,987	83,293	87,643	89,544
Fica-Medicare	7,139	7,347	7,348	8,189
Workers' Compensation	16,714	46,536	29,172	40,443
Life Insurance	563	566	589	624
Clothing Allowance	—	—	—	1,620
Clothing Maintenance	927	1,828	—	720
	<b>\$ 211,830</b>	<b>\$ 238,917</b>	<b>\$ 232,569</b>	<b>\$ 262,571</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 40	\$ —	\$ —	\$ 250
Tuition & Registration Fees	1,690	—	—	1,000
Other Training Supplies	—	—	—	500
Professional Dues & Subscript	1,293	2,031	2,211	2,000
	<b>\$ 3,023</b>	<b>\$ 2,031</b>	<b>\$ 2,211</b>	<b>\$ 3,750</b>
<b>Utilities</b>				
Gas	\$ 3,701	\$ 8,696	\$ 9,067	\$ 10,880
Electricity - Cpp	31,241	37,444	34,056	33,034
Security & Monitoring System	578	277	828	1,000
	<b>\$ 35,520</b>	<b>\$ 46,417</b>	<b>\$ 43,952</b>	<b>\$ 44,914</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 500	\$ —	\$ 500
Waste Disposal	—	—	—	500
Parking In City Facilities	6	51	14	100
Insurance And Official Bonds	—	5	—	—
Photocopy Machine Rental	584,381	829,939	695,359	750,000
Other Contractual	65,465	30,200	1,375	1,000
	<b>\$ 649,851</b>	<b>\$ 860,694</b>	<b>\$ 696,748</b>	<b>\$ 752,100</b>

# Department of Finance

## Printing & Reproduction



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Discounts Lost	\$ (4)	\$ —	\$ —	\$ —
Office Supplies	457	1,792	—	1,000
Postage	—	—	—	500
Computer Hardware	98	5,874	—	2,500
Computer Software	798	635	797	1,000
Clothing	—	—	2,697	3,000
Small Equipment	17,316	6,365	5,587	5,000
Electrical Supplies	—	1,100	11,400	5,000
Hygiene And Cleaning Supplies	—	941	1,187	750
Paper And Other Printing Suppl	652,853	742,074	714,025	665,000
Printed Materials	26	—	—	—
Other Supplies	2,045	2,130	3,099	1,000
Safety Equipment	—	(330)	—	—
Just In Time Office Supplies	4,369	6,399	7,449	1,000
	<b>\$ 677,958</b>	<b>\$ 766,979</b>	<b>\$ 746,241</b>	<b>\$ 685,750</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 2,570	\$ —	\$ 4,000
Maintenance Contracts	72,083	78,138	99,135	80,000
Computer Hardware Maintenance	—	—	—	1,000
Computer Software Maintenance	7,554	—	3,065	5,000
Maintenance Machinery & Tools	—	6,000	1,043	4,000
Maintenance Vehicles	—	—	1,388	—
Car Washes	—	350	—	500
Repair Of Overhead Doors	—	—	—	500
Charges From Division Of Maint	6,319	—	—	—
	<b>\$ 85,956</b>	<b>\$ 87,058</b>	<b>\$ 104,630</b>	<b>\$ 95,000</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 270	\$ —	\$ —	\$ —
	<b>\$ 270</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 9,238	\$ 16,297	\$ 17,231	\$ 15,311
Charges From M.V.M.	2,751	4,686	2,346	2,617
Charges From Division Of Maint	—	6,682	3,642	6,000
	<b>\$ 11,988</b>	<b>\$ 27,666</b>	<b>\$ 23,218</b>	<b>\$ 23,928</b>
<b>Capital Outlay</b>				
Other Equipment	\$ —	\$ 293,586	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 293,586</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 2,285,150</b>	<b>\$ 2,928,434</b>	<b>\$ 2,430,654</b>	<b>\$ 2,468,496</b>



# Department of Finance

## Printing & Reproduction

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 446	\$ —	\$ —	\$ —
Miscellaneous	2,367,015	2,643,529	2,383,470	2,175,164
Interest Earnings/Investment Income	24,174	19,210	—	—
	<b>\$ 2,391,635</b>	<b>\$ 2,662,739</b>	<b>\$ 2,383,470</b>	<b>\$ 2,175,164</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner of Printing and Reproduction
1	1	1	Asst. Commissioner, Division of Printing and Repro.
2	2	2	
			OFFICE & CLERICAL
3	3	3	Copy Center Operator, Offset Duplicating Machine
0	1	1	Senior Clerk
1	0	0	Private Secretary
1	1	1	Principal Clerk
5	5	5	
			PARAPROFESSIONALS
2	2	2	Print Shop Helper
2	2	2	
			PROFESSIONAL
1	1	1	Desktop Publishing Specialist
1	1	1	
			SKILLED CRAFT
1	1	1	First Press Operator
1	1	1	Second Press Operator
1	1	1	Printing Foreman
3	3	3	
			TECHNICIANS
1	1	1	PC Technician
1	1	1	
14	14	14	TOTAL FULL TIME
0	0	1	First Press Operator
0	0	1	TOTAL PART TIME
14	14	15	TOTAL DIVISION

### 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 obligations, special revenue, non-tax revenue and tax increment financing debt.

#### 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 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.



## Department of Finance

### Sinking Fund General Operations

---

**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.

**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.

# Department of Finance



## Sinking Fund General Operations

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 136,824	\$ 143,492	\$ 143,692	\$ 139,211
Longevity	1,000	1,100	1,100	—
	<b>\$ 137,824</b>	<b>\$ 144,592</b>	<b>\$ 144,792</b>	<b>\$ 139,211</b>
<b>Benefits</b>				
Hospitalization	\$ 8,185	\$ 8,564	\$ 7,642	\$ 7,176
Prescription	—	—	1,423	2,136
Dental	452	452	452	483
Vision Care	102	103	112	112
Public Employees Retire System	19,033	20,197	21,715	21,745
Fica-Medicare	663	695	709	743
Workers' Compensation	2,981	3,671	1,674	3,480
Life Insurance	90	90	90	90
	<b>\$ 31,505</b>	<b>\$ 33,774</b>	<b>\$ 33,819</b>	<b>\$ 35,965</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,305	\$ —	\$ —	\$ 850
Professional Dues & Subscript	1,500	—	—	720
	<b>\$ 2,805</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,570</b>
<b>Contractual Services</b>				
Professional Services	\$ 95,744	\$ 34,817	\$ 43,903	\$ 67,500
County Aud & Treas Coll Fee	370,298	369,373	340,199	354,000
	<b>\$ 466,043</b>	<b>\$ 404,190</b>	<b>\$ 384,101</b>	<b>\$ 421,500</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 744	\$ 515	\$ 300	\$ 400
Computer Hardware	117	—	—	—
Just In Time Office Supplies	—	294	24	—
	<b>\$ 861</b>	<b>\$ 809</b>	<b>\$ 324</b>	<b>\$ 400</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 23	\$ —	\$ —	\$ 98
	<b>\$ 23</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 98</b>
	<b>\$ 639,060</b>	<b>\$ 583,365</b>	<b>\$ 563,036</b>	<b>\$ 598,744</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 81,464	\$ 173,782	\$ 210,000	\$ 100,000
Other Shared Revenue	18,731	20,118	19,334	—
Transfers In	540,000	386,194	286,024	498,744
	<b>\$ 640,195</b>	<b>\$ 580,094</b>	<b>\$ 515,358</b>	<b>\$ 598,744</b>



# Department of Finance

## Sinking Fund General Operations

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Asst. Secretary - Sinking Fund Commission
1	1	1	Budget Analyst
2	2	2	TOTAL DIVISION

### 2009 ACTIVITY

Effective February 12, 2009, the City issued \$54,735,000 Water Revenue Bonds, Series R, and \$26,295,000 Water Revenue Bonds, Series S. Proceeds of these bonds were used to refund \$80,395,000 of outstanding Water Revenue Bonds, Series M, 2004 in order to remove the bond insurer, FSA, which had its ratings downgraded throughout 2008. The bonds were issued as variable rate securities with the Series R Bonds secured by a letter of credit provided by BNP Paribas and the Series S Bonds secured by a letter of credit issued by Allied Irish Banks, p.l.c. Additionally, the City issued \$84,625,000 Water Revenue Bonds, Series T, effective February 25, 2009 to refund the remaining \$90,635,000 Series M Water Bonds. The Series T Bonds were issued as fixed rate bonds and produced \$7.6 million of net present value debt service savings. In conjunction with these refundings, a portion of the interest rate swap associated with the Series M Bonds was transferred to the Series R and Series S Bonds.

On March 5, 2009, the City issued \$24,710,000 Airport System Revenue Bonds, Series 2009A and \$14,670,000 Airport System Revenue Bonds, Series 2009B. Proceeds of the 2009A Bonds were used to refund \$24,340,000 of outstanding 1997D Airport System Revenue Bonds. The remaining \$10,570,000 Series 1997D Bonds were retired using Airport Passenger Facility Charge revenues. Proceeds of the 2009B Bonds were used to refund all of the outstanding \$14,425,000 Series 1997E Airport System Revenue Bonds. The 2009A-B Bonds are weekly rate variable rate bonds and are secured by letters of credit provided by U.S. Bank National Association.

The City issued its \$58,400,000 Various Purpose and Refunding General Obligation Bonds, Series 2009A, effective May 5, 2009. The bonds were issued to pay costs of various public improvements including roads and bridges, public facilities, parks and recreation facilities, cemeteries and the Convention Center. In addition, \$13,820,000 of the bonds was used to refund \$13,525,000 Series 1998 Various Purpose General Obligation Bonds. As a result of this refunding, the City achieved debt service savings of \$790,000.

Effective August 27, 2009, the City issued \$159,875,000 Airport System Revenue Bonds, Series 2009C and \$49,025,000 Airport System Revenue Bonds, Series 2009D. The Series 2009C Bonds were issued as fixed rate bonds to refund the outstanding \$148,555,000 variable rate Series 2008A-C Airport System Revenue Bonds. In addition, the City used proceeds of the bonds to pay amounts owed to counterparties upon the early termination, at the City's option, of interest rate hedge agreements relating to the Series 2008A&B Bonds and to fund a deposit to the Bond Service Reserve Fund. The City realized net present value savings of \$4,793,000 or 3.27% as a result of the refunding. The Series 2009D Bonds were issued to refund the \$49,025,000 Series 2008E Airport System Revenue Bonds. Under provisions of the American Recovery and Reinvestment Act, the City was able to refund the 2008E Bonds which had been subject to the Alternative Minimum Tax (AMT) as Non-AMT Bonds and thereby achieve debt service savings. The 2009D Bonds are variable rate bonds secured by a letter of credit provided by KBC Bank N.V.



# Department of Finance

## Sinking Fund General Operations

### 2010 ACTIVITY

In 2010, the City is planning or reviewing the feasibility of the following financings:

Subordinate Lien Income Tax Bonds to fund various public Improvements which may include roads and bridges, recreation facilities and other public facilities;

Stadium Refunding Certificates of Participation to refund the Series 2007 COP's in order to eliminate the bond insurer, fix a portion of the bonds and achieve debt service savings in 2010;

Water Revenue Bonds to fund regularly scheduled improvements to the Water System;

Refunding or other financial 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, 2009 the City's Bond Ratings for general obligation bonds, revenue bonds, and certificates of participation were as follows:

	<u>Moody's Investors Service</u>	<u>Standard &amp; Poors</u>	<u>Fitch Investors</u>
General Obligation Bonds	A2	AA	A+
Subordinate Lien Income Tax Bonds	A3	AA	N/A
Core City Bonds	A3	A	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	N/A

+ Insured ratings based on the rating of Financial Security Assurance, Inc. (Now known as Assured Guaranty Municipal Corp.)

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 \$578,888,037 and unvoted debt limit (5.5%) is \$303,227,067. At January 1, 2010, the City had no capacity under the indirect debt limitation calculation per the Ohio Revised Code, to issue additional unvoted debt. However, these debt limitations are not expected to effect the financing of any currently planned facilities or services.

# Department of Finance



## Sinking Fund General Operations

### Debt Service Expenditures

	2008 Actual		2009 Unaudited		2010 Budget
<b>Unvoted Tax Supported General Obligation Bonds</b>					
Bonds Redeemed	\$ 33,450,000	\$	32,275,000	\$	29,115,000
Interest on Bonds	16,572,048		16,629,025		15,914,861
	\$ 50,022,048	\$	48,904,025	\$	45,029,861
<b>Subordinated Income Tax Bonds (Police &amp; Fire Pension)</b>					
Bonds Redeemed	\$ 2,000,000	\$	1,500,000	\$	2,675,000
Interest on Bonds	2,506,432		3,032,575		2,928,200
Transfer to Escrow Agent	57,320,428		-		-
Other	4,797,355		25,000		-
	\$ 66,624,215	\$	4,557,575	\$	5,603,200
<b>2008 Core City Fund</b>					
Bonds Redeemed	\$ 500,000	\$	525,000	\$	550,000
Interest on Bonds	435,051		470,495		1,100,475
Other	287,261		209,199		245,000
Transfer to Escrow Agent	27,254,067		-		-
	\$ 28,476,379	\$	1,204,694	\$	1,895,475
<b>2003 Core City Fund</b>					
Bonds Redeemed	\$ -	\$	-	\$	-
Interest on Bonds	718,699		-		-
Other	54,150		-		-
	\$ 772,849	\$	-	\$	-
<b>Lower Euclid TIF Bonds</b>					
Bonds Redeemed	\$ 429,000	\$	426,000	\$	841,000
Interest on Bonds	219,155		201,865		184,820
	\$ 648,155	\$	627,865	\$	1,025,820
<b>Nontax Revenue Refunding Bonds - Stadium</b>					
Bonds Redeemed	\$ 110,000	\$	985,000	\$	1,020,000
Interest on Bonds *	648,231		645,206		613,194
	\$ 758,231	\$	1,630,206	\$	1,633,194
<b>2004 Core City Bonds</b>					
Bonds Redeemed	\$ 695,000	\$	725,000	\$	750,000
Interest on Bonds	861,422		835,708		807,070
	\$ 1,556,422	\$	1,560,708	\$	1,557,070
<b>2008 Subordinate Lien Income Tax Bonds</b>					
Bonds Redeemed	\$ -	\$	1,930,000	\$	1,985,000
Interest on Bonds	1,037,859		2,490,863		3,082,963
	\$ 1,037,859	\$	4,420,863	\$	5,067,963
<b>Sinking Fund Operations</b>					
Personnel	\$ 178,366	\$	178,611	\$	175,176
Other	404,999		384,425		423,568
	\$ 583,365	\$	563,036	\$	598,744
Total Expenditures	\$ 150,479,523	\$	63,468,972	\$	62,411,327

\* All or a portion paid by capitalized interest from the proceeds of the bonds.



## Department of Finance

### Sinking Fund General Operations

	<b>Debt Service Revenue</b>			
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Property Taxes	\$ 23,720,972	\$ 22,350,879	\$ 21,835,674	\$ 20,051,148
Intergovernmental Revenue	3,300,913	4,320,751	5,164,248	5,149,325
Restricted Income Tax	19,500,000	24,012,500	25,197,958	24,774,835
Subordinated Income Tax	4,783,724	4,286,639	4,646,920	5,590,915
Investment Earnings	737,375	328,677	23,067	50,000
Bond Fees & Services	81,464	173,782	210,000	100,000
Note / Bond Proceeds	959,954	91,088,956	1,508,771	—
Transfers From Other Subfunds	6,064,614	2,079,538	3,293,811	1,560,945
Other Proceeds	30,000	289,034	—	—
Expenditure Recovery Issue 2	—	—	506,167	—
TIF / Developer Receipts	310,636	236,453	135,339	200,000
General Fund Transfer	1,245,252	1,509,300	2,266,356	3,188,156
Draw/(Add) Of Fund Balance	(2,365,482)	(196,986)	(1,319,339)	1,746,003
<b>TOTAL RECEIPTS</b>	<b>\$ 58,369,422</b>	<b>\$ 150,479,523</b>	<b>\$ 63,468,972</b>	<b>\$ 62,411,327</b>

Sinking Fund General Operations

Sinking Fund Commission

	2008 Actual	2009 Unaudited	2010 Budget
<b>WATER REVENUE BONDS+ EXPENDITURES:</b>			
Principal	\$ 19,660,000	\$ 27,285,000	\$ 31,945,000
Interest	37,953,936	39,855,634	37,062,094
<b>Total Expenditures</b>	<b>\$ 57,613,936</b>	<b>\$ 67,140,634</b>	<b>\$ 69,007,094</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 57,613,936*	\$ 67,140,634	\$ 69,007,094
<b>Total Receipts</b>	<b>\$ 57,613,936</b>	<b>\$ 67,140,634</b>	<b>\$ 69,007,094</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	\$ 16,860,000	\$ 16,830,000	\$ 52,480,000
Interest	45,301,593	36,213,382	41,179,328
<b>Total Expenditures</b>	<b>\$ 62,161,593</b>	<b>\$ 53,043,382</b>	<b>\$ 93,659,328</b>
<b>RECEIPTS</b>			
Enterprise Reimbursement	\$ 62,161,593	\$ 53,043,382	\$ 93,659,328
<b>Total Receipts</b>	<b>\$ 62,161,593*</b>	<b>\$ 53,043,382**</b>	<b>\$ 93,659,328***</b>

\*Includes \$1,330,000 of capitalized interest from the Series 2003 Bonds and \$4,272,408 of capitalized interest from the remarketing of the 2000C Bonds.

\*\* Includes \$2,123,246 of capitalized interest from the remarketing of the 2000C Bonds.

\*\*\* Includes payment of \$30,030,000 Series 2000B Bonds which the Airport elected to retire using Funds on hand.

**OHIO WATER DEVELOPMENT AUTHORITY LOANS - WATER +**

<b>EXPENDITURES:</b>			
Principal	\$ 4,551,705	\$ 4,808,746	\$ 5,099,237
Interest	3,896,145	3,824,272	3,760,408
<b>Total Expenditures</b>	<b>\$ 8,447,850</b>	<b>\$ 8,633,018</b>	<b>\$ 8,859,645</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 8,447,850	\$ 8,633,018	\$ 8,859,645
<b>Total Receipts</b>	<b>\$ 8,447,850</b>	<b>\$ 8,633,018</b>	<b>\$ 8,859,645</b>

**OHIO WATER DEVELOPMENT AUTHORITY LOANS - WATER POLLUTION CONTROL +**

<b>EXPENDITURES:</b>			
Principal	\$ 226,281	\$ 655,992	\$ 519,357
Interest	89,174	243,491	149,363
<b>Total Expenditures</b>	<b>\$ 315,455</b>	<b>\$ 899,483</b>	<b>\$ 668,720</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 315,455	\$ 899,483	\$ 668,720
<b>Total Receipts</b>	<b>\$ 315,455</b>	<b>\$ 899,483</b>	<b>\$ 668,720</b>

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties 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.



## Department of Finance

### Sinking Fund General Operations

	2008 Actual	2009 Unaudited	2010 Budget
<b>PUBLIC POWER SYSTEM - REVENUE BONDS + EXPENDITURES:</b>			
Principal	\$ 8,335,000	\$ 8,530,000	\$ 8,725,000
Interest	10,484,503	11,094,829	10,894,609
<b>Total Expenditures</b>	<b>\$ 18,819,503</b>	<b>\$ 19,624,829</b>	<b>\$ 19,619,609</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 18,819,503*	\$ 19,624,829**	\$ 19,619,609***
<b>Total Receipts</b>	<b>\$ 18,819,503</b>	<b>\$ 19,624,829</b>	<b>\$ 19,619,609</b>

\* Includes \$1,175,719 of capitalized interest from the 2008B Bonds.

\*\* Includes \$2,085,019 of capitalized interest from the 2008B Bonds.

\*\*\* Includes \$585,019 of capitalized interest from the 2008B Bonds.

#### **PARKING FACILITIES REVENUE REFUNDING BONDS + EXPENDITURES:**

Principal	\$ 2,945,000	\$ 3,120,000	\$ 3,300,000
Interest	3,191,234	2,972,350	2,789,250
<b>Total Expenditures</b>	<b>\$ 6,136,234</b>	<b>\$ 6,092,350</b>	<b>\$ 6,089,250</b>
<b>RECEIPTS</b>			
Enterprise Reimbursement	\$ 6,136,234	\$ 6,092,350	\$ 6,089,250
<b>Total Receipts</b>	<b>\$ 6,136,234</b>	<b>\$ 6,092,350</b>	<b>\$ 6,089,250</b>

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties 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.

# Department of Finance



## Sinking Fund General Operations

### Unvoted Tax Supported Obligations

PURPOSE	MONTH	ISSUE	MATURITY	INTEREST	12/31/09	2010	2010	TOTAL
	DUE	DATE	DATE	RATE	BALANCE	PRINCIPAL	INTEREST	DUE
BRIDGES & ROADS	FEB./AUG.	1997	2014	VAR	4,015,000	715,000	230,863	945,863
BRIDGES & ROADS	MAY/NOV.	1999	2010	VAR	955,000	955,000	47,750	1,002,750
BRIDGES & ROADS	JUNE/DEC.	2000	2012	VAR	1,240,000	605,000	64,570	669,570
BRIDGES & ROADS	JUNE/DEC.	2002	2014	VAR	5,670,000	1,340,000	253,875	1,593,875
BRIDGES & ROADS	FEB./AUG.	2003	2017	VAR	12,055,000	1,525,000	539,563	2,064,563
BRIDGES & ROADS	JUNE/DEC.	2004	2024	VAR	5,015,000	555,000	195,106	750,106
BRIDGES & ROADS	APR/OCT	2005A	2021	VAR	13,250,000	860,000	628,113	1,488,113
BRIDGES & ROADS	MAY/NOV.	2007A	2027	VAR	16,445,000	615,000	750,850	1,365,850
BRIDGES & ROADS	JUNE/DEC.	2009	2026	VAR	15,315,000	35,000	649,450	684,450
CEMETERY IMPROVEMENT	MAY/NOV.	2007A	2027	VAR	475,000	20,000	21,688	41,688
CEMETERY IMPROVEMENT	JUNE/DEC.	2009	2029	VAR	2,950,000	5,000	130,456	135,456
CONVENTION CENTER	JUNE/DEC.	2009	2029	VAR	1,010,000	5,000	44,319	49,319
DEMO/REVITALIZATION	MAY/NOV.	2007A	2032	VAR	5,745,000	150,000	258,819	408,819
FINAL JUDGMENT	JUNE/DEC.	2002	2027	VAR	300,000	100,000	11,300	111,300
FINAL JUDGMENT-SERIES B	MAY/NOV	2007B	2031	VAR	1,945,000	55,000	82,013	137,013
FINAL JUDGMENT	MAY/NOV	2008	2033	VAR	9,930,000	225,000	507,244	732,244
NEIGHBORHOOD DEVELOP.	APR/OCT	2005A	2025	VAR	6,005,000	265,000	273,981	538,981
NEIGHBORHOOD DEVELOP.	JUNE/DEC.	2009	2029	VAR	6,030,000	15,000	265,662	280,662
PARKS & RECREATION	MAR/SEP	1993	2012	VAR	875,000	275,000	47,031	322,031
PARKS & RECREATION	FEB./AUG.	1997	2005	VAR	1,115,000	160,000	64,113	224,113
PARKS & RECREATION	MAY/NOV.	1999	2010	VAR	165,000	165,000	8,250	173,250
PARKS & RECREATION	JUNE/DEC.	2000	2012	VAR	490,000	240,000	25,510	265,510
PARKS & RECREATION	JUNE/DEC.	2002	2013	VAR	2,020,000	480,000	103,650	583,650
PARKS & RECREATION	FEB./AUG.	2003	2017	VAR	3,310,000	420,000	148,163	568,163
PARKS & RECREATION	JUNE/DEC.	2004	2024	VAR	1,105,000	125,000	43,025	168,025
PARKS & RECREATION	APR/OCT	2005A	2021	VAR	5,000,000	325,000	237,019	562,019
PARKS & RECREATION	MAY/NOV	2007A	2026	VAR	2,525,000	105,000	114,913	219,913
PARKS & RECREATION	JUNE/DEC.	2009	2029	VAR	13,255,000	30,000	583,388	613,388
PUBLIC FACILITIES	MAR/SEP	1993	2013	VAR	2,800,000	645,000	150,500	795,500
PUBLIC FACILITIES	FEB./AUG.	1997	2015	VAR	4,125,000	595,000	237,188	832,188
PUBLIC FACILITIES	MAY/NOV.	1999	2010	VAR	220,000	220,000	11,000	231,000
PUBLIC FACILITIES	JUNE/DEC.	2000	2012	VAR	875,000	425,000	45,575	470,575
PUBLIC FACILITIES	JUNE/DEC.	2002	2013	VAR	1,085,000	260,000	55,675	315,675
PUBLIC FACILITIES	FEB./AUG.	2003	2017	VAR	5,820,000	735,000	260,513	995,513
PUBLIC FACILITIES	APR/OCT	2005A	2023	VAR	6,135,000	325,000	283,800	608,800
PUBLIC FACILITIES	MAY/NOV	2007A	2024	VAR	14,705,000	715,000	663,400	1,378,400
PUBLIC FACILITIES	JUNE/DEC.	2009	2029	VAR	6,020,000	10,000	265,475	275,475
RESIDENTIAL AREA IMPR.	FEB./AUG	1997	2015	VAR	375,000	55,000	21,563	76,563
RESIDENTIAL NEIGH.	MAY/NOV.	1999	2010	VAR	105,000	105,000	5,250	110,250
RESIDENTIAL DEVELOP.	JUNE/DEC.	2000	2012	VAR	205,000	100,000	10,675	110,675
RESIDENTIAL NEIGH. DEV.	JUNE/DEC.	2002	2013	VAR	470,000	110,000	24,125	134,125
RESIDENTIAL NEIGH. DEV.	FEB./AUG.	2003	2017	VAR	2,315,000	295,000	103,650	398,650
SERIES 1993 REFUNDING	MAR/SEP	1993	2011	VAR	6,935,000	4,690,000	372,756	5,062,756
SERIES 1997 REFUNDING	FEB./AUG.	1997	2018	VAR	21,365,000	6,040,000	1,228,488	7,268,488
SERIES 2005 REFUNDING	APR/OCT	2005	2023	VAR	79,250,000	1,950,000	4,239,138	6,189,138
SERIES 2007C REFUNDING	MAY/NOV	2007C	2027	VAR	22,170,000	35,000	1,137,750	1,172,750
SERIES 2009 REFUNDING	JUNE/DEC.	2009	2018	VAR	12,435,000	1,295,000	434,875	1,729,875
URBAN RENEWAL	MAR/SEP	1993	2013	VAR	610,000	140,000	32,788	172,788
Total					326,230,000	29,115,000	15,914,861	45,029,861



## Department of Finance

Division of Financial Reporting and Control

### JAMES E. GENTILE, CPA, CITY CONTROLLER

---

#### *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.*

---

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.

#### **PROGRAM NAME: PROPRIETARY / CAPITAL FUND ACCOUNTING**

**OBJECTIVES:** To monitor and control all accounting activity as they relate to the City's capital project activity for all fund types, fixed assets, internal service funds, and enterprise funds.

**ACTIVITIES:** Train user department's 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 projects 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, and 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's 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.

**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's 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 requires to prepare and file cost reimbursement reports for grants. Monitor City grant personnel's compliance with grant agreements. Monitor the City utilization of grant fund 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 centralize 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.



# Department of Finance

## Division of Financial Reporting and Control

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 621,818	\$ 950,713	\$ 974,472	\$ 933,204
Longevity	5,525	5,800	5,725	—
Separation Payments	9,154	3,955	—	—
Overtime	39,516	33,220	25,358	25,468
	<b>\$ 676,013</b>	<b>\$ 993,688</b>	<b>\$ 1,005,556</b>	<b>\$ 958,672</b>
<b>Benefits</b>				
Hospitalization	\$ 86,068	\$ 128,760	\$ 120,725	\$ 120,165
Prescription	—	—	17,374	26,088
Dental	4,963	6,980	7,385	7,682
Vision Care	732	898	992	916
Public Employees Retire System	92,224	134,858	147,704	158,745
Fica-Medicare	6,910	12,320	12,486	13,901
Workers' Compensation	23,984	18,008	11,506	14,358
Life Insurance	559	705	720	768
	<b>\$ 215,441</b>	<b>\$ 302,528</b>	<b>\$ 318,891</b>	<b>\$ 342,623</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 670	\$ 781	\$ 1,072	\$ 1,800
Tuition & Registration Fees	250	1,000	829	2,730
Mileage (Priv Auto) Trng Prps	78	756	243	—
Professional Dues & Subscript	1,729	1,289	1,455	1,600
	<b>\$ 2,727</b>	<b>\$ 3,827</b>	<b>\$ 3,600</b>	<b>\$ 6,130</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ 42	\$ —
Advertising And Public Notice	581	508	617	600
Parking In City Facilities	48	1,013	1,340	1,400
	<b>\$ 629</b>	<b>\$ 1,521</b>	<b>\$ 1,999</b>	<b>\$ 2,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 566	\$ 834	\$ 1,000
Postage	—	18	15	—
Computer Supplies	—	1,121	115	—
Computer Hardware	98	—	—	—
Computer Software	—	225	—	—
Office Furniture & Equipment	530	—	—	—
Just In Time Office Supplies	3,009	2,713	832	2,565
	<b>\$ 3,637</b>	<b>\$ 4,644</b>	<b>\$ 1,796</b>	<b>\$ 3,565</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 275
Maintenance Misc. Equipment	60	42	—	—
	<b>\$ 60</b>	<b>\$ 42</b>	<b>\$ —</b>	<b>\$ 275</b>

# Department of Finance



## Division of Financial Reporting and Control

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,709	\$ 1,649	\$ 1,939	\$ 5,929
Charges From Print & Repro	13,337	14,668	11,075	14,887
Charges From Central Storeroom	19	19	29	35
	<b>\$ 22,065</b>	<b>\$ 16,337</b>	<b>\$ 13,043</b>	<b>\$ 20,851</b>
	<b>\$ 920,570</b>	<b>\$ 1,322,586</b>	<b>\$ 1,344,884</b>	<b>\$ 1,334,116</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 456	\$ 50	\$ 286	\$ —
	<b>\$ 456</b>	<b>\$ 50</b>	<b>\$ 286</b>	<b>\$ —</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	City Controller
1	1	1	Assistant City Comptroller
1	1	1	Fiscal Manager
<b>3</b>	<b>3</b>	<b>3</b>	
			PROFESSIONALS
1	1	1	Asst Mgr/App Dev/Tech Supp
1	1	1	Accountant III
4	3	3	Accountant IV
1	1	1	Fiscal Grant Administrator
1	1	1	Private Secretary
1	1	1	Project Coordinator
2	2	2	Accountant Supervisor
<b>11</b>	<b>10</b>	<b>10</b>	
			TECHNICIANS
1	1	1	Senior Data Conversion Operator
1	1	1	Data Conversion Supervisor
1	1	1	Data Processing Supervisor
<b>3</b>	<b>3</b>	<b>3</b>	
<b>17</b>	<b>16</b>	<b>16</b>	TOTAL DIVISION



## Department of Finance

### Information Systems Services

#### **DOUGLAS R. 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 deployment, training, hardware and software acquisition, management of Telecommunications, and technical support. The Division also manages the City's servers, operates the data/voice communications network, provides a Customer Support Center, and retains responsibility for general office automation.

#### **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, databases, 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 environments for the City of Cleveland.

**ACTIVITIES:** Provide daily monitoring and tuning of the system hardware/software environments 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 phones, voicemail messaging and faxing and implement equipment purchases. Ensure the City's network infrastructure is current and meets the changing technology needs of the City's Departments and Divisions.

# Department of Finance

## Information Systems Services



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,503,847	\$ 1,438,675	\$ 1,448,363	\$ 1,467,477
Longevity	5,200	5,600	6,375	—
Separation Payments	9,826	—	—	—
Overtime	222	3,061	—	—
	<b>\$ 1,519,095</b>	<b>\$ 1,447,336</b>	<b>\$ 1,454,738</b>	<b>\$ 1,467,477</b>
<b>Benefits</b>				
Hospitalization	\$ 210,984	\$ 195,447	\$ 186,313	\$ 187,464
Prescription	—	—	27,529	44,052
Dental	12,321	11,088	12,200	13,890
Vision Care	1,365	1,318	1,467	1,368
Public Employees Retire System	208,817	201,791	217,591	214,880
Fica-Medicare	20,048	18,701	18,890	21,278
Workers' Compensation	72,792	88,730	98,580	147,370
Life Insurance	1,174	1,118	1,140	1,296
Unemployment Compensation	—	(165)	—	—
	<b>\$ 527,500</b>	<b>\$ 518,027</b>	<b>\$ 563,711</b>	<b>\$ 631,598</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 3,883	\$ 1,475	\$ 4,725
Tuition & Registration Fees	6,721	24,485	10,577	39,870
Other Training Supplies	—	52	—	—
Mileage (Priv Auto) Trng Prps	—	140	319	—
Professional Dues & Subscript	—	200	200	50
	<b>\$ 6,721</b>	<b>\$ 28,760</b>	<b>\$ 12,571</b>	<b>\$ 44,645</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 391	\$ —	\$ —	\$ —
Electricity - Other	—	—	—	874
	<b>\$ 391</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 874</b>
<b>Contractual Services</b>				
Professional Services	\$ 170,600	\$ 98,814	\$ 140,922	\$ 291,087
Parking In City Facilities	9,437	11,923	10,206	4,536
	<b>\$ 180,037</b>	<b>\$ 110,737</b>	<b>\$ 151,128</b>	<b>\$ 295,623</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 947	\$ 1,892	\$ 1,818	\$ 2,250
Postage	173	26	20	450
Computer Supplies	7,515	8,844	16,983	11,925
Computer Hardware	5,015	2,260	6,042	—
Computer Software	33,079	8,466	10,454	27,678
Hardware & Small Tools	195	—	—	—
Office Furniture & Equipment	—	1,478	—	—
Just In Time Office Supplies	7,974	3,510	3,046	5,400
	<b>\$ 54,898</b>	<b>\$ 26,475</b>	<b>\$ 38,363</b>	<b>\$ 47,703</b>



## Department of Finance

### Information Systems Services

#### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ 36,000	\$ —
Computer Hardware Maintenance	48,434	95,116	97,232	249,466
Computer Software Maintenance	212,270	229,470	357,795	328,732
	<b>\$ 260,704</b>	<b>\$ 324,586</b>	<b>\$ 491,027</b>	<b>\$ 578,198</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 90	\$ —	\$ —	\$ —
	<b>\$ 90</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 426,162	\$ 644,318	\$ 582,008	\$ 640,582
Charges From Print & Repro	10,196	9,244	21,381	7,443
Charges From Central Storeroom	21	12	13	40
Charges From M.V.M.	10,432	17,633	20,724	14,824
Charges From Water	11,056	—	—	—
	<b>\$ 457,867</b>	<b>\$ 671,207</b>	<b>\$ 624,126</b>	<b>\$ 662,889</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ —	\$ —	\$ (1,762)	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ (1,762)</b>	<b>\$ —</b>
	<b>\$ 3,007,303</b>	<b>\$ 3,127,128</b>	<b>\$ 3,333,902</b>	<b>\$ 3,729,007</b>

#### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 125	\$ 100	\$ 25	\$ —
Fines, Forfeitures & Settlements	1,500	300	10	—
Miscellaneous	4,113	7,192	4,398	3,500
	<b>\$ 5,738</b>	<b>\$ 7,592</b>	<b>\$ 4,433</b>	<b>\$ 3,500</b>

# Department of Finance

## Information Systems Services



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrative Officer
1	1	1	Application Delivery Services Manager
1	1	1	Commissioner of Information Technology & Services
1	1	1	Deputy Commissioner of Information Systems
<hr/> 4	<hr/> 4	<hr/> 4	
			PROFESSIONALS
1	1	1	Assistant Manager Applications & Tech Support Serv.
1	1	1	Assistant Administrator
1	1	1	Budget Analyst
1	1	1	Database Coordinator
1	1	1	Fiscal Manager
1	1	1	IT Training Analyst
1	1	1	IT Training Coordinator
1	1	1	Network Analyst II
3	3	3	PC Technician
1	1	1	Senior Programmer Analyst
3	3	3	Senior Systems Analyst
1	1	1	Shift Supervisor Operations
1	1	1	Supervisor of Computer Operations
1	1	1	Supv. of Systems and Tech Support
3	3	3	Systems Analyst
1	1	1	Web Content Editor
1	1	1	Web Developer
<hr/> 23	<hr/> 23	<hr/> 23	
<hr/> 27	<hr/> 27	<hr/> 27	TOTAL DIVISION



# Department of Finance

## Telephone Exchange

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 773,831	\$ 771,189	\$ 845,749	\$ 814,752
Longevity	6,450	6,800	6,350	—
Separation Payments	—	9,229	—	—
Overtime	1,439	3,085	1,903	—
	<b>\$ 781,719</b>	<b>\$ 790,302</b>	<b>\$ 854,002</b>	<b>\$ 814,752</b>
<b>Benefits</b>				
Hospitalization	\$ 134,034	\$ 135,686	\$ 127,834	\$ 121,116
Prescription	—	—	18,478	26,088
Dental	7,735	7,471	7,924	8,382
Vision Care	1,045	988	1,182	1,104
Public Employees Retire System	107,823	109,716	126,994	133,274
Fica-Medicare	6,516	6,508	7,712	7,916
Workers' Compensation	15,064	21,013	9,233	10,598
Life Insurance	724	690	683	720
Unemployment Compensation	—	—	7	—
Clothing Allowance	4,500	4,500	4,500	1,750
Clothing Maintenance	2,625	2,625	2,625	3,375
	<b>\$ 280,065</b>	<b>\$ 289,199</b>	<b>\$ 307,171</b>	<b>\$ 314,323</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 892	\$ 1,286	\$ —	\$ 1,000
Tuition & Registration Fees	4,237	1,357	6,395	6,496
Mileage (Priv Auto) Trng Prps	—	—	126	—
	<b>\$ 5,129</b>	<b>\$ 2,643</b>	<b>\$ 6,521</b>	<b>\$ 7,496</b>
<b>Utilities</b>				
Cellular Servicess	\$ 575,175	\$ 575,000	\$ 715,317	\$ 575,000
Telephone-Ohio Bell	3,628,583	2,922,717	3,283,693	3,474,200
Telephone-Long Distance	74,891	51,523	70,284	49,440
Telephone	535,531	1,375,344	732,406	683,285
Steam	—	—	5,553	—
Security & Monitoring System	26,566	24,669	20,873	26,500
Contractual Utilities	879	—	—	—
	<b>\$ 4,841,625</b>	<b>\$ 4,949,252</b>	<b>\$ 4,828,127</b>	<b>\$ 4,808,425</b>
<b>Contractual Services</b>				
Professional Services	\$ 109,600	\$ 163,653	\$ 63,353	\$ 77,597
Advertising And Public Notice	—	—	—	3,000
Parking In City Facilities	10,095	9,240	9,240	11,760
Property Rental	—	—	765	—
Equipment Rental	—	10,929	5,895	—
Pager Rental	16,556	—	—	7,500
	<b>\$ 136,251</b>	<b>\$ 183,822</b>	<b>\$ 79,254</b>	<b>\$ 99,857</b>

# Department of Finance



## Telephone Exchange

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 2,243	\$ 1,300
Postage	—	58	—	100
Computer Supplies	—	804	153	1,000
Computer Hardware	178	1,924	—	5,000
Salt & De-Icer	—	—	—	150
Hardware & Small Tools	—	852	63	2,000
Office Furniture & Equipment	—	250	138	—
Other Supplies	35,131	26,535	182	10,000
Just In Time Office Supplies	21	1,304	1,814	2,700
	<b>\$ 35,330</b>	<b>\$ 31,727</b>	<b>\$ 4,593</b>	<b>\$ 22,250</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 83,325	\$ 22,839	\$ 47,392	\$ 214,795
Computer Software Maintenance	224,834	129,550	163,399	185,000
	<b>\$ 308,159</b>	<b>\$ 152,389</b>	<b>\$ 210,790</b>	<b>\$ 399,795</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 1,590	\$ 426	\$ 710	\$ —
	<b>\$ 1,590</b>	<b>\$ 426</b>	<b>\$ 710</b>	<b>\$ —</b>
	<b>\$ 6,389,868</b>	<b>\$ 6,399,760</b>	<b>\$ 6,291,169</b>	<b>\$ 6,466,898</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 80,257	\$ 84,711	\$ 75,125	\$ —
Miscellaneous	6,570,033	6,031,370	6,191,381	6,039,701
Interest Earnings/Investment Income	51,596	51,247	21,395	—
	<b>\$ 6,701,886</b>	<b>\$ 6,167,329</b>	<b>\$ 6,287,901</b>	<b>\$ 6,039,701</b>



# Department of Finance

## Telephone Exchange

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
1	1	1	Chief Safety Signal
1	1	1	Assistant Commissioner
2	2	2	
			<b>OFFICE AND CLERICAL</b>
3	2	2	Billing Clerk
5	5	5	Telephone Operator
8	7	7	
			<b>PROFESSIONALS</b>
5	5	5	Telecommunications Tech I
1	1	1	IT Telecom Analyst I
1	1	1	IT Telecom Analyst II
1	1	1	Call Center Manager
8	8	8	
18	17	17	<b>TOTAL DIVISION</b>

---

### *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 "government-to-government" and "government-to-business" online services which fosters a stronger government and community.*

---

#### **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. 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.

#### **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 with 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 under served neighborhoods.



# Department of Finance

## Office of Information Technology Planning

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 173,980	\$ 132,155	\$ 131,378	\$ 126,325
Longevity	575	575	700	—
Separation Payments	—	7,663	—	—
	<b>\$ 174,555</b>	<b>\$ 140,393</b>	<b>\$ 132,078</b>	<b>\$ 126,325</b>
<b>Benefits</b>				
Hospitalization	\$ 8,185	\$ 5,543	\$ 3,573	\$ 3,936
Prescription	—	—	712	1,068
Dental	452	302	240	283
Vision Care	102	69	56	56
Public Employees Retire System	25,745	18,885	19,982	20,637
Fica-Medicare	2,517	2,022	1,901	1,932
Workers' Compensation	4,313	4,650	1,626	1,535
Life Insurance	101	105	90	90
	<b>\$ 41,414</b>	<b>\$ 31,575</b>	<b>\$ 28,179</b>	<b>\$ 29,537</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 654	\$ 1,644	\$ —	\$ 1,800
Tuition & Registration Fees	195	2,650	—	3,240
Mileage (Priv Auto) Trng Prps	—	—	—	509
Professional Dues & Subscript	—	—	—	388
	<b>\$ 849</b>	<b>\$ 4,294</b>	<b>\$ —</b>	<b>\$ 5,937</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 4,500
Mileage (Private Auto)	29	—	—	900
Program Promotion	—	—	—	2,250
	<b>\$ 29</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 7,650</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 184	\$ —	\$ —	\$ 200
Computer Hardware	—	110	679	—
Computer Software	—	—	—	900
Other Supplies	—	—	434	900
Just In Time Office Supplies	—	365	—	900
	<b>\$ 184</b>	<b>\$ 475</b>	<b>\$ 1,113</b>	<b>\$ 2,900</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 961	\$ 176	\$ —	\$ —
	<b>\$ 961</b>	<b>\$ 176</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 217,992</b>	<b>\$ 176,913</b>	<b>\$ 161,371</b>	<b>\$ 172,349</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 24	\$ —	\$ —	\$ —
	<b>\$ 24</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrative Manager
1	1	1	Project Manager II
2	2	2	TOTAL DIVISION



## Department of Public Utilities

Utilities General Administration

**BARRY A. WITHERS, DIRECTOR**

---

### *Mission Statement*

*To provide administrative control and supervision over the Division of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power, the Office of Radio Communication, TV20 and Photography Lab.*

---

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 TV20 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.

#### **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 Communications. 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.

# Department of Public Utilities

## Utilities General Administration



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,228,768	\$ 1,272,952	\$ 1,361,930	\$ 1,428,736
Seasonal	5,464	10,227	17,729	27,212
Part-Time Permanent	9,231	—	—	—
Longevity	7,000	6,300	7,300	—
Separation Payments	174,773	9,105	12,116	—
Overtime	37,491	35,700	27,666	18,730
	<b>\$ 1,462,726</b>	<b>\$ 1,334,283</b>	<b>\$ 1,426,741</b>	<b>\$ 1,474,678</b>
<b>Benefits</b>				
Hospitalization	\$ 172,600	\$ 196,410	\$ 183,205	\$ 183,036
Prescription	—	—	26,363	40,200
Dental	9,849	10,801	11,513	12,524
Vision Care	1,149	1,184	1,394	1,284
Public Employees Retire System	182,434	185,177	210,897	227,560
Fica-Medicare	14,008	15,635	17,722	19,461
Workers' Compensation	26,363	41,763	22,333	16,758
Life Insurance	1,001	1,050	1,121	1,215
	<b>\$ 407,404</b>	<b>\$ 452,020</b>	<b>\$ 474,546</b>	<b>\$ 502,038</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 12,379	\$ 6,297	\$ 3,360	\$ 9,000
Tuition & Registration Fees	5,648	1,789	2,384	4,000
Professional Dues & Subscript	9,644	2,923	2,472	3,500
	<b>\$ 27,671</b>	<b>\$ 11,008</b>	<b>\$ 8,216</b>	<b>\$ 16,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 300	\$ 35	\$ 17,374	\$ —
Mileage (Private Auto)	104	484	370	500
Advertising And Public Notice	454	4,600	—	—
Program Promotion	6,136	15,896	25,625	50,000
Parking In City Facilities	24,248	18,907	19,239	17,500
Property Rental	118,728	118,728	118,728	68,728
Other Contractual	77,173	96,442	90,627	93,500
	<b>\$ 227,142</b>	<b>\$ 255,091</b>	<b>\$ 271,963</b>	<b>\$ 230,228</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 1,927	\$ 1,042	\$ —	\$ 1,500
Computer Supplies	—	—	—	1,500
Computer Hardware	3,436	—	2,347	3,000
Computer Software	—	—	2,954	2,000
Photographic Supplies	16,606	11,355	17,705	13,000
Other Supplies	2,127	1,123	948	3,000
Just In Time Office Supplies	10,522	7,310	7,170	9,000
	<b>\$ 34,618</b>	<b>\$ 20,830</b>	<b>\$ 31,124</b>	<b>\$ 33,000</b>



# Department of Public Utilities

## Utilities General Administration

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 450	\$ 187	\$ —	\$ 2,000
Maintenance Contracts	1,830	—	—	1,000
Maintenance Utility Systems	23,751	28,083	26,255	35,000
	<b>\$ 26,031</b>	<b>\$ 28,270</b>	<b>\$ 26,255</b>	<b>\$ 38,000</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 80,963	\$ 80,963	\$ 226,828	\$ 242,546
	<b>\$ 80,963</b>	<b>\$ 80,963</b>	<b>\$ 226,828</b>	<b>\$ 242,546</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 15,765	\$ 9,547	\$ 8,541	\$ 9,533
Charges From Radio Comm System	138	7	136	—
Charges From Water	—	937	—	—
Charges From Print & Repro	13,051	14,498	16,631	16,004
Charges From Central Storeroom	71	119	66	—
Charges From M.V.M.	2,889	7,191	1,400	1,400
	<b>\$ 31,914</b>	<b>\$ 32,298</b>	<b>\$ 26,774</b>	<b>\$ 26,937</b>
<b>Capital Outlay</b>				
Telecommunications Equipment	\$ 520,132	\$ 44,287	\$ —	\$ —
Transfer To Capital Project	—	54,263	—	—
	<b>\$ 520,132</b>	<b>\$ 98,550</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 2,818,601</b>	<b>\$ 2,313,314</b>	<b>\$ 2,492,448</b>	<b>\$ 2,563,927</b>
<b>Revenues</b>				
	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 21,202	\$ 25,622	\$ 21,362	\$ 22,000
Miscellaneous	2,671,999	2,566,102	2,380,215	2,541,927
	<b>\$ 2,693,200</b>	<b>\$ 2,591,724</b>	<b>\$ 2,401,577</b>	<b>\$ 2,563,927</b>

# Department of Public Utilities

## Utilities General Administration



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
2	4	3	Administrative Manager
2	2	2	Administrative Officer
6	5	5	Assistant Administrator
1	1	1	Director of Public Utilities
1	0	0	Secretary to the Director
12	12	11	
			TECHNICIAN
1	1	1	Chief Photographer
1	1	1	Photographer
2	2	2	
			OFFICE & CLERICAL
1	1	1	Chief Clerk
1	1	1	
			PROFESSIONALS
2	1	2	Assistant Contract Compliance Officer
1	1	1	Cable Production Manager
1	1	1	Deputy Project Director
1	1	1	General Manager of Administrative Services
1	0	0	Manager of Marketing
2	3	4	Project Coordinator
1	2	2	Project Director
2	2	2	Telecommunications Specialist
11	11	13	
26	26	27	TOTAL FULL TIME
2	0	2	TOTAL SEASONAL
28	26	29	TOTAL DIVISION



## Department of Public Utilities

Office of Radio Communications

### BRAD A. HANKE, ADMINISTRATIVE MANAGER

---

#### *Mission Statement*

*To operate the City's radio system in a reliable and secure manner, suitable for use by all City divisions; providing maintenance, programming services, interoperability, and improvements to the infrastructure to insure sufficient system capacity to meet the wireless communications needs of the City.*

---

#### **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.

#### **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 surveys.

#### **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 the Service Center has started computer installations for the division of EMS and has continued with removing equipment related to MDT's, GPS, and AVL, from vehicles to reduce the cost of having outside vendors remove this equipment.



# Department of Public Utilities

## Office of Radio Communications

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 189,034	\$ 240,832	\$ 283,968	\$ 277,144
Longevity	2,425	2,425	3,925	—
Overtime	3,885	10,054	11,410	14,797
	<b>\$ 195,343</b>	<b>\$ 253,310</b>	<b>\$ 299,303</b>	<b>\$ 291,941</b>
<b>Benefits</b>				
Hospitalization	\$ 44,306	\$ 52,636	\$ 57,289	\$ 55,164
Prescription	—	—	7,264	10,908
Dental	2,500	2,844	3,540	3,636
Vision Care	234	304	431	396
Public Employees Retire System	26,946	34,894	43,885	45,067
Fica-Medicare	2,122	2,306	2,322	2,203
Workers' Compensation	3,504	5,251	2,955	4,150
Life Insurance	180	218	270	270
Clothing Allowance	1,240	1,280	2,310	2,410
Clothing Maintenance	540	580	920	920
	<b>\$ 81,572</b>	<b>\$ 100,312</b>	<b>\$ 121,185</b>	<b>\$ 125,124</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 735	\$ 8,009	\$ —	\$ 8,000
Tuition & Registration Fees	—	—	—	2,000
Professional Dues & Subscript	638	—	—	—
	<b>\$ 1,373</b>	<b>\$ 8,009</b>	<b>\$ —</b>	<b>\$ 10,000</b>
<b>Utilities</b>				
Gas	\$ 343	\$ 383	\$ 469	\$ 563
Electricity - Cpp	26,468	15,855	14,183	13,758
Electricity - Other	30,019	30,022	29,305	28,426
	<b>\$ 56,830</b>	<b>\$ 46,260</b>	<b>\$ 43,957</b>	<b>\$ 42,747</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,500	\$ 1,500	\$ 2,220	\$ 3,000
Travel- Non-Training	—	—	—	1,000
Mileage (Private Auto)	148	—	—	1,000
Parking In City Facilities	1,210	1,320	1,320	1,320
Taxes	13,216	—	—	—
Property Rental	121,946	120,454	130,833	135,420
	<b>\$ 138,020</b>	<b>\$ 123,274</b>	<b>\$ 134,373</b>	<b>\$ 141,740</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 262	\$ 158	\$ 354	\$ 500
Hardware & Small Tools	2,616	519	—	5,000
Small Equipment	15,149	11,787	5,162	15,000
Office Furniture & Equipment	7,696	7,772	—	—
Other Supplies	126,243	23,968	28,228	100,000
	<b>\$ 151,965</b>	<b>\$ 44,204</b>	<b>\$ 33,745</b>	<b>\$ 120,500</b>

# Department of Public Utilities



## Office of Radio Communications

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 1,165	\$ —	\$ —	\$ 1,000
Maintenance Contracts	1,302,118	1,182,468	800,000	983,707
Maintenance Utility Systems	25,301	32,236	162,371	100,000
	<b>\$ 1,328,584</b>	<b>\$ 1,214,704</b>	<b>\$ 962,371</b>	<b>\$ 1,084,707</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 13,872	\$ 7,086	\$ 7,013	\$ 8,387
Charges From Light And Power	6,000	—	—	—
Charges From Water	—	—	—	10,000
Charges From Print & Repro	468	406	932	821
Charges From M.V.M.	4,302	3,540	2,029	2,084
Charges From Water	7,929	—	—	—
	<b>\$ 32,571</b>	<b>\$ 11,032</b>	<b>\$ 9,974</b>	<b>\$ 21,292</b>
<b>Capital Outlay</b>				
Automobiles	\$ 25,093	\$ —	\$ —	\$ —
Other Equipment	39,360	26,034	71,753	136,804
Transfer To Capital Project	157,266	18,471	—	—
	<b>\$ 221,719</b>	<b>\$ 44,505</b>	<b>\$ 71,753</b>	<b>\$ 136,804</b>
	<b>\$ 2,207,979</b>	<b>\$ 1,845,610</b>	<b>\$ 1,676,660</b>	<b>\$ 1,974,855</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 204,836	\$ 214,690	\$ 211,500	\$ 208,530
Miscellaneous	1,645,602	1,660,593	1,672,187	1,271,883
Interest Earnings/Investment Income	44,458	36,370	19,036	11,662
	<b>\$ 1,894,896</b>	<b>\$ 1,911,653</b>	<b>\$ 1,902,723</b>	<b>\$ 1,492,075</b>

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrative Manager
1	0	0	Assistant Administrator
1	1	1	Supervisor of Radio Services
3	2	2	
			TECHNICIANS
5	4	4	Radio Technician
5	4	4	
8	6	6	TOTAL DIVISION



# Department of Public Utilities

## Division Of Water

### J. CHRISTOPHER NIELSON, COMMISSIONER

---

#### *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.*

---

The Division of Water (CWD) was created in 1853 and charged with the responsibility of collecting, treating, pumping and distributing potable water and of providing related water services 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.

#### **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.

# Department of Public Utilities



## Division Of Water

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 48,700,488	\$ 51,235,416	\$ 50,993,360	\$ 51,573,633
Crafts	548,897	—	—	—
Seasonal	195,558	113,605	—	—
Military Leave	2,964	—	13,590	—
Part-Time Permanent	96,580	99,815	70,118	60,184
Injury Pay	29,514	14,002	31,797	—
Student Trainees	17,690	74,446	135,105	102,012
Longevity	533,050	536,525	537,400	129,500
Wage Settlements	1,038,122	39,495	3,564	—
Separation Payments	339,497	451,022	445,243	—
Bonus Incentive	(7,500)	500	—	—
Overtime	4,709,277	4,419,062	4,830,003	3,598,200
	<b>\$ 56,204,137</b>	<b>\$ 56,983,889</b>	<b>\$ 57,060,180</b>	<b>\$ 55,463,529</b>
<b>Benefits</b>				
Hospitalization	\$ 9,365,754	\$ 9,696,205	\$ 9,296,213	\$ 9,300,648
Prescription	—	—	1,059,251	1,693,998
Dental	552,527	542,754	564,639	601,217
Vision Care	68,538	67,669	73,246	70,779
Public Employees Retire System	7,581,740	7,938,815	8,572,203	8,651,056
Fica-Medicare	611,212	636,244	653,051	702,772
Workers' Compensation	2,119,870	2,599,484	2,315,811	2,576,712
Life Insurance	49,575	49,238	48,851	51,750
Unemployment Compensation	77,718	41,131	98,694	100,000
Clothing Allowance	228,340	221,477	249,995	190,555
Tool Insurance	10,580	10,470	10,210	10,210
Clothing Maintenance	112,905	114,495	135,282	85,300
	<b>\$ 20,778,759</b>	<b>\$ 21,917,981</b>	<b>\$ 23,077,445</b>	<b>\$ 24,034,997</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 75,462	\$ 58,256	\$ 17,675	\$ 18,000
Tuition & Registration Fees	73,604	79,381	41,249	42,000
Other Training Supplies	5,996	20,252	6,756	12,900
Mileage (Priv Auto) Trng Prps	2,833	2,118	487	—
Professional Dues & Subscript	227,229	209,068	190,706	215,195
	<b>\$ 385,124</b>	<b>\$ 369,075</b>	<b>\$ 256,873</b>	<b>\$ 288,095</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 604,775	\$ 640,926	\$ 612,402	\$ 734,882
Sewer-Other	1,429,632	1,305,894	1,129,283	1,049,000
Telephone	906,826	1,548,120	1,298,912	1,685,300
Gas	1,070,954	1,459,838	946,593	1,135,912
Electricity - Cpp	12,590,143	12,707,408	12,349,360	12,966,828
Electricity - Other	6,026,528	5,755,950	5,865,048	6,158,300
Steam	36,642	46,836	71,377	74,946
Contractual Utilities	1,634	—	—	—
	<b>\$ 22,667,134</b>	<b>\$ 23,464,972</b>	<b>\$ 22,272,975</b>	<b>\$ 23,805,168</b>



# Department of Public Utilities

## Division Of Water

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 4,526,196	\$ 6,520,832	\$ 4,099,567	\$ 2,971,900
Mileage (Private Auto)	268	1,487	2,349	2,500
Advertising And Public Notice	159,142	137,177	254,607	146,400
Parking In City Facilities	8,493	4,755	3,404	4,000
Taxes	203,019	211,635	189,325	200,000
Equipment Rental	22,450	20,964	54,797	64,900
Other Contractual	3,087,134	3,269,700	3,935,243	2,304,920
County Aud & Treas Coll Fee	6,940	7,121	—	5,000
State Auditor Examination	39,017	47,924	82,166	90,000
Bank Service Fees	74,308	75,634	76,275	75,000
Credit Card Processing Fees	82,566	107,080	174,907	175,000
	<b>\$ 8,209,530</b>	<b>\$ 10,404,306</b>	<b>\$ 8,872,640</b>	<b>\$ 6,039,620</b>
<b>Materials &amp; Supplies</b>				
Discounts Lost	\$ —	\$ —	\$ (29)	\$ —
Office Supplies	6,671	18,864	6,743	20,990
Postage	1,428,096	1,651,997	1,222,087	1,909,500
Computer Supplies	26,873	39,789	51,849	26,650
Computer Hardware	39,704	19,951	13,633	16,300
Computer Software	22,940	11,765	45,592	78,000
Fuel	105,351	59,000	26,000	137,245
Chemical	4,834,420	5,850,000	6,502,000	5,920,884
Salt & De-Icer	10,734	32,438	26,881	45,600
Clothing	6,600	1,800	38,568	12,610
Hardware & Small Tools	266,443	227,371	121,792	173,350
Small Equipment	81,101	131,801	47,839	83,400
Office Furniture & Equipment	31,955	11,581	23,253	33,000
Electrical Supplies	281,222	291,985	125,036	262,600
Hygiene And Cleaning Supplies	105,515	124,569	125,836	127,440
Motors And Pumps	19,319	28,670	6,305	37,000
Laboratory Supplies	200,288	121,000	225,911	251,500
Paper And Other Printing Suppl	82,645	—	17,675	34,300
Other Supplies	64,899	64,850	48,743	73,400
Safety Equipment	255,078	316,144	150,700	283,100
Just In Time Office Supplies	110,134	77,707	95,133	86,800
Building Maintenance Supplies	41,425	50,648	95,447	105,300
Cement Sand & Gravel	1,551,191	1,870,880	1,431,622	1,872,000
Misc Maintenance Supplies	242,660	162,767	145,425	191,710
	<b>\$ 9,815,263</b>	<b>\$ 11,165,577</b>	<b>\$ 10,594,040</b>	<b>\$ 11,782,679</b>

# Department of Public Utilities



## Division Of Water

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 7,682	\$ 8,239	\$ 2,150	\$ 15,450
Maintenance Contracts	60,419	331,466	59,343	266,000
Computer Hardware Maintenance	1,091,385	1,532,870	458,651	670,900
Computer Software Maintenance	2,229,768	1,112,135	2,659,155	2,102,400
Maintenance Machinery & Tools	422,503	264,700	356,744	323,000
Maintenance Vehicles	16,500	10,000	31,350	20,100
Maintenance Utility Systems	9,907,286	12,831,238	13,098,401	11,941,001
Maintenance Misc. Equipment	160,824	134,216	290,453	160,900
Maintenance Building	565,593	479,285	468,421	576,500
	<b>\$ 14,461,960</b>	<b>\$ 16,704,148</b>	<b>\$ 17,424,668</b>	<b>\$ 16,076,251</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 906	\$ 749	\$ 1,626	\$ 1,500
Judgements, Damages, & Claims	183,170	159,754	249,915	200,000
Other Refunds & Adjustments	237	397	—	5,000
Indirect Cost	2,855,888	2,855,888	2,735,227	2,738,889
	<b>\$ 3,040,201</b>	<b>\$ 3,016,788</b>	<b>\$ 2,986,769</b>	<b>\$ 2,945,389</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 4,050	\$ —	\$ —	\$ —
Charges From Telephone Exch	1,579,790	789,379	830,316	1,047,127
Charges From Utilities Admin	865,100	921,113	898,600	1,064,748
Charges From Fiscal Control	2,419,053	2,713,959	2,068,900	2,292,100
Charges From Radio Comm System	187,607	199,172	198,100	146,394
Charges From Light And Power	—	94,902	1,553	—
Charges From W.P.C.	63,880	181,055	109,663	100,000
Charges From Print & Repro	282,412	387,817	236,858	297,736
Charges From M.V.M.	2,639,342	3,063,705	2,679,285	2,190,146
Charges Frm Str Cnst Mnt & Rep	890,497	713,044	963,492	1,000,000
Charges From Waste Collection	109,540	55,204	62,025	67,500
	<b>\$ 9,041,272</b>	<b>\$ 9,119,350</b>	<b>\$ 8,048,791</b>	<b>\$ 8,205,751</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 12,965,950	\$ 9,959,138	\$ 9,255,750	\$ —
	<b>\$ 12,965,950</b>	<b>\$ 9,959,138</b>	<b>\$ 9,255,750</b>	<b>\$ —</b>



# Department of Public Utilities

## Division Of Water

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Capital Outlay</b>				
Infrastructure	\$ —	\$ —	\$ —	\$ 11,850,000
Professional Services	—	—	—	4,600,000
Building Betterments -Existing	—	—	—	1,050,000
Computer Software	—	—	—	1,000,000
Computer Hardware	—	—	—	550,000
Motorized Equipment	—	—	—	146,000
Automobiles	—	—	—	125,000
Trucks	—	—	—	661,000
Machinery, Tools, Instruments	—	—	—	50,800
Other Equipment	—	—	—	625,000
Transfer To Water Capital Proj	28,093,018	11,810,558	19,066,780	—
	<b>\$ 28,093,018</b>	<b>\$ 11,810,558</b>	<b>\$ 19,066,780</b>	<b>\$ 20,657,800</b>
<b>Debt Service</b>				
Professional Srvcs-Debt Srvc	\$ 668,667	\$ 689,346	\$ 3,852,830	\$ 1,380,000
Transfer To Escrow Agent	2,964,984	100,000	—	—
Principal	23,042,960	32,279,662	34,928,028	51,893,579
Interest	28,140,064	40,866,152	37,185,144	40,340,115
	<b>\$ 54,816,675</b>	<b>\$ 73,935,160</b>	<b>\$ 75,966,002</b>	<b>\$ 93,613,694</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ 2,314	\$ —	\$ —	\$ —
	<b>\$ 2,314</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 240,481,337</b>	<b>\$ 248,850,943</b>	<b>\$ 254,882,913</b>	<b>\$ 262,912,973</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 231,761,893	\$ 233,544,217	\$ 217,266,883	\$ 241,280,938
Miscellaneous	515,055	163,021	1,358,923	—
Sale Of City Assets	—	—	418	—
Transfers In	11,339,975	109,048	310,769	—
Interest Earnings/Investment Income	14,281,171	10,815,247	4,822,702	750,000
Non Operating Other/Other	—	—	—	4,844
	<b>\$ 257,898,095</b>	<b>\$ 244,631,534</b>	<b>\$ 223,759,694</b>	<b>\$ 242,035,782</b>

# Department of Public Utilities

## Division Of Water



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
13	11	12	Administrative Manager
18	15	18	Assistant Administrator
2	3	4	Assistant Chief of Water Distribution
7	7	7	Assistant Commissioner of Water
1	1	1	Commissioner of Water
1	0	1	Deputy Commissioner of Water
0	1	0	Executive Assistant to the Director
7	6	6	Superintendent of Distribution
49	44	49	
			<b>OFFICE &amp; CLERICAL</b>
8	8	8	Chief Clerk
73	87	97	Customer Service Representative
2	2	2	Data Control Clerk
4	4	4	General Manager of Administrative Services
1	1	1	General Storekeeper
3	3	3	Head Storekeeper
2	2	2	Office Manager
12	11	11	Personnel Assistant
25	26	25	Principal Clerk
3	2	3	Secretary
13	11	12	Senior Clerk
9	7	9	Storekeeper
2	2	2	Warehouse Inventory Manager
157	166	179	
			<b>PROFESSIONALS</b>
21	18	20	Administrative Officer
1	1	1	Assistant Contract Compliance Officer
4	5	5	Assistant Director of Law I (s)
6	6	6	Assistant Manager-App. Dev. & Tech. Support
1	1	1	Assistant Superintendent of Distribution
9	9	10	Associate Engineer
1	1	1	Budget Analyst
1	0	0	Chief Legal Investigator-Civil
1	1	1	Chief of Laboratories
2	2	2	Chief of Purification
6	5	6	Chief Systems Analyst
0	0	1	Chief Training Officer
1	1	1	Claims Examiner
12	11	12	Consulting Engineer
3	1	3	Database Administrator



# Department of Public Utilities

## Division Of Water

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
1	1	1	Database Coordinator
6	4	5	Deputy Project Director
1	1	1	Desktop Publishing Specialist
2	1	1	Engineer
1	1	1	Engineer of Hydraulic Surveys
1	0	1	Environmental Programs Manager
2	2	2	Information Systems Coordinator
2	3	3	Manager of General Maintenance
1	1	1	Network Data Center Operations Manager
6	6	8	Project Coordinator
23	19	21	Project Director
1	1	1	Project Leader Applications
1	1	1	Regulatory Compliance Manager
1	0	1	Safety Programs Manager
2	2	2	Safety Programs Officer I
2	1	2	Senior Budget & Management Analyst
6	6	6	Senior Personnel Assistant
1	1	1	Senior Programmer Analyst
5	4	4	Senior Systems Analyst
1	1	1	Software Analyst
1	1	1	Supervisor Applications Development
1	0	0	Supervisor Hardware Evaluation
10	9	9	Systems Analyst
11	11	11	Unit Supervisor
1	1	1	Water Business Plan Assistant Manager
1	1	1	Water Business Plan Manager
5	5	5	Water Plant Manager
<b>165</b>	<b>146</b>	<b>162</b>	
			PROTECTIVE SERVICE
5	4	5	Assistant Security Manager
2	2	2	Security Manager
58	49	51	Security Officer
<b>65</b>	<b>55</b>	<b>58</b>	
			SKILLED CRAFT
2	2	2	Asbestos Worker
2	2	2	Bricklayer
1	1	1	Bricklayer Foreman
1	1	1	Bricklayer Helper
3	3	3	Carpenter
1	1	1	Carpenter Unit Leader
7	8	9	Cement Finisher
2	2	2	Cement Finisher Unit Leader
3	1	2	Chief Building Stationary Engineer

# Department of Public Utilities



## Division Of Water

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
16	14	15	Const. Equip Operator Group A
16	14	15	Electrical Worker
1	1	1	Electrical Worker Foreman
1	1	1	Ironworker
8	8	8	Machinist Unit Leader
6	5	6	Painter
1	1	1	Painter Foreman
3	3	3	Pipefitter
5	5	5	Plumber
1	1	1	Plumber Foreman
4	4	4	Sheet Metal Worker
1	1	1	Sheet Metal Worker Foreman
1	1	1	Sign Painter
<b>86</b>	<b>80</b>	<b>85</b>	
			<b>SERVICE &amp; MAINTENANCE</b>
17	13	16	Custodial Worker
3	3	3	Custodial Worker Supervisor
4	3	4	Ground Maintenance Man
10	9	10	Labor Foreman
21	22	22	Machinist
16	14	13	Machinist Helper
66	55	64	Municipal Service Laborer
1	1	1	Small Equipment Repair Worker
30	28	29	Truck Driver
13	12	13	Water Hydraulic Repairman
1	1	1	Water Hydraulic Supervisor
6	3	5	Water Hydraulic Unit Leader
4	3	4	Water Meter Dept. Supervisor
8	12	9	Water Meter Dept. Unit Leader
55	47	54	Water Meter Repairman
13	13	13	Water Pipe Repair Supervisor
33	33	32	Water Pipe Repair Unit Leader
98	86	101	Water Pipe Repairman
19	14	17	Water System Construction Inspector
<b>418</b>	<b>372</b>	<b>411</b>	
			<b>TECHNICIAN</b>
5	5	5	Accident & Safety Inspector
15	12	12	Assistant Water Plant Manager
0	1	2	Assistant Water Plant Manager - Parma
5	5	5	Chemist
5	5	5	Chief Miscellaneous Investigator
2	2	2	Chief Radio Dispatcher
1	1	1	Citizens Information Representative



# Department of Public Utilities

## Division Of Water

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
3	3	3	Computer Operator
3	3	3	Data Processing Supervisor
3	3	3	Hazardous Materials Specialist
1	1	1	Help Desk Analyst
4	2	2	Instrumentation Technician II
1	0	0	IT Program Manager
1	0	1	IT Security Officer
0	1	1	IT Telecommunications Tech II
3	3	3	Laboratory Assistant
50	49	52	Meter Reader
5	4	6	Meter Reader Supervisor
10	8	11	Miscellaneous Investigator
2	2	2	Network Analyst I
1	1	1	Network Analyst II
14	15	14	Radio Dispatcher
3	3	3	Senior Chemist
1	1	1	Senior Computer Operator
11	11	11	Senior Draftsman
1	1	1	Supervisor of Systems and Technical Support
2	2	2	Telecommunications Analyst I
1	0	0	Telecommunications Technician
39	31	34	Water Plant Operator I
34	31	32	Water Plant Operator II
1	1	1	Water System Construction Inspector Supervisor
227	207	220	
1,167	1,070	1,164	TOTAL FULL TIME
3	2	0	TOTAL PART TIME
0	1	0	TOTAL SEASONAL
14	8	18	TOTAL STUDENT ASSISTANT
17	11	18	
1,184	1,081	1,182	TOTAL DIVISION

### **OLLIE SHAW, COMMISSIONER**

---

#### *Mission Statement*

*Provide services that sustain the free-flow of surface water through cleaning and maintaining a network of sewers and sewer connections.*

---

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.

#### **PROGRAM NAME: MAINTENANCE OPERATIONS**

**OBJECTIVE:** 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 and appurtenances.

Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.



## Department of Public Utilities

### Water Pollution Control

**PROGRAM NAME: CAPITAL**

OBJECTIVE: 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**

OBJECTIVE: 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

**PROGRAM NAME: MARKETING**

OBJECTIVE: 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: TEST TEE PROGRAM**

OBJECTIVE: 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.

# Department of Public Utilities



## Water Pollution Control

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 6,101,024	\$ 6,840,714	\$ 6,827,176	\$ 6,717,251
Crafts	119,599	—	—	—
Seasonal	5,542	8,026	5,797	4,806
Part-Time Permanent	—	—	—	22,298
Injury Pay	11,306	—	—	—
Longevity	58,300	63,175	58,775	5,425
Wage Settlements	143,140	8,027	—	—
Separation Payments	9,444	126,689	52,010	—
Overtime	210,762	149,767	163,254	160,000
	<b>\$ 6,659,117</b>	<b>\$ 7,196,397</b>	<b>\$ 7,107,012</b>	<b>\$ 6,909,780</b>
<b>Benefits</b>				
Hospitalization	\$ 1,191,418	\$ 1,296,045	\$ 1,227,117	\$ 1,301,196
Prescription	—	—	132,685	219,744
Dental	70,217	72,546	74,484	79,216
Vision Care	9,373	9,634	10,480	10,572
Public Employees Retire System	892,193	986,197	1,054,958	1,101,985
Fica-Medicare	76,354	86,027	90,122	99,267
Workers' Compensation	457,360	515,449	665,392	777,327
Life Insurance	6,518	6,746	6,694	7,380
Unemployment Compensation	10,752	23,906	12,784	22,568
Clothing Allowance	21,939	21,965	26,070	29,995
Tool Insurance	2,100	1,990	2,140	1,850
Clothing Maintenance	18,290	19,215	25,610	27,575
	<b>\$ 2,756,515</b>	<b>\$ 3,039,720</b>	<b>\$ 3,328,537</b>	<b>\$ 3,678,675</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 10,332	\$ 12,272	\$ 3,933	\$ 4,000
Tuition & Registration Fees	8,067	10,579	12,515	12,000
Other Training Supplies	—	4,997	2,400	5,000
Mileage (Priv Auto) Trng Prps	—	84	965	1,500
Professional Dues & Subscript	11,044	18,690	16,773	15,000
	<b>\$ 29,443</b>	<b>\$ 46,622</b>	<b>\$ 36,586</b>	<b>\$ 37,500</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 11,180	\$ 77,793	\$ 93,352
Sewer-Other	7,507	5,641	3,943	5,000
Water	6,521	2,894	2,271	3,000
Gas	166,278	128,651	41,091	49,309
Electricity - Cpp	213,151	194,226	200,110	194,107
Electricity - Other	81,994	98,841	39,833	38,638
	<b>\$ 475,451</b>	<b>\$ 441,433</b>	<b>\$ 365,041</b>	<b>\$ 383,406</b>



# Department of Public Utilities

## Water Pollution Control

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 416,743	\$ 524,380	\$ 400,106	\$ 575,000
Mileage (Private Auto)	—	—	—	500
Advertising And Public Notice	44,296	33,319	43,744	50,000
Program Promotion	16,588	55,625	52,138	35,000
Parking In City Facilities	1,808	1,575	1,900	2,000
Property Rental	5	5	5	500
Equipment Rental	1,950	1,000	3,000	10,000
Other Contractual	51,964	46,899	33,266	30,000
State Auditor Examination	12,641	13,140	12,710	18,000
Bank Service Fees	18,738	18,305	27,084	15,000
Credit Card Processing Fees	—	1,023	595	500
	<b>\$ 564,732</b>	<b>\$ 695,272</b>	<b>\$ 574,548</b>	<b>\$ 736,500</b>
<b>Materials &amp; Supplies</b>				
Discounts Lost	\$ —	\$ —	\$ (282)	\$ —
Office Supplies	1,413	—	—	5,000
Computer Supplies	5,482	3,533	5,208	5,000
Computer Hardware	7,990	7,346	3,664	5,000
Computer Software	700	4,369	—	5,000
Salt & De-Icer	353	—	—	—
Clothing	24,614	23,097	60,927	30,000
Hardware & Small Tools	6,087	12,206	21,777	20,000
Small Equipment	11,614	11,423	6,120	20,000
Office Furniture & Equipment	5,937	196	3,021	10,000
Hygiene And Cleaning Supplies	11,125	8,843	22,680	10,000
Medical Supplies	—	500	—	2,500
Other Supplies	24,457	19,650	31,865	28,000
Safety Equipment	51,909	12,843	38,716	35,000
Just In Time Office Supplies	6,280	5,335	8,852	10,000
Building Maintenance Supplies	155,440	87,429	181,032	120,000
Misc Maintenance Supplies	—	3,000	—	5,000
	<b>\$ 313,400</b>	<b>\$ 199,769</b>	<b>\$ 383,579</b>	<b>\$ 310,500</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 15,562	\$ 16,624	\$ 14,759	\$ 12,000
Maintenance Machinery & Tools	10,248	2,418	13,767	15,000
Maintenance Vehicles	429,240	361,724	464,817	250,000
Car Washes	500	—	—	—
Maintenance Utility Systems	1,596,082	1,017,509	1,647,192	1,100,000
Maintenance Misc. Equipment	2,000	—	—	5,000
Tire Repair Road Service	—	66	—	—
	<b>\$ 2,053,632</b>	<b>\$ 1,398,340</b>	<b>\$ 2,140,535</b>	<b>\$ 1,382,000</b>

# Department of Public Utilities



## Water Pollution Control

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 10,657	\$ 26,054	\$ 72,994	\$ 50,000
Other Refunds & Adjustments	1,050	—	—	1,000
Indirect Cost	457,928	457,928	474,962	469,063
	<b>\$ 469,635</b>	<b>\$ 483,982</b>	<b>\$ 547,956</b>	<b>\$ 520,063</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 61,101	\$ 58,687	\$ 33,210	\$ 58,412
Charges From Utilities Admin	117,730	131,587	123,100	152,106
Charges From Fiscal Control	345,579	345,579	282,000	327,442
Charges From Radio Comm System	33,913	47,813	45,828	34,746
Charges From Water	2,552,597	2,636,279	2,565,906	2,700,000
Charges From Print & Repro	24,845	28,829	21,363	22,330
Charges From M.V.M.	480,485	583,892	452,780	393,206
Charges Frm Str Cnst Mnt & Rep	178,412	186,086	237,707	250,000
Charges From Waste Collection	3,275	2,019	368	500
Charges From Water	187,542	—	—	—
	<b>\$ 3,985,479</b>	<b>\$ 4,020,770</b>	<b>\$ 3,762,261</b>	<b>\$ 3,938,742</b>
<b>Capital Outlay</b>				
Infrastructure	\$ —	\$ 200,000	\$ —	\$ —
Office Equipment	—	—	62,968	20,000
Furniture	—	47,444	26,259	35,000
Computer Hardware	—	3,926	—	—
Motorized Equipment	—	—	4,000	500,000
Machinery, Tools, Instruments	9,496	—	—	15,000
Other Equipment	—	—	—	20,000
Transfer To Wpc Capital Proj	6,392,260	4,336,372	4,960,004	3,570,079
	<b>\$ 6,401,755</b>	<b>\$ 4,587,742</b>	<b>\$ 5,053,230</b>	<b>\$ 4,160,079</b>
<b>Debt Service</b>				
Principal	\$ 416,373	\$ 226,281	\$ 655,992	\$ 519,357
Interest	190,477	89,174	243,491	149,363
	<b>\$ 606,850</b>	<b>\$ 315,455</b>	<b>\$ 899,484</b>	<b>\$ 668,720</b>
	<b>\$ 24,316,009</b>	<b>\$ 22,425,503</b>	<b>\$ 24,198,770</b>	<b>\$ 22,725,965</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 21,136,791	\$ 23,171,471	\$ 23,599,334	\$ 22,635,965
Miscellaneous	5,267	139,512	1,301	—
Sale Of City Assets	—	—	10	—
Interest Earnings/Investment Income	1,507,565	1,044,088	264,884	90,000
	<b>\$ 22,649,623</b>	<b>\$ 24,355,071</b>	<b>\$ 23,865,529</b>	<b>\$ 22,725,965</b>



# Department of Public Utilities

## Water Pollution Control

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Administrator of Engineering & Planning
1	1	1	Assistant Administrator
2	3	3	Assistant Commissioner of Water Pollution Control
1	1	1	Commissioner of Water Pollution Control
2	1	1	Deputy Commissioner of Water Pollution Control
1	1	1	Superintendent of Sewer Maintenance
8	8	8	
<b>OFFICE &amp; CLERICAL</b>			
1	1	1	Accountant Clerk II
1	1	1	Chief Clerk
4	3	4	Customer Service Representative
1	1	2	Data Control Clerk
1	1	1	Head Storekeeper
1	1	1	Senior Clerk
2	2	2	Stock Clerk
11	10	12	
<b>PROFESSIONALS</b>			
1	1	1	Administrative Manager
3	3	3	Administrative Officer
1	1	1	Assistant Director of Law I (s)
1	1	1	Assistant Manager Of Marketing
1	1	1	Assistant Personnel Administrator
2	2	3	Associate Engineer
1	1	1	Building Manager
1	1	1	Chief Civil Engineer
2	2	2	Construction Technician
2	1	2	Consulting Engineer
0	0	1	GIS/IS Coordinator
1	1	1	Manager of Marketing
1	1	1	Network Analyst II
1	1	1	Personnel Administrator
1	1	1	Personnel Assistant
1	1	1	Safety Programs Manager
1	1	1	Safety Programs Officer I
1	1	1	Senior Personnel Assistant
1	1	1	Systems Analyst
1	1	1	Unit Supervisor
24	23	26	

# Department of Public Utilities



## Water Pollution Control

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			SKILLED CRAFT
2	2	2	Bricklayer
2	1	2	Bricklayer Helper
4	3	4	Const. Equip Operator Group A
1	1	1	Electrical Worker
9	7	9	
			SERVICE & MAINTENANCE
2	2	2	Custodial Worker
1	1	1	Custodial Worker Supervisor
1	1	0	Heavy Duty Mechanic
1	1	1	Heavy Duty Unit Leader
6	5	6	House Connection Inspector
3	2	3	Machinist
2	2	2	Machinist Helper
2	2	2	Machinist Unit Leader
3	3	3	Municipal Service Laborer
5	5	5	Sewer Construction Unit Leader
12	11	11	Sewer Maintenance Unit Leader
13	12	14	Sewer Maintenance Unit Leader Operator
55	52	56	Sewer Service Man
106	99	106	
			TECHNICIAN
3	3	3	Radio Dispatcher
3	3	3	
161	150	164	TOTAL FULL TIME
2	1	2	TOTAL SEASONAL
163	151	166	TOTAL DIVISION



## Department of Public Utilities

Cleveland Public Power

### IVAN L. HENDERSON, COMMISSIONER

---

#### *Mission Statement*

*To provide reliable and economical electric service to all electric customers in the City of Cleveland.*

---

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 provides service to over 64,000 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.

Cleveland Public Power is currently undergoing a Capacity Expansion Program that will add a 4<sup>th</sup> – 138kV interconnection with the FirstEnergy transmission system at the Division's Holton Substation, along with capacity projects that will extend the southern portion of CPP's 138 kV transmission system, and add a 138/13.8 kV substation and 13.8 kV distribution circuits. The capacity expansion will also result in the expansion of the Lake Road 11.5 kV substation and the 11.5 kV distribution system in downtown Cleveland. CPP's system reliability and ability to serve future load growth opportunities will be improved by these additions, which are scheduled for completion by 2012. Funding of CPP's Capacity Expansion will be mostly funded with the proceeds of the Series 2008 Bonds.

#### **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: CLEVELAND PUBLIC POWER OPERATIONS 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.

# Department of Public Utilities



## Cleveland Public Power

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 17,083,238	\$ 18,150,900	\$ 18,025,970	\$ 18,306,359
Crafts	83,253	—	—	—
Seasonal	9,960	133,494	246,802	81,702
Military Leave	—	453	2,844	—
Injury Pay	50,193	39,613	9,489	—
Student Trainees	3,545	—	—	—
Longevity	152,975	156,600	157,625	8,275
Wage Settlements	169,508	5,482	—	—
Separation Payments	187,304	185,458	142,072	—
Overtime	1,686,282	2,345,920	2,141,432	1,559,312
	<b>\$ 19,426,257</b>	<b>\$ 21,017,920</b>	<b>\$ 20,726,234</b>	<b>\$ 19,955,648</b>
<b>Benefits</b>				
Hospitalization	\$ 2,838,089	\$ 2,961,096	\$ 2,718,312	\$ 2,888,424
Prescription	—	—	346,033	596,592
Dental	167,181	166,520	169,348	189,210
Vision Care	18,565	18,778	19,826	19,776
Public Employees Retire System	2,606,967	2,903,759	3,083,432	3,113,787
Fica-Medicare	206,091	229,487	232,145	315,818
Workers' Compensation	976,011	1,060,214	716,789	963,732
Life Insurance	14,666	14,921	14,445	16,290
Unemployment Compensation	15,971	15,530	2,302	22,000
Clothing Allowance	137,305	134,200	148,970	70,390
Tool Insurance	3,200	4,000	4,400	4,400
Clothing Maintenance	78,543	77,385	88,490	95,925
	<b>\$ 7,062,590</b>	<b>\$ 7,585,891</b>	<b>\$ 7,544,492</b>	<b>\$ 8,296,344</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 19,982	\$ 28,626	\$ 69,430	\$ 50,000
Tuition & Registration Fees	28,954	28,984	16,875	17,000
Mileage (Priv Auto) Trng Prps	240	128	44	—
Professional Dues & Subscript	76,332	88,867	80,782	70,500
	<b>\$ 125,508</b>	<b>\$ 146,605</b>	<b>\$ 167,131</b>	<b>\$ 137,500</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 249,404	\$ 244,085	\$ 337,523	\$ 405,028
Sewer-Other	38,643	45,928	36,416	30,000
Telephone	66	585	—	—
Water	18,123	22,314	17,408	15,000
Gas	188,175	201,489	113,807	136,568
Electricity - Other	—	—	1,344,458	1,304,124
Steam	47,158	48,923	66,289	69,603
	<b>\$ 541,570</b>	<b>\$ 563,326</b>	<b>\$ 1,915,902</b>	<b>\$ 1,960,323</b>



# Department of Public Utilities

## Cleveland Public Power

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 966,047	\$ 1,022,731	\$ 1,104,938	\$ 1,250,000
Court Reporter	429	—	—	—
Mileage (Private Auto)	—	48	—	—
Medical Services	1,565	1,473	4,305	—
Advertising And Public Notice	94,608	103,745	133,377	76,750
Program Promotion	105,666	108,399	116,209	100,000
Parking In City Facilities	3,054	2,110	1,541	3,000
Insurance And Official Bonds	422,728	448,201	370,000	448,200
Taxes	757	298	174	—
Property Rental	295,793	302,032	288,373	335,000
Equipment Rental	1,800	—	8,734	10,000
Other Contractual	879,930	472,880	1,930,993	1,500,000
State Auditor Examination	15,011	22,560	21,410	30,000
Bank Service Fees	52,765	44,838	43,338	45,000
Credit Card Processing Fees	87,150	83,802	195,697	200,000
	<b>\$ 2,927,304</b>	<b>\$ 2,613,118</b>	<b>\$ 4,219,089</b>	<b>\$ 3,997,950</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 22,884	\$ 15,229	\$ 52,901	\$ 20,000
Postage	475,996	461,684	514,728	460,000
Computer Hardware	19,817	23,416	73,227	60,000
Computer Software	125,243	16,401	150,061	45,000
Fuel	45,001	45,000	—	120,000
Purchased Power	74,545,256	78,316,440	84,024,752	84,600,000
Power Transmission Costs	8,794,169	7,717,990	6,491,065	10,500,000
Clothing	9,206	22,650	22,170	30,000
Hardware & Small Tools	150,624	58,106	143,828	150,000
Small Equipment	106,725	9,657	96,107	40,000
Office Furniture & Equipment	30,950	45,168	18,483	100,000
Electrical Supplies	7,855	22,583	13,331	40,000
Fence, Posts & Bars	—	—	185,495	—
Hygiene And Cleaning Supplies	57,192	42,075	15,000	35,000
Painting Equipment & Supplies	—	—	10,000	—
Doors, Shutters And Windows	—	—	400	—
Heating And Air Filters	—	—	86,953	—
Medical Supplies	7,000	—	5,000	10,000
Photographic Supplies	1,936	672	1,926	3,000
Other Supplies	301,379	105,638	144,281	100,000
Safety Equipment	120,626	151,815	495,433	250,000
Greenhouse Maintenance Suppl	—	5,000	—	—
Special Events Supplies	—	11,615	—	—
Tires	—	4,620	15,000	—
Capital Improvement Inventory	4,540,162	6,158,276	4,933,590	5,250,000
Just In Time Office Supplies	33,489	37,410	38,825	35,000

# Department of Public Utilities

## Cleveland Public Power



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Asphalt	—	25,000	—	200,000
Cement Sand & Gravel	363,469	75,000	—	—
	<b>\$ 89,758,979</b>	<b>\$ 93,371,445</b>	<b>\$ 97,532,554</b>	<b>\$ 102,048,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 33,318	\$ 69,200	\$ 17,733	\$ 50,000
Maintenance Contracts	343,457	150,000	264,266	300,000
Computer Hardware Maintenance	10,000	12,607	6,618	15,000
Maintenance Machinery & Tools	62,597	13,704	5,000	15,000
Maintenance Vehicles	398,202	245,001	234,184	400,000
Car Washes	—	—	5,000	—
Maintenance Utility Systems	338,348	1,486,284	1,619,519	1,600,000
Maintenance Misc. Equipment	—	—	10,000	—
Glass Repair	9,500	—	—	—
Maintenance Building	57,000	21,100	7,600	50,000
Repair Of Overhead Doors	20,000	10,000	25,000	—
	<b>\$ 1,272,422</b>	<b>\$ 2,007,897</b>	<b>\$ 2,194,920</b>	<b>\$ 2,430,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 68,404	\$ 231,773	\$ 36,687	\$ 100,000
Indirect Cost	1,131,456	1,131,456	1,134,968	1,119,217
	<b>\$ 1,199,860</b>	<b>\$ 1,363,229</b>	<b>\$ 1,171,655</b>	<b>\$ 1,219,217</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 9,660	\$ 300	\$ 150	\$ —
Charges From Telephone Exch	576,890	584,700	526,811	564,262
Charges From Utilities Admin	244,600	263,175	257,300	304,214
Charges From Fiscal Control	691,158	775,417	590,100	654,886
Charges From Radio Comm System	53,703	58,959	47,038	33,735
Charges From Water	411,576	520,904	433,553	486,180
Charges From W.P.C.	1,601	20,612	2,092	26,000
Charges From Print & Repro	170,400	219,711	162,096	74,434
Charges From M.V.M.	467,673	616,166	395,625	380,560
Charges Frm Str Cnst Mnt & Rep	19,260	1,934	2,110	—
Charges From Waste Collection	14,396	57,857	3,440	26,000
Charges From Water	294,627	—	—	—
	<b>\$ 2,955,545</b>	<b>\$ 3,119,734</b>	<b>\$ 2,420,314</b>	<b>\$ 2,550,271</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 75,090	\$ —	\$ —	\$ —
	<b>\$ 75,090</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Capital Outlay</b>				
Buildings (New)	\$ —	\$ —	\$ 14,611	\$ —
Trans To Light&Power Cap Proj	12,946,925	11,271,730	7,008,721	8,000,000
	<b>\$ 12,946,925</b>	<b>\$ 11,271,730</b>	<b>\$ 7,023,332</b>	<b>\$ 8,000,000</b>



# Department of Public Utilities

## Cleveland Public Power

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Debt Service</b>				
Transfer To Escrow Agent	\$ —	\$ 106,951	\$ —	\$ —
Principal	6,749,434	8,332,667	8,562,500	8,725,000
Interest	7,415,681	8,634,027	9,120,440	10,894,609
	<b>\$ 14,165,114</b>	<b>\$ 17,073,645</b>	<b>\$ 17,682,940</b>	<b>\$ 19,619,609</b>
	<b>\$ 152,457,162</b>	<b>\$ 160,134,538</b>	<b>\$ 162,598,563</b>	<b>\$ 170,214,862</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 157,579,077	\$ 159,528,753	\$ 159,098,100	\$ 166,927,862
Miscellaneous	2,731,155	608,388	173,240	1,000
Other Shared Revenue	—	2,861,304	—	—
Transfers In	13,163	4,430,780	7,232	3,021,000
Interest Earnings/Investment Income	2,920,279	2,718,632	344,669	265,000
Non Operating Other/Other	(5,497,400)	(5,285,508)	(5,061,838)	—
	<b>\$ 157,746,274</b>	<b>\$ 164,862,349</b>	<b>\$ 154,561,403</b>	<b>\$ 170,214,862</b>

# Department of Public Utilities

## Cleveland Public Power



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
7	6	7	Assistant Administrator
6	6	6	Assistant Commissioner of Cleveland Public Power
1	1	1	Commissioner of Cleveland Public Power
3	3	3	Deputy Commissioner of Cleveland Public Power
<hr/> 17	<hr/> 16	<hr/> 17	
<b>OFFICE &amp; CLERICAL</b>			
3	3	4	Chief Clerk
2	3	3	Personnel Assistant
3	2	3	Principal Clerk
5	5	5	Senior Clerk
<hr/> 13	<hr/> 13	<hr/> 15	
<b>PROFESSIONALS</b>			
1	1	1	Accountant IV
10	7	7	Administrative Manager
4	4	4	Administrative Officer
0	1	1	Administrator of Engineering & Planning
1	1	1	Assistant Director of Law I (s)
1	1	1	Associate Engineer
0	0	1	Budget & Management Analyst
1	1	1	Chief Assistant Director of Law
9	7	10	Consulting Engineer
1	2	2	Deputy Project Director
2	2	2	Fiscal Manager
1	1	1	General Manager of Administrative Services
1	1	1	Legal Secretary
2	1	3	Manager of Marketing
1	1	1	Paralegal
2	1	1	Personnel Administrator
5	4	5	Project Coordinator
2	1	2	Project Director
1	1	1	Safety Programs Officer I
1	1	1	Safety Programs Manager
2	2	3	Senior Budget & Management Analyst
2	2	2	Unit Supervisor
1	1	1	Warehouse Inventory Manager
<hr/> 51	<hr/> 44	<hr/> 53	



# Department of Public Utilities

## Cleveland Public Power

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PARA -PROFESSIONALS
7	7	7	Chief Senior Elec. Switchboard Operator
29	27	32	Customer Service Representative
4	3	3	Dispatcher Electric System Operator
40	37	42	
			SKILLED CRAFT
13	7	7	Apprentice Lineman
0	1	1	Apprentice Lineman II
0	1	1	Apprentice Lineman III
0	1	1	Apprentice Lineman IV
7	6	7	Asst. Supt. Of Elec. Trans. & Distribution
2	2	2	Cement Finisher
1	1	1	Cement Finisher Unit Leader
1	1	1	Chief of Street Lighting & Elec. Services
2	2	2	Const. Equip Operator Group A
3	3	3	Electric Meter Industrial Installer
2	1	1	Elec. Mtr. Inst. Spec. & Gen. Tester
4	3	4	Electric Meter Service Installer I
10	8	12	Electric Meter Service Installer II
5	4	6	Electric Transmission & Dist. Inspector
10	10	11	Electric Worker
1	1	0	Electrical Worker Foreman
7	7	7	Heavy Duty Mechanic
1	0	1	Heavy Duty Unit Leader
9	7	6	Lineman Leader
5	5	5	Low Tension Trouble Lineman
2	0	0	Meter Industrial Leader
1	1	1	Painter
23	26	30	Senior Lineman
3	3	3	Superintendent of Elec. Trans. & Dist.
1	1	1	Superintendent of Electric Trouble Operations
9	7	8	Trouble Line Worker
122	109	122	

# Department of Public Utilities



## Cleveland Public Power

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			SERVICE & MAINTENANCE
1	1	1	Cable Foreman
6	5	5	Custodial Worker
2	1	2	Electric Meter Service Foreman
4	0	0	Electric Meterman Apprentice
0	1	1	Electric Meterman Apprentice 1st
0	3	3	Electric Meterman Apprentice 2nd
0	1	1	Electric Meterman Apprentice 4th
2	2	2	Gas Turbine Mechanic
2	0	0	Gas Turbine Mechanic Apprentice
0	0	1	Gas Turbine Mechanic Apprentice II
0	1	0	Gas Turbine Mechanic Apprentice III
2	2	2	General Construction Foreman
5	5	5	Head Storekeeper
2	2	2	Line Clearance Man
6	7	7	Line Foreman
34	14	21	Line Helper Driver
0	5	4	Line Helper Driver I
0	10	10	Line Helper Driver II
3	2	3	Line Switchman
5	5	5	Municipal Service Laborer
0	0	1	Stock Clerk
6	5	6	Storekeeper
1	1	1	Transformer Repairman Foreman
2	1	1	Underground Conduit Foreman
<b>83</b>	<b>74</b>	<b>84</b>	
			TECHNICIAN
5	0	0	Apprentice Cable Splicer
0	5	5	Cable Splicer III
8	8	9	Meter Reader
1	1	1	Meter Reader Supervisor
1	0	0	Network Analyst II
7	7	7	Senior Cable Splicer
2	2	2	Senior Computer Operator
2	2	2	Senior Draftsman
3	3	3	Senior Systems Analyst
<b>29</b>	<b>28</b>	<b>29</b>	
<b>355</b>	<b>321</b>	<b>362</b>	TOTAL FULL TIME
<b>2</b>	<b>15</b>	<b>5</b>	TOTAL SEASONAL
<b>357</b>	<b>336</b>	<b>367</b>	TOTAL DIVISION



# Department of Public Utilities

## Utilities Fiscal Control

### DENNIS A. NICHOLS, COMMISSIONER

---

#### *Mission Statement*

*Provide accurate and timely financial services and information to meet our customers' needs and compliance requirements.*

---

The division is responsible for the financial reporting of the divisions of Water, Water Pollution Control, Cleveland Public Power and Radio Communications. 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.

#### **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 all 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 stubs and payment information as required by law and regulations.

#### **PROGRAM NAME: CUSTOMER PAYMENT CENTER**

**OBJECTIVE:** The Customer Payment Center of the Division of Utilities Fiscal Control 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. In 2009, the PCI Revenue Collection System was implemented in the Customer Payment Center. Over the counter payments are uploaded into CWD's Customer Care & Billing system and CPP's Banner billing system each night.

#### **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, i.e. bill payments, revenue, expenditures and miscellaneous receipts. Account for all cash and currency as required by City of Cleveland 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.

# Department of Public Utilities



## Utilities Fiscal Control

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,911,291	\$ 2,020,823	\$ 1,983,003	\$ 2,002,510
Longevity	16,750	16,275	15,775	—
Separation Payments	20,378	68,549	4,516	—
Overtime	189,213	172,364	177,657	108,125
	<b>\$ 2,137,633</b>	<b>\$ 2,278,011</b>	<b>\$ 2,180,950</b>	<b>\$ 2,110,635</b>
<b>Benefits</b>				
Hospitalization	\$ 290,926	\$ 310,469	\$ 305,141	\$ 310,176
Prescription	—	—	38,503	58,164
Dental	17,038	17,213	18,530	19,678
Vision Care	2,882	2,940	3,108	2,892
Public Employees Retire System	291,484	309,401	327,604	325,887
Fica-Medicare	20,401	23,091	23,513	23,328
Workers' Compensation	42,572	58,422	41,763	35,360
Life Insurance	2,036	2,010	1,931	1,980
Unemployment Compensation	—	9,230	6,344	—
	<b>\$ 667,338</b>	<b>\$ 732,775</b>	<b>\$ 766,439</b>	<b>\$ 777,465</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,033	\$ 336	\$ —	\$ 1,000
Tuition & Registration Fees	2,069	55	—	1,000
Mileage (Priv Auto) Trng Prps	—	140	—	—
Professional Dues & Subscript	2,153	953	1,264	1,500
	<b>\$ 6,255</b>	<b>\$ 1,484</b>	<b>\$ 1,264</b>	<b>\$ 3,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 6,500	\$ 8,907	\$ 48,875	\$ 68,000
Parking In City Facilities	830	1,320	990	1,320
Other Contractual	4,500	300	4,825	4,000
	<b>\$ 11,830</b>	<b>\$ 10,527</b>	<b>\$ 54,690</b>	<b>\$ 73,320</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 6,636	\$ 7,066	\$ 5,988	\$ 7,000
Computer Hardware	2,396	—	5,688	7,000
Computer Software	—	—	2,000	3,000
Office Furniture & Equipment	1,823	—	365	—
Other Supplies	317	525	612	4,000
Just In Time Office Supplies	11,542	9,618	13,111	12,000
	<b>\$ 22,714</b>	<b>\$ 17,208</b>	<b>\$ 27,764</b>	<b>\$ 33,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 718	\$ 6,030	\$ 2,772	\$ 9,000
Maintenance Contracts	35,446	41,368	48,624	26,000
	<b>\$ 36,165</b>	<b>\$ 47,398</b>	<b>\$ 51,396</b>	<b>\$ 35,000</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 87,331	\$ 87,331	\$ 97,954	\$ 93,781
	<b>\$ 87,331</b>	<b>\$ 87,331</b>	<b>\$ 97,954</b>	<b>\$ 93,781</b>



# Department of Public Utilities

## Utilities Fiscal Control

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 10,813	\$ 21,740	\$ 11,235	\$ 14,887
	<b>\$ 10,813</b>	<b>\$ 21,740</b>	<b>\$ 11,235</b>	<b>\$ 14,887</b>
<b>Capital Outlay</b>				
Office Equipment	\$ 945	\$ —	\$ —	\$ —
Computer Hardware	—	—	460,000	132,840
	<b>\$ 945</b>	<b>\$ —</b>	<b>\$ 460,000</b>	<b>\$ 132,840</b>
	<b>\$ 2,981,023</b>	<b>\$ 3,196,476</b>	<b>\$ 3,651,692</b>	<b>\$ 3,274,428</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 3,455,805	\$ 3,834,965	\$ 2,941,040	\$ 3,274,428
Miscellaneous	18	5	—	—
Interest Earnings/Investment Income	24,537	44,909	30,778	—
	<b>\$ 3,480,360</b>	<b>\$ 3,879,879</b>	<b>\$ 2,971,818</b>	<b>\$ 3,274,428</b>

# Department of Public Utilities



## Utilities Fiscal Control

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
3	3	3	Assistant Administrator
1	1	1	Commissioner of Utilities Fiscal Control
2	2	2	Utilities Comptroller
<hr/> 6	<hr/> 6	<hr/> 6	
			OFFICE & CLERICAL
1	1	1	Chief Clerk
1	1	1	General Manager of Administrative Services
1	0	1	Principal Cashier
1	1	1	Principal Clerk
5	5	5	Senior Cashier
5	5	5	Senior Clerk
1	1	1	Senior Personnel Assistant
<hr/> 15	<hr/> 14	<hr/> 15	
			PROFESSIONALS
4	4	4	Accountant I
2	1	1	Accountant II
2	2	2	Accountant III
3	2	2	Accountant IV
4	4	4	Accountant Supervisor
2	2	2	Auditor
1	0	0	Budget Analyst
1	1	1	Chief Auditor - Utilities
1	1	1	Project Director
2	2	2	Senior Internal Auditor
1	0	0	Unit Supervisor
<hr/> 23	<hr/> 19	<hr/> 19	
			TECHNICIANS
4	4	4	Senior Data Conversion Operator
<hr/> 4	<hr/> 4	<hr/> 4	
<hr/> <hr/> 48	<hr/> <hr/> 43	<hr/> <hr/> 44	TOTAL DIVISION



# Department of Port Control

Airport General Operations

**RICKY D. SMITH, DIRECTOR**

---

## *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.*

---

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 the 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 the 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 Division 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.

### **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 the 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, food, beverage operations, and parking.

# Department of Port Control

## Airport General Operations



**PROGRAM NAME: PLANNING**

OBJECTIVES: To provide for the future developments 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

## Airport General Operations

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 15,225,775	\$ 16,585,899	\$ 17,797,640	\$ 20,464,955
Seasonal	161,837	364,151	411,324	586,480
Military Leave	1,048	1,680	1,133	—
Part-Time Permanent	79,853	119,843	91,559	196,900
Injury Pay	1,618	18,434	6,279	—
Longevity	128,475	131,000	127,750	45,190
Wage Settlements	61,736	—	—	—
Separation Payments	155,978	149,672	40,807	160,000
Overtime	1,529,487	1,362,475	965,026	958,000
	<b>\$ 17,345,806</b>	<b>\$ 18,733,153</b>	<b>\$ 19,441,517</b>	<b>\$ 22,411,525</b>
<b>Benefits</b>				
Hospitalization	\$ 2,868,919	\$ 3,140,557	\$ 3,016,574	\$ 3,597,831
Prescription	—	—	418,080	800,028
Dental	168,674	174,595	189,036	234,905
Vision Care	19,345	20,142	22,531	27,720
Public Employees Retire System	2,318,751	2,580,960	2,887,340	3,475,688
Fica-Medicare	207,889	230,190	243,546	322,647
Workers' Compensation	592,777	782,672	1,075,479	901,850
Life Insurance	15,233	16,013	16,635	20,712
Unemployment Compensation	54,571	23,126	67,578	75,000
Clothing Allowance	22,208	22,075	26,850	14,700
Tool Insurance	5,200	7,150	7,150	7,150
Clothing Maintenance	45,913	49,600	51,775	39,740
	<b>\$ 6,319,478</b>	<b>\$ 7,047,079</b>	<b>\$ 8,022,574</b>	<b>\$ 9,517,971</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 90,269	\$ 87,808	\$ 18,391	\$ 60,550
Tuition & Registration Fees	73,414	110,967	31,166	80,600
Other Training Supplies	2,000	160	21,467	57,780
Mileage (Priv Auto) Trng Prps	—	—	249	—
Professional Dues & Subscript	168,474	50,408	109,992	350,910
	<b>\$ 334,156</b>	<b>\$ 249,342</b>	<b>\$ 181,265</b>	<b>\$ 549,840</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 432,871	\$ 438,563	\$ 374,700	\$ 395,000
Sewer-Other	—	—	90,363	—
Water	628,267	754,866	511,571	607,500
Gas	535,264	791,142	548,646	659,825
Electricity - Cpp	290,887	286,437	241,942	200,894
Electricity - Other	5,037,507	5,645,828	5,278,186	5,271,661
Security & Monitoring System	885,000	625,000	770,000	770,000
Contractual Utilities	8	—	—	—
	<b>\$ 7,809,804</b>	<b>\$ 8,541,835</b>	<b>\$ 7,815,409</b>	<b>\$ 7,904,880</b>

# Department of Port Control



## Airport General Operations

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 6,492,047	\$ 5,567,727	\$ 7,799,431	\$ 10,175,823
Cable Professional Services	—	250	—	—
Travel- Non-Training	16,664	31,405	6,456	30,000
Waste Disposal	2,291,320	2,629,879	5,211,448	4,080,000
Medical Services	—	—	4,080	5,000
Advertising And Public Notice	26,915	7,262	10,794	28,000
Program Promotion	33,388	73,578	40,161	44,000
Parking In City Facilities	3,241	3,912	4,658	700
Insurance And Official Bonds	1,400,880	1,179,258	1,241,128	1,500,000
Taxes	6,776,255	7,110,694	8,152,762	3,000,000
Equipment Rental	263,193	334,000	175,001	200,000
Other Contractual	323,372	503,988	729,163	593,799
State Auditor Examination	14,874	27,690	19,740	35,000
Transfer To Other Airport Fnd	4,250,000	4,400,000	6,150,000	6,150,000
Bank Service Fees	15,046	14,029	17,316	—
Credit Card Processing Fees	12,294	12,620	7,528	12,300
	<b>\$ 21,919,489</b>	<b>\$ 21,896,293</b>	<b>\$ 29,569,665</b>	<b>\$ 25,854,622</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 6,453	\$ 910	\$ 1,081	\$ 250
Postage	23,376	21,710	21,205	24,000
Computer Hardware	112,119	232,044	380,672	200,000
Computer Software	51,658	130,930	97,250	150,000
Chemical	1,521,735	2,589,201	1,467,502	2,500,000
Clothing	147,096	136,021	199,574	221,500
Hardware & Small Tools	118,096	42,724	167,997	152,500
Boilers, Heaters & Cool Equip	66,701	18,026	18,048	16,000
Seed, Fertilizer & Herbicide	33,401	16,000	48,000	40,000
Small Equipment	50,563	48,393	63,495	142,975
Office Furniture & Equipment	12,945	27,642	35,143	151,750
Fence, Posts & Bars	215,001	115,000	91,499	190,000
Hygiene And Cleaning Supplies	426,472	462,297	331,632	476,000
Medical Supplies	32,267	46,241	31,650	35,000
Food	17,875	19,197	19,684	20,000
Photographic Supplies	—	947	1,840	2,450
Other Supplies	1,135,476	1,097,430	1,194,318	1,282,300
Safety Equipment	36,843	66,234	125,216	105,000
Special Events Supplies	—	76	—	19,500
Tires	10,000	—	—	—
Just In Time Office Supplies	64,293	74,423	71,238	63,000
Building Maintenance Supplies	267,813	250,539	326,318	300,000
Cement Sand & Gravel	240,002	157,500	415,500	277,500
	<b>\$ 4,590,182</b>	<b>\$ 5,553,485</b>	<b>\$ 5,108,862</b>	<b>\$ 6,369,725</b>



# Department of Port Control

## Airport General Operations

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 3,000	\$ —	\$ 93	\$ —
Computer Hardware Maintenance	66,793	50,326	61,304	88,000
Computer Software Maintenance	34,911	115,912	139,939	95,000
Maintenance Machinery & Tools	1,493,104	1,441,942	1,722,369	1,694,500
Maintenance Fire Apparatus	51,477	29,902	19,000	42,500
Maintenance Vehicles	924,771	907,000	1,112,760	912,000
Maintenance Misc. Equipment	2,876,321	2,434,902	2,437,398	2,500,000
	<b>\$ 5,450,377</b>	<b>\$ 4,979,985</b>	<b>\$ 5,492,863</b>	<b>\$ 5,332,000</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ —	\$ 439	\$ —	\$ —
Judgements, Damages, & Claims	222,656	29,719	12,382	—
Other Refunds & Adjustments	53,442	13,861	102,340	60,000
Cuyahoga Cnty Payments/Refunds	—	128	—	—
Indirect Cost	1,127,317	1,127,317	1,292,588	1,341,465
	<b>\$ 1,403,415</b>	<b>\$ 1,171,463</b>	<b>\$ 1,407,310</b>	<b>\$ 1,401,465</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 5,859,343	\$ 4,972,329	\$ 5,948,671	\$ 6,000,000
Charges From Telephone Exch	360,891	521,080	501,777	446,447
Charges From Utilities Admin	84,575	84,381	84,059	—
Charges From Radio Comm System	63,178	72,271	61,995	41,171
Charges From W.P.C.	—	—	380	9,000
Charges From Print & Repro	83,448	59,122	79,190	52,104
Charges From Central Storeroom	—	1	—	—
Charges From M.V.M.	507,354	762,728	454,661	456,410
Charges From Division Of Maint	92,180	91,053	105,826	115,000
Charges From Waste Collection	85,210	84,936	88,893	5,000
	<b>\$ 7,136,179</b>	<b>\$ 6,647,900</b>	<b>\$ 7,325,451</b>	<b>\$ 7,125,132</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 672,741	\$ —	\$ —	\$ —
	<b>\$ 672,741</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Capital Outlay</b>				
Contractual Services	\$ 100,000	\$ —	\$ —	\$ —
Transfer To Airports Cap Proj	2,296,475	2,257,213	2,843,254	2,581,008
	<b>\$ 2,396,475</b>	<b>\$ 2,257,213</b>	<b>\$ 2,843,254</b>	<b>\$ 2,581,008</b>
<b>Debt Service</b>				
Principal	\$ 19,835,000	\$ 17,056,124	\$ 27,706,666	\$ 15,660,000
Interest	35,771,756	40,317,552	34,612,640	42,340,000
	<b>\$ 55,606,756</b>	<b>\$ 57,373,676</b>	<b>\$ 62,319,306</b>	<b>\$ 58,000,000</b>
	<b>\$ 130,984,858</b>	<b>\$ 134,451,426</b>	<b>\$ 149,527,475</b>	<b>\$ 147,048,168</b>

# Department of Port Control

## Airport General Operations



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 101,314,756	\$ 95,866,824	\$ 89,881,020	\$ 115,593,494
Fines, Forfeitures & Settlements	—	1,758,363	—	—
Grant Revenue	12,436,561	13,344,275	18,052,264	13,085,342
Miscellaneous	16,038,136	21,787,277	34,610,213	20,415,000
Transfers In	3,684,885	1,557,524	27,542,536	—
Interest Earnings/Investment Income	4,946,745	2,199,811	924,576	1,500,000
Passenger Facility Charges	(24,162)	14,395	(12,755)	—
	<b>\$ 138,396,920</b>	<b>\$ 136,528,468</b>	<b>\$ 170,997,855</b>	<b>\$ 150,593,836</b>



# Department of Port Control

## Airport General Operations

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrator of Engineering and Planning
4	4	5	Administration Bureau Manager
11	8	13	Administrative Manager
2	0	1	Chief Training Officer
1	0	0	Labor Relations Manager
6	5	7	Administrative Officer
2	0	0	Airport Project Director
6	4	6	Assistant Administrator
1	1	1	Commissioner of Burke Airport
1	1	1	Commissioner of Cleve. Hopkins Int. Airport
2	2	2	Deputy Comm. of Cleve. Hopkins Int. Airport
1	1	1	Director of Port Control
2	2	2	Fiscal Manager
1	1	1	Secretary to Directors of Departments
41	30	41	
			OFFICE & CLERICAL
2	2	2	Junior Clerk
3	0	3	Senior Clerk
3	2	3	Chief Clerk
0	0	1	Civil Service Examiner II
2	2	2	Personnel Assistant, Junior
7	6	6	Principal Clerk
2	2	2	Private Secretary
1	0	1	Private Secretary to the Director
4	5	4	Head Storekeeper
0	0	1	Secretary
3	3	3	Storekeeper
1	0	1	Messenger
28	22	29	

# Department of Port Control



## Airport General Operations

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROFESSIONALS
1	0	1	Accountant I
1	1	2	Accountant III
4	4	4	Accountant IV
1	1	1	Airport Chief Engineer
4	4	5	Airport Maintenance Manager
4	2	6	Airport Maintenance Superintendent
6	6	4	Airport Maintenance Supervisor
1	1	1	Airport Operations Manager
0	0	1	Budget Analyst
0	0	2	Building Stationary Engineer
1	1	1	Chief Civil Engineer
1	1	1	Chief Mechanical Engineer
5	4	5	Consulting Engineer
0	0	1	Convention Center Sales Manager
1	1	1	Deputy Project Director
1	1	1	HR Special Projects Coordinator
1	1	1	Labor Relations Officer
0	0	1	Minority Business Development Administrator
1	1	1	Personnel Administrator
2	0	1	Personnel Administrator, Asst.
19	18	19	Project Coordinator
3	2	4	Project Director
1	1	1	Safety Programs Manager
1	1	1	Warehouse Inventory Manager
1	0	1	Contract Compliance Officer
1	1	1	Contract Compliance Officer, Asst.
1	1	1	Assistant Director of Law
<b>62</b>	<b>53</b>	<b>69</b>	
			SKILLED CRAFT
3	3	3	Carpenter
10	9	10	Electrical Worker
2	2	2	Foreman, Electrical Worker
1	0	1	Foreman, Painter
2	2	2	Heavy Duty Unit Leader
12	10	11	Heavy Duty Mechanic
1	0	1	Horticulturist Unit Leader
0	0	1	Mechanical Handyman
4	4	4	Painter
2	2	2	Plumber
<b>37</b>	<b>32</b>	<b>37</b>	



# Department of Port Control

## Airport General Operations

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			SERVICE & MAINTENANCE
13	10	13	Airport Field Foreman
67	63	67	Airport Maintenance Man
61	59	64	Custodial Worker
1	1	1	Municipal Service Laborer
11	11	11	Custodial Worker Supervisor
1	1	1	Supt Vehicle Admin Services
1	1	1	Supt of Motorized Equipment
6	5	7	Window Washer
<b>161</b>	<b>151</b>	<b>165</b>	
			TECHNICIAN
7	7	7	Airport Information Representative
8	7	8	Airport Operations Agent I
8	8	8	Airport Operations Agent II
3	2	3	Airport Operations Agent III
4	4	4	Airport Operations Superintendent
1	1	1	Airport Planning Envir. Officer
1	1	1	Airport Safety Manager
3	3	3	Airport Safety Shift Commander
43	33	43	Airport Safety Man
12	11	12	Airport Safety Supervisor
3	3	3	Airport Security Coordinator
0	1	1	Asst. Manager Appl Dev/Technical Support
1	0	1	Network Analyst II
2	2	2	System Analyst
0	0	1	Telecommunications Specialist II
5	5	5	Engineering & Construction Inspector
1	1	1	Engineering & Construction Inspector, Chief
0	0	3	Radio Dispatcher
<b>102</b>	<b>89</b>	<b>107</b>	
<b>431</b>	<b>377</b>	<b>448</b>	TOTAL FULL TIME
9	5	18	TOTAL PART TIME
28	0	44	TOTAL SEASONAL
<b>468</b>	<b>382</b>	<b>510</b>	TOTAL DIVISION

## Division of Harbors

---

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.



# Division of Harbors

## Division of Harbors

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,162	\$ 86,810	\$ 71,315	\$ 75,025
	<b>\$ 4,162</b>	<b>\$ 86,810</b>	<b>\$ 71,315</b>	<b>\$ 75,025</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ 4,346	\$ 2,897	\$ 3,336
Prescription	—	—	712	1,068
Dental	—	241	202	247
Vision Care	—	54	47	48
Public Employees Retire System	—	10,745	9,564	11,719
Fica-Medicare	—	1,113	1,030	1,088
Workers' Compensation	—	—	—	829
Life Insurance	—	45	38	48
	<b>\$ —</b>	<b>\$ 16,544</b>	<b>\$ 14,490</b>	<b>\$ 18,383</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ 300	\$ 340	\$ 500
	<b>\$ —</b>	<b>\$ 300</b>	<b>\$ 340</b>	<b>\$ 500</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,805	\$ 152,100	\$ 117,350	\$ 136,890
Other Contractual	—	—	—	1,573
	<b>\$ 1,805</b>	<b>\$ 152,100</b>	<b>\$ 117,350</b>	<b>\$ 138,463</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 300
Postage	—	37	—	500
Computer Hardware	—	—	—	2,340
Office Furniture & Equipment	—	—	2,938	—
Misc Maintenance Supplies	—	—	—	2,000
	<b>\$ —</b>	<b>\$ 37</b>	<b>\$ 2,938</b>	<b>\$ 5,140</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ —	\$ —	\$ 5,000
Charges From Print & Repro	75	3,332	—	197
Charges From Central Storeroom	—	—	122	—
	<b>\$ 75</b>	<b>\$ 3,332</b>	<b>\$ 122</b>	<b>\$ 5,197</b>
<b>Capital Outlay</b>				
Transfer To Airports Cap Proj	\$ —	\$ —	\$ 30,000	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 30,000</b>	<b>\$ —</b>
	<b>\$ 6,042</b>	<b>\$ 259,123</b>	<b>\$ 236,554</b>	<b>\$ 242,708</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 415,254	\$ 429,089	\$ 428,608	\$ 420,578
	<b>\$ 415,254</b>	<b>\$ 429,089</b>	<b>\$ 428,608</b>	<b>\$ 420,578</b>

# Division of Harbors



## Division of Harbors

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	0	0	Harbor Manager
0	1	1	Project Coordinator
1	1	1	TOTAL DIVISION



## Department of Public Service

Division of Public Service Administration

### JOMARIE WASIK, DIRECTOR

---

#### *Mission Statement*

*Maintain quality neighborhood and business districts providing safe, prompt, cost effective, high quality service delivery in the areas of waste collection, street and bridge construction, maintenance and repair, facility management, and fleet management to the citizens, employees, businesses and visitors of the City of Cleveland.*

---

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; operation of moveable bridges and viaducts; the construction of all public buildings; 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 maintain 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.

# Department of Public Service

## Division of Public Service Administration



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 309,256	\$ 323,593	\$ 263,132	\$ 244,601
Part-Time Permanent	—	—	25,764	36,532
Longevity	2,150	2,325	2,450	—
Separation Payments	—	—	31,458	—
	<b>\$ 311,406</b>	<b>\$ 325,918</b>	<b>\$ 322,803</b>	<b>\$ 281,133</b>
<b>Benefits</b>				
Hospitalization	\$ 45,765	\$ 48,131	\$ 38,966	\$ 37,080
Prescription	—	—	2,350	3,528
Dental	2,726	2,717	2,324	2,280
Vision Care	254	259	233	192
Public Employees Retire System	43,005	45,613	44,228	42,654
Fica-Medicare	3,525	3,690	4,034	4,076
Workers' Compensation	8,399	8,295	3,774	3,751
Life Insurance	225	225	188	180
	<b>\$ 103,900</b>	<b>\$ 108,929</b>	<b>\$ 96,096</b>	<b>\$ 93,741</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ —	\$ —	\$ 250
Professional Dues & Subscript	25	100	100	—
	<b>\$ 25</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 250</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 2,714	\$ 2,818	\$ 2,684	\$ 2,640
Insurance And Official Bonds	100	—	—	—
	<b>\$ 2,814</b>	<b>\$ 2,818</b>	<b>\$ 2,684</b>	<b>\$ 2,640</b>
<b>Materials &amp; Supplies</b>				
Computer Software	\$ —	\$ 316	\$ —	\$ —
Just In Time Office Supplies	674	233	212	720
	<b>\$ 674</b>	<b>\$ 549</b>	<b>\$ 212</b>	<b>\$ 720</b>
<b>Maintenance</b>				
Computer Hardware Maintenance	\$ —	\$ —	\$ —	\$ 215
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 215</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 24,765	\$ 19,076	\$ 3,026	\$ 20,420
Charges From Radio Comm System	272	263	220	167
Charges From Print & Repro	1,781	970	2,223	1,117
Charges From Central Storeroom	150	81	297	116
	<b>\$ 26,968</b>	<b>\$ 20,390</b>	<b>\$ 5,766</b>	<b>\$ 21,820</b>
	<b>\$ 445,786</b>	<b>\$ 458,703</b>	<b>\$ 427,661</b>	<b>\$ 400,519</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ 2,897	\$ 3,355	\$ 1,692	\$ 300
	<b>\$ 2,897</b>	<b>\$ 3,355</b>	<b>\$ 1,692</b>	<b>\$ 300</b>



# Department of Public Service

## Division of Public Service Administration

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Public Service
1	1	1	
			OFFICE & CLERICAL
2	2	2	Administrative Officer
2	2	2	
			PROFESSIONALS
1	1	1	Project Director
1	0	0	Senior Budget & Management Analyst
2	1	1	
5	4	4	TOTAL FULL TIME
0	1	1	TOTAL PART TIME
5	5	5	TOTAL DIVISION

**PAUL BURIK, ACTING COMMISSIONER**

---

*Mission Statement*

*Our mission is to plan and construct, appropriate, energy efficient, and lasting facilities, for the City of Cleveland.*

---

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 architectural firms or consultants are retained for special projects, the Division of Architecture provides programming, coordinates, and supervises all phases of such projects.

**PROGRAM NAME: FACILITY DESIGN AND CONSTRUCTION**

OBJECTIVES: To plan 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 and energy efficient 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 project 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 adoptive reuses and make recommendations, which will maximize potential of City buildings based upon current need and/or future predictions.

**PROGRAM NAME: ENERGY EFFICIENCY**

OBJECTIVES: Strive to provide energy efficient sustainable City facilities.

ACTIVITIES: Evaluate building usage and recommend procedures to make the facility energy efficient.



# Department of Public Service

## Division of Architecture

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 458,316	\$ 406,398	\$ 381,688	\$ 384,360
Military Leave	705	553	73	—
Longevity	3,275	3,175	2,675	—
Separation Payments	16,340	37,121	8,019	—
	<b>\$ 478,636</b>	<b>\$ 447,246</b>	<b>\$ 392,454</b>	<b>\$ 384,360</b>
<b>Benefits</b>				
Hospitalization	\$ 74,275	\$ 62,639	\$ 53,464	\$ 51,420
Prescription	—	—	9,204	14,424
Dental	4,479	3,618	3,667	3,888
Vision Care	514	454	474	444
Public Employees Retire System	65,718	57,911	58,591	57,950
Fica-Medicare	5,078	4,776	4,583	4,945
Workers' Compensation	10,366	12,750	5,178	4,560
Life Insurance	375	319	308	315
Unemployment Compensation	—	—	2,515	—
	<b>\$ 160,804</b>	<b>\$ 142,467</b>	<b>\$ 137,984</b>	<b>\$ 137,946</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 239	\$ 2,205	\$ —	\$ —
Professional Dues & Subscript	537	1,116	—	700
	<b>\$ 776</b>	<b>\$ 3,321</b>	<b>\$ —</b>	<b>\$ 700</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 606	\$ —	\$ 2,000
Mileage (Private Auto)	998	324	33	1,200
Parking In City Facilities	2,701	2,038	1,083	1,253
	<b>\$ 3,698</b>	<b>\$ 2,967</b>	<b>\$ 1,116</b>	<b>\$ 4,453</b>
<b>Materials &amp; Supplies</b>				
Computer Supplies	\$ —	\$ —	\$ 1,102	\$ 1,000
Office Furniture & Equipment	—	245	—	—
Photographic Supplies	—	—	—	500
Paper And Other Printing Suppl	1,767	1,100	—	1,767
Just In Time Office Supplies	4,286	2,825	4,796	2,500
	<b>\$ 6,053</b>	<b>\$ 4,170</b>	<b>\$ 5,898</b>	<b>\$ 5,767</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 1,000	\$ 1,960	\$ 1,000
Computer Hardware Maintenance	—	1,653	—	2,000
	<b>\$ —</b>	<b>\$ 2,653</b>	<b>\$ 1,960</b>	<b>\$ 3,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,149	\$ 1,207	\$ 1,232	\$ 6,285
Charges From Print & Repro	2,120	1,234	1,989	5,583
Charges From Central Storeroom	928	3,460	976	967
Charges From M.V.M.	1,953	7,613	994	1,000
Charges From Water	496	—	—	—
	<b>\$ 13,646</b>	<b>\$ 13,515</b>	<b>\$ 5,190</b>	<b>\$ 13,835</b>
	<b>\$ 663,614</b>	<b>\$ 616,339</b>	<b>\$ 544,602</b>	<b>\$ 550,061</b>

# Department of Public Service



## Division of Architecture

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 525	\$ —	\$ —	\$ —
Miscellaneous	327,583	300,207	139,991	250,000
	<b>\$ 328,108</b>	<b>\$ 300,207</b>	<b>\$ 139,991</b>	<b>\$ 250,000</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	0	1	Commissioner of Architecture
1	0	1	
			PROFESSIONALS
1	1	1	Administrative Officer
1	1	1	Chief Architect
1	1	1	Project Director
3	3	3	Senior Assistant Architect
6	6	6	
7	6	7	TOTAL DIVISION



## Department of Public Service

Division of Waste Collection and Disposal

### RONNIE M. OWENS, COMMISSIONER

---

#### *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.*

---

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 operated facility, with a 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.

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

**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.



## Department of Public Service

### Division of Waste Collection and Disposal

#### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 7,996,459	\$ 8,142,691	\$ 8,875,036	\$ 8,443,225
Crafts	124,193	—	—	—
Seasonal	865,213	771,623	768,021	763,153
Part-Time Permanent	20,561	20,534	21,602	22,052
Injury Pay	26,725	29,385	23,953	—
Longevity	84,175	79,750	74,400	79,100
Wage Settlements	124,625	3,087	—	—
Separation Payments	17,324	22,627	24,789	—
Overtime	461,670	409,955	431,508	396,203
	<b>\$ 9,720,946</b>	<b>\$ 9,479,651</b>	<b>\$ 10,219,309</b>	<b>\$ 9,703,733</b>
<b>Benefits</b>				
Hospitalization	\$ 1,745,339	\$ 1,841,870	\$ 1,775,617	\$ 1,747,559
Prescription	—	—	178,445	266,692
Dental	103,767	103,357	106,544	111,519
Vision Care	11,010	11,146	11,736	10,786
Public Employees Retire System	1,309,934	1,345,109	1,526,472	1,463,024
Fica-Medicare	115,541	113,633	123,199	126,634
Workers' Compensation	980,943	936,770	1,237,800	1,615,624
Life Insurance	9,855	10,181	9,964	9,933
Unemployment Compensation	51,868	52,061	101,042	70,579
Clothing Allowance	83,195	83,160	82,835	—
Clothing Maintenance	28,988	28,950	27,688	—
	<b>\$ 4,440,440</b>	<b>\$ 4,526,236</b>	<b>\$ 5,181,342</b>	<b>\$ 5,422,350</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,422	\$ 1,771	\$ 183	\$ 1,800
Tuition & Registration Fees	695	1,075	—	900
Mileage (Priv Auto) Trng Prps	—	—	146	90
Professional Dues & Subscript	49	313	342	270
	<b>\$ 2,166</b>	<b>\$ 3,159</b>	<b>\$ 672</b>	<b>\$ 3,060</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 166,158	\$ 217,363	\$ 115,201	\$ 138,241
Gas	160,503	194,895	132,503	159,004
Electricity - Cpp	193,295	222,026	188,662	183,002
Electricity - Other	—	—	(1,661)	—
	<b>\$ 519,956</b>	<b>\$ 634,284</b>	<b>\$ 434,705</b>	<b>\$ 480,247</b>

# Department of Public Service

## Division of Waste Collection and Disposal



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 5,365	\$ 6,980	\$ 7,688	\$ 7,000
Referee Services	6,145	426	—	450
Waste Disposal	8,311,203	7,888,703	6,947,812	6,063,904
Security Services	2,792	—	603	1,000
Janitorial Services	—	1,770	2,322	1,000
Medical Services	588	4,186	5,009	3,500
Waste Disposal Fee - Ohio EPA	913,215	881,873	1,119,784	1,375,000
Advertising And Public Notice	84,045	68,829	49,553	50,000
Program Promotion	21,127	31,778	28,876	15,000
Parking In City Facilities	2,116	1,321	1,077	1,100
Equipment Rental	—	194	—	—
Special Assessment	3,250	3,250	3,250	3,150
Local Match-Grant Programs	—	25,000	—	50,000
Credit Card Processing Fees	3,260	5,517	7,610	5,000
	<b>\$ 9,353,106</b>	<b>\$ 8,919,826</b>	<b>\$ 8,173,583</b>	<b>\$ 7,576,104</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 2,490	\$ —
Computer Supplies	717	4,407	3,562	700
Computer Hardware	255	—	380	—
Computer Software	20,000	—	5,140	—
Heavy Truck Parts	20,000	—	—	—
Hardware & Small Tools	900	—	4,150	1,000
Small Equipment	1,680	65,278	34,288	—
Office Furniture & Equipment	—	630	—	—
Fence, Posts & Bars	2,500	—	2,687	2,250
Hygiene And Cleaning Supplies	7,500	9,315	—	6,500
Photographic Supplies	256	—	1,194	1,000
Other Supplies	15,992	11,394	7,277	18,000
Safety Equipment	8,797	6,519	2,016	9,000
Special Events Supplies	—	4,875	3,906	—
Just In Time Office Supplies	5,241	2,724	2,069	4,500
	<b>\$ 83,838</b>	<b>\$ 105,142</b>	<b>\$ 69,160</b>	<b>\$ 42,950</b>
<b>Maintenance</b>				
Maintenance Fire Apparatus	\$ 500	\$ —	\$ —	\$ —
Car Washes	10	—	—	—
Maintenance Utility Systems	2,500	—	—	—
Maintenance Misc. Equipment	36,672	16,999	35,949	30,000
Maintenance Building	11,695	13,636	22,549	20,000
Repair Of Overhead Doors	11,000	—	—	5,000
	<b>\$ 62,377</b>	<b>\$ 30,635</b>	<b>\$ 58,498</b>	<b>\$ 55,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 4,853	\$ 3,408	\$ 760	\$ 5,000
	<b>\$ 4,853</b>	<b>\$ 3,408</b>	<b>\$ 760</b>	<b>\$ 5,000</b>



# Department of Public Service

## Division of Waste Collection and Disposal

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 46,892	\$ 27,766	\$ 26,696	\$ 37,328
Charges From Radio Comm System	45,142	53,914	58,670	41,782
Charges From W.P.C.	—	1,537	6,158	—
Charges From Print & Repro	54,755	45,958	32,213	30,000
Charges From Central Storeroom	7,322	2,254	3,150	2,742
Charges From M.V.M.	2,803,661	2,834,855	2,788,901	2,172,555
Charges From Water	20,090	—	—	—
	<b>\$ 2,977,863</b>	<b>\$ 2,966,285</b>	<b>\$ 2,915,787</b>	<b>\$ 2,284,407</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ 70,000	\$ —	\$ —	\$ —
	<b>\$ 70,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 27,235,544</b>	<b>\$ 26,668,625</b>	<b>\$ 27,053,816</b>	<b>\$ 25,572,851</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 3,267,173	\$ 2,682,494	\$ 2,149,281	\$ 10,813,560
Miscellaneous	113,341	188,296	14,191	11,000
	<b>\$ 3,380,514</b>	<b>\$ 2,870,790</b>	<b>\$ 2,163,472</b>	<b>\$ 10,824,560</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
5	5	5	Asst. Superintendent of Waste Collection
1	1	1	Commissioner of Waste Collection & Disposal
1	1	1	General Superintendent of Waste Collection
7	7	7	
			OFFICE & CLERICAL
1	0	0	Chief Clerk
2	2	2	Junior Personnel Assistant
3	2	2	

# Department of Public Service



## Division of Waste Collection and Disposal

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROFESSIONALS
1	0	1	Accountant IV
2	2	2	Assistant Administrator
1	1	1	Assistant Manager of Marketing
1	1	1	Deputy Project Director
1	1	1	Manager of Marketing
1	1	1	Project Director
1	1	1	Senior Budget and Management Analyst
<u>8</u>	<u>7</u>	<u>8</u>	
			SKILLED CRAFT
3	3	3	Construction Equipment Operator Group B
<u>3</u>	<u>3</u>	<u>3</u>	
			SERVICE & MAINTENANCE
1	1	1	Labor Foreman
5	5	5	Municipal Service Laborer
2	2	2	Transfer Station Attendant
68	66	72	Waste Collection Driver
11	9	11	Waste Collection Foreman
4	4	4	Waste Collection Foreman I
3	0	0	Waste Collection Roll-Off Driver
127	108	127	Waste Collector
<u>221</u>	<u>195</u>	<u>222</u>	
			TECHNICIAN
1	1	1	Accident & Safety Inspector
2	1	2	Radio Operator
<u>3</u>	<u>2</u>	<u>3</u>	
<u>245</u>	<u>216</u>	<u>245</u>	TOTAL FULL TIME
31	24	24	TOTAL SEASONAL (Average) *
1	1	1	TOTAL PART TIME
<u>277</u>	<u>241</u>	<u>270</u>	TOTAL DIVISION

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



## Department of Public Service

Division of Engineering and Construction

### ROB MAVEC, ACTING COMMISSIONER

---

#### *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, streets and sidewalks.*

---

The 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 description, public 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.

#### **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 field work.

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 life 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.



# Department of Public Service

## Division of Engineering and Construction

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 3,039,773	\$ 2,984,921	\$ 3,077,431	\$ 2,907,875
Part-Time Permanent	24,975	25,317	24,439	29,449
Longevity	28,650	28,400	28,025	14,250
Separation Payments	33,944	125,093	58,331	—
Overtime	124,124	174,531	179,160	100,000
	<b>\$ 3,251,466</b>	<b>\$ 3,338,262</b>	<b>\$ 3,367,385</b>	<b>\$ 3,051,574</b>
<b>Benefits</b>				
Hospitalization	\$ 579,173	\$ 576,524	\$ 537,761	\$ 507,428
Prescription	—	—	59,691	88,008
Dental	34,429	32,536	33,387	34,735
Vision Care	3,512	3,405	3,598	3,108
Public Employees Retire System	444,842	449,755	496,734	460,083
Fica-Medicare	36,259	38,780	40,046	37,070
Workers' Compensation	75,946	96,828	69,734	64,349
Life Insurance	2,895	2,801	2,741	2,745
Unemployment Compensation	—	5,603	115	11,596
Clothing Allowance	5,500	5,240	4,620	620
Clothing Maintenance	4,225	3,975	3,775	2,175
	<b>\$ 1,186,781</b>	<b>\$ 1,215,448</b>	<b>\$ 1,252,202</b>	<b>\$ 1,211,917</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 674	\$ —	\$ 288	\$ 1,000
Tuition & Registration Fees	779	1,475	1,878	3,000
Mileage (Priv Auto) Trng Prps	180	—	143	—
Professional Dues & Subscript	2,279	2,059	3,209	2,000
	<b>\$ 3,912</b>	<b>\$ 3,534</b>	<b>\$ 5,518</b>	<b>\$ 6,000</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 42,946	\$ 39,936	\$ 38,093	\$ 36,950
Electricity - Other	9,000	5,720	187	181
	<b>\$ 51,946</b>	<b>\$ 45,656</b>	<b>\$ 38,280</b>	<b>\$ 37,131</b>
<b>Contractual Services</b>				
Professional Services	\$ 118,850	\$ 122,223	\$ 5,475	\$ 274,000
Mileage (Private Auto)	1,590	1,003	1,085	1,000
Advertising And Public Notice	360	1,450	385	1,500
Parking In City Facilities	11,057	10,709	9,570	10,000
Equipment Rental	—	1,000	—	1,000
Other Contractual	293	726	693	500
	<b>\$ 132,150</b>	<b>\$ 137,110</b>	<b>\$ 17,208</b>	<b>\$ 288,000</b>

# Department of Public Service



## Division of Engineering and Construction

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 542	\$ 1,704	\$ 155	\$ 200
Computer Supplies	232	—	—	250
Computer Hardware	4,738	—	—	—
Welding Supplies & Equipment	5,553	—	—	—
Boilers, Heaters & Cool Equip	2,088	160	—	1,000
Small Equipment	2,000	2,000	2,088	2,000
Hygiene And Cleaning Supplies	1,334	462	—	700
Plumbing Supplies And Equip	460	—	—	—
Photographic Supplies	982	—	1,703	500
Paper And Other Printing Suppl	2,284	2,963	1,214	3,000
Other Supplies	—	500	217	—
Bridge 650 Supplies	46,177	72,325	57,894	51,065
Safety Equipment	1,911	—	—	500
Just In Time Office Supplies	5,024	4,267	2,137	2,000
Cement Sand & Gravel	5,931	5,000	—	1,000
	<b>\$ 79,255</b>	<b>\$ 89,381</b>	<b>\$ 65,408</b>	<b>\$ 62,215</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 1,387	\$ 1,000	\$ 70	\$ 1,000
Maintenance Contracts	289	289	305	300
Computer Hardware Maintenance	3,811	—	—	—
Computer Software Maintenance	5,435	13,178	10,515	12,000
Maintenance Machinery & Tools	4,988	—	—	—
Car Washes	200	—	—	—
Maintenance Misc. Equipment	—	188	—	—
	<b>\$ 16,110</b>	<b>\$ 14,654</b>	<b>\$ 10,890</b>	<b>\$ 13,300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 16,422	\$ 9,997	\$ 14,139	\$ 11,932
Charges From Radio Comm System	4,588	4,167	4,814	3,985
Charges From W.P.C.	—	—	307	—
Charges From Print & Repro	8,497	12,279	12,957	11,463
Charges From Central Storeroom	766	942	745	952
Charges From M.V.M.	45,857	55,823	53,647	41,926
Charges From Water	3,968	—	—	—
	<b>\$ 80,099</b>	<b>\$ 83,207</b>	<b>\$ 86,608</b>	<b>\$ 70,258</b>
	<b>\$ 4,801,720</b>	<b>\$ 4,927,252</b>	<b>\$ 4,843,499</b>	<b>\$ 4,740,395</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 12,550	\$ 11,400	\$ 10,550	\$ 12,500
Licenses & Permits	78,014	58,025	52,500	52,000
Miscellaneous	853,009	828,268	783,403	800,000
	<b>\$ 943,573</b>	<b>\$ 897,693</b>	<b>\$ 846,453</b>	<b>\$ 864,500</b>



# Department of Public Service

## Division of Engineering and Construction

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
ADMINISTRATORS & OFFICIALS			
1	1	1	Administrator of Engineering and Planning
1	0	1	Commissioner of Engineering & Construction
1	1	1	Superintendent of Sidewalks
<b>3</b>	<b>2</b>	<b>3</b>	
OFFICE & CLERICAL			
1	1	1	Junior Personnel Assistant
2	2	2	Principal Clerk
<b>3</b>	<b>3</b>	<b>3</b>	
PROFESSIONALS			
1	1	1	Chief Sidewalk Inspector
2	2	2	Construction Technician
7	7	7	Consulting Engineer
1	1	1	Deputy Project Director
4	3	3	Section Chief Engineering and Construction
1	1	1	Senior Budget and Management Analyst
1	1	1	Surveyor
3	2	2	Survey Party Chief
<b>20</b>	<b>18</b>	<b>18</b>	
SKILLED CRAFT			
1	1	1	Bridge Oiler
2	2	2	Electrical Worker
4	3	3	Ironworker
<b>7</b>	<b>6</b>	<b>6</b>	
SERVICE & MAINTENANCE			
17	18	17	Electric Bridge Operator
4	3	4	Electric Bridge Operator Leader
1	1	1	Municipal Service Laborer
<b>22</b>	<b>22</b>	<b>22</b>	
TECHNICIAN			
7	7	7	Engineering & Construction Inspector
2	2	2	Sidewalk Inspector
<b>9</b>	<b>9</b>	<b>9</b>	
<b>64</b>	<b>60</b>	<b>61</b>	TOTAL FULL TIME
<b>1</b>	<b>1</b>	<b>1</b>	TOTAL PART TIME
<b>65</b>	<b>61</b>	<b>62</b>	TOTAL DIVISION

# Department of Public Service

## Motor Vehicle Maintenance



### DANIEL A. NOVAK, COMMISSIONER

---

#### *Mission Statement*

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

---

The control, supervision of procurement, custody, maintenance, repair and assignment of all motor vehicles and equipment of the various Department 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 includes the purchase of fuels, changing of oil, lubrications, wheel alignments, tune-ups, and other various repairs. The Division is responsible for the operation and maintenance of the City's fuel dispensing system.

#### **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 of 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 services. 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.



# Department of Public Service

## Motor Vehicle Maintenance

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,440,371	\$ 4,259,296	\$ 4,098,494	\$ 3,943,053
Military Leave	1,145	988	985	—
Injury Pay	14,756	460	1,129	—
Longevity	46,200	45,600	41,625	30,750
Separation Payments	14,474	77,712	25,041	—
Bonus Incentive	500	—	—	—
Overtime	73,282	55,858	66,943	68,559
	<b>\$ 4,590,728</b>	<b>\$ 4,439,914</b>	<b>\$ 4,234,216</b>	<b>\$ 4,042,362</b>
<b>Benefits</b>				
Hospitalization	\$ 873,307	\$ 819,742	\$ 724,095	\$ 680,402
Prescription	—	—	95,420	145,752
Dental	51,077	45,780	45,332	47,074
Vision Care	5,523	5,093	5,179	4,656
Public Employees Retire System	638,429	613,628	639,689	629,072
Fica-Medicare	46,520	44,911	45,178	44,310
Workers' Compensation	183,914	276,323	227,093	164,828
Life Insurance	4,466	4,133	3,821	3,825
Unemployment Compensation	—	—	5,857	23,192
Clothing Allowance	970	1,050	1,080	10,410
Tool Insurance	29,460	35,810	35,200	34,650
Clothing Maintenance	200	200	200	400
	<b>\$ 1,833,867</b>	<b>\$ 1,846,669</b>	<b>\$ 1,828,144</b>	<b>\$ 1,788,571</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 351	\$ —	\$ —	\$ —
Tuition & Registration Fees	—	251	171	2,000
Mileage (Priv Auto) Trng Prps	301	—	—	—
Professional Dues & Subscript	2,905	3,420	2,448	2,000
	<b>\$ 3,556</b>	<b>\$ 3,671</b>	<b>\$ 2,619</b>	<b>\$ 4,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 361,094	\$ 347,371	\$ 268,637	\$ 322,365
Gas	22,523	21,306	27,889	33,467
Electricity - Cpp	7,917	10,284	26,914	26,107
Security & Monitoring System	6,000	6,000	4,500	6,000
	<b>\$ 397,535</b>	<b>\$ 384,961</b>	<b>\$ 327,941</b>	<b>\$ 387,939</b>
<b>Contractual Services</b>				
Professional Services	\$ 7,185	\$ 3,855	\$ 1,197	\$ 3,000
Travel- Non-Training	—	—	23	—
Medical Services	1,247	1,291	1,112	1,000
Freight Expense	—	—	43	—
Advertising And Public Notice	1,288	—	—	1,000
Parking In City Facilities	1,757	13,032	17,656	20,000
Towing	18,941	19,927	25,643	20,000
Special Assessment	31,690	37,300	31,355	33,100
Other Contractual	3,119	11,936	7,500	5,000

# Department of Public Service



## Motor Vehicle Maintenance

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
	<b>\$ 65,226</b>	<b>\$ 87,340</b>	<b>\$ 84,528</b>	<b>\$ 83,100</b>
<b>Materials &amp; Supplies</b>				
Discounts Lost	\$ —	\$ (6)	\$ —	\$ —
Office Supplies	—	—	164	—
Postage	20	132	23	—
Computer Supplies	2,838	66	241	5,000
Computer Software	11,299	—	—	5,000
Fuel	6,341,971	10,007,941	4,598,555	6,775,545
Fuel Tax	784,554	802,910	766,188	743,203
Chemical	10,426	14,956	21,000	12,000
Air Compressor Parts	2,000	10,500	5,000	10,000
Fire/Ems Apparatus Parts	56,251	84,496	109,866	55,000
Auto & Light Truck Parts	310,873	289,897	474,299	350,000
Heavy Truck Parts	1,003,870	849,340	1,030,323	900,000
Construction Equipment Parts	86,306	80,500	115,377	80,000
Snow Removal Equipment Parts	10,375	37,964	46,000	20,000
Clothing	17,931	19,991	31,570	20,000
Sweeper Parts	103,990	74,111	110,306	80,000
Welding Supplies & Equipment	8,484	6,500	9,000	6,000
Mower & Tractor Parts	225,110	254,580	247,054	75,000
Small Equipment	—	—	580	—
Fence, Posts & Bars	—	3,200	—	—
Hygiene And Cleaning Supplies	10,512	6,000	8,018	6,000
Painting Equipment & Supplies	15,695	13,309	14,828	15,000
Medical Supplies	600	1,000	—	1,000
Shop Tools	10,145	—	—	—
Shop Supplies	15,885	7,537	22,627	8,000
Other Supplies	8,234	7,304	5,657	8,000
Safety Equipment	1,467	—	—	—
Anti-Freeze	35,174	29,744	49,653	30,000
Motor Oil & Lubricants	285,465	199,876	258,486	250,000
Batteries	117,829	74,824	83,077	100,000
Tires	610,838	466,205	706,193	600,000
Just In Time Office Supplies	7,251	3,004	4,280	4,000
Building Maintenance Supplies	6,000	6,327	7,000	5,000
	<b>\$ 10,101,391</b>	<b>\$ 13,352,205</b>	<b>\$ 8,725,365</b>	<b>\$ 10,163,748</b>



# Department of Public Service

## Motor Vehicle Maintenance

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 2,000	\$ —	\$ 3,000	\$ —
Computer Hardware Maintenance	39,351	41,986	41,591	40,000
Computer Software Maintenance	4,101	—	17,850	23,100
Maintenance Machinery & Tools	5,036	84,684	87,820	10,000
Fuel Pump Repair & Maintenance	55,063	134,667	109,684	60,000
Generator Repair	35,000	69,685	52,804	40,000
Accident Repair-Other Vehicles	43,481	46,079	27,599	50,000
Accident Repair-Safety Vehicles	123,538	109,730	96,602	125,000
Heavy Truck Repair	29,600	39,515	49,319	40,000
Mower & Tractor Repair	29,084	37,463	17,800	—
Frame Repair & Alignment	15,000	16,000	15,000	6,000
Hydraulic Repair Cyl Pmps Mtrs	24,488	26,868	49,669	25,000
Glass Repair	33,434	37,977	24,500	30,000
Radiator & Gas Tank Repair	30,946	19,914	44,235	20,000
Maintenance Building	20,594	18,487	23,875	20,000
Repair Of Overhead Doors	13,482	17,370	18,279	15,000
Spring Repair	114,690	139,770	189,256	125,000
Tire Repair Road Service	15,000	12,000	11,466	12,000
Transmission Repair	83,046	144,119	111,048	100,000
Cushman Repair	49,811	44,934	79,937	50,000
	<b>\$ 766,747</b>	<b>\$ 1,041,249</b>	<b>\$ 1,071,335</b>	<b>\$ 791,100</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 174	\$ —	\$ —	\$ —
	<b>\$ 174</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ —	\$ 260	\$ —	\$ —
Charges From Telephone Exch	97,468	111,703	108,672	105,573
Charges From Radio Comm System	1,045	943	770	553
Charges From W.P.C.	1,229	1,076	—	—
Charges From Print & Repro	14,434	13,892	12,320	11,165
Charges From Central Storeroom	252	249	518	338
Charges From Division Of Maint	17,168	21,677	6,547	20,000
Charges From Waste Collection	18,615	12,808	16,940	20,000
	<b>\$ 150,211</b>	<b>\$ 162,610</b>	<b>\$ 145,767</b>	<b>\$ 157,629</b>
	<b>\$ 17,909,435</b>	<b>\$ 21,318,619</b>	<b>\$ 16,419,914</b>	<b>\$ 17,418,449</b>
<b>Revenues</b>				
	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 41,650	\$ 18,868	\$ 49,831	\$ 25,000
Miscellaneous	17,878,921	21,310,404	17,717,912	14,938,838
Interest Earnings/Investment Income	43,895	58,923	56,610	50,000
	<b>\$ 17,964,466</b>	<b>\$ 21,388,195</b>	<b>\$ 17,824,352</b>	<b>\$ 15,013,838</b>

# Department of Public Service



## Motor Vehicle Maintenance

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Assistant Commissioner of MVM
1	1	1	Commissioner of MVM
1	0	0	Manager of Public Service Operations
2	2	2	Superintendent of Motorized Equipment
1	1	1	Superintendent of Vehicles Admin. Service
<b>6</b>	<b>5</b>	<b>5</b>	
<b>OFFICE &amp; CLERICAL</b>			
1	1	1	General Storekeeper
1	1	1	Principal Clerk
2	2	2	Senior Clerk
6	5	5	Storekeeper
<b>10</b>	<b>9</b>	<b>9</b>	
<b>PROFESSIONALS</b>			
1	1	1	Assistant Buyer
1	2	2	Buyer
1	0	0	Fleet Management Data Manager
1	1	1	Personnel Administrator
1	1	1	Senior Budget & Management Analyst
1	0	1	Senior Personnel Assistant
1	1	1	Technical Specialist
<b>7</b>	<b>6</b>	<b>7</b>	
<b>SKILLED CRAFT</b>			
2	0	0	Auto Body Repair Worker
19	19	19	Automobile Repair Worker
4	4	4	Automobile Repairman Unit Leader
0	2	2	Heavy Duty Auto Body Repair Worker
27	27	27	Heavy Duty Mechanic
5	5	5	Heavy Duty Unit Leader
<b>57</b>	<b>57</b>	<b>57</b>	
<b>SERVICE &amp; MAINTENANCE</b>			
1	1	1	Tanker Truck Driver
5	5	3	Tire Repair Worker
<b>6</b>	<b>6</b>	<b>4</b>	
<b>TECHNICIAN</b>			
1	1	1	Fuel System Technician
<b>1</b>	<b>1</b>	<b>1</b>	
<b>87</b>	<b>84</b>	<b>83</b>	<b>TOTAL DIVISION</b>



## Department of Public Service

Street Construction, Maintenance & Repair

### **RANDELL T. SCOTT, COMMISSIONER**

---

#### *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*

---

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, guardrail repair, and snow and ice control.

#### **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 complaint 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.

## Department of Public Service



### Street Construction, Maintenance & Repair

**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.



# Department of Public Service

## Street Construction, Maintenance & Repair

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 7,356,782	\$ 8,396,872	\$ 8,506,198	\$ 6,542,680
Crafts	1,273,147	161,016	79,684	73,077
Seasonal	1,869,972	1,846,293	2,151,369	1,580,914
Military Leave	—	5,515	2,131	—
Part-Time Permanent	2,701	—	—	—
Injury Pay	620	36,301	6,696	—
Longevity	73,200	69,650	60,975	52,600
Wage Settlements	1,790,671	39,294	—	—
Separation Payments	58,077	91,436	84,966	—
Bonus Incentive	(5,000)	—	—	—
Overtime	1,017,758	1,038,943	669,351	900,000
	<b>\$ 13,437,929</b>	<b>\$ 11,685,319</b>	<b>\$ 11,561,370</b>	<b>\$ 9,149,271</b>
<b>Benefits</b>				
Hospitalization	\$ 1,349,078	\$ 1,479,928	\$ 1,267,833	\$ 1,068,912
Prescription	—	—	133,188	183,394
Dental	80,437	83,672	78,672	79,894
Vision Care	8,256	8,839	8,400	6,958
Public Employees Retire System	1,591,147	1,714,854	1,729,423	1,452,700
Fica-Medicare	149,942	143,976	142,341	115,334
Workers' Compensation	926,176	732,557	847,160	1,011,164
Life Insurance	7,226	7,571	6,900	6,622
Unemployment Compensation	128,732	93,168	262,704	513,387
Clothing Allowance	54,870	53,340	53,235	375
Tool Insurance	3,910	3,910	5,020	3,970
Clothing Maintenance	19,120	18,625	17,975	175
	<b>\$ 4,318,894</b>	<b>\$ 4,340,440</b>	<b>\$ 4,552,850</b>	<b>\$ 4,442,885</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 3,035	\$ (5)	\$ 1,363	\$ —
Tuition & Registration Fees	1,750	—	480	—
Professional Dues & Subscript	70	105	109	100
	<b>\$ 4,855</b>	<b>\$ 100</b>	<b>\$ 1,953</b>	<b>\$ 100</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 246,879	\$ 266,318	\$ 142,343	\$ 170,812
Water	2,333	2,419	6,762	7,000
Gas	96,305	120,041	83,796	100,555
Electricity - Cpp	64,269	64,627	20,925	20,297
Electricity - Other	35,006	32,593	26,014	25,234
	<b>\$ 444,793</b>	<b>\$ 485,998</b>	<b>\$ 279,840</b>	<b>\$ 323,898</b>

# Department of Public Service



## Street Construction, Maintenance & Repair

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 8,658	\$ 16,397	\$ 7,888	\$ 10,000
Waste Disposal	500	—	—	—
Medical Services	831	1,821	2,664	1,000
Parking In City Facilities	8,589	9,400	10,692	6,500
Property Rental	87,500	87,500	87,500	88,000
Equipment Rental	8,400	3,999	3,994	—
Vehicle Rental	39,176	50,000	49,603	—
Bank Service Fees	9,153	5,439	3,460	3,500
	<b>\$ 162,807</b>	<b>\$ 174,556</b>	<b>\$ 165,800</b>	<b>\$ 109,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 1,024	\$ —
Purchase Of Tests	97	48	—	—
Chemical	11,056	7,611	3,700	—
Salt & De-Icer	2,640,721	3,820,905	2,446,084	2,394,150
Clothing	6,000	3,000	3,000	—
Hardware & Small Tools	16,295	10,132	18,580	10,000
Welding Supplies & Equipment	8,011	11,663	14,688	10,000
Boilers, Heaters & Cool Equip	40,182	20,000	40,000	15,000
Seed, Fertilizer & Herbicide	—	4,240	705	1,000
Small Equipment	24,566	16,857	6,524	8,000
Office Furniture & Equipment	289	—	—	—
Electrical Supplies	11,000	10,000	6,100	6,000
Fence, Posts & Bars	1,419	—	6,999	3,000
Hygiene And Cleaning Supplies	18,310	19,154	11,402	10,000
Clay, Soil & Turf	5,085	746	—	—
Painting Equipment & Supplies	21,069	7,279	7,477	1,000
Doors, Shutters And Windows	—	5,000	—	—
Plumbing Supplies And Equip	—	—	514	—
Lumber, Glass, And Drywall	1,351	7,295	3,139	2,000
Medical Supplies	1,000	1,980	—	500
Photographic Supplies	—	—	1,098	—
Paper And Other Printing Suppl	16,855	21,727	10,450	2,000
Printed Materials	75	—	40	—
Other Supplies	118,031	110,942	214,330	120,000
Guard Rail Supplies	21,674	29,860	8,750	1,000
Safety Equipment	7,401	18,624	3,065	5,000
Just In Time Office Supplies	6,107	5,757	1,467	3,000
Building Maintenance Supplies	—	1,876	—	—
Paving Material	167,839	133,603	291,705	185,000
Asphalt	179,141	262,325	173,152	200,000
Cement Sand & Gravel	377,520	365,004	376,660	200,000
Misc Maintenance Supplies	95,055	98,231	59,265	50,000
	<b>\$ 3,796,147</b>	<b>\$ 4,993,857</b>	<b>\$ 3,709,916</b>	<b>\$ 3,226,650</b>



## Department of Public Service

### Street Construction, Maintenance & Repair

#### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Maintenance</b>				
Maintenance Contracts	\$ 2,000	\$ 3,500	\$ 2,000	\$ 2,000
Maintenance Machinery & Tools	14,900	15,263	7,540	10,000
Repair Parts	17,252	1,348	9,017	10,000
Maintenance Building	20,216	3,495	—	—
Repair Of Overhead Doors	—	10,000	20,631	15,000
	<b>\$ 54,368</b>	<b>\$ 33,605</b>	<b>\$ 39,188</b>	<b>\$ 37,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 32,839	\$ 1,765	\$ 716	\$ 1,000
	<b>\$ 32,839</b>	<b>\$ 1,765</b>	<b>\$ 716</b>	<b>\$ 1,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 58,118	\$ 55,820	\$ 64,321	\$ 61,187
Charges From Radio Comm System	45,186	70,704	47,071	35,089
Charges From W.P.C.	—	1,691	7,764	5,000
Charges From Print & Repro	9,156	16,410	11,656	13,398
Charges From Central Storeroom	156	294	91	156
Charges From M.V.M.	2,590,700	3,365,106	2,534,540	2,234,788
Charges From Division Of Maint	18,313	30,670	34,440	26,223
Charges From Water	20,090	—	—	—
	<b>\$ 2,741,719</b>	<b>\$ 3,540,694</b>	<b>\$ 2,699,882</b>	<b>\$ 2,375,841</b>
<b>Capital Outlay</b>				
Local Resurfacing	\$ 1,512,957	\$ 3,080,245	\$ 3,068,267	\$ —
	<b>\$ 1,512,957</b>	<b>\$ 3,080,245</b>	<b>\$ 3,068,267</b>	<b>\$ —</b>
	<b>\$ 26,507,307</b>	<b>\$ 28,336,579</b>	<b>\$ 26,079,781</b>	<b>\$ 19,665,645</b>
<b>Revenues</b>				
	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 55,814	\$ 22,788	\$ 45,990	\$ 30,000
Licenses & Permits	1,831,716	1,995,875	1,873,155	1,698,000
Miscellaneous	1,836,588	3,569,568	5,596,551	400,500
Other Shared Revenue	14,509,639	14,428,017	13,611,297	13,202,959
Transfers In	8,250,000	8,178,919	4,799,130	4,320,777
Interest Earnings/Investment Income	860	2,021	1,959	1,000
	<b>\$ 26,484,617</b>	<b>\$ 28,197,187</b>	<b>\$ 25,928,082</b>	<b>\$ 19,653,236</b>

# Department of Public Service



## Street Construction, Maintenance & Repair

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
2	2	1	Assistant Commissioner of Streets
1	1	1	Commissioner of Streets
<hr/> 3	<hr/> 3	<hr/> 2	
<b>OFFICE &amp; CLERICAL</b>			
1	1	1	Chief Clerk
1	1	2	Principal Clerk
1	1	1	Senior Personnel Assistant
<hr/> 3	<hr/> 3	<hr/> 4	
<b>PROFESSIONALS</b>			
2	2	1	Administrative Manager
1	1	1	Budget Analyst
1	1	1	Personnel Administrator
1	1	1	Senior Budget and Management Analyst
<hr/> 5	<hr/> 5	<hr/> 4	
<b>SKILLED CRAFT</b>			
6	3	3	Asphalt Construction Unit Leader
18	14	11	Asphalt Tamper
2	2	0	Carpenter
4	4	4	Cold Patch & Crack Sealing Unit Leader
4	5	5	Cold Patch and Crack Sealing Worker
4	4	3	Construction Equipment Operator Group A
17	13	7	Construction Equipment Operator Group B
5	5	1	Jackhammer Operator
1	1	1	Machinist
1	1	1	Master Mechanic
4	2	9	Paver
4	3	3	Paving Unit Leader
4	4	4	Street Equipment Maintenance Specialist
17	15	10	Street Maintenance Foreman
5	5	3	Welder/Fabricator
<hr/> 96	<hr/> 81	<hr/> 65	
<b>SERVICE &amp; MAINTENANCE</b>			
2	1	1	Concrete Mixer Driver
3	2	2	General Shop Unit Leader
14	19	19	Municipal Service Laborer
4	3	3	Street Carry-all Driver
7	7	7	Street Maintenance District Unit Leader
2	2	2	Tanker Truck Driver
22	28	31	Truck Driver
<hr/> 54	<hr/> 62	<hr/> 65	



## Department of Public Service

### Street Construction, Maintenance & Repair

#### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			TECHNICIAN
2	2	1	Accident & Safety Inspector
6	6	6	Radio Operator
8	8	7	
169	162	147	TOTAL FULL TIME
110	113	105	TOTAL SEASONAL (PEAK) *
279	275	252	TOTAL DIVISION

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

**ROBERT MAVEC, COMMISSIONER**

---

*Mission Statement*

---

*Maintain and upgrade all Traffic Control Devices within the City of Cleveland*

---

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.

**PROGRAM NAME: TRAFFIC SIGNALIZATION PROGRAM**

OBJECTIVES: Maintain and upgrade all traffic signals within the City of Cleveland.

ACTIVITIES: Upgrade signal corridors throughout the City of Cleveland. Also replace old mechanical signal controllers with new Solid State traffic controllers that are more reliable and have the ability to adjust with changing traffic patterns.

**PROGRAM NAME: FADED SIGN PROGRAM**

OBJECTIVES: Replace missing and badly faded signs.

ACTIVITIES: Check old records against what is currently installed to verify correctness, also replace any faded or missing signs within the area.

**PROGRAM NAME: PAVEMENT MARKINGS**

OBJECTIVES: Ensure that all pavement markings are clear and visible.

ACTIVITIES: Repaint all 650 miles of lane lines, 6,000 crosswalks and stop bars, and 2,500 painted arrows.

**PROGRAM NAME: LED SIGNAL LAMP PROGRAM**

OBJECTIVES: Save on energy costs and provide a much more reliable signal lamp.

ACTIVITIES: Replace entire intersection s with the 7-year LED signal lamps whereas the current incandescent bulb life ids about 6-months.



# Department of Public Service

## Division Traffic Engineering

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,113,937	\$ 2,099,507	\$ 2,067,667	\$ 1,911,436
Longevity	20,400	19,575	18,000	—
Separation Payments	4,522	4,900	2,762	—
Overtime	103,689	116,614	91,909	92,490
	<b>\$ 2,242,548</b>	<b>\$ 2,240,595</b>	<b>\$ 2,180,338</b>	<b>\$ 2,003,926</b>
<b>Benefits</b>				
Hospitalization	\$ 426,811	\$ 410,039	\$ 365,609	\$ 340,727
Prescription	—	—	48,183	65,612
Dental	24,796	22,556	22,692	23,938
Vision Care	2,721	2,539	2,788	2,454
Public Employees Retire System	312,476	312,757	327,868	302,131
Fica-Medicare	19,047	19,590	20,595	19,734
Workers' Compensation	182,996	132,272	55,125	110,572
Life Insurance	1,924	1,800	1,811	1,755
Unemployment Compensation	5,108	1,849	8,098	—
Clothing Allowance	28,060	29,660	27,030	19,020
Clothing Maintenance	9,450	9,450	7,875	7,875
	<b>\$ 1,013,389</b>	<b>\$ 942,512</b>	<b>\$ 887,675</b>	<b>\$ 893,818</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 408	\$ —	\$ —	\$ —
Tuition & Registration Fees	590	—	—	—
	<b>\$ 998</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 44,633	\$ 45,073	\$ 26,746	\$ 32,095
Gas	39,120	39,071	34,962	41,954
Electricity - Cpp	199,207	205,966	211,336	204,996
Electricity - Other	369,391	365,723	241,883	320,078
	<b>\$ 652,352</b>	<b>\$ 655,833</b>	<b>\$ 514,927</b>	<b>\$ 599,123</b>
<b>Contractual Services</b>				
Professional Services	\$ 500	\$ 500	\$ 682	\$ —
Parking In City Facilities	4,325	4,297	4,873	5,000
Other Contractual	—	—	—	32,750
	<b>\$ 4,825</b>	<b>\$ 4,797</b>	<b>\$ 5,555</b>	<b>\$ 37,750</b>
<b>Materials &amp; Supplies</b>				
Clothing	\$ —	\$ 1,049	\$ —	\$ 1,500
Hardware & Small Tools	10,485	5,998	10,523	10,000
Office Furniture & Equipment	—	1,845	2,648	—
Electrical Supplies	328	—	4,802	1,000
Paper And Other Printing Suppl	898	300	576	—
Other Supplies	154,082	220,085	140,895	160,000
Just In Time Office Supplies	179	677	—	1,000
	<b>\$ 165,972</b>	<b>\$ 229,953</b>	<b>\$ 159,444</b>	<b>\$ 173,500</b>

# Department of Public Service

## Division Traffic Engineering



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 31,410	\$ 27,045	\$ 26,967	\$ 30,490
Charges From Radio Comm System	2,939	2,613	2,863	2,094
Charges From Light And Power	104,326	104,326	104,325	—
Charges From W.P.C.	—	—	24,202	—
Charges From Print & Repro	1,808	4,188	2,064	14,887
Charges From Central Storeroom	67	102	78	95
Charges From M.V.M.	202,444	171,617	179,188	134,859
Charges From Water	4,961	—	—	—
	<b>\$ 347,955</b>	<b>\$ 309,891</b>	<b>\$ 339,687</b>	<b>\$ 182,425</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ 6,000	\$ —	\$ —	\$ —
	<b>\$ 6,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 4,434,038</b>	<b>\$ 4,383,581</b>	<b>\$ 4,087,625</b>	<b>\$ 3,890,542</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 7,856	\$ 3,032	\$ 12,678	\$ 2,000
Licenses & Permits	4,100	4,500	5,000	4,500
Miscellaneous	31,916	16,158	54,401	55,800
Sale Of City Assets	450	—	—	—
	<b>\$ 44,321</b>	<b>\$ 23,691</b>	<b>\$ 72,079</b>	<b>\$ 62,300</b>



# Department of Public Service

## Division Traffic Engineering

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner, Traffic Engineering & Parking
1	1	1	
			OFFICE & CLERICAL
1	1	1	Principal Clerk
1	1	1	
			PROFESSIONALS
1	1	1	Consulting Engineer
1	1	1	Engineer
2	2	2	
			SKILLED CRAFT
4	3	1	Low Tension Lineman
3	2	4	Low Tension Trouble Lineman
2	2	2	Sign Painter Unit Leader
9	7	7	
			SERVICE & MAINTENANCE
4	4	4	Line Helper Driver
1	1	1	Lineman Low Tension Foreman
2	2	2	Low Tension Lineman Apprentice
2	2	2	Traffic Sign Process Operator
15	13	14	Traffic Sign & Marking Technician
24	22	23	
			TECHNICIAN
1	1	1	Chief of Traffic Signal Unit
2	2	2	Traffic Sign Marking Supervisor
2	1	2	Traffic Signal Control Technician
5	4	5	
42	37	39	TOTAL DIVISION

# Department of Public Health

Division of Public Health Administration



## **MATTHEW CARROLL, DIRECTOR**

---

### *Mission Statement*

*To coordinate, direct and supervise the activities of the department.*

---

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.



# Department of Public Health

## Division of Public Health Administration

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 483,733	\$ 472,041	\$ 435,538	\$ 424,148
Longevity	2,968	2,968	3,143	—
Separation Payments	—	2,718	—	—
Overtime	1,010	—	—	—
	<b>\$ 487,710</b>	<b>\$ 477,726</b>	<b>\$ 438,680</b>	<b>\$ 424,148</b>
<b>Benefits</b>				
Hospitalization	\$ 64,399	\$ 62,680	\$ 52,476	\$ 50,184
Prescription	—	—	7,895	11,976
Dental	3,780	3,458	3,335	3,455
Vision Care	432	412	419	372
Public Employees Retire System	68,236	66,778	66,730	71,767
Fica-Medicare	5,818	5,499	4,950	6,150
Workers' Compensation	10,012	13,349	5,595	5,161
Life Insurance	355	333	310	336
Clothing Allowance	80	—	—	—
	<b>\$ 153,113</b>	<b>\$ 152,508</b>	<b>\$ 141,711</b>	<b>\$ 149,401</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,930	\$ —	\$ —	\$ —
Tuition & Registration Fees	855	445	265	700
Professional Dues & Subscript	3,133	5,076	3,725	3,850
	<b>\$ 5,918</b>	<b>\$ 5,521</b>	<b>\$ 3,990</b>	<b>\$ 4,550</b>
<b>Contractual Services</b>				
Mileage (Private Auto)	\$ 345	\$ 699	\$ 343	\$ 500
Security Services	12,500	24,954	22,746	22,746
Parking In City Facilities	4,555	7,068	4,070	4,500
Insurance And Official Bonds	100	100	100	100
Property Rental	41,033	—	221,991	221,994
Other Contractual	—	1,213	—	—
	<b>\$ 58,532</b>	<b>\$ 34,034</b>	<b>\$ 249,250</b>	<b>\$ 249,840</b>
<b>Materials &amp; Supplies</b>				
Other Supplies	\$ —	\$ —	\$ 2,109	\$ —
Just In Time Office Supplies	7,311	2,387	272	1,500
	<b>\$ 7,311</b>	<b>\$ 2,387</b>	<b>\$ 2,381</b>	<b>\$ 1,500</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 2,366	\$ 3,636	\$ 4,888	\$ 3,722
	<b>\$ 2,366</b>	<b>\$ 3,636</b>	<b>\$ 4,888</b>	<b>\$ 3,722</b>
	<b>\$ 714,951</b>	<b>\$ 675,812</b>	<b>\$ 840,900</b>	<b>\$ 833,161</b>
<b>Revenues</b>				
	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ 31,487	\$ 31,832	\$ 32,151	\$ 30,000
	<b>\$ 31,487</b>	<b>\$ 31,832</b>	<b>\$ 32,151</b>	<b>\$ 30,000</b>

# Department of Public Health

## Division of Public Health Administration



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Public Health
1	1	1	
			OFFICE & CLERICAL
1	1	1	Clerk, Stock
1	1	1	Personnel Administrator
2	2	2	
			PROFESSIONALS
1	1	1	Chief Systems Analyst
1	1	1	Chief, Computer Operations
1	1	1	Sr. Programmer Analyst
1	1	1	Project Director
4	4	4	
7	7	7	TOTAL DIVISION



# Department of Public Health

Division of Health

## KAREN K. BUTLER, COMMISSIONER

---

### *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.*

---

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 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.

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 resident in public housing, substance abuse treatment services to inmates in the House of Corrections, and infant mortality reduction. The MomsFust (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

#### **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.

#### **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.

#### **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.

**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.

**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.

**PROGRAM NAME: HEALTH PROMOTION UNIT**

**OBJECTIVES:** To help citizens of the City of Cleveland change their lifestyles 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.

**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.



## Department of Public Health

---

### Division of Health

**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.

# Department of Public Health



## Division of Health

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,382,185	\$ 1,456,422	\$ 1,419,098	\$ 1,378,643
Part-Time Permanent	15,564	7,569	—	—
Injury Pay	—	613	—	—
Longevity	17,910	17,310	16,453	1,150
Separation Payments	8,074	47,651	5,021	—
Overtime	394	1,689	4,558	—
	<b>\$ 1,424,127</b>	<b>\$ 1,531,254</b>	<b>\$ 1,445,130</b>	<b>\$ 1,379,793</b>
<b>Benefits</b>				
Hospitalization	\$ 245,532	\$ 254,327	\$ 234,713	\$ 234,343
Prescription	—	—	26,916	41,265
Dental	15,114	14,820	14,808	15,527
Vision Care	2,270	2,311	2,399	2,232
Public Employees Retire System	202,443	208,939	215,132	233,878
Fica-Medicare	13,298	14,470	14,584	20,007
Workers' Compensation	40,157	42,630	25,272	17,187
Life Insurance	1,506	1,524	1,474	1,584
Unemployment Compensation	—	—	1,938	—
Clothing Allowance	2,880	2,880	2,600	1,730
Tool Insurance	—	—	320	—
Clothing Maintenance	300	300	300	—
	<b>\$ 523,499</b>	<b>\$ 542,200</b>	<b>\$ 540,457</b>	<b>\$ 567,753</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,653	\$ —	\$ —	\$ —
Tuition & Registration Fees	761	424	120	—
Mileage (Priv Auto) Trng Prps	7	—	—	—
Professional Dues & Subscript	1,418	566	429	380
	<b>\$ 3,838</b>	<b>\$ 990</b>	<b>\$ 549</b>	<b>\$ 380</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 8,270	\$ 39,307	\$ —
Gas	70,061	62,419	37,170	91,774
Electricity - Cpp	211,997	220,705	229,299	222,647
Electricity - Other	698	2,147	4,335	4,207
Security & Monitoring System	2,967	186	1,098	2,124
	<b>\$ 285,722</b>	<b>\$ 293,726</b>	<b>\$ 311,209</b>	<b>\$ 320,752</b>



# Department of Public Health

## Division of Health

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 363,100	\$ 363,100	\$ 363,100	\$ 323,100
Cable Professional Services	95	—	—	—
Mileage (Private Auto)	1,061	2,522	2,185	2,000
Waste Disposal	6,038	6,885	7,466	7,600
Security Services	23,339	38,811	11,323	11,374
Advertising And Public Notice	2,299	—	—	—
Parking In City Facilities	2,578	1,390	1,363	1,350
Property Rental	45,861	—	188,247	188,247
Other Contractual	114,019	61,195	120,008	62,364
Indigent Relief	20,000	65,000	80,001	63,000
Credit Card Processing Fees	306	103	—	—
	<b>\$ 578,695</b>	<b>\$ 539,006</b>	<b>\$ 773,692</b>	<b>\$ 659,035</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 440	\$ 10,343	\$ 1,261	\$ 540
Postage	556	570	314	225
Hygiene And Cleaning Supplies	3,401	—	—	—
Medical Supplies	12,318	24,537	13,828	18,000
Laboratory Supplies	18,249	18,899	17,175	14,400
Other Supplies	10,398	9,914	2,431	5,000
Pharmaceutical Supplies	2,972	3,232	5,172	9,000
Capital Improvement Inventory	—	10	—	—
Just In Time Office Supplies	12,355	6,127	6,702	8,100
	<b>\$ 60,691</b>	<b>\$ 73,632</b>	<b>\$ 46,883</b>	<b>\$ 55,265</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 1,320	\$ 810	\$ 2,262	\$ 1,500
Computer Software Maintenance	610	—	—	—
Car Washes	—	78	—	—
	<b>\$ 1,930</b>	<b>\$ 888</b>	<b>\$ 2,262</b>	<b>\$ 1,500</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 130,773	\$ 158,992	\$ 140,838	\$ 146,611
Charges From Print & Repro	36,023	38,118	46,449	41,804
Charges From Central Storeroom	13,646	11,470	10,846	8,244
Charges From M.V.M.	34,718	33,907	20,999	20,619
Charges From Waste Collection	—	—	69	—
Charges From Water	28,673	—	—	—
	<b>\$ 243,832</b>	<b>\$ 242,488</b>	<b>\$ 219,201</b>	<b>\$ 217,278</b>
	<b>\$ 3,122,334</b>	<b>\$ 3,224,183</b>	<b>\$ 3,339,382</b>	<b>\$ 3,201,756</b>

# Department of Public Health

## Division of Health



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,516,861	\$ 1,413,298	\$ 1,442,197	\$ 1,550,500
Miscellaneous	170,470	1,652,723	140,746	138,303
Sale Of City Assets	—	—	—	1,500
	<b>\$ 1,687,332</b>	<b>\$ 3,066,021</b>	<b>\$ 1,582,943</b>	<b>\$ 1,690,303</b>



# Department of Public Health

## Division of Health

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
ADMINISTRATORS & OFFICIALS			
1	1	1	Commissioner of Health
1	1	1	
OFFICE & CLERICAL			
4	6	6	Clerk, Junior
3	3	3	Clerk Principal
5	3	3	Clerk, Senior
1	1	1	Secretary, Private
13	13	13	
PROFESSIONALS			
1	1	1	Analyst, Senior Budget & Management
1	1	1	Chief, Clinical Laboratories
3	3	3	Coordinator, Project
1	1	1	Health Center Director
1	1	1	Nurse, Public Health Director
4	3	3	Nurse, Public Health III
1	1	1	Administrative Officer
1	1	1	Assistant Administrator
1	1	1	Computer Operator
14	13	13	
PARAPROFESSIONALS			
2	2	2	Aide, Community Health
2	2	2	
SERVICE & MAINTENANCE			
1	1	1	Mechanical Handyman
1	1	1	
TECHNICIAN			
2	2	2	Clinical Laboratory Technician II
1	1	1	Nurse, Practical
3	3	3	
34	33	33	TOTAL DIVISION

## RON SMITH, ACTING COMMISSIONER

---

### *Mission Statement*

*To promote and protect the health of all persons who reside in or visit the City of Cleveland.*

---

The Division of Environmental Health includes 2 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 food safety inspections and training, 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 Lead Safe Living-Healthy Homes' 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 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

#### **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. Collect applicable performance data. Management of operations and maintenance of City Personnel Policies and Procedures. Participation in citizen events relating to environmental health issues.

#### **PROGRAM NAME: LEAD SAFE LIVING-HEALTHY HOMES**

**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 15,000 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.

Provide preventive education and information. Abate lead hazards in homes of low-income families.



## Department of Public Health

### Division of Environment

**PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES**

**OBJECTIVES:** To ensure sanitary conditions in all neighborhoods and to reduce the potential of vector-borne, rodent-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. Conduct inspections of solid and infectious waste facilities. 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.

# Department of Public Health



## Division of Environment

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 794,254	\$ 775,529	\$ 732,515	\$ 696,172
Part-Time Permanent	2,544	—	—	—
Longevity	8,506	8,429	7,600	—
Separation Payments	6,551	2,581	—	—
Overtime	4,040	2,659	775	—
	<b>\$ 815,895</b>	<b>\$ 789,197</b>	<b>\$ 740,890</b>	<b>\$ 696,172</b>
<b>Benefits</b>				
Hospitalization	\$ 149,260	\$ 148,303	\$ 139,940	\$ 138,228
Prescription	—	—	12,674	19,032
Dental	9,101	8,917	8,406	8,699
Vision Care	1,465	1,344	1,369	1,236
Public Employees Retire System	131,453	106,222	110,588	116,961
Fica-Medicare	7,863	7,264	6,862	6,991
Workers' Compensation	28,912	22,485	21,310	16,686
Life Insurance	847	789	720	768
	<b>\$ 328,901</b>	<b>\$ 295,323</b>	<b>\$ 301,871</b>	<b>\$ 308,601</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 40	\$ —	\$ 335	\$ 450
Other Training Supplies	260	—	—	—
Professional Dues & Subscript	1,009	473	358	450
	<b>\$ 1,309</b>	<b>\$ 473</b>	<b>\$ 693</b>	<b>\$ 900</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 21	\$ 9,271	\$ —
Gas	11,229	12,207	—	—
Electricity - Cpp	19,353	18,451	394	—
Electricity - Other	1,856	1,137	—	—
	<b>\$ 32,438</b>	<b>\$ 31,816</b>	<b>\$ 9,666</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Professional Services	\$ 140	\$ —	\$ —	\$ —
Mileage (Private Auto)	6,074	1,496	183	1,350
Security Services	30,500	33,931	30,500	30,500
Advertising And Public Notice	—	—	—	300
Parking In City Facilities	1,868	1,370	4,912	2,200
Property Rental	36,982	—	62,018	62,014
Other Contractual	41,051	50,000	—	—
	<b>\$ 116,615</b>	<b>\$ 86,796</b>	<b>\$ 97,613</b>	<b>\$ 96,364</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 14	\$ —	\$ —	\$ —
Chemical	4,997	4,175	4,325	8,100
Other Supplies	237	15	900	900
Just In Time Office Supplies	5,660	531	—	1,000
	<b>\$ 10,907</b>	<b>\$ 4,721</b>	<b>\$ 5,225</b>	<b>\$ 10,000</b>



# Department of Public Health

## Division of Environment

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Computer Software Maintenance	\$ 1,566	\$ 1,200	\$ 1,300	\$ 1,300
Car Washes	—	500	500	450
Maintenance Misc. Equipment	100	—	—	—
	<b>\$ 1,666</b>	<b>\$ 1,700</b>	<b>\$ 1,800</b>	<b>\$ 1,750</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,552	\$ 8,702	\$ 9,153	\$ 7,837
Charges From Radio Comm System	1,085	1,047	—	—
Charges From Print & Repro	15,143	19,098	13,842	12,458
Charges From Central Storeroom	6,589	7,818	6,807	10,235
Charges From M.V.M.	16,591	26,034	12,624	14,367
Charges From Water	9,558	—	—	—
	<b>\$ 57,518</b>	<b>\$ 62,698</b>	<b>\$ 42,426</b>	<b>\$ 44,897</b>
	<b>\$ 1,365,248</b>	<b>\$ 1,272,724</b>	<b>\$ 1,200,183</b>	<b>\$ 1,158,684</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,275	\$ 400	\$ —	\$ —
Licenses & Permits	10,726	9,303	1,223	35,695
Miscellaneous	2,853	71,962	29,219	1,000
	<b>\$ 14,853</b>	<b>\$ 81,665</b>	<b>\$ 30,441</b>	<b>\$ 36,695</b>

# Department of Public Health

## Division of Environment



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner, Environment
1	1	1	
			OFFICE & CLERICAL
1	1	1	Manager, Office
1	1	1	Secretary, Private
1	1	1	Clerk, Senior
3	3	3	
			PROFESSIONALS
1	1	1	Supervisor, District-Environment Health
1	1	1	
			TECHNICIAN
2	2	2	Sanitarian I, Public Health
6	6	6	Sanitarian II, Public Health
1	1	1	Sanitarian III, Public Health
2	2	2	Sanitarian IV, Public Health
11	11	11	
16	16	16	TOTAL DIVISION



## Department of Public Health

Division of Air Quality

### MIKE KRYZWICKI, ACTING COMMISSIONER

---

#### *Mission Statement*

*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.*

---

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 standards. 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.

#### **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.

# Department of Public Health



## Division of Air Quality

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 130,176	\$ 94,571	\$ 115,634	\$ 111,363
Longevity	—	—	452	—
Overtime	—	—	33	—
	<b>\$ 130,176</b>	<b>\$ 94,571</b>	<b>\$ 116,119</b>	<b>\$ 111,363</b>
<b>Benefits</b>				
Hospitalization	\$ 11,076	\$ 11,590	\$ 14,772	\$ 9,876
Prescription	—	—	2,119	2,460
Dental	625	623	920	644
Vision Care	51	52	93	48
Public Employees Retire System	11,012	13,210	17,211	18,563
Fica-Medicare	1,297	1,353	1,660	1,615
Workers' Compensation	1,552	2,033	1,750	1,094
Life Insurance	45	45	68	48
	<b>\$ 25,659</b>	<b>\$ 28,905</b>	<b>\$ 38,593</b>	<b>\$ 34,348</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,044	\$ 872	\$ 492	\$ 1,800
Tuition & Registration Fees	833	595	—	—
Professional Dues & Subscript	5,599	6,835	1,199	2,700
	<b>\$ 8,476</b>	<b>\$ 8,302</b>	<b>\$ 1,691</b>	<b>\$ 4,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 174,550	\$ —	\$ —	\$ —
Travel- Non-Training	18	—	—	—
Mileage (Private Auto)	6	—	—	—
Freight Expense	117	—	—	—
Other Contractual	—	1,078	—	—
Local Match-Grant Programs	275,504	276,100	276,100	276,100
	<b>\$ 450,196</b>	<b>\$ 277,178</b>	<b>\$ 276,100</b>	<b>\$ 276,100</b>
<b>Materials &amp; Supplies</b>				
Shop Supplies	\$ 178	\$ —	\$ —	\$ —
Other Supplies	—	620	668	—
Just In Time Office Supplies	—	—	—	900
	<b>\$ 178</b>	<b>\$ 620</b>	<b>\$ 668</b>	<b>\$ 900</b>
	<b>\$ 614,685</b>	<b>\$ 409,577</b>	<b>\$ 433,172</b>	<b>\$ 427,211</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 158,221	\$ 127,961	\$ 188,242	\$ 140,000
Miscellaneous	—	—	319	—
	<b>\$ 158,221</b>	<b>\$ 127,961</b>	<b>\$ 188,561</b>	<b>\$ 140,000</b>



# Department of Public Health

## Division of Air Quality

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
1	1	1	ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner, Air Quality
<b>1</b>	<b>1</b>	<b>1</b>	<b>TOTAL DIVISION</b>

### MARTIN FLASK, DIRECTOR

---

#### *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.*

---

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.

#### **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.

#### **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) and 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.



## Department of Public Safety

### Public Safety Administration

---

**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

## Public Safety Administration



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,696,272	\$ 1,677,849	\$ 1,571,229	\$ 1,574,112
Seasonal	—	—	289	—
Board Members	29,371	34,376	31,111	48,114
Part-Time Permanent	8,351	—	12,900	—
Longevity	14,800	16,450	14,250	—
Separation Payments	23,881	11,325	17,162	18,000
Overtime	74,430	67,399	56,119	50,000
	<b>\$ 1,847,106</b>	<b>\$ 1,807,399</b>	<b>\$ 1,703,061</b>	<b>\$ 1,690,226</b>
<b>Benefits</b>				
Hospitalization	\$ 231,620	\$ 220,234	\$ 201,860	\$ 212,892
Prescription	—	—	30,582	50,040
Dental	13,566	12,243	13,322	15,132
Vision Care	1,876	1,818	1,843	1,800
Public Employees Retire System	247,024	250,142	261,229	264,277
Fica-Medicare	15,862	17,078	16,936	17,746
Workers' Compensation	38,375	57,361	39,592	72,966
Life Insurance	1,436	1,388	1,279	1,392
Unemployment Compensation	789	789	—	—
Clothing Allowance	1,220	1,220	900	1,240
Tool Insurance	—	—	160	160
Clothing Maintenance	360	360	—	240
	<b>\$ 552,128</b>	<b>\$ 562,631</b>	<b>\$ 567,702</b>	<b>\$ 637,885</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 264	\$ 1,027	\$ —	\$ 1,700
Tuition & Registration Fees	1,560	1,142	—	—
Mileage (Priv Auto) Trng Prps	—	508	—	—
Professional Dues & Subscript	100	349	636	—
	<b>\$ 1,924</b>	<b>\$ 3,026</b>	<b>\$ 636</b>	<b>\$ 1,700</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,246	\$ 9,821	\$ 10,035	\$ 12,000
Mileage (Private Auto)	52	179	38	100
Parking In City Facilities	19,273	12,507	10,208	15,000
Special Assessment	1,255	1,496	1,747	2,500
Other Contractual	269,016	7,750	5,220	8,000
	<b>\$ 298,841</b>	<b>\$ 31,753</b>	<b>\$ 27,248</b>	<b>\$ 37,600</b>



# Department of Public Safety

## Public Safety Administration

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 56	\$ 924	\$ 800
Postage	148	—	259	350
Computer Hardware	6,627	7,919	418	—
Small Equipment	—	48	—	—
Office Furniture & Equipment	6,446	240	—	—
Medical Supplies	9,928	10,249	12,186	15,000
Photographic Supplies	—	—	125	—
Other Supplies	874	12,348	12,808	—
Just In Time Office Supplies	15,685	3,136	3,848	13,000
	<b>\$ 39,707</b>	<b>\$ 33,996</b>	<b>\$ 30,568</b>	<b>\$ 29,150</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ 513,867	\$ 574,333	\$ —
Computer Hardware Maintenance	—	—	46,456	831,400
Computer Software Maintenance	40,337	250	—	—
Maintenance Misc. Equipment	5,832	—	—	—
Maintenance Building	46,299	57,217	50,828	55,652
	<b>\$ 92,467</b>	<b>\$ 571,334</b>	<b>\$ 671,618</b>	<b>\$ 887,052</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 248,820	\$ 68,729	\$ 117,484	\$ 114,807
Charges From Radio Comm System	666	1,011	948	717
Charges From Print & Repro	21,824	22,312	22,564	15,259
Charges From Central Storeroom	3,952	4,705	4,995	4,431
Charges From M.V.M.	134	—	249	—
	<b>\$ 275,395</b>	<b>\$ 96,757</b>	<b>\$ 146,240</b>	<b>\$ 135,214</b>
	<b>\$ 3,107,568</b>	<b>\$ 3,106,895</b>	<b>\$ 3,147,073</b>	<b>\$ 3,418,827</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 34,510	\$ 40,240	\$ 31,100	\$ 33,000
Fines, Forfeitures & Settlements	100	700	700	—
Grant Revenue	—	90	180	—
Miscellaneous	31,771	47,269	3,916	6,000
	<b>\$ 66,381</b>	<b>\$ 88,299</b>	<b>\$ 35,896</b>	<b>\$ 39,000</b>

# Department of Public Safety

## Public Safety Administration



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Director of Public Safety
1	1	1	Exe. Comm. of Public Safety - Projects, Grants and Tech.
1	1	1	Executive Commissioner of Public Safety - Operations
1	1	1	Secretary to the Director
<u>4</u>	<u>4</u>	<u>4</u>	
			OFFICE & CLERICAL
1	1	1	Clerk, Principal
2	1	1	Clerk, Senior
1	1	1	Private Secretary to the Director
1	1	1	Secretary, Private
<u>5</u>	<u>4</u>	<u>4</u>	
			PROFESSIONALS
1	1	1	Administrative Manager
1	1	1	Assistant Administrator
2	2	2	Analyst, Network II
1	1	1	Analyst, Budget
1	1	1	Analyst, Senior Budget & Management
2	2	2	Analyst, Senior Programmer
1	1	1	Assistant, Senior Personnel
1	1	2	Director, Project
1	1	1	Office of Professional Standards Administrator
2	2	2	Public Health Nurse III
1	1	1	Supervisor, Computer Operations
1	1	1	Surgeon of Police
<u>15</u>	<u>15</u>	<u>16</u>	
			TECHNICIAN
1	1	1	Analyst, Software
4	4	4	Operator, Computer
1	1	1	Operator, Senior Computer
<u>6</u>	<u>6</u>	<u>6</u>	
<u>30</u>	<u>29</u>	<u>30</u>	TOTAL FULL TIME
1	1	1	OPS - Board Chair
6	4	6	OPS - Board Member
<u>7</u>	<u>5</u>	<u>7</u>	TOTAL BOARD MEMBERS
<u><u>37</u></u>	<u><u>34</u></u>	<u><u>37</u></u>	TOTAL DIVISION



# Department of Public Safety

Division of Police

## MICHAEL MCGRATH, CHIEF

---

### *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.*

---

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; 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 investigation 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 addresses 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 the community. Investigations are completed by detective bureaus that specialize in specific crimes such as auto theft, fraud, homicides, 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 preventative crime/terrorist trends. Homeland Security coordinates and shares law enforcement intelligence with local, state and federal law enforcement agencies.

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

**OBJECTIVES:** Provide all necessary support activities for the 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 record 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 within The City of Cleveland

**ACTIVITIES:** Investigate all major offenses against persons 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 could benefit from close on-going interaction between the Police and the community. Participate in Community Services program 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 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.

### **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 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 Identification System (AFIS) and the use of weapons through the National Integrated Ballistic Imaging Network.

### **PROGRAM NAME: HOMELAND SECURITY**

**OBJECTIVES:** To target the perpetrators of criminal activity which include 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. Prevent, respond, and investigate terrorist activities in our City and the Greater Cleveland area. Provide security and patrols of Cleveland Hopkins Airport, City Hall, and the borders of the City. Analyze and report crime trends in the City and surrounding area. Assist outside agencies with protective details of dignitaries.



# Department of Public Safety

## Division of Police

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 13,151,202	\$ 9,239,357	\$ 9,362,370	\$ 8,826,287
Seasonal	36,492	—	—	—
Military Leave	37,719	87,093	68,734	—
Part-Time Permanent	147,326	220,174	300,890	197,463
Injury Pay	3,228	4,080	—	—
Student Trainees	681,418	1,039,310	900,811	—
School Guards	1,524,129	1,446,255	1,485,830	1,502,200
Uniformed Personnel	85,370,584	89,063,984	91,374,296	88,869,077
Uniformed Overtime	8,629,474	10,066,024	9,732,026	10,081,448
Longevity	977,200	964,300	946,700	938,331
Wage Settlements	(3,650)	(5,118)	(38)	—
Separation Payments	3,455,392	3,182,600	2,826,028	3,130,558
Overtime	2,468,495	1,422,717	1,415,284	1,228,081
Deferred Overtime Payments	369,831	408,997	406,307	408,997
	<b>\$ 116,848,840</b>	<b>\$ 117,139,773</b>	<b>\$ 118,819,238</b>	<b>\$ 115,182,442</b>
<b>Benefits</b>				
Hospitalization	\$ 17,056,556	\$ 17,168,326	\$ 15,890,825	\$ 14,794,647
Prescription	—	—	2,152,325	3,233,257
Dental	1,001,776	956,463	1,001,533	1,008,330
Vision Care	101,517	99,322	106,833	90,118
Public Employees Retire System	2,233,865	1,757,613	1,957,102	1,835,269
Police & Firemens Disab & Pens	18,799,794	19,412,416	19,910,896	19,427,578
Fica-Medicare	1,243,226	1,297,602	1,325,716	1,427,113
Workers' Compensation	4,364,668	5,915,431	5,675,707	6,086,903
Life Insurance	87,334	84,570	84,206	85,476
Unemployment Compensation	31,991	32,095	50,403	493,764
Clothing Allowance	622,777	522,134	524,706	551,580
Tool Insurance	400	—	—	—
Clothing Maintenance	1,006,138	919,346	940,605	1,004,580
	<b>\$ 46,550,041</b>	<b>\$ 48,165,317</b>	<b>\$ 49,620,856</b>	<b>\$ 50,038,615</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 519	\$ —
Tuition & Registration Fees	—	255	—	—
Professional Dues & Subscript	5,870	5,692	6,803	6,480
	<b>\$ 5,870</b>	<b>\$ 5,947</b>	<b>\$ 7,323</b>	<b>\$ 6,480</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 12,752	\$ 21,601	\$ 108,080	\$ 129,696
Gas	188,982	218,994	70,137	84,164
Electricity - Cpp	1,128,136	1,125,435	1,000,470	970,456
Electricity - Other	45,149	87,287	89,618	86,929
Steam	506,920	558,902	466,491	489,816
Contractual Utilities	7,378	—	—	—
	<b>\$ 1,889,317</b>	<b>\$ 2,012,218</b>	<b>\$ 1,734,796</b>	<b>\$ 1,761,061</b>

# Department of Public Safety



## Division of Police

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 114,499	\$ 116,742	\$ 176,271	\$ 200,000
Referee Services	33,260	33,976	21,526	20,000
Mileage (Private Auto)	40,486	61,074	71,395	58,500
Medical Services	1,268,622	894,723	299,779	200,000
Expense Account Reimbursement	2,157	—	—	—
Advertising And Public Notice	2,108	3,171	4,286	6,000
Parking In City Facilities	154,824	150,165	119,633	120,000
Insurance And Official Bonds	690	690	173	300
Other Contractual	823,831	162,621	142,211	200,000
	<b>\$ 2,440,477</b>	<b>\$ 1,423,162</b>	<b>\$ 835,274</b>	<b>\$ 804,800</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 5,198	\$ 34,894	\$ (8)	\$ 400
Postage	2,273	3,007	2,163	3,000
Computer Supplies	—	5,000	—	—
Fuel	4,730	266	—	—
Clothing	45,774	7,035	26,109	30,000
Small Equipment	128,732	64,711	60,614	60,000
Ammunition	99,920	158,816	51,400	100,000
Hygiene And Cleaning Supplies	48,345	4,802	—	4,000
Lumber, Glass, And Drywall	638	546	595	630
Laboratory Supplies	25,738	26,628	28,024	31,500
Photographic Supplies	39,749	32,345	25,311	40,000
Printed Materials	18,073	18,295	3,942	10,000
Other Supplies	131,819	132,386	145,347	130,000
Batteries	2,517	4,000	225	2,000
Just In Time Office Supplies	76,736	44,204	44,035	76,500
Misc Maintenance Supplies	11,253	24,990	258	5,000
	<b>\$ 641,494</b>	<b>\$ 561,926</b>	<b>\$ 388,015</b>	<b>\$ 493,030</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ 1,150	\$ 1,620
Maintenance Contracts	101,328	17,850	157,238	169,675
Computer Hardware Maintenance	—	—	4,500	—
Maintenance Machinery & Tools	—	4,369	—	—
Repair Parts	500	—	75	100
Car Washes	52,153	61,168	43,069	45,000
Accident Repair-Safety Vehicles	—	—	863	—
Maintenance Helicopters	—	—	90,000	—
Maintenance Misc. Equipment	7,000	26,582	15,474	18,000
Maintenance Building	—	—	7,352	—
Repair Of Overhead Doors	5,000	5,000	5,000	5,000
	<b>\$ 165,980</b>	<b>\$ 114,969</b>	<b>\$ 324,720</b>	<b>\$ 239,395</b>



# Department of Public Safety

## Division of Police

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ —	\$ 109	\$ —	\$ 180
Judgements, Damages, & Claims	13,060	21,249	1,000	18,000
Police Chief Expense Fund	171,862	250,000	250,000	250,000
	<b>\$ 184,922</b>	<b>\$ 271,359</b>	<b>\$ 251,000</b>	<b>\$ 268,180</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,535,173	\$ 1,367,805	\$ 1,753,307	\$ 1,381,471
Charges From Radio Comm System	869,194	858,035	905,231	709,779
Charges From Print & Repro	276,836	378,438	338,528	317,736
Charges From Central Storeroom	100,363	81,482	78,251	83,643
Charges From M.V.M.	2,796,789	3,743,529	2,938,755	2,535,965
Charges From Water	45,253	—	—	—
	<b>\$ 5,623,608</b>	<b>\$ 6,429,289</b>	<b>\$ 6,014,073</b>	<b>\$ 5,028,594</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ —	\$ —	\$ (3,189)	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ (3,189)</b>	<b>\$ —</b>
	<b>\$ 174,350,550</b>	<b>\$ 176,123,960</b>	<b>\$ 177,992,105</b>	<b>\$ 173,822,597</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 334,023	\$ 586,705	\$ 557,906	\$ 435,807
Fines, Forfeitures & Settlements	—	100	3,750	—
Grant Revenue	872,630	1,173,669	2,121,655	4,821,222
Licenses & Permits	13,321	12,500	9,893	9,400
Miscellaneous	6,997,966	7,120,607	6,641,040	6,745,130
Sale Of City Assets	60,925	205,120	192,467	—
	<b>\$ 8,278,866</b>	<b>\$ 9,098,700</b>	<b>\$ 9,526,711</b>	<b>\$ 12,011,559</b>

# Department of Public Safety



## Division of Police

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Chief of Police
11	10	11	Commander of Police
1	1	1	Commissioner of Traffic Control
4	4	4	Deputy Chief of Police
<hr/> 17	<hr/> 16	<hr/> 17	
<b>OFFICE &amp; CLERICAL</b>			
4	4	4	Clerk, Chief
7	7	7	Clerk, Junior
3	3	3	Clerk, Principal
1	1	1	Clerk, Stock
1	1	1	Messenger
4	4	3	Safety Telephone Operator
5	5	5	Secretary
3	3	3	Secretary, Private
1	1	1	Stenographer III
4	3	3	Telephone Operator
10	10	10	Typist
<hr/> 43	<hr/> 42	<hr/> 41	
<b>PARA - PROFESSIONALS</b>			
1	1	1	Clerk, Docket
11	10	11	Controller, Traffic
1	0	0	Coordinator, Project
<hr/> 13	<hr/> 11	<hr/> 12	
<b>PROFESSIONALS</b>			
1	1	1	Accountant II
1	1	1	Accountant III
3	3	3	Administrative Officer
16	19	12	Captain (Police)
2	2	2	Director, Project
5	5	5	Examiner, Scientific
68	68	65	Lieutenant (Police)
<hr/> 96	<hr/> 99	<hr/> 89	



# Department of Public Safety

## Division of Police

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROTECTIVE SERVICE
1,121	1,138	1,152	Officer, Patrol I**
97	54	54	Officer, Patrol II
41	76	64	Officer, Patrol III
34	53	0	Officer, Patrol IV
40	0	52	Trainee
4	4	3	Police Safety Aide
211	209	207	Sergeant
1,548	1,534	1,532	
			SERVICE & MAINTENANCE
3	2	2	Hostler
3	2	2	
			TECHNICIAN
2	2	2	Bilingual Communication Specialist
6	6	5	Dispatcher, Chief Radio
92	86	87	Dispatcher, Police Radio
4	4	4	Examiner, Fingerprint
3	3	3	Operator, Computer
2	2	2	Operator, Data Conversion
66	64	62	Operator, Senior Data Conversion
3	3	3	Supervisor, Data Conversion
1	1	1	Systems Analyst
1	1	1	Technician, Photographic Laboratory
180	172	170	
1,900	1,876	1,863	TOTAL FULL TIME
402	362	377	Guard, School Crossing
20	16	16	Controller, Traffic
2	2	1	PT Scientific Ez
424	380	394	TOTAL PART TIME
2,324	2,256	2,257	TOTAL DIVISION

## PAUL STUBBS, CHIEF

---

### *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.*

---

#### **PROGRAM NAME: ADMINISTRATION**

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

**ACTIVITIES:** Plan and prepare operating and capital budgets. Manage daily operations, maintain discipline, monitor and implement sick leave, light duty and leave of absence procedures. Collect compile and enter data on alarms, employee work hours and other data into data base systems. Participate in planning of rehab and construction of Division facilities. Schedule and coordinate public fire education programs, public relations and news releases in conjunction with the Mayors Office, Public Safety Directors Office and other interested community organizations.

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

**OBJECTIVES:** To save lives and property by: extinguishing and preventing the spread of fire; providing immediate medical care; providing rescue and extrication services; abating hazardous material releases; and investigating the causes and origins of fires.

**ACTIVITIES:** Respond to emergency alarms annually with necessary personnel, apparatus and equipment. Conduct daily training according to Training Program directive. Maintain apparatus, equipment and stations. Inspect buildings and fire hydrants and investigate fires and accidents.

#### **PROGRAM NAME: OPERATIONS SUPPORT**

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

**ACTIVITIES:** Provide, issue, maintain and repair all rescue equipment, small equipment and supplies to insure other programs maintain operational capacity, including self contained breathing equipment (SCBA), personal protective clothing, hoses, nozzles, small tools and equipment, supplies and all materials needed for continued operations. Provide 24 hour emergency apparatus repair. Provide pre-incident information on streets, buildings, hazardous conditions, hydrant and water 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 one and two family dwellings. Review new construction and building renovations plans for compliance with state and local fire safety laws. Test new and existing fire protection systems. Review and issue permits for control of flammable and hazardous substances. Provide hazardous material specialists to ensure hazardous material spills are cleaned up in compliance with local, state and federal laws.

#### **PROGRAM NAME: COMMUNICATIONS**

**OBJECTIVES:** To provide efficient communications for the entire Division of Fire.

**ACTIVITIES:** Receive and dispatch all calls for assistance. Determine proper response and dispatch fire fighting and or medical/rescue units. Coordinate and control emergency radio transmission and provide a communications/command vehicle for major incidents. Provide support and maintenance for all communication systems for, dispatching and recording of fire alarms, response times, fire loss estimates and other records.



## Department of Public Safety

---

### Division of Fire

**PROGRAM NAME: TRAINING AND EDUCATION**

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

**ACTIVITIES:** Conduct basic training classes for newly appointed firefighter to ensure compliance with federal, state and industry standards. Provide hazardous material training to members of the division to comply with Federal, OSHA, State and National fire Protection 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 pertinent subjects. Maintain training records, test and evaluate new equipment and operations methods.

# Department of Public Safety



## Division of Fire

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 334,394	\$ 353,997	\$ 353,592	\$ 336,356
Military Leave	3,124	—	11,174	—
Student Trainees	—	—	196,090	336,000
Uniformed Personnel	53,161,092	51,762,612	52,594,404	49,702,866
Uniformed Overtime	5,768,637	6,009,383	6,280,045	6,300,000
Longevity	517,800	517,150	530,600	513,400
Wage Settlements	—	—	38	—
Separation Payments	634,938	366,687	576,077	2,416,870
Bonus Incentive	1,356,500	9,150	1,500	—
Overtime	27,795	35,845	30,620	21,096
Deferred Overtime Payments	174,994	174,972	176,141	175,000
	<b>\$ 61,979,274</b>	<b>\$ 59,229,796</b>	<b>\$ 60,750,282</b>	<b>\$ 59,801,588</b>
<b>Benefits</b>				
Hospitalization	\$ 8,836,483	\$ 9,016,130	\$ 8,218,718	\$ 7,610,538
Prescription	—	—	1,193,472	1,675,594
Dental	508,522	501,080	524,985	535,346
Vision Care	46,386	46,516	50,089	44,177
Public Employees Retire System	50,196	55,111	58,944	86,448
Police & Firemens Disab & Pens	13,831,694	13,805,868	14,118,306	13,521,328
Fica-Medicare	532,126	511,043	538,899	575,681
Workers' Compensation	1,807,666	2,588,015	1,966,336	2,305,247
Life Insurance	40,688	40,320	40,020	38,941
Unemployment Compensation	9,230	140	1,741	148,490
Clothing Allowance	296,792	297,027	241,662	—
Clothing Maintenance	362,000	354,000	347,367	—
	<b>\$ 26,321,782</b>	<b>\$ 27,215,250</b>	<b>\$ 27,300,539</b>	<b>\$ 26,541,790</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,146	\$ 2,878	\$ 1,654	\$ 1,800
Tuition & Registration Fees	1,210	2,458	7,520	2,700
Other Training Supplies	13,304	3,002	6,734	7,200
Mileage (Priv Auto) Trng Prps	476	432	856	450
Professional Dues & Subscript	3,652	3,800	3,962	3,600
	<b>\$ 19,787</b>	<b>\$ 12,570</b>	<b>\$ 20,726</b>	<b>\$ 15,750</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 28,138	\$ 102,730	\$ 123,276
Gas	299,726	324,352	176,746	212,095
Electricity - Cpp	397,934	401,891	372,559	361,382
Electricity - Other	32,944	33,780	31,487	30,543
Steam	36,026	83,160	128,935	135,382
	<b>\$ 766,630</b>	<b>\$ 871,321</b>	<b>\$ 812,456</b>	<b>\$ 862,678</b>



# Department of Public Safety

## Division of Fire

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 23,277	\$ 4,411	\$ 5,082	\$ 27,000
Court Reporter	280	45	606	300
Referee Services	175	—	—	—
Mileage (Private Auto)	2,254	10,093	12,484	9,000
Medical Services	22,958	49,770	39,402	45,000
Parking In City Facilities	8,602	8,911	7,603	9,000
Equipment Rental	25	—	—	—
Special Assessment	10	—	—	—
Other Contractual	37,782	30,201	38,318	36,000
Local Match-Grant Programs	—	16,536	—	—
Bank Service Fees	10,475	3,616	2,793	—
	<b>\$ 105,838</b>	<b>\$ 123,583</b>	<b>\$ 106,288</b>	<b>\$ 126,300</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 525	\$ 5,030	\$ 7,226	\$ 5,000
Postage	44	234	430	180
Computer Supplies	485	2,361	218	1,000
Computer Hardware	1,872	6,315	1	—
Fuel	90	—	—	—
Clothing	29,401	16,799	81,949	50,000
Sweeper Parts	—	—	15	—
Hardware & Small Tools	12,243	8,210	5,500	9,000
Mower & Tractor Parts	128	—	—	—
Small Equipment	10,189	10,100	940	10,000
Office Furniture & Equipment	4,006	644	967	1,000
Electrical Supplies	3,062	3,000	8,000	2,700
Hygiene And Cleaning Supplies	52,674	50,647	57,032	45,000
Lumber, Glass, And Drywall	3,000	3,000	—	2,700
Medical Supplies	58,133	53,616	58,498	55,000
Photographic Supplies	—	55	—	100
Medical Equipment	2,000	—	13,315	5,000
Paper And Other Printing Suppl	—	—	1,260	10,000
Shop Tools	10	—	—	—
Other Supplies	40,369	70,981	64,887	50,000
Safety Equipment	9,569	9,879	6,975	9,000
Batteries	2,000	2,021	3,500	2,000
Just In Time Office Supplies	16,904	7,200	1,553	14,400
	<b>\$ 246,705</b>	<b>\$ 250,092</b>	<b>\$ 312,266</b>	<b>\$ 272,080</b>

# Department of Public Safety



## Division of Fire

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 2,625	\$ —	\$ —	\$ 1,000
Maintenance Contracts	4,296	3,948	—	—
Computer Hardware Maintenance	6,600	—	—	—
Computer Software Maintenance	25,030	250	—	—
Maintenance Electrical Equip	644	4,150	3,797	4,000
Maintenance Machinery & Tools	13,500	20,050	8,000	5,000
Generator Repair	—	—	—	4,000
Maintenance Vehicles	79	—	—	—
Repair Parts	9,013	1,641	3,626	7,200
Car Washes	1,000	1,000	—	1,000
Maintenance Misc. Equipment	75,910	120,698	131,910	72,000
Mower & Tractor Repair	—	18	—	—
Maintenance Building	8,795	129	8,775	4,500
Repair Of Overhead Doors	62,000	84,078	79,985	67,500
	<b>\$ 209,492</b>	<b>\$ 235,961</b>	<b>\$ 236,093</b>	<b>\$ 166,200</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 2,826	\$ 1,240	\$ 500	\$ —
	<b>\$ 2,826</b>	<b>\$ 1,240</b>	<b>\$ 500</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 140,734	\$ 234,086	\$ 342,617	\$ 243,125
Charges From Radio Comm System	131,077	111,868	128,542	97,419
Charges From Water	—	21,875	—	—
Charges From Print & Repro	52,595	34,450	43,929	29,774
Charges From Central Storeroom	1,384	656	2,238	996
Charges From M.V.M.	1,331,624	1,373,510	1,330,881	1,036,142
Charges From Water	19,798	—	—	—
	<b>\$ 1,677,212</b>	<b>\$ 1,776,444</b>	<b>\$ 1,848,206</b>	<b>\$ 1,407,456</b>
	<b>\$ 91,329,546</b>	<b>\$ 89,716,257</b>	<b>\$ 91,387,356</b>	<b>\$ 89,193,842</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 301,791	\$ 219,078	\$ 173,033	\$ 186,900
Fines, Forfeitures & Settlements	1,298	588	—	1,200
Licenses & Permits	536,388	478,381	574,720	578,762
Miscellaneous	198,236	78,293	28,987	63,500
Interest Earnings/Investment Income	949	594	47	—
	<b>\$ 1,038,662</b>	<b>\$ 776,934</b>	<b>\$ 776,787</b>	<b>\$ 830,362</b>



# Department of Public Safety

## Division of Fire

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
27	31	31	Battalion, Chief
1	1	1	Fire Chief
6	7	7	Fire Chief, Assistant
34	39	39	
			OFFICE & CLERICAL
1	1	1	Clerk, Senior
1	1	1	Secretary
3	3	3	Secretary, Private
5	5	5	
			PROFESSIONALS
1	1	1	Administrator, Personnel
58	65	65	Captain (Fire)
166	176	176	Lieutenant (Fire)
1	1	1	Project Director/ Network
226	243	243	
			PROTECTIVE SERVICE
609	580	580	Firefighter Journeyman
0	24	2	Firefighter Apprentice-Medic I
30	0	50	Trainee
639	604	632	
			TECHNICIAN
2	2	2	Operator, Data Conversion
1	1	1	Supervisor, Data Processing
3	3	3	
907	894	922	TOTAL DIVISION

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

#### **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:** Arrive at emergency scenes in a safe and expeditious manner. Provide basic and advance 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 programs necessary for emergency medical 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.

#### **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, EMT 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 directed by the Department of Public Safety Medical Director. Promote employee health and wellness through coordinated physical activities/exercise and wellness programs.



## Department of Public Safety

### Division of Emergency Medical Service

---

**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 education, and general health screenings.

**ACTIVITIES:** Provide certification and training in first aid, CPR, and AED in accordance with established American Heart Association standards. Function as a 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.

# Department of Public Safety



## Division of Emergency Medical Service

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 11,409,044	\$ 11,620,123	\$ 10,925,032	\$ 10,653,547
Military Leave	26,224	22,795	24,294	33,000
Student Trainees	253,055	263,798	52,261	77,274
Longevity	91,875	90,200	94,200	85,550
Separation Payments	229,965	142,508	150,538	200,000
Overtime	2,653,663	3,219,797	2,877,975	2,070,000
Deferred Overtime Payments	—	59,843	81,871	90,000
	<b>\$ 14,663,826</b>	<b>\$ 15,419,064</b>	<b>\$ 14,206,172</b>	<b>\$ 13,209,371</b>
<b>Benefits</b>				
Hospitalization	\$ 2,197,436	\$ 2,208,017	\$ 1,906,201	\$ 1,714,337
Prescription	—	—	272,827	410,853
Dental	129,399	123,618	122,072	128,527
Vision Care	14,011	13,551	13,503	12,144
Public Employees Retire System	2,001,318	2,123,324	2,103,404	1,887,975
Fica-Medicare	183,206	193,795	178,494	170,888
Workers' Compensation	1,146,527	922,863	1,520,007	1,393,487
Life Insurance	12,480	11,888	11,036	11,283
Unemployment Compensation	40,142	49,990	47,736	64,241
Clothing Allowance	99,050	88,550	85,050	85,050
Clothing Maintenance	28,000	27,200	46,000	45,000
	<b>\$ 5,851,568</b>	<b>\$ 5,762,796</b>	<b>\$ 6,306,330</b>	<b>\$ 5,923,785</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 4,226	\$ 1,929	\$ 3,042	\$ 2,000
Tuition & Registration Fees	2,638	644	1,549	900
Other Training Supplies	149	18,813	13,524	14,550
	<b>\$ 7,013</b>	<b>\$ 21,385</b>	<b>\$ 18,115</b>	<b>\$ 17,450</b>
<b>Utilities</b>				
Gas	\$ 19,245	\$ 13,322	\$ 10,209	\$ 23,041
Electricity - Cpp	52	3	1	—
Electricity - Other	2,031	1,490	1,372	1,378
Security & Monitoring System	100	300	411	500
	<b>\$ 21,428</b>	<b>\$ 15,114</b>	<b>\$ 11,993</b>	<b>\$ 24,919</b>
<b>Contractual Services</b>				
Professional Services	\$ 15,265	\$ 32,689	\$ 23,132	\$ 23,200
Court Reporter	90	—	—	—
Referee Services	3,211	—	4,297	11,400
Janitorial Services	3,646	6,150	3,738	7,000
Medical Services	2,031	7,059	8,730	9,000
Parking In City Facilities	2,882	5,613	8,027	2,700
Other Contractual	2,610	—	—	—
	<b>\$ 29,734</b>	<b>\$ 51,511</b>	<b>\$ 47,923</b>	<b>\$ 53,300</b>



# Department of Public Safety

## Division of Emergency Medical Service

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 208	\$ 703	\$ —	\$ 1,000
Postage	1,757	2,233	1,731	1,900
Computer Supplies	160	738	—	—
Computer Hardware	19,126	—	11,232	—
Computer Software	1,500	600	—	—
Clothing	45,408	19,389	—	15,000
Hardware & Small Tools	1,701	450	398	300
Office Furniture & Equipment	691	1,684	—	—
Electrical Supplies	1,067	—	1,772	1,700
Hygiene And Cleaning Supplies	17,091	20,806	22,049	19,000
Medical Supplies	358,067	312,374	296,800	290,000
Medical Equipment	43,862	44,116	107,049	100,000
Printed Materials	15,578	36,206	18,783	20,000
Other Supplies	7,004	15,012	4,549	500
Safety Equipment	15,045	97,321	84,078	75,000
Pharmaceutical Supplies	54,669	44,476	57,603	50,000
Batteries	6,922	10,522	12,288	9,000
Just In Time Office Supplies	13,171	4,958	8,285	10,000
	<b>\$ 603,027</b>	<b>\$ 611,587</b>	<b>\$ 626,616</b>	<b>\$ 593,400</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 61,918	\$ 40,473	\$ 48,952	\$ 180,350
Computer Hardware Maintenance	—	3,000	—	—
Computer Software Maintenance	80,939	—	300	—
Maintenance Misc. Equipment	16,516	21,268	656	28,800
	<b>\$ 159,373</b>	<b>\$ 64,741</b>	<b>\$ 49,908</b>	<b>\$ 209,150</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 1,116	\$ 1,434	\$ —	\$ 1,800
	<b>\$ 1,116</b>	<b>\$ 1,434</b>	<b>\$ —</b>	<b>\$ 1,800</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 85,614	\$ 69,569	\$ 70,279	\$ 81,940
Charges From Radio Comm System	113,012	61,092	69,532	48,653
Charges From Print & Repro	44,964	41,421	29,814	33,495
Charges From Central Storeroom	1,967	3,620	3,751	2,796
Charges From M.V.M.	1,108,260	1,542,466	1,488,190	1,229,535
Charges From Division Of Maint	—	—	60	—
Charges From Water	4,950	—	—	—
	<b>\$ 1,358,768</b>	<b>\$ 1,718,169</b>	<b>\$ 1,661,625</b>	<b>\$ 1,396,419</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ —	\$ —	\$ (9,074)	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ (9,074)</b>	<b>\$ —</b>
	<b>\$ 22,695,853</b>	<b>\$ 23,665,803</b>	<b>\$ 22,919,607</b>	<b>\$ 21,429,594</b>

# Department of Public Safety

## Division of Emergency Medical Service



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 11,394,997	\$ 12,091,203	\$ 9,733,455	\$ 11,034,300
Grant Revenue	3,500	—	—	—
Miscellaneous	36,002	51,579	12,212	11,200
	<b>\$ 11,434,499</b>	<b>\$ 12,142,783</b>	<b>\$ 9,745,668</b>	<b>\$ 11,045,500</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
1	1	1	Commissioner, Emergency Medical Service
1	1	1	
			<b>PROFESSIONALS</b>
1	1	1	Junior Personnel Assistant
1	1	1	Administrative Manager
1	1	1	Administrative Officer
3	3	3	
			<b>TECHNICIAN</b>
38	24	23	Dispatcher, Emergency Medical
22	18	18	Supervisor, Emergency Medical Technician
196	189	185	Technician, Emergency Medical
14	1	6	Trainee
270	232	232	
274	236	236	<b>TOTAL DIVISION</b>



## Department of Public Safety

Division of Dog Pound

### JOHN D. BAIRD, CHIEF ANIMAL CONTROL OFFICER

---

*Mission Statement*

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

---

The City Dog Pound is responsible for responding to all calls for services or complaints concerning all dogs and nuisance wildlife. The Division is committed to the reduction of the City's nuisance animal population by contracting services to trap and dispose of unwanted skunks, raccoons, opossums, and groundhogs.

**PROGRAM NAME: ANIMAL CONTROL**

OBJECTIVES: Enforce city animal ordinances.

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

**PROGRAM NAME: NUISANCE ANIMAL REMOVAL**

OBJECTIVES: Reduce the number of the unwanted nuisance wildlife population that poses a safety risk to residents and their pets.

ACTIVITIES: Contract services to trap, remove, and dispose nuisance skunks, raccoons, opossums, and groundhogs.

# Department of Public Safety



## Division of Dog Pound

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 492,849	\$ 498,473	\$ 527,626	\$ 490,398
Part-Time Permanent	22,486	19,681	21,396	49,919
Injury Pay	—	—	1,085	—
Longevity	6,000	6,875	6,575	3,100
Separation Payments	—	—	3,130	—
Overtime	24,772	23,946	23,056	23,818
	<b>\$ 546,107</b>	<b>\$ 548,975</b>	<b>\$ 582,869</b>	<b>\$ 567,235</b>
<b>Benefits</b>				
Hospitalization	\$ 116,651	\$ 123,614	\$ 122,132	\$ 122,832
Prescription	—	—	6,337	7,056
Dental	6,996	7,037	7,075	7,166
Vision Care	740	748	779	696
Public Employees Retire System	74,349	76,770	79,714	92,692
Fica-Medicare	5,957	5,878	6,578	6,804
Workers' Compensation	39,693	29,975	10,164	16,479
Life Insurance	604	611	566	576
Unemployment Compensation	—	—	2,177	—
Clothing Allowance	2,500	2,500	2,500	750
Clothing Maintenance	3,675	3,675	3,675	1,225
	<b>\$ 251,164</b>	<b>\$ 250,808</b>	<b>\$ 241,699</b>	<b>\$ 256,276</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 892	\$ 48	\$ —	\$ —
Tuition & Registration Fees	150	—	—	—
Professional Dues & Subscript	150	185	150	180
	<b>\$ 1,192</b>	<b>\$ 233</b>	<b>\$ 150</b>	<b>\$ 180</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ —	\$ —	\$ 26,860
Gas	22,787	25,011	22,383	—
Electricity - Other	17,554	17,758	16,563	16,066
	<b>\$ 40,341</b>	<b>\$ 42,769</b>	<b>\$ 38,946</b>	<b>\$ 42,926</b>
<b>Contractual Services</b>				
Professional Services	\$ 728	\$ —	\$ 90,000	\$ 90,000
Security Services	1,992	—	237	540
	<b>\$ 2,720</b>	<b>\$ —</b>	<b>\$ 90,237</b>	<b>\$ 90,540</b>
<b>Materials &amp; Supplies</b>				
Hardware & Small Tools	\$ 2,262	\$ 1,741	\$ 2,161	\$ 1,800
Small Equipment	3,528	1,210	740	1,350
Hygiene And Cleaning Supplies	5,320	4,637	6,828	5,400
Medical Supplies	14,723	15,340	17,555	16,200
Other Supplies	12,620	13,147	9,607	11,153
Safety Equipment	3,875	4,743	4,966	4,162
Just In Time Office Supplies	2,172	1,868	772	1,800
	<b>\$ 44,499</b>	<b>\$ 42,686</b>	<b>\$ 42,628</b>	<b>\$ 41,865</b>



## Department of Public Safety

### Division of Dog Pound

#### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 4,419	\$ 4,465	\$ 4,496	\$ 4,364
Charges From Radio Comm System	5,646	6,676	5,830	4,446
Charges From Print & Repro	4,886	11,208	3,718	7,443
Charges From Central Storeroom	1,362	1,700	1,856	1,039
Charges From M.V.M.	65,596	75,759	60,928	51,930
Charges From Water	707	—	—	—
	<b>\$ 82,616</b>	<b>\$ 99,807</b>	<b>\$ 76,829</b>	<b>\$ 69,222</b>
	<b>\$ 968,639</b>	<b>\$ 985,279</b>	<b>\$ 1,073,359</b>	<b>\$ 1,068,244</b>

#### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 21,825	\$ 21,895	\$ 24,460	\$ 25,000
Miscellaneous	2,245	3,326	2,066	2,000
	<b>\$ 24,070</b>	<b>\$ 25,221</b>	<b>\$ 26,526</b>	<b>\$ 27,000</b>

# Department of Public Safety

## Division of Dog Pound



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Chief Animal Control Officer
1	1	1	
			OFFICE & CLERICAL
2	2	2	Clerk, Senior
2	2	2	
			PROFESSIONALS
1	1	1	Registered Animal Health Technician
1	1	1	
			PROTECTIVE SERVICE
9	9	9	Animal Control Officer
9	9	9	
			SERVICE & MAINTENANCE
1	1	1	Custodial Worker
1	1	1	
14	14	14	TOTAL FULL TIME
1	1	1	Registered Animal Health Technician
1	0	0	Custodial Worker
2	1	2	Animal Control Officer
4	2	3	TOTAL PART TIME
18	16	17	TOTAL DIVISION



# Department of Public Safety

House of Corrections

## JACQUELINE A. LEWIS, COMMISSIONER

---

### *Mission Statement*

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

---

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 Drug and Alcohol Rehabilitation programs and court-sponsored work release programs.

#### **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.

#### **PROGRAM NAME: WORK RELEASE(COURT SPONSORED)**

**OBJECTIVES:** Allow resident to maintain employment during their incarceration.

**ACTIVITIES:** Once approved by the Court, Social Worker, and Commissioner a resident will travel by bus or pre-arranged transportation to their job which has been previously verified for approval.

#### **PROGRAM NAME: SCHOOL RELEASE (COURT SPONSORED)**

**OBJECTIVES:** Allow resident to maintain education/training, primarily colleiate level, during their incarceration.

**ACTIVITIES:** Once approved by the Court, Social Worker, and Commissioner the resident may attend a prior approved educational facility for classes and/or training.

#### **PROGRAM NAME: ALCOHOLICS ANONYMOUS**

**OBJECTIVES:** Facilitate same sex fellowship groups who share their experiences, strengths and hopes in an effort to solve their common problem and help others to recover from alcoholism.

**ACTIVITIES:** Small and large facilitated discussion groups.

# Department of Public Safety



## House of Corrections

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,763,785	\$ 6,075,583	\$ 6,034,829	\$ 6,437,083
Military Leave	—	212	665	—
Part-Time Permanent	15,785	26,448	16,529	22,858
Injury Pay	32,456	252,464	159,665	—
Longevity	23,725	59,850	53,375	42,757
Wage Settlements	—	1,776	—	—
Separation Payments	14,330	50,063	98,242	40,000
Overtime	1,250,974	2,126,189	1,107,115	950,000
	<b>\$ 4,101,055</b>	<b>\$ 8,592,584</b>	<b>\$ 7,470,419</b>	<b>\$ 7,492,698</b>
<b>Benefits</b>				
Hospitalization	\$ 667,605	\$ 1,436,658	\$ 1,409,843	\$ 1,213,014
Prescription	—	—	144,326	213,432
Dental	39,876	81,586	87,559	102,088
Vision Care	4,347	8,918	9,867	9,856
Public Employees Retire System	545,490	1,174,356	1,080,889	1,064,111
Fica-Medicare	49,568	115,149	103,269	105,999
Workers' Compensation	156,702	256,680	610,308	963,471
Life Insurance	3,705	7,500	7,740	7,560
Unemployment Compensation	21,512	3,951	21,411	21,068
Clothing Allowance	26,125	56,910	59,328	63,750
Clothing Maintenance	21,075	76,850	71,350	72,685
Union Welfare Payment	—	—	—	10,000
Firearm Allowance	2,500	750	5,020	—
	<b>\$ 1,538,505</b>	<b>\$ 3,219,310</b>	<b>\$ 3,610,908</b>	<b>\$ 3,847,034</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 100	\$ 214	\$ 150	\$ —
Tuition & Registration Fees	1,015	595	1,205	2,700
Mileage (Priv Auto) Trng Prps	118	313	—	400
Professional Dues & Subscript	2,648	682	2,573	300
	<b>\$ 3,880</b>	<b>\$ 1,804</b>	<b>\$ 3,928</b>	<b>\$ 3,400</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 2,251	\$ 7,627	\$ —
Gas	67,741	79,620	49,041	68,002
Electricity - Other	125,220	124,424	118,611	115,053
	<b>\$ 192,961</b>	<b>\$ 206,294</b>	<b>\$ 175,279</b>	<b>\$ 183,055</b>



# Department of Public Safety

## House of Corrections

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 195,000	\$ 302,400	\$ 516,653	\$ 675,000
Mileage (Private Auto)	21	226	—	200
Medical Services	150,967	968,536	914,606	1,300,000
Parking In City Facilities	4,177	4,667	1,584	1,170
Property Rental	46,000	64,200	51,000	58,817
Other Contractual	57,650	336,250	179,488	21,500
Indigent Relief	—	278	—	315
Bank Service Fees	731	377	—	450
	<b>\$ 454,546</b>	<b>\$ 1,676,935</b>	<b>\$ 1,663,331</b>	<b>\$ 2,057,452</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 745	\$ 2,674	\$ 11,409	\$ 3,600
Clothing	31,117	38,351	8,735	25,000
Hardware & Small Tools	5,990	294	—	600
Small Equipment	—	—	18,991	—
Office Furniture & Equipment	4,630	8,542	150	1,000
Electrical Supplies	1,369	2,585	—	1,350
Hygiene And Cleaning Supplies	79,104	100,484	109,206	90,000
Painting Equipment & Supplies	290	2,288	—	900
Medical Supplies	2,623	13,467	21,475	9,000
Food	355,417	614,706	603,000	600,000
Laboratory Supplies	—	—	50,000	—
Photographic Supplies	12,534	12,813	9,663	6,750
Other Supplies	28,342	39,415	152,319	27,000
Pharmaceutical Supplies	137,906	214,713	99,811	205,425
Just In Time Office Supplies	8,022	11,166	4,666	8,100
Building Maintenance Supplies	4,980	1,480	—	2,700
Misc Maintenance Supplies	1,962	—	—	1,350
	<b>\$ 675,033</b>	<b>\$ 1,062,977</b>	<b>\$ 1,089,426</b>	<b>\$ 982,775</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 45,171	\$ 7,155	\$ 29,093	\$ 28,765
Maintenance Fire Apparatus	2,000	—	595	7,200
Maintenance Building	—	—	4,897	—
	<b>\$ 47,171</b>	<b>\$ 7,155</b>	<b>\$ 34,585</b>	<b>\$ 35,965</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ —	\$ 235	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 235</b>	<b>\$ —</b>	<b>\$ —</b>

# Department of Public Safety

## House of Corrections



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 17,713	\$ 27,634	\$ 16,618	\$ 25,793
Charges From Radio Comm System	19,434	27,536	31,390	23,447
Charges From W.P.C.	—	—	461	—
Charges From Print & Repro	12,626	32,174	39,027	23,819
Charges From Central Storeroom	220	181	774	103
Charges From M.V.M.	72,626	107,633	105,163	81,560
	<b>\$ 122,618</b>	<b>\$ 195,158</b>	<b>\$ 193,433</b>	<b>\$ 154,722</b>
	<b>\$ 7,135,769</b>	<b>\$ 14,962,452</b>	<b>\$ 14,241,308</b>	<b>\$ 14,757,101</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,325	\$ 790	\$ 700	\$ —
Miscellaneous	21,681	519,914	388,391	100,000
	<b>\$ 23,006</b>	<b>\$ 520,704</b>	<b>\$ 389,091</b>	<b>\$ 100,000</b>



# Department of Public Safety

## House of Corrections

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner, Correction
1	1	1	
			OFFICE & CLERICAL
1	1	1	Clerk, Senior
1	1	1	Chief, Clerk
1	1	1	Secretary, Private
1	0	0	Storekeeper
4	3	3	
			PROFESSIONALS
1	1	1	Accountant III
2	2	2	Caseworker II
1	1	1	Recreational Instructor III
1	1	1	Senior Personnel Assistant
2	1	1	Nurse, Practical
1	0	0	Public Health Nurse III
8	6	6	
			PROTECTIVE SERVICE
161	159	152	Correctional Officer
9	0	0	Corporal
14	14	14	Supervisor, Correctional
184	173	166	
			SERVICE & MAINTENANCE
2	2	2	Cook
1	1	1	Cook, Head
2	1	1	Mechanical Handyman
5	4	4	
202	187	180	TOTAL FULL TIME
1	0	0	Cook
1	0	1	Storekeeper
1	0	1	Clerk, Junior
3	0	2	TOTAL PART TIME
205	187	182	TOTAL DIVISION

## MICHAEL E. COX, DIRECTOR

---

### *Mission Statement*

*Through commitment and teamwork, create a customer friendly system that enhances the quality of life by providing parks, green spaces, facilities, services and programs that are safe, inviting, well maintained and managed. Ensure that citizens and visitors have easily accessible, vibrant public spaces for exploring, relaxing, enjoying, connecting, and participating in culturally diverse activities and special events.*

---

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.

#### **PROGRAM NAME: ADMINISTRATIVE SERVICES**

**OBJECTIVES:** To provide successful and efficient management of all activities with 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: SPECIAL EVENTS AND MARKETING**

**OBJECTIVES:** To coordinate and manage events within the City of Cleveland. To improve community awareness of programs and activities provided by the Department of Parks, Recreation and Properties.

**ACTIVITIES:** Schedule vendor meetings as needed to ensure vendors have the required information to carry out events. Establish event calendars and other promotional literature to market department assets.



# Department of Parks, Recreation, and Properties

## Division of Parks, Recreation, and Properties Administration

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 429,896	\$ 417,750	\$ 418,360	\$ 411,728
Longevity	4,375	3,675	2,875	—
Separation Payments	4,295	—	—	—
Overtime	27	—	—	—
	<b>\$ 438,593</b>	<b>\$ 421,425</b>	<b>\$ 421,235</b>	<b>\$ 411,728</b>
<b>Benefits</b>				
Hospitalization	\$ 55,170	\$ 62,043	\$ 54,242	\$ 47,292
Prescription	—	—	6,408	13,392
Dental	3,727	3,618	3,307	3,407
Vision Care	390	362	384	380
Public Employees Retire System	61,018	58,878	74,502	64,312
Fica-Medicare	2,413	3,911	4,059	4,275
Workers' Compensation	8,520	24,880	4,879	4,895
Life Insurance	345	319	304	305
	<b>\$ 131,583</b>	<b>\$ 154,011</b>	<b>\$ 148,084</b>	<b>\$ 138,258</b>
<b>Other Training &amp; Professional Dues</b>				
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 2,297	\$ 4,219	\$ 4,969	\$ 3,000
Insurance And Official Bonds	200	—	200	—
Property Rental	110,466	110,466	110,466	110,466
Refunds & Miscellaneous	1,200	450	—	—
	<b>\$ 114,163</b>	<b>\$ 115,135</b>	<b>\$ 115,635</b>	<b>\$ 113,466</b>
<b>Materials &amp; Supplies</b>				
Other Supplies	\$ —	\$ 3,550	\$ —	\$ —
Special Events Supplies	2,912	1,108	1,000	3,000
Just In Time Office Supplies	1,297	573	1,326	1,350
	<b>\$ 4,210</b>	<b>\$ 5,231</b>	<b>\$ 2,326</b>	<b>\$ 4,350</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 33,256	\$ 21,255	\$ 17,635	\$ 17,637
Charges From Law Dept.	—	—	730	—
Charges From Radio Comm System	202	202	202	139
Charges From Print & Repro	5,931	6,074	3,355	6,000
Charges From Central Storeroom	1,136	3,881	3,456	2,942
Charges From M.V.M.	1,818	876	893	679
	<b>\$ 42,343</b>	<b>\$ 32,288</b>	<b>\$ 26,271</b>	<b>\$ 27,397</b>
	<b>\$ 730,892</b>	<b>\$ 728,089</b>	<b>\$ 713,550</b>	<b>\$ 695,199</b>

# Department of Parks, Recreation, and Properties

Division of Parks, Recreation, and Properties Administration



## Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 13,650	\$ 32,284	\$ 38,613	\$ 44,500
Miscellaneous	2,676	113,701	17,011	1,500
Sale Of City Assets	—	66,500	85,000	—
	<b>\$ 16,326</b>	<b>\$ 212,485</b>	<b>\$ 140,623</b>	<b>\$ 46,000</b>

## COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			PROFESSIONALS
1	1	1	Director of Parks, Recreation & Properties
1	1	1	Manager Asst. Audit Cont/Per
1	1	1	Manager of Events
1	1	1	Secretary to the Director
4	4	4	
			OFFICE & CLERICAL
1	1	1	Clerk, Chief
1	1	1	Project Director
1	0	0	Private Secretary
0	1	1	Private Secretary to the Director
3	3	3	
7	7	7	TOTAL DIVISION



## Department of Parks, Recreation, and Properties

Division of Research, Planning, and Development

### DONALD KASYCH, ACTING COMMISSIONER

---

#### *Mission Statement*

*We enhance the lives of City of Cleveland residents through the planning, design, and development of safe, maintainable, attractive, "state of the art" parks, playgrounds, landscapes, and recreational facilities in accordance with an established citywide vision for parks and recreation.*

---

#### **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:** 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, playgrounds, sports facilities, playfields, plazas, parking facilities, cemeteries, etc., along with the construction supervision and contract administration for same. Engage the community on capital projects at appropriate levels.

#### **PROGRAM NAME: RESEARCH AND PLANNING**

**OBJECTIVES:** Develop, plan, coordinate, and support the departmental Capital Improvement Program and related research activities including preparing planning studies.

**ACTIVITIES:** Monitor/manage project budgets for all Departmental capital projects in conjunction with Department of Finance/Capital Manager. Research, prepare, and coordinate various planning, capital, and recommendation reports. Prepare grant applications for Federal, State, local, or other capital improvement programs and administer the grant including consultant management, invoices, reporting, etc. Prepare property adoption agreements, and work with Law Department on legal documents such as leases, grant agreements, etc. related to capital improvement projects implemented by the Division of RP&D.

# Department of Parks, Recreation, and Properties



## Division of Research, Planning, and Development

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 495,779	\$ 520,432	\$ 498,450	\$ 495,829
Longevity	4,650	4,650	5,300	—
Separation Payments	—	—	51,266	—
	<b>\$ 500,429</b>	<b>\$ 525,082</b>	<b>\$ 555,016</b>	<b>\$ 495,829</b>
<b>Benefits</b>				
Hospitalization	\$ 74,794	\$ 79,129	\$ 64,541	\$ 57,456
Prescription	—	—	10,540	15,828
Dental	5,173	5,208	5,356	5,879
Vision Care	572	583	586	528
Public Employees Retire System	68,210	73,346	76,327	77,499
Fica-Medicare	3,276	3,450	3,831	4,214
Workers' Compensation	9,957	13,330	6,080	6,449
Life Insurance	398	405	390	384
Clothing Allowance	—	—	(18)	—
	<b>\$ 162,380</b>	<b>\$ 175,451</b>	<b>\$ 167,630</b>	<b>\$ 168,237</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 399	\$ —	\$ —	\$ 400
Professional Dues & Subscript	975	1,088	765	900
	<b>\$ 1,374</b>	<b>\$ 1,088</b>	<b>\$ 765</b>	<b>\$ 1,300</b>
<b>Contractual Services</b>				
Mileage (Private Auto)	\$ 447	\$ 538	\$ 481	\$ 450
Parking In City Facilities	1,825	1,494	1,388	600
Property Rental	43,752	43,752	21,876	43,752
	<b>\$ 46,024</b>	<b>\$ 45,784</b>	<b>\$ 23,745</b>	<b>\$ 44,802</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 699	\$ 418	\$ —	\$ 800
Other Supplies	1,799	1,343	—	1,000
Just In Time Office Supplies	3,088	726	1,224	1,500
	<b>\$ 5,586</b>	<b>\$ 2,487</b>	<b>\$ 1,224</b>	<b>\$ 3,300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 9,734	\$ 11,839	\$ 11,808	\$ 11,010
Charges From Print & Repro	4,900	7,227	6,939	7,443
Charges From M.V.M.	7,985	11,159	10,517	8,294
Charges From Water	6,342	—	—	—
	<b>\$ 28,961</b>	<b>\$ 30,225</b>	<b>\$ 29,264</b>	<b>\$ 26,747</b>
	<b>\$ 744,753</b>	<b>\$ 780,119</b>	<b>\$ 777,644</b>	<b>\$ 740,215</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ —	\$ 650	\$ 650	\$ —
Miscellaneous	228,990	355,394	299,387	300,000
	<b>\$ 228,990</b>	<b>\$ 356,044</b>	<b>\$ 300,037</b>	<b>\$ 300,000</b>



# Department of Parks, Recreation, and Properties

## Division of Research, Planning, and Development

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	0	1	Commissioner, Research, Planning & Development
1	0	1	
			PROFESSIONALS
2	1	1	Architect, Landscape Senior
1	1	1	Architect, Landscape
0	1	1	Architect
1	1	1	Construction Technician
1	1	1	Manager of Research & Planning
1	1	1	Manager of Site Development
1	1	1	Supervisor, Site Development
1	1	1	Survey, Party Chief
8	8	8	
9	8	9	TOTAL DIVISION

**KIM JOHNSON, COMMISSIONER**

---

*Mission Statement*

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

---

The Division of Recreation operates 18 recreation centers, 1 outpost (Alta House), 1 arts center, 17 indoor pools, 22 outdoor pools, permits 155 ball-fields, (4 ball-field 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.

**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, ball-fields, and in recreation centers.

**PROGRAM NAME: RECREATION CENTERS**

OBJECTIVES: To provide year around 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 36- hole facilities.

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

**PROGRAM NAME: CAMPING**

OBJECTIVES: To provide recreational opportunities for youth services involving camping and other outdoor environmental activities.

ACTIVITIES: Operate a summer residential camp program for youth between the ages 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.



# Department of Parks, Recreation, and Properties

## Division of Recreation

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,407,123	\$ 5,274,633	\$ 5,236,454	\$ 4,954,716
Seasonal	940,121	1,023,255	1,011,220	1,038,800
Part-Time Permanent	617,056	618,178	602,651	338,000
Injury Pay	—	82	82	—
Student Trainees	—	—	—	264,000
School Guards	100	—	591	—
Longevity	48,850	45,425	49,975	3,744
Separation Payments	136,834	92,978	33,114	—
Overtime	148,706	93,226	79,193	72,900
	<b>\$ 6,298,789</b>	<b>\$ 7,147,776</b>	<b>\$ 7,013,280</b>	<b>\$ 6,672,160</b>
<b>Benefits</b>				
Hospitalization	\$ 998,762	\$ 1,108,133	\$ 1,053,064	\$ 1,004,304
Prescription	—	—	132,271	195,108
Dental	58,397	61,917	66,022	66,708
Vision Care	9,606	9,999	11,158	10,272
Public Employees Retire System	852,673	1,010,121	1,076,871	1,019,871
Fica-Medicare	72,095	86,995	86,732	86,841
Workers' Compensation	260,993	273,096	332,649	229,825
Life Insurance	6,030	6,480	6,675	6,960
Unemployment Compensation	17,944	16,955	50,058	35,000
Clothing Allowance	1,520	1,520	1,200	2,700
Clothing Maintenance	600	4,350	2,325	3,075
	<b>\$ 2,278,620</b>	<b>\$ 2,579,567</b>	<b>\$ 2,819,024</b>	<b>\$ 2,660,664</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 181	\$ 200
Tuition & Registration Fees	—	—	330	450
Professional Dues & Subscript	615	650	335	150
	<b>\$ 615</b>	<b>\$ 650</b>	<b>\$ 846</b>	<b>\$ 800</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 98,700	\$ 187,869	\$ 442,914	\$ 1,087,220
Gas	936,127	994,880	463,102	—
Electricity - Cpp	995,627	1,025,721	904,061	876,939
Electricity - Other	170,859	177,577	181,144	175,710
Security & Monitoring System	11,400	11,400	9,000	15,000
Contractual Utilities	101,297	85,816	98,276	99,000
	<b>\$ 2,314,009</b>	<b>\$ 2,483,263</b>	<b>\$ 2,098,497</b>	<b>\$ 2,253,869</b>
<b>Contractual Services</b>				
Professional Services	\$ 64,905	\$ 30,163	\$ 22,982	\$ 20,000
Mileage (Private Auto)	1,017	2,445	1,610	1,000
Security Services	—	5,000	—	—
Parking In City Facilities	10,645	12,928	11,786	5,500
Equipment Rental	390	—	—	450
Other Contractual	1,236,056	1,219,131	1,151,999	1,034,611
	<b>\$ 1,313,013</b>	<b>\$ 1,269,668</b>	<b>\$ 1,188,377</b>	<b>\$ 1,061,561</b>

# Department of Parks, Recreation, and Properties



## Division of Recreation

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 5,578	\$ 2,838	\$ —
Computer Supplies	335	—	—	—
Computer Hardware	—	—	439	—
Fuel	—	—	14	—
Chemical	96,021	71,001	77,966	77,400
Salt & De-Icer	595	525	—	—
Clothing	4,611	3,939	2,236	3,150
Hardware & Small Tools	1,620	—	—	2,250
Small Equipment	875	7,815	9,344	8,000
Office Furniture & Equipment	1,650	—	—	—
Electrical Supplies	2,592	—	—	500
Hygiene And Cleaning Supplies	5,117	3,390	2,807	4,000
Aquatics (Pool) Supplies	37,977	17,956	23,262	27,000
Playground Equipment And Suppl	12,460	8,830	12,563	15,000
Lumber, Glass, And Drywall	—	94	—	—
Medical Supplies	2,859	285	1,316	1,500
Food	37,237	28,498	31,282	27,000
Paper And Other Printing Suppl	562	154	—	1,500
Other Supplies	3,507	9,530	5,443	4,000
Arts & Crafts Supplies	29,581	33,236	24,613	28,800
Sporting Goods Supplies	31,195	33,067	41,928	32,770
Just In Time Office Supplies	13,400	5,459	4,521	13,000
Misc Maintenance Supplies	9,846	2,295	—	—
	<b>\$ 292,041</b>	<b>\$ 231,653</b>	<b>\$ 240,571</b>	<b>\$ 245,870</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 3,859	\$ —	\$ —	\$ 3,600
Maintenance Machinery & Tools	1,118	16,557	—	8,000
Maintenance Fire Apparatus	8,000	—	7,000	7,000
Car Washes	500	500	500	450
Maintenance Misc. Equipment	4,010	1,722	14,961	4,000
	<b>\$ 17,487</b>	<b>\$ 18,779</b>	<b>\$ 22,461</b>	<b>\$ 23,050</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ —	\$ 1,021	\$ 3,383	\$ —
	<b>\$ —</b>	<b>\$ 1,021</b>	<b>\$ 3,383</b>	<b>\$ —</b>



# Department of Parks, Recreation, and Properties

## Division of Recreation

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 80,217	\$ 103,983	\$ 100,847	\$ 95,285
Charges From Radio Comm System	2,808	2,575	2,596	1,929
Charges From Print & Repro	28,628	35,350	15,095	26,052
Charges From Central Storeroom	1,338	1,326	1,051	1,219
Charges From M.V.M.	215,710	247,937	151,289	149,825
Charges Frm Str Cnst Mnt & Rep	—	1,259	—	—
Charges From Waste Collection	14,615	13,928	16,072	10,000
Charges From Water	4,756	—	—	—
	<b>\$ 348,071</b>	<b>\$ 406,358</b>	<b>\$ 286,950</b>	<b>\$ 284,310</b>
	<b>\$ 12,862,645</b>	<b>\$ 14,138,735</b>	<b>\$ 13,673,389</b>	<b>\$ 13,202,284</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 18,700	\$ 15,825	\$ 17,975	\$ 15,000
Miscellaneous	21,172	199,306	16,018	9,000
Sale Of City Assets	—	1,500	—	—
	<b>\$ 39,872</b>	<b>\$ 216,631</b>	<b>\$ 33,993</b>	<b>\$ 24,000</b>

# Department of Parks, Recreation, and Properties



## Division of Recreation

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Commissioner of Recreation
2	2	2	Deputy Commissioner of Recreation
3	3	3	
<b>OFFICE &amp; CLERICAL</b>			
1	0	0	Chief Clerk
12	12	12	Junior Clerk
1	1	1	Senior Clerk
1	1	1	Senior Personnel Assistant
3	4	4	Secretary
1	0	1	Private Secretary
19	18	19	
<b>PROFESSIONALS</b>			
2	1	2	Deputy Project Director
8	8	8	Manager of Recreation
21	18	22	Recreation Center Manager
21	19	20	Assistant Manager of Recreation
52	46	52	
<b>SERVICE &amp; MAINTENANCE</b>			
1	1	1	Mechanical Handyman
1	1	1	Municipal Service Laborer
1	1	1	Ground Maintenance Man
3	3	3	
<b>TECHNICIAN</b>			
25	25	25	Physical Director
5	4	4	Recreation Instructor III
55	49	52	Recreation Instructor II
85	78	81	
162	148	158	TOTAL FULL TIME
150	130	145	TOTAL PART TIME
275	8	277	TOTAL SEASONAL*
587	286	580	TOTAL DIVISION

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



## Department of Parks, Recreation, and Properties

### Golf Course

#### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 499,876	\$ 516,727	\$ 530,175	\$ 531,071
Seasonal	238,220	224,319	210,437	165,170
Longevity	5,825	5,825	6,325	5,750
Overtime	25,272	25,465	24,706	23,400
	<b>\$ 769,193</b>	<b>\$ 772,336</b>	<b>\$ 771,642</b>	<b>\$ 725,391</b>
<b>Benefits</b>				
Hospitalization	\$ 74,435	\$ 81,825	\$ 78,159	\$ 86,582
Prescription	—	—	9,895	18,295
Dental	4,306	4,508	4,798	4,942
Vision Care	611	668	728	728
Public Employees Retire System	104,415	111,617	115,846	111,948
Fica-Medicare	7,821	7,776	7,627	10,202
Workers' Compensation	25,891	35,035	51,659	13,326
Life Insurance	540	581	585	585
Unemployment Compensation	21,911	31,082	43,391	33,852
Clothing Allowance	3,145	3,470	3,150	—
Tool Insurance	800	1,100	1,100	1,100
Clothing Maintenance	1,150	1,350	1,200	—
	<b>\$ 245,025</b>	<b>\$ 279,012</b>	<b>\$ 318,140</b>	<b>\$ 281,560</b>
<b>Utilities</b>				
Gas	\$ (896)	\$ 12,219	\$ 14,686	\$ 17,623
Electricity - Other	31,111	30,023	27,516	26,691
Security & Monitoring System	888	1,618	1,030	1,600
	<b>\$ 31,104</b>	<b>\$ 43,860</b>	<b>\$ 43,231</b>	<b>\$ 45,914</b>
<b>Contractual Services</b>				
Professional Services	\$ 6,030	\$ 6,895	\$ 7,365	\$ 7,000
Other Contractual	370,000	375,000	370,000	325,500
Bank Service Fees	4,282	1,994	1,806	—
Credit Card Processing Fees	11,733	13,754	14,416	13,000
	<b>\$ 392,045</b>	<b>\$ 397,643</b>	<b>\$ 393,586</b>	<b>\$ 345,500</b>

# Department of Parks, Recreation, and Properties



## Golf Course

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Clothing	\$ 3,728	\$ 2,641	\$ 1,747	\$ 1,500
Hardware & Small Tools	600	3,154	1,100	1,500
Welding Supplies & Equipment	800	—	500	500
Seed, Fertilizer & Herbicide	67,993	68,348	28,031	25,000
Small Equipment	5,692	6,795	3,321	2,000
Office Furniture & Equipment	1,050	1,525	4,852	5,000
Electrical Supplies	998	—	737	500
Fence, Posts & Bars	2,500	—	—	500
Hygiene And Cleaning Supplies	10,403	9,343	8,503	8,000
Clay, Soil & Turf	1,644	—	855	1,000
Painting Equipment & Supplies	—	499	500	500
Plumbing Supplies And Equip	19,000	8,000	7,706	8,000
Medical Supplies	300	200	—	200
Food	55,600	64,415	72,200	60,000
Other Supplies	20,538	16,544	16,310	13,000
Sporting Goods Supplies	6,500	7,001	7,000	3,000
Just In Time Office Supplies	1,370	1,101	224	500
Cement Sand & Gravel	12,039	11,360	12,355	12,000
	<b>\$ 210,754</b>	<b>\$ 200,927</b>	<b>\$ 165,941</b>	<b>\$ 142,700</b>
<b>Maintenance</b>				
Maintenance Fire Apparatus	\$ 4,800	\$ 400	\$ —	\$ 1,000
Maintenance Misc. Equipment	45,000	61,507	51,680	52,000
	<b>\$ 49,800</b>	<b>\$ 61,907</b>	<b>\$ 51,680</b>	<b>\$ 53,000</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 124,630	\$ 124,630	\$ 118,940	\$ 118,833
	<b>\$ 124,630</b>	<b>\$ 124,630</b>	<b>\$ 118,940</b>	<b>\$ 118,833</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 22,961	\$ 13,659	\$ 14,515	\$ 13,186
Charges From Print & Repro	2,227	1,927	1,477	1,489
Charges From M.V.M.	45,684	53,367	54,713	41,515
Charges From Division Of Maint	29,921	15,720	23,411	20,000
Charges From Waste Collection	6,758	5,750	6,050	8,000
	<b>\$ 107,551</b>	<b>\$ 90,422</b>	<b>\$ 100,165</b>	<b>\$ 84,190</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ 100,000	\$ —	\$ —	\$ —
	<b>\$ 100,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 2,030,102</b>	<b>\$ 1,970,737</b>	<b>\$ 1,963,326</b>	<b>\$ 1,797,088</b>



# Department of Parks, Recreation, and Properties

## Golf Course

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,429,346	\$ 1,387,077	\$ 1,360,217	\$ 1,355,500
Fines, Forfeitures & Settlements	—	—	3,484	—
Grant Revenue	13,203	12,180	14,731	—
Miscellaneous	446,371	320,375	207,334	212,000
Transfers In	—	—	—	96,928
Interest Earnings/Investment Income	58,176	28,189	1,043	—
	<b>\$ 1,947,096</b>	<b>\$ 1,747,822</b>	<b>\$ 1,586,809</b>	<b>\$ 1,664,428</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
2	2	2	Manager of Parks and Urban Forestry
2	2	2	
			SERVICE & MAINTENANCE
2	2	2	Ground Maintenance Crew Foreman
2	2	2	Greenskeeper
1	1	1	Mechanical Handyman
4	3	4	Ground Maintenance Man
2	2	2	Auto Repair Worker
11	10	11	
13	12	13	TOTAL FULL TIME
40	0	31	TOTAL SEASONAL*
53	12	44	TOTAL DIVISION

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

**ANTIONETTE THOMPSON, ACTING COMMISSIONER**

---

*Mission Statement*

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

---

The Commissioner of the Convention Center has authority over four major service operations: the Convention Center Complex, the Convention Center 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 foot Registration Lobby, 10,000 seat Auditorium, 3,000 seat Music Hall and 600 seat Little Theater. Also, the facility maintains 300 parking spaces.

**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:** Coordinate the daily operations 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.



## Department of Parks, Recreation, and Properties

---

### Convention Center General Operations

**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.

# Department of Parks, Recreation, and Properties



## Convention Center General Operations

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,268,731	\$ 1,216,161	\$ 1,229,330	\$ 525,880
Part-Time Permanent	985,052	1,196,238	1,111,523	504,486
Longevity	15,350	14,400	14,775	3,950
Separation Payments	16,941	—	—	—
Bonus Incentive	1,000	—	—	—
Overtime	315,558	244,782	233,209	323,190
	<b>\$ 2,602,632</b>	<b>\$ 2,671,581</b>	<b>\$ 2,588,837</b>	<b>\$ 1,357,506</b>
<b>Benefits</b>				
Hospitalization	\$ 239,591	\$ 229,555	\$ 210,620	\$ 101,787
Prescription	—	—	30,958	17,964
Dental	14,123	12,933	13,638	6,223
Vision Care	1,578	1,401	1,507	891
Public Employees Retire System	357,738	382,074	410,248	225,462
Fica-Medicare	31,095	33,013	31,922	19,684
Workers' Compensation	96,780	116,837	45,744	46,033
Life Insurance	1,294	1,174	1,170	528
Unemployment Compensation	36,727	46,883	66,606	22,568
Clothing Allowance	3,255	2,700	4,350	—
Tool Insurance	450	450	450	150
Clothing Maintenance	3,225	7,500	1,450	950
Union Welfare Payment	16,406	22,036	19,433	20,000
	<b>\$ 802,262</b>	<b>\$ 856,556</b>	<b>\$ 838,095</b>	<b>\$ 462,240</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 1,043	\$ 1,049	\$ 115	\$ 250
	<b>\$ 1,043</b>	<b>\$ 1,049</b>	<b>\$ 115</b>	<b>\$ 250</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 14,422	\$ 15,351	\$ —
Gas	31,282	24,653	9,983	30,702
Electricity - Cpp	1,008,562	936,794	1,083,303	945,038
Steam	709,267	794,766	1,106,518	776,000
	<b>\$ 1,749,111</b>	<b>\$ 1,770,635</b>	<b>\$ 2,215,155</b>	<b>\$ 1,751,740</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,583	\$ 4,911	\$ 1,961	\$ 500
Parking In City Facilities	157,281	199,023	223,570	182,000
Equipment Rental	5,000	—	9,220	4,500
Other Contractual	168,207	130,591	141,921	143,000
Bank Service Fees	973	1,108	—	—
Credit Card Processing Fees	4,095	3,327	3,869	2,250
	<b>\$ 339,139</b>	<b>\$ 338,960</b>	<b>\$ 380,541</b>	<b>\$ 332,250</b>



# Department of Parks, Recreation, and Properties

## Convention Center General Operations

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ —	\$ 3,750	\$ —	\$ —
Hardware & Small Tools	2,000	2,000	1,276	1,800
Boilers, Heaters & Cool Equip	2,090	3,000	1,161	2,500
Small Equipment	3,442	—	900	2,000
Electrical Supplies	19,419	10,493	16,480	10,800
Hygiene And Cleaning Supplies	21,665	18,452	29,995	18,162
Painting Equipment & Supplies	500	2,400	849	900
Plumbing Supplies And Equip	5,992	7,000	3,000	5,400
Motors And Pumps	8,999	8,740	7,259	8,100
Heating And Air Filters	4,745	4,000	4,979	4,500
Lumber, Glass, And Drywall	2,500	1,000	1,000	2,250
Medical Supplies	—	—	—	450
Other Supplies	3,724	1,604	3,913	2,700
Safety Equipment	1,212	—	—	900
Batteries	—	—	—	720
Just In Time Office Supplies	619	1,370	1,011	1,350
Building Maintenance Supplies	6,849	1,455	2,425	2,700
	<b>\$ 83,757</b>	<b>\$ 65,264</b>	<b>\$ 74,248</b>	<b>\$ 65,232</b>
<b>Maintenance</b>				
Maintenance Machinery & Tools	\$ 6,887	\$ 3,275	\$ 5,000	\$ 4,500
Maintenance Fire Apparatus	456	1,500	432	1,800
Maintenance Vehicles	—	5,000	3,000	4,500
Maintenance Utility Systems	13,500	10,116	5,950	10,800
Maintenance Misc. Equipment	9,490	12,129	3,854	9,900
Maintenance Building	14,500	5,840	3,091	10,800
Cushman Repair	7,000	—	—	—
	<b>\$ 51,833</b>	<b>\$ 37,860</b>	<b>\$ 21,328</b>	<b>\$ 42,300</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 500	\$ —	\$ —	\$ —
Indirect Cost	512,772	512,772	470,198	455,635
	<b>\$ 513,272</b>	<b>\$ 512,772</b>	<b>\$ 470,198</b>	<b>\$ 455,635</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 61,935	\$ 104,369	\$ 58,921	\$ 57,149
Charges From Radio Comm System	8,905	8,369	9,604	7,396
Charges From Water	—	315	—	—
Charges From Print & Repro	3,859	4,664	2,423	3,722
Charges From Central Storeroom	698	1,004	705	586
Charges From M.V.M.	26,439	35,622	15,211	18,796
Charges From Division Of Maint	36,346	17,117	9,355	13,500
Charges From Waste Collection	68,920	58,887	84,001	50,000
Charges From Parks Maintenance	70,746	44,174	48,339	25,000
Charges From Water	1,586	—	—	—
	<b>\$ 279,434</b>	<b>\$ 274,521</b>	<b>\$ 228,560</b>	<b>\$ 176,149</b>
	<b>\$ 6,422,482</b>	<b>\$ 6,529,199</b>	<b>\$ 6,817,076</b>	<b>\$ 4,643,302</b>

# Department of Parks, Recreation, and Properties



## Convention Center General Operations

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,639,648	\$ 1,322,407	\$ 1,407,099	\$ 1,333,559
Grant Revenue	9,242	500	7,384	—
Miscellaneous	520,084	469,974	824,548	435,000
Transfers In	—	—	190,689	—
Hotel Tax	4,421,047	4,183,805	3,704,597	3,700,000
Interest Earnings/Investment Income	38,676	31,104	3,289	1,000
	<b>\$ 6,628,696</b>	<b>\$ 6,007,790</b>	<b>\$ 6,137,606</b>	<b>\$ 5,469,559</b>



# Department of Parks, Recreation, and Properties

## Convention Center General Operations

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	0	Commissioner of Convention Ctr. & Stadium
1	1	0	Deputy Commissioner
2	2	0	Manager of Convention Sales
4	4	0	
			OFFICE & CLERICAL
1	1	0	Budget Analyst
1	1	0	Senior Clerk
1	1	0	Secretary
3	3	0	
			PROFESSIONALS
1	1	0	Assistant Manager of Box Office
1	1	0	
			SERVICE & MAINTENANCE
1	1	1	Set-up Foreman
2	2	0	Building Stationary Engineer
1	1	1	Chief Building Stationary Engineer
1	1	0	Mechanical Handyman
1	1	1	Plumber
2	2	1	Electrical Worker
6	6	3	Custodial Worker
2	2	2	Guard
1	1	0	Window Washer
1	1	0	Stage Hand
18	18	9	
26	26	9	TOTAL FULL TIME
75	18	38	TOTAL PART TIME
101	44	47	TOTAL DIVISION

# Department of Parks, Recreation, and Properties



## Westside Market General Operations

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 306,478	\$ 291,670	\$ 247,843	\$ 196,689
Part-Time Permanent	20,801	18,656	21,841	33,521
Longevity	4,475	3,325	4,075	775
Separation Payments	—	—	21,828	—
Overtime	53,249	45,890	18,057	27,182
	<b>\$ 385,004</b>	<b>\$ 359,541</b>	<b>\$ 313,643</b>	<b>\$ 258,167</b>
<b>Benefits</b>				
Hospitalization	\$ 58,481	\$ 68,123	\$ 57,439	\$ 48,762
Prescription	—	—	5,652	7,380
Dental	3,890	4,014	3,462	2,961
Vision Care	437	426	389	276
Public Employees Retire System	53,899	51,265	44,955	42,289
Fica-Medicare	4,277	3,981	3,181	3,174
Workers' Compensation	8,827	11,102	4,191	3,673
Life Insurance	360	349	319	240
Clothing Allowance	2,480	1,620	1,660	830
Tool Insurance	600	300	300	150
Clothing Maintenance	700	500	500	250
	<b>\$ 133,952</b>	<b>\$ 141,680</b>	<b>\$ 122,050</b>	<b>\$ 109,985</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 105	\$ 105	\$ 35	\$ 140
	<b>\$ 105</b>	<b>\$ 105</b>	<b>\$ 35</b>	<b>\$ 140</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 21,407	\$ 59,267	\$ 71,121
Gas	101,366	106,295	24,257	29,109
Electricity - Cpp	64,104	103,224	166,594	161,596
Security & Monitoring System	662	—	1,084	1,070
	<b>\$ 166,132</b>	<b>\$ 230,926</b>	<b>\$ 251,202</b>	<b>\$ 262,896</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ 186	\$ —
Mileage (Private Auto)	296	330	356	360
Janitorial Services	180,000	180,000	180,000	198,000
Other Contractual	102,600	54,800	123,156	123,699
	<b>\$ 282,897</b>	<b>\$ 235,130</b>	<b>\$ 303,698</b>	<b>\$ 322,059</b>



# Department of Parks, Recreation, and Properties

## Westside Market General Operations

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 300	\$ —
Chemical	1,665	—	1,241	1,530
Fire/Ems Apparatus Parts	500	—	500	450
Salt & De-Icer	495	1,568	1,476	1,350
Boilers, Heaters & Cool Equip	14,933	4,815	7,741	7,200
Small Equipment	180	—	—	6,300
Electrical Supplies	2,500	1,000	1,000	2,250
Hygiene And Cleaning Supplies	7,198	3,700	11,000	7,200
Doors, Shutters And Windows	6,000	2,000	2,000	4,500
Plumbing Supplies And Equip	1,000	1,000	—	2,700
Motors And Pumps	—	—	1,916	450
Medical Supplies	250	250	—	450
Other Supplies	1,427	920	1,195	1,350
Just In Time Office Supplies	1,687	617	(133)	1,183
Building Maintenance Supplies	97	97	145	384
	<b>\$ 37,932</b>	<b>\$ 15,966</b>	<b>\$ 28,381</b>	<b>\$ 37,297</b>
<b>Maintenance</b>				
Maintenance Machinery & Tools	\$ 5,529	\$ 12,695	\$ 11,870	\$ 13,500
Maintenance Fire Apparatus	1,100	—	—	900
Maintenance Building	17,350	18,750	16,945	13,500
	<b>\$ 23,979</b>	<b>\$ 31,445</b>	<b>\$ 28,815</b>	<b>\$ 27,900</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 44,228	\$ 44,228	\$ 44,224	\$ 38,578
	<b>\$ 44,228</b>	<b>\$ 44,228</b>	<b>\$ 44,224</b>	<b>\$ 38,578</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 11,057	\$ 5,607	\$ 5,642	\$ 5,610
Charges From W.P.C.	—	—	769	500
Charges From Print & Repro	1,058	1,111	717	1,117
Charges From Central Storeroom	33	—	—	31
Charges From Division Of Maint	34,618	30,909	7,096	8,000
Charges Frm Str Cnst Mnt & Rep	—	—	2,829	—
Charges From Waste Collection	31,513	44,658	40,458	40,000
Charges From Community Develop	1,410	1,990	2,610	2,000
	<b>\$ 79,689</b>	<b>\$ 84,274</b>	<b>\$ 60,121</b>	<b>\$ 57,258</b>
	<b>\$ 1,153,917</b>	<b>\$ 1,143,295</b>	<b>\$ 1,152,169</b>	<b>\$ 1,114,280</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 1,125,348	\$ 1,125,799	\$ 1,253,665	\$ 1,216,793
Miscellaneous	6,985	8,811	33,934	15,150
Interest Earnings/Investment Income	9,898	5,410	3,619	—
	<b>\$ 1,142,231</b>	<b>\$ 1,140,019</b>	<b>\$ 1,291,218</b>	<b>\$ 1,231,943</b>

COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			OFFICE & CLERICAL
1	1	1	Principal Clerk
1	1	1	
			PROFESSIONALS
1	1	1	Manager of Markets
1	1	1	
			SKILLED CRAFT
3	1	1	Building Stationary Engineer
1	0	0	Chief Building Stationary Engineer
4	1	1	
			SERVICE & MAINTENANCE
2	2	2	Municipal Service Laborer
2	2	2	
8	5	5	TOTAL FULL TIME
1	2	2	TOTAL PART TIME
9	7	7	TOTAL DIVISION



# Department of Parks, Recreation, and Properties

## Cleveland Stadium

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 21,038	\$ 49,769	\$ 761,096	\$ 1,185,000
Insurance And Official Bonds	6,273	172,374	98,515	99,000
Property Rental	9,108	9,108	9,108	9,108
Other Contractual	68,660	—	90,000	110,000
Stadium Property Tax	448,762	446,707	452,725	700,000
Bank Service Fees	—	—	53	—
	<b>\$ 553,841</b>	<b>\$ 677,958</b>	<b>\$ 1,411,497</b>	<b>\$ 2,103,108</b>
<b>Claims, Refunds, Maintenance</b>				
Cuyahoga Cnty Payments/Refunds	\$ 2,984,700	\$ —	\$ —	\$ —
	<b>\$ 2,984,700</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Capital Outlay</b>				
Professional Services	\$ 47,421	\$ 880,713	\$ —	\$ —
	<b>\$ 47,421</b>	<b>\$ 880,713</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Debt Service</b>				
Principal	\$ 5,826,448	\$ 10,764,699	\$ 10,933,494	\$ 6,293,256
Interest	6,176,957	10,555,802	8,003,117	7,069,444
	<b>\$ 12,003,405</b>	<b>\$ 21,320,501</b>	<b>\$ 18,936,611</b>	<b>\$ 13,362,700</b>
	<b>\$ 15,589,366</b>	<b>\$ 22,879,172</b>	<b>\$ 20,348,108</b>	<b>\$ 15,465,808</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Miscellaneous	2,318	6,794	398	—
Other Shared Revenue	13,780,214	13,944,132	13,144,049	13,000,000
Transfers In	8,515,546	4,640,292	2,676,052	3,500,000
Interest Earnings/Investment Income	936,549	484,635	32,835	—
	<b>\$ 23,484,627</b>	<b>\$ 19,325,853</b>	<b>\$ 16,103,334</b>	<b>\$ 16,750,000</b>

**LEIGH STEVENS, COMMISSIONER**

---

*Mission Statement*

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

---

**PROGRAM NAME: OFF-STREET**

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

**PROGRAM NAME: ON-STREET**

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. 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.



# Department of Parks, Recreation, and Properties

## Division of Parking Facilities

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 707,792	\$ 688,939	\$ 761,107	\$ 753,356
Injury Pay	—	1,241	6,941	—
Longevity	6,100	6,875	7,475	3,400
Separation Payments	497	1,579	2,942	—
Overtime	23,600	21,161	26,564	—
	<b>\$ 737,989</b>	<b>\$ 719,795</b>	<b>\$ 805,028</b>	<b>\$ 756,756</b>
<b>Benefits</b>				
Hospitalization	\$ 195,778	\$ 217,089	\$ 210,314	\$ 202,836
Prescription	—	—	27,034	40,104
Dental	12,258	12,561	13,174	13,696
Vision Care	1,288	1,320	1,454	1,296
Public Employees Retire System	97,312	101,454	119,574	118,205
Fica-Medicare	9,125	8,799	9,972	10,895
Workers' Compensation	37,594	33,319	15,506	39,324
Life Insurance	1,013	1,069	1,058	1,104
Unemployment Compensation	—	1,599	1,921	11,284
Clothing Allowance	4,800	5,550	4,800	1,900
Clothing Maintenance	2,450	2,975	2,450	350
	<b>\$ 361,617</b>	<b>\$ 385,734</b>	<b>\$ 407,258</b>	<b>\$ 440,994</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ —	\$ 1,356	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 1,356</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 13,618	\$ 16,388	\$ 12,772	\$ 15,402
Charges From M.V.M.	63,303	61,305	55,138	44,463
Charges From Water	6,342	—	—	—
	<b>\$ 83,263</b>	<b>\$ 77,693</b>	<b>\$ 67,910</b>	<b>\$ 59,865</b>
	<b>\$ 1,182,869</b>	<b>\$ 1,184,578</b>	<b>\$ 1,280,196</b>	<b>\$ 1,257,615</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Charges For Services	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Miscellaneous	425	713	349	—
	<b>\$ 24,425</b>	<b>\$ 24,713</b>	<b>\$ 24,349</b>	<b>\$ 24,000</b>

COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			PROFESSIONALS
2	2	2	Supervisor of Parking Enforcement
2	2	2	
			PROTECTIVE SERVICE
18	17	17	Parking Enforcement Officer
18	17	17	
			TECHNICIAN
1	1	1	Parking Meter Foreman
4	4	4	Parking Meter Serviceman
5	5	5	
25	24	24	TOTAL DIVISION



# Department of Parks, Recreation, and Properties

## Parking Lots General Operations

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 708,258	\$ 665,127	\$ 630,086	\$ 618,155
Part-Time Permanent	114,728	89,645	69,936	146,428
Longevity	8,450	8,850	6,725	3,450
Separation Payments	—	8,361	20,048	—
Overtime	76,439	54,630	47,432	59,280
	<b>\$ 907,876</b>	<b>\$ 826,612</b>	<b>\$ 774,227</b>	<b>\$ 827,313</b>
<b>Benefits</b>				
Hospitalization	\$ 150,100	\$ 142,131	\$ 118,798	\$ 110,292
Prescription	—	—	14,482	20,424
Dental	9,201	7,796	7,047	7,139
Vision Care	1,300	1,101	1,052	888
Public Employees Retire System	124,557	115,747	115,638	132,107
Fica-Medicare	9,764	9,384	9,072	8,312
Workers' Compensation	22,750	24,671	22,193	20,541
Life Insurance	863	769	656	720
Unemployment Compensation	—	—	3,895	11,284
Clothing Allowance	4,695	3,745	3,875	1,570
Clothing Maintenance	600	600	600	—
	<b>\$ 323,830</b>	<b>\$ 305,944</b>	<b>\$ 297,308</b>	<b>\$ 313,277</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 695	\$ 800	\$ 695	\$ 695
	<b>\$ 695</b>	<b>\$ 800</b>	<b>\$ 695</b>	<b>\$ 695</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 150,531	\$ 196,698	\$ 171,865	\$ 166,709
Electricity - Other	8,606	8,952	9,732	9,440
	<b>\$ 159,136</b>	<b>\$ 205,650</b>	<b>\$ 181,596</b>	<b>\$ 176,149</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,913,760	\$ 1,941,742	\$ 1,808,411	\$ 1,700,000
Parking In City Facilities	110	—	—	—
Taxes	183,649	182,808	185,270	190,140
Parking Tax	641,065	601,085	571,494	589,000
Property Rental	110,563	110,563	110,563	110,563
Other Contractual	16,371	25,750	15,605	15,000
State Auditor Examination	10,477	12,120	10,370	12,200
Bank Service Fees	71,765	52,622	54,973	20,000
Credit Card Processing Fees	2,912	8,052	17,470	15,000
	<b>\$ 2,950,672</b>	<b>\$ 2,934,742</b>	<b>\$ 2,774,156</b>	<b>\$ 2,651,903</b>

# Department of Parks, Recreation, and Properties



## Parking Lots General Operations

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ —	\$ —	\$ 2,936	\$ —
Clothing	10,000	10,000	3,000	7,500
Hardware & Small Tools	5,259	4,944	2,344	3,500
Welding Supplies & Equipment	500	—	100	100
Electrical Supplies	40,330	7,875	12,079	11,000
Hygiene And Cleaning Supplies	—	1,000	1,500	1,500
Medical Supplies	—	1,000	—	250
Other Supplies	47,318	38,384	43,758	34,000
Special Events Supplies	—	—	3,516	2,500
Batteries	—	—	8,545	7,000
Just In Time Office Supplies	2,057	1,547	2,939	2,600
	<b>\$ 105,464</b>	<b>\$ 64,751</b>	<b>\$ 80,718</b>	<b>\$ 69,950</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 5,000	\$ —	\$ 366	\$ —
Maintenance Contracts	13,000	10,500	11,300	86,000
Maintenance Machinery & Tools	12,000	13,524	15,400	—
Car Washes	1,000	—	500	300
Maintenance Misc. Equipment	12,040	17,679	11,313	—
	<b>\$ 43,040</b>	<b>\$ 41,703</b>	<b>\$ 38,879</b>	<b>\$ 86,300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 22,607	\$ 16,394	\$ 15,290	\$ 16,228
Charges From W.P.C.	—	—	154	—
Charges From Print & Repro	5,528	7,450	6,729	5,955
Charges From Central Storeroom	74	106	236	149
Charges From M.V.M.	21,153	22,722	13,300	13,494
Charges From Division Of Maint	7,793	14,657	14,408	15,000
Charges From Waste Collection	1,277	990	960	1,500
Charges From Parks Maintenance	79,957	66,907	60,957	75,000
	<b>\$ 138,388</b>	<b>\$ 129,227</b>	<b>\$ 112,035</b>	<b>\$ 127,326</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 967,470	\$ 1,113,791	\$ 117,777	\$ —
	<b>\$ 967,470</b>	<b>\$ 1,113,791</b>	<b>\$ 117,777</b>	<b>\$ —</b>
<b>Debt Service</b>				
Principal	\$ 2,446,647	\$ 3,026,250	\$ 3,165,000	\$ 3,300,000
Interest	1,923,948	1,857,461	1,886,937	2,789,250
	<b>\$ 4,370,595</b>	<b>\$ 4,883,711</b>	<b>\$ 5,051,937</b>	<b>\$ 6,089,250</b>
	<b>\$ 9,967,166</b>	<b>\$ 10,506,930</b>	<b>\$ 9,429,328</b>	<b>\$ 10,342,163</b>



# Department of Parks, Recreation, and Properties

## Parking Lots General Operations

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 9,543,464	\$ 9,294,796	\$ 9,035,240	\$ 9,563,703
Miscellaneous	243,208	299,672	292,387	279,500
Other Shared Revenue	641,065	601,085	571,494	589,000
Transfers In	1,743,463	1,025,781	1,177,039	—
Interest Earnings/Investment Income	412,203	258,274	24,705	1,000
	<b><u>\$ 12,583,403</u></b>	<b><u>\$ 11,479,609</u></b>	<b><u>\$ 11,100,865</u></b>	<b><u>\$ 10,433,203</u></b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Commissioner of Parking Facilities
4	3	4	Parking Coordinator
5	4	5	
			OFFICE & CLERICAL
2	2	2	Senior Clerk
2	2	2	
			PROFESSIONALS
2	2	2	Manager of Parking
1	1	1	Accountant IV
3	3	3	
			SERVICE & MAINTENANCE
2	2	2	Parking Meter Collector
5	4	4	Parking Attendant
7	6	6	
17	15	16	TOTAL FULL TIME
5	4	7	TOTAL PART TIME
22	19	23	TOTAL DIVISION

**THOMAS A. NAGEL, COMMISSIONER**

---

*Mission Statement*

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

---

**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 roving cleaning crews weekly to facilities that do not have a heavy usage pattern. Facilitate the timely removal of trash from buildings and provide preventive pest control.

**PROGRAM NAME: CAPITAL REPAIRS & IMPROVEMENTS**

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

**ACTIVITIES:** Repair, replace and/or add large mechanical, electrical, and 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 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.



# Department of Parks, Recreation, and Properties

## Division of Property Management

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 3,696,879	\$ 3,694,921	\$ 3,699,445	\$ 3,662,045
Part-Time Permanent	35,527	40,369	34,225	35,106
Injury Pay	9,295	7,966	—	—
Longevity	39,625	37,150	39,275	8,750
Separation Payments	37,492	12,513	18,866	—
Overtime	310,090	222,571	140,306	184,979
	<b>\$ 4,128,908</b>	<b>\$ 4,015,490</b>	<b>\$ 3,932,117</b>	<b>\$ 3,890,880</b>
<b>Benefits</b>				
Hospitalization	\$ 667,204	\$ 677,291	\$ 631,052	\$ 606,648
Prescription	—	—	78,421	114,936
Dental	40,592	39,170	40,796	42,020
Vision Care	4,614	4,501	4,763	4,080
Public Employees Retire System	569,704	563,350	588,911	608,505
Fica-Medicare	45,966	47,219	46,757	56,461
Workers' Compensation	185,649	188,782	276,615	313,216
Life Insurance	4,088	3,881	3,833	3,780
Unemployment Compensation	2,134	8,860	14,792	—
Clothing Allowance	8,785	8,320	2,090	1,140
Tool Insurance	1,200	1,350	1,050	1,350
Clothing Maintenance	8,975	9,675	8,825	7,500
	<b>\$ 1,538,910</b>	<b>\$ 1,552,398</b>	<b>\$ 1,697,905</b>	<b>\$ 1,759,636</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ —	\$ —	\$ 900
Professional Dues & Subscript	782	707	597	450
	<b>\$ 782</b>	<b>\$ 707</b>	<b>\$ 597</b>	<b>\$ 1,350</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 9,564	\$ 11,006	\$ 54,191	\$ 66,119
Sewer-Other	1,127	990	711	970
Water	147	—	—	—
Gas	18,829	33,852	25,518	30,620
Electricity - Cpp	467,312	501,019	441,097	443,496
Electricity - Other	319,986	334,933	418,240	416,143
Steam	990,914	942,658	1,114,480	1,170,203
	<b>\$ 1,807,878</b>	<b>\$ 1,824,458</b>	<b>\$ 2,054,236</b>	<b>\$ 2,127,551</b>
<b>Contractual Services</b>				
Professional Services	\$ 63	\$ —	\$ —	\$ —
Security Services	109,470	84,114	65,112	54,000
Advertising And Public Notice	200	—	—	—
Parking In City Facilities	5,283	4,039	2,575	4,000
Other Contractual	28,083	35,721	13,406	38,700
	<b>\$ 143,099</b>	<b>\$ 123,873</b>	<b>\$ 81,093</b>	<b>\$ 96,700</b>

# Department of Parks, Recreation, and Properties



## Division of Property Management

### Expenditures (Continued)

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ —	\$ —	\$ 812	\$ —
Chemical	5,000	—	—	4,500
Clothing	10,000	20,000	13,000	10,000
Hardware & Small Tools	—	200	900	1,000
Welding Supplies & Equipment	272	—	—	—
Electrical Supplies	49,119	32,625	25,400	45,000
Hygiene And Cleaning Supplies	151,613	203,260	132,576	165,000
Aquatics (Pool) Supplies	1,750	—	—	—
Doors, Shutters And Windows	19,639	12,488	—	—
Heating And Air Filters	—	—	—	5,000
Medical Supplies	450	200	—	1,500
Other Supplies	173	—	16	—
Safety Equipment	2,000	2,000	1,034	1,800
Just In Time Office Supplies	1,243	1,988	1,555	2,000
Building Maintenance Supplies	5,811	11,206	11,700	15,000
	<b>\$ 247,071</b>	<b>\$ 283,967</b>	<b>\$ 186,993</b>	<b>\$ 250,800</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 505	\$ 2,000	\$ 5,500	\$ 5,400
Maintenance Machinery & Tools	106,835	111,877	34,220	72,000
Maintenance Fire Apparatus	37,788	910	69,000	70,000
Maintenance Utility Systems	2,555	—	—	2,000
Maintenance Building	8,000	—	10,131	9,000
	<b>\$ 155,683</b>	<b>\$ 114,787</b>	<b>\$ 118,850</b>	<b>\$ 158,400</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 34,576	\$ 33,406	\$ 34,783	\$ 32,352
Charges From Radio Comm System	6,043	4,648	3,998	2,925
Charges From Water	—	315	672	450
Charges From W.P.C.	4,388	1,537	6,879	900
Charges From Print & Repro	3,927	3,578	2,848	2,800
Charges From Central Storeroom	157	157	225	—
Charges From M.V.M.	129,596	143,353	117,415	99,153
Charges Frm Str Cnst Mnt & Rep	600	—	—	—
Charges From Waste Collection	40,917	64,243	49,214	35,000
Charges From Community Develop	918	3,366	1,962	2,700
Charges From Water	6,342	—	—	—
	<b>\$ 227,463</b>	<b>\$ 254,604</b>	<b>\$ 217,996</b>	<b>\$ 176,280</b>
	<b>\$ 8,249,793</b>	<b>\$ 8,170,284</b>	<b>\$ 8,289,788</b>	<b>\$ 8,461,597</b>



# Department of Parks, Recreation, and Properties

## Division of Property Management

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 434,925	\$ 414,215	\$ 442,841	\$ 398,948
Grant Revenue	50,000	—	—	—
Miscellaneous	1,489,625	1,436,030	1,567,600	1,301,720
Transfers In	—	11,939	—	15,000
	<b>\$ 1,974,550</b>	<b>\$ 1,862,184</b>	<b>\$ 2,010,440</b>	<b>\$ 1,715,668</b>

# Department of Parks, Recreation, and Properties

## Division of Property Management



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			<b>ADMINISTRATORS &amp; OFFICIALS</b>
2	2	2	Assistant Custodian
1	1	1	Custodian of City Hall
1	1	1	Commissioner of Property Management
1	1	1	Manager of General Maintenance
<hr/> 5	<hr/> 5	<hr/> 5	
			<b>OFFICE &amp; CLERICAL</b>
1	1	1	Private Secretary
1	1	1	Senior Clerk
1	1	1	Stock Clerk
<hr/> 3	<hr/> 3	<hr/> 3	
			<b>PROFESSIONALS</b>
1	1	1	Junior Personnel Assistant
1	1	1	Building Manager
1	1	1	Manager of Enterprise Unit
<hr/> 3	<hr/> 3	<hr/> 3	
			<b>PROTECTIVE SERVICE</b>
2	2	2	Guards
<hr/> 2	<hr/> 2	<hr/> 2	
			<b>SKILLED CRAFT</b>
7	6	6	Building Stationary Engineer
1	1	1	Chief Building Stationary Engineer
2	2	2	Painter
2	2	2	Carpenter
1	1	1	Cement Finisher
1	1	1	Carpenter Unit Leader
1	1	1	Painter Foreman
1	1	1	Plumber Foreman
1	1	1	Plasterer
5	5	5	Plumber
1	1	1	Roofer
2	2	2	Stationary Boiler Room Operator
5	5	5	Electrical Worker
1	1	1	Sheetmetal Worker
<hr/> 31	<hr/> 30	<hr/> 30	



# Department of Parks, Recreation, and Properties

## Division of Property Management

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			SERVICE & MAINTENANCE
35	33	33	Custodial Worker
1	0	0	Mechanical Handyman
8	7	7	Municipal Service Laborer
1	1	1	Custodian Worker Supervisor
1	0	0	Window Washer
<hr/> 46	<hr/> 41	<hr/> 41	
90	84	84	TOTAL FULL TIME
1	1	1	TOTAL SEASONAL
<hr/> 91	<hr/> 85	<hr/> 85	TOTAL DIVISION

# Department of Parks, Recreation, and Properties



## Eastside Market

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 38,932	\$ —	\$ —	\$ —
Longevity	300	—	—	—
	<b>\$ 39,232</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Benefits</b>				
Hospitalization	\$ 3,527	\$ —	\$ —	\$ —
Dental	207	—	—	—
Vision Care	47	—	—	—
Public Employees Retire System	6,396	—	—	—
Fica-Medicare	565	—	—	—
Workers' Compensation	944	—	—	—
Life Insurance	41	—	—	—
	<b>\$ 11,726</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Security Services	\$ —	\$ 12,000	\$ 30,000	\$ 40,000
	<b>\$ —</b>	<b>\$ 12,000</b>	<b>\$ 30,000</b>	<b>\$ 40,000</b>
<b>Materials &amp; Supplies</b>				
Building Maintenance Supplies	\$ 1,226	\$ —	\$ —	\$ —
	<b>\$ 1,226</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Maintenance</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Division Of Maint	\$ 2,524	\$ 1,174	\$ —	\$ —
Charges From Parks Maintenance	3,721	1,426	73	—
	<b>\$ 6,244</b>	<b>\$ 2,600</b>	<b>\$ 73</b>	<b>\$ —</b>
	<b>\$ 58,429</b>	<b>\$ 14,600</b>	<b>\$ 30,073</b>	<b>\$ 40,000</b>
<b>Revenues</b>				
Interest Earnings/Investment Income	\$ 8,508	\$ 5,763	\$ 2,615	\$ —
	<b>\$ 8,508</b>	<b>\$ 5,763</b>	<b>\$ 2,615</b>	<b>\$ —</b>



# Department of Parks, Recreation, and Properties

Division of Park Maintenance and Properties

**RICHARD L. SILVA, COMMISSIONER**

---

## *Mission Statement*

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

---

**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 and recreational 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 cause raised sidewalks, and overgrown tree lawns. 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 and fire hydrants on City property.

**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. Investigate Protests related to bills for Vacant Lot cleaning activities.

**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.

# Department of Parks, Recreation, and Properties

---



## Division of Park Maintenance and Properties

**PROGRAM NAME: PARKS GROUND MAINTENANCE**

OBJECTIVES: To provide pleasant and attractive public areas.

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

**PROGRAM NAME: CEMETERIES**

OBJECTIVES: To provide for burials and maintenance to Cleveland's Cemetery properties.

ACTIVITIES: Maintain grounds. Provide burial services.



# Department of Parks, Recreation, and Properties

## Division of Park Maintenance and Properties

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 5,295,102	\$ 5,351,133	\$ 5,230,862	\$ 4,875,637
Seasonal	418,994	361,889	494,526	300,000
Part-Time Permanent	5,477	—	—	—
Injury Pay	1,054	869	8,825	—
Longevity	59,675	59,900	57,375	46,725
Wage Settlements	5,868	146	—	—
Separation Payments	1,653	55,066	50,845	—
Overtime	171,407	154,790	140,586	137,700
	<b>\$ 5,959,229</b>	<b>\$ 5,983,793</b>	<b>\$ 5,983,020</b>	<b>\$ 5,360,062</b>
<b>Benefits</b>				
Hospitalization	\$ 1,227,322	\$ 1,242,639	\$ 1,118,427	\$ 1,067,544
Prescription	—	—	118,262	188,616
Dental	72,144	69,544	68,187	70,231
Vision Care	7,148	6,979	6,999	6,252
Public Employees Retire System	816,897	823,823	886,513	837,242
Police & Firemens Disab & Pens	272	—	—	—
Fica-Medicare	66,332	66,310	69,507	77,870
Workers' Compensation	276,274	407,072	250,713	371,004
Life Insurance	6,214	6,004	5,543	5,445
Unemployment Compensation	27,124	39,653	98,280	—
Clothing Allowance	40,960	40,405	39,600	—
Tool Insurance	2,800	3,850	3,300	3,300
Clothing Maintenance	17,725	19,483	17,160	40
	<b>\$ 2,561,212</b>	<b>\$ 2,725,761</b>	<b>\$ 2,682,491</b>	<b>\$ 2,627,544</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 265	\$ 158	\$ 2,420	\$ 300
Professional Dues & Subscript	—	124	—	125
	<b>\$ 265</b>	<b>\$ 282</b>	<b>\$ 2,420</b>	<b>\$ 425</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 9,026	\$ 14,881	\$ 114,622	\$ 137,546
Gas	159,485	154,409	70,752	84,902
Electricity - Cpp	514,064	538,536	413,882	401,466
Electricity - Other	32,423	37,419	40,609	39,391
Steam	16,506	20,029	28,098	29,503
Security & Monitoring System	5,048	4,455	2,025	4,939
	<b>\$ 736,551</b>	<b>\$ 769,729</b>	<b>\$ 669,988</b>	<b>\$ 697,747</b>

# Department of Parks, Recreation, and Properties



## Division of Park Maintenance and Properties

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 65,000	\$ —	\$ 1,500	\$ —
Referee Services	1,990	5,104	3,505	—
Waste Disposal	7,348	2,883	1,689	1,800
Medical Services	1,365	3,172	2,051	1,350
Parking In City Facilities	4,756	4,104	4,063	3,275
Property Rental	43,676	43,676	43,676	21,838
Other Contractual	1,831,980	1,854,013	1,970,578	1,923,578
	<b>\$ 1,956,115</b>	<b>\$ 1,912,951</b>	<b>\$ 2,027,062</b>	<b>\$ 1,951,841</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 84	\$ —
Computer Hardware	—	560	—	—
Chemical	—	—	1,452	900
Salt & De-Icer	5,855	8,249	7,476	7,200
Clothing	2,712	3,506	700	3,075
Hardware & Small Tools	20,242	7,745	14,646	9,000
Welding Supplies & Equipment	—	2,000	1,000	1,800
Seed, Fertilizer & Herbicide	9,900	14,253	22,579	18,000
Small Equipment	18,397	11,645	35,523	21,552
Office Furniture & Equipment	665	442	3,540	—
Fence, Posts & Bars	2,000	4,000	—	900
Hygiene And Cleaning Supplies	4,034	3,011	3,804	4,500
Clay, Soil & Turf	15,748	6,485	13,698	13,520
Playground Equipment And Suppl	10,910	1,602	16,010	4,500
Lumber, Glass, And Drywall	800	—	—	—
Medical Supplies	750	—	—	900
Other Supplies	11,832	16,587	12,278	13,095
Sporting Goods Supplies	2,517	2,319	1,038	4,500
Safety Equipment	4,438	6,049	5,185	5,400
Greenhouse Maintenance Suppl	37,633	42,313	38,508	39,000
Batteries	373	—	—	—
Just In Time Office Supplies	3,613	3,392	1,656	2,700
Misc Maintenance Supplies	12,542	18,910	7,000	7,000
	<b>\$ 164,961</b>	<b>\$ 153,067</b>	<b>\$ 186,177</b>	<b>\$ 157,542</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 500	\$ —	\$ 450
Maintenance Contracts	43,001	9,000	9,000	7,200
Maintenance Machinery & Tools	—	—	—	1,200
Maintenance Fire Apparatus	61	1,500	—	1,800
Repair Parts	—	—	—	215,000
	<b>\$ 43,062</b>	<b>\$ 11,000</b>	<b>\$ 9,000</b>	<b>\$ 225,650</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 7,050	\$ 7,489	\$ 4,233	\$ 4,500
	<b>\$ 7,050</b>	<b>\$ 7,489</b>	<b>\$ 4,233</b>	<b>\$ 4,500</b>



# Department of Parks, Recreation, and Properties

## Division of Park Maintenance and Properties

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 61,991	\$ 63,226	\$ 64,412	\$ 60,026
Charges From Radio Comm System	21,347	33,160	18,076	13,371
Charges From W.P.C.	—	2,675	238	—
Charges From Print & Repro	19,786	27,301	24,529	17,864
Charges From Central Storeroom	926	934	1,846	681
Charges From M.V.M.	1,707,699	1,783,438	1,320,158	1,174,730
Charges From Waste Collection	313,746	337,410	229,706	240,000
Charges From Parks Maintenance	—	—	30,947	—
Charges From Water	6,342	—	—	—
	<b>\$ 2,131,837</b>	<b>\$ 2,248,143</b>	<b>\$ 1,689,913</b>	<b>\$ 1,506,672</b>
	<b>\$ 13,560,282</b>	<b>\$ 13,812,216</b>	<b>\$ 13,254,304</b>	<b>\$ 12,531,983</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 433,991	\$ 489,695	\$ 377,483	\$ 297,384
Miscellaneous	171,299	241,896	115,515	126,864
Interest Earnings/Investment Income	—	—	—	100
	<b>\$ 605,290</b>	<b>\$ 731,591</b>	<b>\$ 492,998</b>	<b>\$ 424,348</b>

# Department of Parks, Recreation, and Properties

## Division of Park Maintenance and Properties



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
<b>ADMINISTRATORS &amp; OFFICIALS</b>			
1	1	1	Administrative Officer
2	2	2	Administrative Manager
1	1	1	Commissioner of Park Maint. & Properties
1	1	1	Deputy Commissioner of Park Maint. & Properties
1	1	1	Deputy Project Director
3	3	3	Assistant Manager of Parks & Urban Forestry
3	3	3	Manager of Parks & Urban Forestry
12	12	12	
<b>OFFICE &amp; CLERICAL</b>			
1	1	1	Budget Analyst
1	1	1	Principal Clerk
2	2	2	Senior Clerk
1	1	1	Storekeeper
5	5	5	
<b>PROFESSIONALS</b>			
1	1	1	District Forester
1	1	1	Field Operations Forester
2	2	2	
<b>SKILLED CRAFT</b>			
1	1	1	Auto Repairman Unit Leader
6	5	4	Auto Repair Worker
2	2	2	Horticulturist Maintenance Foreman
9	8	7	
<b>SERVICE &amp; MAINTENANCE</b>			
14	13	13	Ground Maintenance Foreman
3	3	3	Gardener
2	3	3	Ground Maintenance Worker
15	13	15	Ground Maintenance Truck Driver
48	42	43	Real Estate Maintenance Man
82	74	77	
<b>TECHNICIAN</b>			
1	0	0	Arborist III
9	7	9	Arborist II
10	9	9	Arborist I (Tree Trimmer)
20	16	18	
130	117	121	TOTAL FULL TIME
268	0	268	TOTAL SEASONAL
398	117	389	TOTAL DIVISION



# Department of Parks, Recreation, and Properties

## Cemeteries

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 923,779	\$ 949,149	\$ 983,776	\$ 808,119
Longevity	9,200	8,950	10,000	7,160
Separation Payments	1,005	6,582	19,756	—
Overtime	60,587	77,378	54,047	68,068
	<b>\$ 994,571</b>	<b>\$ 1,042,060</b>	<b>\$ 1,067,579</b>	<b>\$ 883,347</b>
<b>Benefits</b>				
Hospitalization	\$ 201,919	\$ 214,066	\$ 197,824	\$ 188,171
Prescription	—	—	20,757	28,872
Dental	11,869	12,023	12,146	11,354
Vision Care	1,286	1,304	1,348	1,232
Public Employees Retire System	136,083	144,656	157,461	137,979
Fica-Medicare	10,780	11,396	11,874	12,809
Workers' Compensation	62,457	44,123	33,928	12,973
Life Insurance	1,099	1,084	1,035	960
Unemployment Compensation	17,602	—	6,860	—
Clothing Allowance	7,830	7,625	8,250	—
Tool Insurance	400	550	550	550
Clothing Maintenance	3,075	3,000	3,000	—
	<b>\$ 454,400</b>	<b>\$ 439,827</b>	<b>\$ 455,033</b>	<b>\$ 394,900</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ —	\$ —	\$ 261
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 261</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 553	\$ 5,485	\$ 6,582
Sewer-Other	6,372	1,471	4,902	4,656
Gas	27,343	31,171	26,455	31,746
Electricity - Cpp	34,463	35,106	34,865	33,819
Electricity - Other	7,103	6,380	4,608	4,470
Security & Monitoring System	1,968	2,052	955	2,019
	<b>\$ 77,248</b>	<b>\$ 76,733</b>	<b>\$ 77,271</b>	<b>\$ 83,292</b>
<b>Contractual Services</b>				
Medical Services	\$ —	\$ 53	\$ —	\$ 200
Waste Disposal Fee - Ohio EPA	667	—	—	—
Other Contractual	208,320	200,320	208,320	188,568
Bank Service Fees	3,156	2,506	4,321	500
Credit Card Processing Fees	2,092	2,402	2,964	2,000
	<b>\$ 214,234</b>	<b>\$ 205,281</b>	<b>\$ 215,604</b>	<b>\$ 191,268</b>

# Department of Parks, Recreation, and Properties



## Cemeteries

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 66	\$ —
Computer Hardware	—	1,120	—	—
Salt & De-Icer	501	230	236	500
Clothing	324	427	—	350
Hardware & Small Tools	2,064	2,144	1,226	1,000
Seed, Fertilizer & Herbicide	20,644	17,057	9,550	9,520
Small Equipment	3,960	—	5,474	4,000
Office Furniture & Equipment	—	806	—	—
Hygiene And Cleaning Supplies	1,150	1,688	576	1,750
Clay, Soil & Turf	—	5,085	2,093	4,000
Lumber, Glass, And Drywall	6,326	6,000	8,000	5,000
Medical Supplies	352	—	—	300
Other Supplies	3,828	5,105	2,827	3,000
Safety Equipment	458	1,055	3,092	200
Just In Time Office Supplies	1,160	1,012	631	1,600
Cement Sand & Gravel	1,461	1,675	2,475	3,000
Misc Maintenance Supplies	869	490	—	600
	<b>\$ 43,097</b>	<b>\$ 43,894</b>	<b>\$ 36,244</b>	<b>\$ 34,820</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 500
Maintenance Contracts	891	—	998	1,500
Maintenance Machinery & Tools	4,090	8,000	2,500	4,580
Maintenance Fire Apparatus	—	—	—	700
Maintenance Building	80	—	—	—
	<b>\$ 5,061</b>	<b>\$ 8,000</b>	<b>\$ 3,498</b>	<b>\$ 7,280</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 146	\$ 800	\$ —	\$ 2,700
	<b>\$ 146</b>	<b>\$ 800</b>	<b>\$ —</b>	<b>\$ 2,700</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 23,980	\$ 17,839	\$ 18,325	\$ 16,794
Charges From Radio Comm System	575	1,539	499	320
Charges From Print & Repro	2,454	3,368	4,579	2,605
Charges From Central Storeroom	1,063	849	646	810
Charges From M.V.M.	116,143	168,473	105,634	102,992
Charges From Division Of Maint	27,683	25,316	25,802	23,500
Charges From Waste Collection	12,292	9,916	10,847	10,300
	<b>\$ 184,189</b>	<b>\$ 227,301</b>	<b>\$ 166,332</b>	<b>\$ 157,321</b>
	<b>\$ 1,972,946</b>	<b>\$ 2,043,896</b>	<b>\$ 2,021,562</b>	<b>\$ 1,755,189</b>



# Department of Parks, Recreation, and Properties

## Cemeteries

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 896,787	\$ 869,200	\$ 852,356	\$ 867,637
Miscellaneous	2,962	282	175	—
Sale Of City Assets	504,478	509,996	460,239	514,044
Transfers In	290,000	305,384	634,562	252,039
Interest Earnings/Investment Income	273,420	348,746	110,095	30,000
Non Operating Other/Other	(565)	(189)	(1,944)	50,000
	<b>\$ 1,967,082</b>	<b>\$ 2,033,419</b>	<b>\$ 2,055,483</b>	<b>\$ 1,713,720</b>

### COMPARISON OF STAFFING LEVEL

<b>Budget 2009</b>	<b>No. of Employees December 2009</b>	<b>Budget 2010</b>	<b>Position</b>
			ADMINISTRATORS & OFFICIALS
1	1	1	Manager of Parks & Urban Forestry
1	1	1	OFFICE & CLERICAL
1	1	1	Principal Clerk
1	1	1	Senior Clerk
2	2	2	SERVICE & MAINTENANCE
1	1	1	Automobile Repair Worker
13	11	10	Cemeteries Maintenance Worker I
2	2	2	Cemeteries Maintenance Worker II
3	2	2	Cemetery Foreman
2	2	2	Cemetery Supervisor
21	18	17	
24	21	20	TOTAL FULL TIME
20	0	20	TOTAL SEASONAL *
44	21	40	TOTAL DIVISION

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

## TERRENCE ROSS, COMMISSIONER

---

### *Mission Statement*

*To provide internal support and administrative management to the Department, including financial, budget, personnel, labor relations, grant compliance, contract monitoring, neighborhood planning, and information systems management functions.*

---

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

#### **PROGRAM NAME: ACCOUNTING**

**OBJECTIVES:** To provide for the administration and internal control of receipts and expenditures, and the overall administration of the Department's accounts receivable and 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. Management of the Department's indirect cost plan and processing of related General Fund reimbursements. Administration of the 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: CONTRACT ADMINISTRATION**

**OBJECTIVES:** To administer the allocation of federal social service funds to third party social service agencies through an annual competitive process, as well as the overall management of contract development, payment processing, and program review processes for funded third party social service, housing, and community development corporation programs. To develop, monitor, and facilitate the implementation of neighborhood redevelopment activities through community development corporations, citywide housing services agencies, and other related third party non-profit organizations.

**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 payments, and conduct site visits to monitor program performance. Evaluate program effectiveness and overall contract compliance, and provide technical assistance to agencies, where needed. Assist agencies in the development and management of accounting systems consistent with program requirements. Conduct program oversight of sub-grantees and review financial records and systems in preparation for audits and program monitoring.

Manage Neighborhood Development Activity (NDA) budgets. Provide technical assistance to 3rd party agencies in the application for NDA funds, and evaluate proposals for funding. Evaluate biennial Competitive Grant applications and make recommendations for funding; and monitor the performance of funded programs and activities. Evaluate and monitor strategic development plans of funded CDC's; provide technical assistance in the development of their annual contracts; review and process monthly requests for reimbursement; and evaluate their overall financial condition. Provide technical assistance for and monitor the implementation of citizen involvement processes.



## Department of Community Development

### CD - Administrative Services

**PROGRAM NAME: MANAGEMENT INFORMATION SERVICES**

**OBJECTIVES:** To provide computer services and technical assistance to the Department.

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

**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 program regulations and requirements, including environmental standards, acquisition and relocation processes, fair labor standards, 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: GENERAL ADMINISTRATION**

**OBJECTIVES:** To provide 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 staffing/hiring activities, personnel records, reports and information systems, policies, procedures and work rules, payroll and salary administration, and employee relations and benefits.

# Department of Community Development



## CD - Administrative Services

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 495,657	\$ 491,965	\$ 451,467	\$ —
Part-Time Permanent	15,272	10,546	8,254	—
Longevity	15,950	15,475	15,150	—
Separation Payments	8,925	2,205	—	—
Overtime	108	—	4	—
	<b>\$ 535,912</b>	<b>\$ 520,192</b>	<b>\$ 474,875</b>	<b>\$ —</b>
<b>Benefits</b>				
Hospitalization	\$ 65,984	\$ 92,484	\$ 93,061	\$ —
Prescription	—	—	3,462	—
Dental	3,991	5,353	8,835	—
Vision Care	611	738	759	—
Public Employees Retire System	49,571	63,293	67,933	—
Fica-Medicare	4,589	3,877	4,065	—
Workers' Compensation	2,252	5,048	—	—
Life Insurance	431	525	540	—
Unemployment Compensation	(67)	(76)	(21)	—
	<b>\$ 127,362</b>	<b>\$ 171,242</b>	<b>\$ 178,634</b>	<b>\$ —</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 286	\$ 315	\$ —	\$ —
Tuition & Registration Fees	480	294	—	—
Mileage (Priv Auto) Trng Prps	—	100	—	—
Professional Dues & Subscript	1,954	1,992	—	—
	<b>\$ 2,720</b>	<b>\$ 2,700</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ —	\$ 838	\$ —	\$ —
Electricity - Cpp	1,148	—	—	—
Electricity - Other	3,000	3,467	—	—
	<b>\$ 4,148</b>	<b>\$ 4,305</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,600	\$ 5,554	\$ —	\$ —
Travel- Non-Training	416	89	—	—
Mileage (Private Auto)	3,269	1,338	—	—
Advertising And Public Notice	7,584	4,147	—	—
Program Promotion	200	404	—	—
Parking In City Facilities	1,339	32	—	—
Insurance And Official Bonds	100	—	—	—
Taxes	2,138	—	—	—
Property Rental	913	324	—	—
Other Contractual	7,722	13,927	—	—
	<b>\$ 33,280</b>	<b>\$ 25,816</b>	<b>\$ —</b>	<b>\$ —</b>



# Department of Community Development

## CD - Administrative Services

### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 66	\$ 48	\$ —	\$ —
Postage	65	116	—	—
Computer Supplies	3,554	1,644	—	—
Computer Hardware	—	958	—	—
Computer Software	339	—	—	—
Office Furniture & Equipment	—	874	—	—
Photographic Supplies	800	—	—	—
Other Supplies	313	402	—	—
Just In Time Office Supplies	10,423	6,428	—	—
	<b>\$ 15,560</b>	<b>\$ 10,469</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 6,105	\$ —	\$ —	\$ —
Computer Software Maintenance	1,898	2,069	—	—
Car Washes	400	—	—	—
	<b>\$ 8,403</b>	<b>\$ 2,069</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ —	\$ 7,876	\$ —
Charges From Print & Repro	35,030	38,872	50,349	—
Charges From Central Storeroom	11,618	10,548	10,743	—
Charges From M.V.M.	16,046	20,556	12,101	—
Charges From Parks Maintenance	2,433	—	—	—
	<b>\$ 65,127</b>	<b>\$ 69,975</b>	<b>\$ 81,069</b>	<b>\$ —</b>
	<b>\$ 792,513</b>	<b>\$ 806,768</b>	<b>\$ 734,578</b>	<b>\$ —</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 25	\$ 25	\$ 1	\$ —
Grant Revenue	250	125	—	—
Miscellaneous	—	868	—	—
	<b>\$ 275</b>	<b>\$ 1,018</b>	<b>\$ 1</b>	<b>\$ —</b>

# Department of Community Development



## CD - Administrative Services

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	0	Commissioner of Admin. Services
1	1	0	
			PROFESSIONALS
2	2	0	Administrative Manager
1	1	0	Administrative Officer
2	2	0	Budget Analyst
3	3	0	Financial Analyst
1	1	0	Information Control Analyst
2	3	0	Senior Budget & Management Analyst
1	1	0	Asst. Personnel Administrator
1	1	0	Budget Management Analyst
1	1	0	City Planner
2	2	0	Deputy Project Director
2	2	0	Project Director
3	2	0	Redevelopment Coordinator
1	1	0	Application Development Supervisor
1	1	0	Supervisor of Computer Operations
1	1	0	Accountant III
2	2	0	Community Development Planner
6	3	0	Contract & Monitoring Specialist
32	29	0	
33	30	0	TOTAL DIVISION



## Department of Community Development

Community Development Director's Office

### DARYL RUSH, DIRECTOR

---

#### *Mission Statement*

*To provide supervision. Management and control over the three divisions of the Department of Community Development. The Director's Office directs and coordinates the Emergency Shelter Grant, Neighborhood Capital Resources and Public Information. Under the new reorganization plan, Director's Office will supervise Housing Construction and Commercial Revitalization sections which were previously under the Division of Neighborhood Development.*

---

#### **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. applicants receive design and technical assistance provided by the city's srp design specialists, along with programmatic and procedural assistance by the community development corporations' srp staff coordinators.

#### **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, i.e., to implement the mayor's 1500 unit work plan.

# Department of Community Development

## Community Development Director's Office



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 167,984	\$ 288,945	\$ 285,645	\$ —
Longevity	2,750	15,250	9,500	—
Separation Payments	—	9,375	—	—
	<b>\$ 170,734</b>	<b>\$ 313,570</b>	<b>\$ 295,145</b>	<b>\$ —</b>
<b>Benefits</b>				
Hospitalization	\$ 12,292	\$ 42,297	\$ 48,083	\$ —
Prescription	—	—	205	—
Dental	794	2,481	5,019	—
Vision Care	68	284	338	—
Public Employees Retire System	25,755	43,395	39,474	—
Fica-Medicare	1,536	2,321	2,159	—
Workers' Compensation	976	2,833	—	—
Life Insurance	81	236	248	—
	<b>\$ 41,504</b>	<b>\$ 93,848</b>	<b>\$ 95,525</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 330	\$ —	\$ —	\$ —
Taxes	(415)	—	—	—
	<b>\$ (85)</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 212,153</b>	<b>\$ 407,418</b>	<b>\$ 390,670</b>	<b>\$ —</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 10,000	\$ 25	\$ 1,025	\$ —
Licenses & Permits	—	—	(50)	—
	<b>\$ 10,000</b>	<b>\$ 25</b>	<b>\$ 975</b>	<b>\$ —</b>



# Department of Community Development

## Community Development Director's Office

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	0	Assistant Administrator
1	1	0	Director of Community Development
1	1	0	Community Development Executive Assistant
2	1	0	Administrative Manager
1	1	0	Secretary to Director
6	5	0	
			OFFICE & CLERICAL
1	1	0	Private Secretary to the Director
1	1	0	
			PROFESSIONALS
1	1	0	Project Coordinator
5	5	0	Project Director
3	3	0	Senior Development Officer
1	0	0	Bureau Manager - Housing
10	9	0	
17	15	0	TOTAL DIVISION

# Department of Community Development

## Division of Neighborhood Development



### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 483,783	\$ 150,111	\$ —	\$ —
Longevity	13,475	—	—	—
	<b>\$ 497,258</b>	<b>\$ 150,111</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Benefits</b>				
Hospitalization	\$ 97,306	\$ 38,467	\$ —	\$ —
Dental	3,288	2,320	—	—
Vision Care	430	324	—	—
Public Employees Retire System	81,720	15,753	—	—
Fica-Medicare	2,298	762	—	—
Workers' Compensation	3,246	—	—	—
Life Insurance	295	225	—	—
	<b>\$ 188,583</b>	<b>\$ 57,851</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,222	\$ 1,438	\$ —	\$ —
Appraisal Fees	26,725	9,076	—	—
Parking In City Facilities	222	—	—	—
Taxes	157,473	49,057	—	—
Other Contractual	24,317	251	—	—
	<b>\$ 217,959</b>	<b>\$ 59,821</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Parks Maintenance	\$ 2,005	\$ —	\$ —	\$ —
	<b>\$ 2,005</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 905,805</b>	<b>\$ 267,783</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Revenues</b>				
	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Sale Of City Assets	\$ 3,001	\$ —	\$ —	\$ —
	<b>\$ 3,001</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>



# Department of Community Development

Division of Neighborhood Services

## LOUISE V. JACKSON, COMMISSIONER

---

### *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.*

---

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.

#### **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.

**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 118 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.



# Department of Community Development

## Division of Neighborhood Services

### Expenditures

	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Unaudited</u>	<u>2010 Budget</u>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 264,854	\$ 368,397	\$ 331,907	\$ —
Military Leave	851	—	1,295	—
Longevity	8,872	9,125	9,775	—
Separation Payments	7,823	3,093	7,148	—
Bonus Incentive	—	—	300	—
Overtime	—	1	—	—
	<u>\$ 282,400</u>	<u>\$ 380,616</u>	<u>\$ 350,425</u>	<u>\$ —</u>
<b>Benefits</b>				
Hospitalization	\$ 30,001	\$ 66,797	\$ 65,640	\$ —
Prescription	—	—	2,288	—
Dental	1,474	4,217	6,518	—
Vision Care	176	584	576	—
Public Employees Retire System	45,237	49,110	44,464	—
Fica-Medicare	893	4,143	2,987	—
Workers' Compensation	(1,049)	4,975	—	—
Life Insurance	142	398	326	—
Unemployment Compensation	—	1,053	—	—
Clothing Allowance	—	1,200	—	—
Clothing Maintenance	216	150	1,350	—
Automobile Maintenance Allow	600	600	600	—
	<u>\$ 77,690</u>	<u>\$ 133,227</u>	<u>\$ 124,750</u>	<u>\$ —</u>
	<u>\$ 360,090</u>	<u>\$ 513,842</u>	<u>\$ 475,175</u>	<u>\$ —</u>

# Department of Community Development

## Division of Neighborhood Services



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	0	Commissioner of Neighborhood Services
1	1	0	Asst. Commissioner of Neighborhood Services
2	2	0	
			OFFICE & CLERICAL
1	1	0	Senior Clerk
1	1	0	
			PROFESSIONALS
1	1	0	Assistant Administrator
2	1	0	Project Coordinator
2	2	0	Financial Counselor
2	2	0	Project Director
2	2	0	Deputy Project Director
1	1	0	Chief Rehabilitation Supervisor
10	9	0	
			TECHNICIAN
9	9	0	Rehabilitation Inspector
1	1	0	C.D. Code Enf. Insp. Elect.I
10	10	0	
23	22	0	TOTAL DIVISION



# Department of Community Development

Division of Real Estate

## JOSEPH SIDOTI, COMMISSIONER

---

### *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.*

---

#### **PROGRAM NAME: CARTOGRAPHY AND GRAPHICS**

**OBJECTIVES:** To provide mapping services and graphics support for the division of real estate, the department of community development, other city departments, the mayor's office, city council, and neighborhood based development agencies. To provide mapping service assistance to for-profit developers/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 graphics, displays, charts, poster boards and other presentation projects, as requested. maintain data base maps of housing stock, code enforcement activities, structure conditions' surveys, land/parcel inventories. as part of the overall geographic information system (gis) program team; create a digitized base map of the city's proposed target/development areas; area; program and utilize the target area data to test potential community development and city-wide development applications of the gis.

#### **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/disposition for residential construction and/or commercial/industrial redevelopment. to administer federal, state and local regulations relating to acquisition, disposition and relocation; conduct community development plan administrative duties such as coordinating slum and blight studies, as required.

**ACTIVITIES:** Acquire, dispose of 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 control of the land bank. 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 the creation of community development plans for various areas, as required, by coordinating necessary slum/blight studies.

# Department of Community Development



## Division of Real Estate

### Expenditures

	2007 Actual		2008 Actual		2009 Unaudited		2010 Budget	
<b>Salaries and Wages</b>								
Full Time Permanent	\$	—	\$	39,739	\$	144,836	\$	—
Part-Time Permanent				3,484		4,720		—
Longevity				1,225		5,375		—
Overtime				—		20		—
	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>44,449</b>	<b>\$</b>	<b>154,950</b>	<b>\$</b>	<b>—</b>
<b>Benefits</b>								
Hospitalization	\$	—	\$	1,425	\$	28,903	\$	—
Prescription				—		1,086		—
Dental				75		2,802		—
Vision Care				22		262		—
Public Employees Retire System				3,250		19,722		—
Fica-Medicare				201		943		—
Workers' Compensation				3,865		—		—
Life Insurance				15		173		—
	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>8,854</b>	<b>\$</b>	<b>53,891</b>	<b>\$</b>	<b>—</b>
<b>Contractual Services</b>								
Professional Services	\$	—	\$	14,875	\$	7,070	\$	—
Travel- Non-Training				—		47		—
Appraisal Fees				22,040		31,196		—
Insurance And Official Bonds				—		41,716		—
Taxes				117,675		73,557		—
Other Contractual				3,599		9,423		—
	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>158,189</b>	<b>\$</b>	<b>163,009</b>	<b>\$</b>	<b>—</b>
	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>211,492</b>	<b>\$</b>	<b>371,850</b>	<b>\$</b>	<b>—</b>

### Revenues

	2007 Actual		2008 Actual		2009 Unaudited		2010 Budget	
Charges For Services	\$	—	\$	—	\$	1,001	\$	—
	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>—</b>	<b>\$</b>	<b>1,001</b>	<b>\$</b>	<b>—</b>



# Department of Community Development

## Division of Real Estate

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	0	Assistant Administrator
1	0	0	Asst. Commissioner of Real Estate
1	1	0	Commissioner of Real Estate
<u>3</u>	<u>2</u>	<u>0</u>	
			OFFICE & CLERICAL
1	1	0	Senior Clerk
<u>1</u>	<u>1</u>	<u>0</u>	
			PROFESSIONALS
1	1	0	Administrative Officer
1	1	0	Information Control Analyst
1	1	0	Construction Technician
1	1	0	Redevelopment Coordinator
1	1	0	Administrative Manager
1	1	0	Development Officer
1	1	0	Redevelopment Advisor
<u>7</u>	<u>7</u>	<u>0</u>	
<u>11</u>	<u>10</u>	<u>0</u>	TOTAL FULL TIME
<u>1</u>	<u>0</u>	<u>0</u>	TOTAL PART TIME
<u>12</u>	<u>10</u>	<u>0</u>	TOTAL DIVISION

# Department of Building and Housing

Building and Housing Director's Office



**EDWARD W. RYBKA, DIRECTOR**

---

*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.*

---

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.

**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.



# Department of Building and Housing

## Building and Housing Director's Office

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,259,757	\$ 1,361,354	\$ 672,234	\$ 1,089,000
Longevity	10,975	11,150	12,300	—
Separation Payments	—	2,496	—	—
Overtime	—	1	—	—
	<b>\$ 1,270,732</b>	<b>\$ 1,375,000</b>	<b>\$ 684,534</b>	<b>\$ 1,089,000</b>
<b>Benefits</b>				
Hospitalization	\$ 194,551	\$ 216,273	\$ 170,010	\$ 167,060
Prescription	—	—	22,288	32,400
Dental	11,424	11,918	10,251	10,796
Vision Care	1,574	1,693	1,569	1,564
Public Employees Retire System	172,823	191,944	168,846	178,565
Fica-Medicare	12,205	13,206	10,291	15,791
Workers' Compensation	28,430	39,283	26,219	16,290
Life Insurance	1,166	1,279	1,039	1,035
	<b>\$ 422,173</b>	<b>\$ 475,596</b>	<b>\$ 410,512</b>	<b>\$ 423,501</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,215	\$ 13	\$ —	\$ 1,183
Tuition & Registration Fees	—	180	—	212
Other Training Supplies	—	171	—	153
Mileage (Priv Auto) Trng Prps	—	132	—	122
Professional Dues & Subscript	3,320	3,580	3,580	3,000
	<b>\$ 5,535</b>	<b>\$ 4,076</b>	<b>\$ 3,580</b>	<b>\$ 4,670</b>
<b>Contractual Services</b>				
Professional Services	\$ 50,000	\$ 50,000	\$ —	\$ 65,000
Travel- Non-Training	—	520	—	—
Mileage (Private Auto)	522	5,699	—	450
Parking In City Facilities	3,945	4,451	2,790	3,600
Other Contractual	48,425	50,000	—	18,000
Credit Card Processing Fees	19,380	46,814	36,596	42,300
	<b>\$ 122,272</b>	<b>\$ 157,483</b>	<b>\$ 39,386</b>	<b>\$ 129,350</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 214	\$ 676	\$ 357	\$ 180
Computer Supplies	7,762	6,326	2,039	5,670
Computer Hardware	4,431	354	—	—
Fuel	—	5	—	—
Office Furniture & Equipment	363	—	230	—
Photographic Supplies	316	—	—	—
Other Supplies	258	635	224	—
Just In Time Office Supplies	10,245	7,417	7,088	7,500
	<b>\$ 23,589</b>	<b>\$ 15,412</b>	<b>\$ 9,938</b>	<b>\$ 13,350</b>

# Department of Building and Housing

## Building and Housing Director's Office



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 2,788	\$ —	\$ 1,950	\$ —
Maintenance Contracts	7,599	4,654	3,410	8,654
Computer Hardware Maintenance	2,950	2,950	3,270	1,500
Computer Software Maintenance	1,500	—	—	3,600
	<b>\$ 14,837</b>	<b>\$ 7,604</b>	<b>\$ 8,630</b>	<b>\$ 13,754</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ 3,500	\$ 5,768	\$ —	\$ —
	<b>\$ 3,500</b>	<b>\$ 5,768</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 52,373	\$ 63,968	\$ 56,946	\$ 59,736
Charges From Radio Comm System	1,714	1,723	1,639	1,080
Charges From Print & Repro	59,771	55,017	61,254	48,382
Charges From Central Storeroom	103,999	112,355	108,134	63,952
Charges From M.V.M.	33,910	25,225	20,311	17,301
Charges From Water	29,713	—	—	—
	<b>\$ 281,481</b>	<b>\$ 258,288</b>	<b>\$ 248,284</b>	<b>\$ 190,451</b>
	<b>\$ 2,144,117</b>	<b>\$ 2,299,228</b>	<b>\$ 1,404,865</b>	<b>\$ 1,864,076</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ (60,591)	\$ 577	\$ (16,984)	\$ —
Licenses & Permits	10,548,509	10,744,159	10,482,729	10,300,100
Miscellaneous	35,820	30,357	35,435	30,000
Other Shared Revenue	5,036	22,464	11,059	—
	<b>\$ 10,528,773</b>	<b>\$ 10,797,557</b>	<b>\$ 10,512,239</b>	<b>\$ 10,330,100</b>



# Department of Building and Housing

## Building and Housing Director's Office

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
2	2	2	Administrator, Assistant
1	1	1	Director, Building & Housing
1	1	1	Secretary to the Director
1	1	1	Deputy Director, Building & Housing
<u>5</u>	<u>5</u>	<u>5</u>	
			OFFICE & CLERICAL
1	1	1	Cashier, Principal
2	1	1	Cashier, Senior
2	2	2	Clerk, Principal
4	5	5	Clerk, Senior
<u>9</u>	<u>9</u>	<u>9</u>	
			PROFESSIONALS
0	1	1	Accountant III
5	5	5	Administrative Officer
1	1	1	Analyst, Senior Budget & Management
1	1	1	Supervisor Data Processing
<u>7</u>	<u>8</u>	<u>8</u>	
			TECHNICIAN
1	1	1	Inspector, Housing
<u>1</u>	<u>1</u>	<u>1</u>	
<u>22</u>	<u>23</u>	<u>23</u>	TOTAL DIVISION

## **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.



# Department of Building and Housing

## Division of Code Enforcement

### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,521,933	\$ 4,303,925	\$ 4,195,975	\$ 4,075,106
Injury Pay	270	5,912	—	—
Longevity	53,025	52,125	44,500	—
Separation Payments	26,767	46,828	79,816	—
Bonus Incentive	4,500	3,300	4,200	—
Overtime	10,369	10,473	6,043	9,900
	<b>\$ 4,616,863</b>	<b>\$ 4,422,564</b>	<b>\$ 4,330,534</b>	<b>\$ 4,085,006</b>
<b>Benefits</b>				
Hospitalization	\$ 937,996	\$ 870,197	\$ 714,541	\$ 709,060
Prescription	—	—	84,876	134,940
Dental	55,860	49,160	44,184	45,976
Vision Care	8,304	7,572	7,337	6,888
Public Employees Retire System	694,115	674,845	646,792	656,206
Fica-Medicare	55,892	55,330	50,994	59,233
Workers' Compensation	224,959	163,138	214,656	121,366
Life Insurance	5,104	4,643	4,133	4,320
Unemployment Compensation	9,466	6,576	15,900	—
Clothing Allowance	14,000	12,000	11,978	1,620
Clothing Maintenance	—	1,500	1,500	1,920
Automobile Maintenance Allow	5,400	6,000	6,000	4,800
	<b>\$ 2,011,096</b>	<b>\$ 1,850,960</b>	<b>\$ 1,802,890</b>	<b>\$ 1,746,329</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 7	\$ —	\$ —
Tuition & Registration Fees	2,390	1,615	3,455	3,636
Other Training Supplies	2,945	3,734	260	3,462
Mileage (Priv Auto) Trng Prps	971	816	1,206	870
Professional Dues & Subscript	6,916	2,320	9,992	2,781
	<b>\$ 13,222</b>	<b>\$ 8,492</b>	<b>\$ 14,913</b>	<b>\$ 10,749</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,650	\$ 16,717	\$ 3,978	\$ 11,654
Court Reporter	197	—	—	—
Travel- Non-Training	6,282	5,502	5,818	4,347
Mileage (Private Auto)	96,307	116,357	136,047	120,000
Parking In City Facilities	18,480	14,190	14,300	12,606
Other Contractual	—	—	3,000	—
	<b>\$ 124,916</b>	<b>\$ 152,765</b>	<b>\$ 163,144</b>	<b>\$ 148,607</b>

# Department of Building and Housing

## Division of Code Enforcement



### Expenditures (Continued)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 154	\$ —	\$ —	\$ 90
Computer Supplies	7,684	3,634	4,728	2,156
Computer Hardware	600	—	—	—
Clothing	—	1,150	—	—
Hardware & Small Tools	2,726	—	—	—
Boilers, Heaters & Cool Equip	3,252	135	—	—
Office Furniture & Equipment	1,700	414	—	—
Photographic Supplies	4,487	—	—	—
Other Supplies	747	1,323	742	—
Batteries	227	237	517	—
Just In Time Office Supplies	15,579	12,321	4,046	12,500
	<b>\$ 37,157</b>	<b>\$ 19,216</b>	<b>\$ 10,034</b>	<b>\$ 14,746</b>
<b>Maintenance</b>				
Car Washes	\$ —	\$ 500	\$ 300	\$ 450
	<b>\$ —</b>	<b>\$ 500</b>	<b>\$ 300</b>	<b>\$ 450</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 291	\$ —	\$ —	\$ —
	<b>\$ 291</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ —	\$ —	\$ (240)	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ (240)</b>	<b>\$ —</b>
	<b>\$ 6,803,545</b>	<b>\$ 6,454,496</b>	<b>\$ 6,321,574</b>	<b>\$ 6,005,887</b>
<b>Revenues</b>				
	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Miscellaneous	\$ 1,178	\$ 781	\$ 780	\$ —
	<b>\$ 1,178</b>	<b>\$ 781</b>	<b>\$ 780</b>	<b>\$ —</b>



# Department of Building and Housing

## Division of Code Enforcement

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Bureau Manager - Building
1	1	1	Bureau Manager - Demolition
1	1	1	Commissioner, Code Enforcement
<u>3</u>	<u>3</u>	<u>3</u>	
			OFFICE & CLERICAL
10	9	9	Clerk, Senior
<u>10</u>	<u>9</u>	<u>9</u>	
			PROFESSIONALS
1	0	0	Assistant Chief Building Inspector
6	6	6	Chief Building Inspector
0	1	1	Building Inspector Interim
0	1	0	Building Inspector IV
1	1	1	Inspector, Chief Electrical
1	1	1	Inspector, Chief Elevator
1	0	0	Inspector, Chief Heating
1	1	1	Inspector, Chief Housing
1	0	0	Inspector, Chief Plumbing
<u>12</u>	<u>11</u>	<u>10</u>	
			TECHNICIAN
1	1	2	Building Inspector 3
5	3	3	Building Inspector 2
7	8	8	Building Inspector 1
3	1	1	Building Inspector Interim
0	1	1	Electrical Safety Inspector 1
3	1	1	Electrical Safety Inspector 2
3	3	3	Electrical Safety Inspector 3
1	0	0	Mechanical Inspector 1
1	1	1	Mechanical Inspector 2
3	2	2	Mechanical Inspector 3
2	0	0	Plumbing Inspector 1
1	3	3	Plumbing Inspector 2
1	1	1	Plumbing Inspector 3
5	4	4	Inspector, Elevator
38	34	34	Residential Building Inspector
1	4	4	Site Inspector
<u>75</u>	<u>67</u>	<u>68</u>	
<u>100</u>	<u>90</u>	<u>90</u>	TOTAL DIVISION

## TIMOTHY R. WOLOSZ, COMMISSIONER

### **PROGRAM NAME: DIVISION OF CONSTRUCTION PERMITTING**

**OBJECTIVES:** To insure that standards are met that involves 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.



# Department of Building and Housing

## Division of Construction Permitting

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,115,865	\$ 1,178,502	\$ 1,157,890	\$ 1,118,309
Longevity	11,225	12,100	12,800	—
Bonus Incentive	—	600	—	—
	<b>\$ 1,127,090</b>	<b>\$ 1,191,202</b>	<b>\$ 1,170,690</b>	<b>\$ 1,118,309</b>
<b>Benefits</b>				
Hospitalization	\$ 188,998	\$ 190,844	\$ 179,507	\$ 174,888
Prescription	—	—	16,662	25,020
Dental	11,061	10,570	10,778	10,982
Vision Care	1,480	1,467	1,589	1,476
Public Employees Retire System	155,848	166,279	175,918	184,591
Fica-Medicare	9,567	10,150	9,840	10,069
Workers' Compensation	23,171	30,023	13,792	13,604
Life Insurance	1,013	1,035	994	1,056
	<b>\$ 391,138</b>	<b>\$ 410,368</b>	<b>\$ 409,080</b>	<b>\$ 421,686</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 970	\$ 250	\$ —	\$ 225
Other Training Supplies	1,762	220	—	1,500
Mileage (Priv Auto) Trng Prps	86	20	13	—
Professional Dues & Subscript	800	582	—	540
	<b>\$ 3,618</b>	<b>\$ 1,072</b>	<b>\$ 13</b>	<b>\$ 2,265</b>
<b>Contractual Services</b>				
Travel- Non-Training	\$ —	\$ 100	\$ —	\$ —
Mileage (Private Auto)	—	7,887	—	—
Advertising And Public Notice	65	—	—	—
Other Contractual	11,419	9,359	10,000	10,125
	<b>\$ 11,484</b>	<b>\$ 17,346</b>	<b>\$ 10,000</b>	<b>\$ 10,125</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 290	\$ —	\$ —	\$ 450
Computer Supplies	—	—	999	450
Other Supplies	520	—	—	—
Just In Time Office Supplies	5,365	4,378	3,249	4,365
	<b>\$ 6,176</b>	<b>\$ 4,378</b>	<b>\$ 4,248</b>	<b>\$ 5,265</b>
	<b>\$ 1,539,504</b>	<b>\$ 1,624,365</b>	<b>\$ 1,594,031</b>	<b>\$ 1,557,650</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Miscellaneous	\$ 19	\$ —	\$ —	\$ —
	<b>\$ 19</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

# Department of Building and Housing

## Division of Construction Permitting



### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Administrator, Assistant
1	1	1	Commissioner, Construction Permitting
1	1	1	Assistant Commissioner of Construction Permitting
<u>3</u>	<u>3</u>	<u>3</u>	
			OFFICE & CLERICAL
5	4	4	Clerk, Senior
1	1	1	Stenographer III
<u>6</u>	<u>5</u>	<u>5</u>	
			PROFESSIONALS
2	2	2	Architect, Chief
1	1	1	Civil Engineer, Chief
1	1	1	Engineer, Chief Mechanical
1	1	1	Engineer, Consulting
1	1	1	Engineer, Electrical
3	3	3	Examiner, Plan
4	4	4	Examiner, Plan Asst.
1	1	1	Deputy Project Director
<u>14</u>	<u>14</u>	<u>14</u>	
<u>23</u>	<u>22</u>	<u>22</u>	TOTAL DIVISION



## Department of Economic Development

Department of Economic Development

**TRACEY A. NICHOLS, DIRECTOR**

---

### *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.*

---

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.

#### **PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To provide day-to-day management of staff assignments, program development legislation 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 program audits and management information services.

**ACTIVITIES:** Provide policy for program management and administer loan programs.

#### **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.

#### **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. 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.

# Department of Economic Development



## Department of Economic Development

### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,008,596	\$ 1,142,943	\$ 992,525	\$ 917,412
Longevity	2,750	4,000	3,950	—
Separation Payments	7,362	12,748	3,050	—
	<b>\$ 1,018,708</b>	<b>\$ 1,159,690</b>	<b>\$ 999,525</b>	<b>\$ 917,412</b>
<b>Benefits</b>				
Hospitalization	\$ 105,187	\$ 135,361	\$ 106,111	\$ 97,248
Prescription	—	—	14,739	20,100
Dental	5,977	7,442	6,708	7,938
Vision Care	794	900	825	728
Public Employees Retire System	128,159	161,462	155,351	155,711
Fica-Medicare	13,345	15,268	13,027	13,302
Workers' Compensation	18,084	26,168	13,428	11,615
Life Insurance	611	690	589	672
Unemployment Compensation	—	(20)	(90)	—
	<b>\$ 272,158</b>	<b>\$ 347,271</b>	<b>\$ 310,687</b>	<b>\$ 307,314</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 10,012	\$ 3,605	\$ —	\$ —
Property Rental	18,174	44,000	—	—
Other Contractual	117,000	—	—	—
	<b>\$ 145,186</b>	<b>\$ 47,605</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Materials &amp; Supplies</b>				
Just In Time Office Supplies	\$ 3,243	\$ 1,381	\$ —	\$ —
	<b>\$ 3,243</b>	<b>\$ 1,381</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 11,505	\$ 7,198	\$ 6,797	\$ 22,551
Charges From Print & Repro	9,654	11,105	10,610	34,984
Charges From Central Storeroom	1,898	2,173	2,793	3,653
Charges From M.V.M.	399	5,097	2,262	2,725
Charges From Water	17,475	—	—	—
	<b>\$ 40,931</b>	<b>\$ 25,573</b>	<b>\$ 22,462</b>	<b>\$ 63,913</b>
	<b>\$ 1,480,225</b>	<b>\$ 1,581,521</b>	<b>\$ 1,332,674</b>	<b>\$ 1,288,639</b>

### Revenues

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
Licenses & Permits	\$ 37,500	\$ 37,500	\$ 37,500	\$ —
Miscellaneous	816	314	22	—
Transfers In	150,000	225,617	1,208,168	1,288,639
	<b>\$ 188,316</b>	<b>\$ 263,431</b>	<b>\$ 1,245,690</b>	<b>\$ 1,288,639</b>



# Department of Economic Development

## Department of Economic Development

### COMPARISON OF STAFFING LEVEL

Budget 2009	No. of Employees December 2009	Budget 2010	Position
			ADMINISTRATORS & OFFICIALS
1	1	1	Director, Economic Development
1	0	0	Chief of Regional Development
0	1	1	Executive Assist To The Mayor
1	1	1	Secretary to Directors
<u>3</u>	<u>3</u>	<u>3</u>	
			OFFICE & CLERICAL
1	1	1	Office Manager
1	0	0	Chief Clerk
1	1	1	Paralegal
			Secretary
<u>3</u>	<u>2</u>	<u>2</u>	
			PROFESSIONALS
2	1	1	Administrative Manager
0	1	1	Assistant, Administrator
5	4	4	Coordinator, Project
1	1	1	Budget Administrator
2	2	2	Director, Project
<u>10</u>	<u>9</u>	<u>9</u>	
<u>16</u>	<u>14</u>	<u>14</u>	TOTAL DIVISION

# Non-Departmental

## Restricted Income Tax



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	15,996,667	12,707,551	9,150,044	8,142,916
	<b>\$ 15,996,667</b>	<b>\$ 12,707,551</b>	<b>\$ 9,150,044</b>	<b>\$ 8,142,916</b>
<b>Debt Service</b>				
Transfer To Other Subclasses	\$ 19,500,000	\$ 24,012,500	\$ 25,197,958	\$ 24,774,835
	<b>\$ 19,500,000</b>	<b>\$ 24,012,500</b>	<b>\$ 25,197,958</b>	<b>\$ 24,774,835</b>
	<b>\$ 35,496,667</b>	<b>\$ 36,720,051</b>	<b>\$ 34,348,002</b>	<b>\$ 32,917,751</b>

### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Income Tax	\$ 35,029,131	\$ 36,370,042	\$ 33,534,369	\$ 32,813,560
Interest Earnings/Investment Income	515,195	423,973	164,954	100,000
	<b>\$ 35,544,326</b>	<b>\$ 36,794,015</b>	<b>\$ 33,699,323</b>	<b>\$ 32,913,560</b>



## Non-Departmental

### County Auditor Deductions

#### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Contractual Services</b>				
Non Productive Land Sales	\$ 60,029	\$ 93,758	\$ 150,548	\$ 150,000
Board Of Election Expense	—	1,104,415	200,444	1,305,175
County Aud & Treas Coll Fee	760,817	883,688	912,129	950,000
Advertising Del Land Sales	22,047	26,861	28,353	30,000
Board Of Tax Appeals	852	465	438	1,000
	<b>\$ 843,746</b>	<b>\$ 2,109,186</b>	<b>\$ 1,291,912</b>	<b>\$ 2,436,175</b>
	<b>\$ 843,746</b>	<b>\$ 2,109,186</b>	<b>\$ 1,291,912</b>	<b>\$ 2,436,175</b>

# Non-Departmental

## Transfers to Other Funds



### Expenditures

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
<b>Interfund Subsidies</b>				
Transfer To Rainy Day Res Fund	\$ 1,000,000	\$ 1,000,000	\$ —	\$ —
Transfer To Stadium Fund	8,332,769	4,500,000	3,500,000	3,500,000
Subsidy To St Construction	8,250,000	8,178,919	4,799,130	4,320,777
Transfer to Other SubClasses	255,000	—	240,689	—
Transfer To Debt Service Fund	5,489,037	5,409,745	6,627,252	8,466,735
Transfer To Schools Rec Fund	2,000,000	1,996,116	2,000,000	1,000,000
Transfer to IX Center	—	145,607	189,964	240,000
Subsidy To Sinking Fund	540,000	386,194	286,024	498,744
Subsidy To Cemetery	290,000	305,384	634,562	252,039
Subsidy to Golf Courses	—	—	—	96,928
	<b>\$ 26,156,806</b>	<b>\$ 21,921,965</b>	<b>\$ 18,277,621</b>	<b>\$ 18,375,223</b>
	<b>\$ 26,156,806</b>	<b>\$ 21,921,965</b>	<b>\$ 18,277,621</b>	<b>\$ 18,375,223</b>



## Non-Departmental

### Other Administrative

#### Expenditures

	2007 Actual	2008 Actual	2009 Unaudited	2010 Budget
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 3,164	\$ 3,040	\$ 1,190	\$ 5,000
Ohio Municipal League	23,652	23,652	24,125	24,125
NOACA	59,693	59,693	59,693	62,678
Mayors & Mgrs Assoc.	15,000	15,000	15,000	15,000
U.S. Conference Of Mayors	17,001	17,001	17,511	18,036
National League Of Cities	20,986	21,825	22,698	23,833
Greater Cleveland Partnership	40,000	40,000	40,000	40,000
International Trade Alliance	35,000	35,000	—	—
	<b>\$ 214,496</b>	<b>\$ 215,211</b>	<b>\$ 180,217</b>	<b>\$ 188,672</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 8,677,623	\$ 9,511,696	\$ 11,934,170	\$ 12,235,000
Electricity - Other	2,778,663	2,393,970	18,324	19,241
	<b>\$ 11,456,286</b>	<b>\$ 11,905,666</b>	<b>\$ 11,952,494</b>	<b>\$ 12,254,241</b>
<b>Contractual Services</b>				
Professional Services	\$ 180,000	\$ 208,258	\$ 820,725	\$ 320,000
Insurance And Official Bonds	9,286	21,887	4,621	9,500
Taxes	—	—	—	90,000
Other Contractual	422,192	266,402	131,270	550,000
Justice Center-Tower Maint	3,484,833	3,372,411	3,554,329	3,686,408
Bank Service Fees	186,796	152,270	211,221	300,000
Credit Card Processing Fees	6	(6)	—	—
	<b>\$ 4,283,112</b>	<b>\$ 4,021,222</b>	<b>\$ 4,722,165</b>	<b>\$ 4,955,908</b>
<b>Claims, Refunds, Maintenance</b>				
Judgements, Damages, & Claims	\$ —	\$ —	\$ —	\$ 1,500,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,500,000</b>
<b>Interdepart Service Charges</b>				
Charges From Radio Comm System	\$ 795	\$ 892	\$ 1,139	\$ 816
	<b>\$ 795</b>	<b>\$ 892</b>	<b>\$ 1,139</b>	<b>\$ 816</b>
<b>Debt Service</b>				
Principal	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
	<b>\$ 16,204,689</b>	<b>\$ 16,392,991</b>	<b>\$ 17,106,016</b>	<b>\$ 19,149,637</b>

# Non-Departmental

## Other Administrative



### Revenues

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Unaudited</b>	<b>2010 Budget</b>
Charges For Services	\$ 1,370,981	\$ 1,511,075	\$ 1,843,884	\$ 1,960,988
Fines, Forfeitures & Settlements	—	66,508	—	—
Miscellaneous	9,045,053	8,472,872	11,474,689	8,420,273
Other Shared Revenue	16,695,506	18,570,051	22,490,450	19,249,889
Property Tax	45,533,360	42,907,001	41,918,166	39,009,345
Sale Of City Assets	111,811	91,198	—	—
State And Local Gov Fund	56,178,126	53,225,542	46,557,651	45,730,164
Transfers In	6,607,940	6,436,793	2,663,991	24,666,416
Income Tax	280,233,049	290,968,402	268,157,008	262,508,484
	<b>\$ 415,775,825</b>	<b>\$ 422,249,442</b>	<b>\$ 395,105,838</b>	<b>\$ 401,545,559</b>



## Non-Departmental

---

Other Administrative

# Appropriation Ordinance



<b>GENERAL FUND</b>		
<b>Legislative Branch</b>		6,263,014
<b>Judicial Branch</b>		40,352,220
<b>Executive Branch</b>		
General Government		8,055,947
Department of Aging		864,052
Department of Personnel		1,652,803
Department of Consumer Affairs		316,104
Department of Law		8,244,483
Department of Finance		13,331,185
Department of Port Control		242,708
Department of Public Service		35,154,368
Department of Public Health		5,620,812
Department of Public Safety		303,690,205
Department of Parks, Recreation & Properties		36,888,893
Department of Building & Housing		9,427,613
Department of Economic Development		1,288,639
Nondepartmental		39,961,035
<b>Total Executive Branch</b>		464,738,847
<b>TOTAL GENERAL FUND</b>		511,354,081
Special Revenue Funds		53,583,396
Internal Service Funds		27,226,951
Enterprise Funds		645,873,008
Trust and Agency Funds		10,126,762
Debt Service Funds		62,411,327
<b>TOTAL PRELIMINARY APPROPRIATIONS FOR 2010</b>		1,310,575,525

## GENERAL FUND

### LEGISLATIVE BRANCH

Council and Clerk of Council		6,263,014
I Personnel and Related Expenses	4,586,639	
II Other Expenses	1,676,375	
<b>TOTAL LEGISLATIVE BRANCH</b>		6,263,014

### JUDICIAL BRANCH

Municipal Court - Judicial Division		22,634,366
I Personnel and Related Expenses	20,072,417	
II Other Expenses	2,561,949	
Municipal Court - Clerk's Division		14,421,653
I Personnel and Related Expenses	9,135,356	
II Other Expenses	5,286,297	



# Appropriation Ordinance

Municipal Court - Housing Division		3,296,201
I Personnel and Related Expenses	3,137,393	
II Other Expenses	158,808	
<b>TOTAL JUDICIAL BRANCH</b>		<u>40,352,220</u>
<b>EXECUTIVE BRANCH</b>		
<b>GENERAL GOVERNMENT</b>		
Office of the Mayor		2,281,509
I Personnel and Related Expenses	2,144,245	
II Other Expenses	137,264	
Landmarks Commission		175,990
I Personnel and Related Expenses	171,557	
II Other Expenses	4,433	
Board of Building Standards and Appeals		115,411
I Personnel and Related Expenses	108,169	
II Other Expenses	7,242	
Board of Zoning Appeals		197,675
I Personnel and Related Expenses	185,515	
II Other Expenses	12,160	
Civil Service Commission		1,298,664
I Personnel and Related Expenses	545,991	
II Other Expenses	752,673	
Community Relations Board		1,162,272
I Personnel and Related Expenses	1,081,477	
II Other Expenses	80,795	
City Planning Commission		1,513,347
I Personnel and Related Expenses	1,437,019	
II Other Expenses	76,328	
Boxing and Wrestling Commission		5,696
I Personnel and Related Expenses	5,696	
Office of Equal Opportunity		543,417
I Personnel and Related Expenses	518,676	
II Other Expenses	24,741	
Office of Budget & Management-Budget Admin.		761,966
I Personnel and Related Expenses	595,988	
II Other Expenses	165,978	
<b>TOTAL GENERAL GOVERNMENT</b>		<u>8,055,947</u>

# Appropriation Ordinance



## DEPARTMENT OF AGING

Department of Aging		864,052
I Personnel and Related Expenses	734,825	
II Other Expenses	129,227	

**TOTAL DEPARTMENT OF AGING** 864,052

## DEPARTMENT OF PERSONNEL

Office of Personnel		1,652,803
I Personnel and Related Expenses	1,064,453	
II Other Expenses	588,350	

**TOTAL DEPARTMENT OF PERSONNEL** 1,652,803

## DEPARTMENT OF CONSUMER AFFAIRS

Consumer Affairs		316,104
I Personnel and Related Expenses	274,712	
II Other Expenses	41,392	

**TOTAL DEPARTMENT OF CONSUMER AFFAIRS** 316,104

## DEPARTMENT OF LAW

Department Law		8,244,483
I Personnel and Related Expenses	6,556,909	
II Other Expenses	1,687,574	

**TOTAL DEPARTMENT OF LAW** 8,244,483

## DEPARTMENT OF FINANCE

Finance Administration		842,493
I Personnel and Related Expenses	777,987	
II Other Expenses	64,506	

Division of Accounts		1,892,683
I Personnel and Related Expenses	1,261,239	
II Other Expenses	631,444	

Division of Assessments and Licenses		3,208,644
I Personnel and Related Expenses	2,296,933	
II Other Expenses	911,711	



## Appropriation Ordinance

Division of Treasury		661,962
I Personnel and Related Expenses	574,575	
II Other Expenses	87,387	
Division of Purchases and Supplies		549,510
I Personnel and Related Expenses	514,810	
II Other Expenses	34,700	
Bureau of Internal Audit		940,421
I Personnel and Related Expenses	568,382	
II Other Expenses	372,039	
Division of Financial Reporting and Control		1,334,116
I Personnel and Related Expenses	1,301,295	
II Other Expenses	32,821	
Information Systems Services		3,729,007
I Personnel and Related Expenses	2,099,075	
II Other Expenses	1,629,932	
Information Tech & Planning		172,349
I Personnel and Related Expenses	155,862	
II Other Expenses	16,487	
<b>TOTAL DEPARTMENT OF FINANCE</b>		<b>13,331,185</b>
<b>DEPARTMENT OF PORT CONTROL</b>		
Division of Harbors		242,708
I Personnel and Related Expenses	93,408	
II Other Expenses	149,300	
<b>TOTAL DEPARTMENT OF PORT CONTROL</b>		<b>242,708</b>
<b>DEPARTMENT OF PUBLIC SERVICE</b>		
Public Service Administration		400,519
I Personnel and Related Expenses	374,874	
II Other Expenses	25,645	
Division of Architecture		550,061
I Personnel and Related Expenses	522,306	
II Other Expenses	27,755	
Division of Waste Collection and Disposal		25,572,851
I Personnel and Related Expenses	15,126,083	
II Other Expenses	10,446,768	

# Appropriation Ordinance



Division of Engineering and Construction		4,740,395
I Personnel and Related Expenses	4,263,491	
II Other Expenses	476,904	
Division of Traffic Engineering		3,890,542
I Personnel and Related Expenses	2,897,744	
II Other Expenses	992,798	
<b>TOTAL DEPARTMENT OF PUBLIC SERVICE</b>		35,154,368

## DEPARTMENT OF PUBLIC HEALTH

Public Health Administration		833,161
I Personnel and Related Expenses	573,549	
II Other Expenses	259,612	
Division of Health		3,201,756
I Personnel and Related Expenses	1,947,546	
II Other Expenses	1,254,210	
Division of Environment		1,158,684
I Personnel and Related Expenses	1,004,773	
II Other Expenses	153,911	
Division of Air Quality		427,211
I Personnel and Related Expenses	145,711	
II Other Expenses	281,500	
<b>TOTAL DEPARTMENT OF PUBLIC HEALTH</b>		5,620,812

## DEPARTMENT OF PUBLIC SAFETY

Public Safety Administration		3,418,827
I Personnel and Related Expenses	2,328,111	
II Other Expenses	1,090,716	
Division of Police		173,822,597
I Personnel and Related Expenses	165,221,057	
II Other Expenses	8,601,540	
Division of Fire		89,193,842
I Personnel and Related Expenses	86,343,378	
II Other Expenses	2,850,464	
Division of Emergency Medical Services		21,429,594
I Personnel and Related Expenses	19,133,156	
II Other Expenses	2,296,438	



## Appropriation Ordinance

Division of Dog Pound		1,068,244
I Personnel and Related Expenses	823,511	
II Other Expenses	244,733	
Division of Correction		14,757,101
I Personnel and Related Expenses	11,339,732	
II Other Expenses	3,417,369	
<b>TOTAL DEPARTMENT OF PUBLIC SAFETY</b>		<b>303,690,205</b>

### DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Parks, Recreation, and Properties Administration		695,199
I Personnel and Related Expenses	549,986	
II Other Expenses	145,213	
Division of Research, Planning, and Development		740,215
I Personnel and Related Expenses	664,066	
II Other Expenses	76,149	
Division of Recreation		13,202,284
I Personnel and Related Expenses	9,332,824	
II Other Expenses	3,869,460	
Division of Parking Facilities-On Street		1,257,615
I Personnel and Related Expenses	1,197,750	
II Other Expenses	59,865	
Division of Property Management		8,461,597
I Personnel and Related Expenses	5,650,516	
II Other Expenses	2,811,081	
Division of Park Maintenance and Properties		12,531,983
I Personnel and Related Expenses	7,987,606	
II Other Expenses	4,544,377	
<b>TOTAL PARKS, RECREATION, AND PROPERTIES</b>		<b>36,888,893</b>

### DEPARTMENT OF BUILDING AND HOUSING

Building and Housing Dir Office		1,864,076
I Personnel and Related Expenses	1,512,501	
II Other Expenses	351,575	
Division of Code Enforcement		6,005,887
I Personnel and Related Expenses	5,831,335	
II Other Expenses	174,552	

# Appropriation Ordinance



Division of Construction Permit		1,557,650
I Personnel and Related Expenses	1,539,995	
II Other Expenses	17,655	
<b>TOTAL BUILDING AND HOUSING</b>		<u>9,427,613</u>
<b>DEPARTMENT OF ECONOMIC DEVELOPMENT</b>		
Economic Development		1,288,639
I Personnel and Related Expenses	1,224,726	
II Other Expenses	63,913	
<b>TOTAL DEPARTMENT OF ECONOMIC DEVELOPMENT</b>		<u>1,288,639</u>
<b>NONDEPARTMENTAL</b>		
County Auditor Deductions		2,436,175
II Other Expenses	2,436,175	
Other Administrative		19,149,637
II Other Expenses	19,149,637	
TRANSFERS TO OTHER FUNDS		18,375,223
II Other Expenses	18,375,223	
<b>TOTAL NONDEPARTMENTAL</b>		<u>39,961,035</u>
<b>TOTAL EXECUTIVE BRANCH</b>		<u>464,738,847</u>
<b>TOTAL GENERAL FUND</b>		<u>511,354,081</u>
<b>SPECIAL REVENUE FUND</b>		
Restricted Income Tax Fund		32,917,751
I Capital	8,142,916	
II Debt Service	24,774,835	
Street Construction, Maintenance & Repair Fund		19,665,645
I Personnel and Related Expenses	13,592,156	
II Other Expenses	6,073,489	
Schools Recreation & Cultural Activities Fund		1,000,000
II Other Expenses	1,000,000	
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<u>53,583,396</u>



# Appropriation Ordinance

## INTERNAL SERVICE FUND

Information Systems Services-Telephone Exchange		6,466,898
I Personnel and Related Expenses	1,129,075	
II Other Expenses	5,337,823	
Division of Motor Vehicle Maintenance		17,418,449
I Personnel and Related Expenses	5,830,933	
II Other Expenses	11,587,516	
Division of Printing and Reproduction		2,468,496
I Personnel and Related Expenses	863,054	
II Other Expenses	1,605,442	
City Storeroom and Central Warehouse		873,108
I Personnel and Related Expenses	96,188	
II Other Expenses	776,920	
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<b>27,226,951</b>

## ENTERPRISE FUNDS

### DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		2,563,927
I Personnel and Related Expenses	1,976,716	
II Other Expenses	587,211	
Radio		1,974,855
I Personnel and Related Expenses	417,065	
II Other Expenses	1,557,790	
Division of Fiscal Control		3,274,428
I Personnel and Related Expenses	2,888,100	
II Other Expenses	386,328	
Division of Water		262,912,973
I Personnel and Related Expenses	79,498,526	
II Other Expenses	183,414,447	
Division of Water Pollution Control		22,725,965
I Personnel and Related Expenses	10,588,455	
II Other Expenses	12,137,510	
Division of Cleveland Public Power		170,214,862
I Personnel and Related Expenses	28,251,992	
II Other Expenses	141,962,870	
<b>TOTAL DEPARTMENT OF PUBLIC UTILITIES</b>		<b>463,667,010</b>

# Appropriation Ordinance



## DEPARTMENT OF PORT CONTROL

Divisions of Cleveland Hopkins & Burke Lakefront Airports - Operations		147,048,168
I Personnel and Related Expenses	31,929,496	
II Other Expenses	115,118,672	
<b>TOTAL DEPARTMENT OF PORT CONTROL</b>		<u>147,048,168</u>

## DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Division of Cemeteries		1,755,189
I Personnel and Related Expenses	1,278,247	
II Other Expenses	476,942	
Golf Course Fund		1,797,088
I Personnel and Related Expenses	1,006,951	
II Other Expenses	790,137	
Division of Parking Facilities-Off Street Parking		10,342,163
I Personnel and Related Expenses	1,140,590	
II Other Expenses	9,201,573	
Division of Convention Center		4,643,302
I Personnel and Related Expenses	1,819,746	
II Other Expenses	2,823,556	
Division of Convention Center & Stadium-West Side Market		1,114,280
I Personnel and Related Expenses	368,152	
II Other Expenses	746,128	
Division of Convention Center & Stadium-Stadium		15,465,808
II Other Expenses	15,465,808	
Division of Property Management - East Side Market		40,000
II Other Expenses	40,000	
<b>TOTAL PARKS, RECREATION, &amp; PROPERTIES</b>		<u>35,157,830</u>
<b>TOTAL ENTERPRISE FUNDS</b>		<u>645,873,008</u>



# Appropriation Ordinance

---

## AGENCY FUND

Central Collection Agency		10,126,762
I Personnel and Related Expenses	6,218,304	
II Other Expenses	3,908,458	
<b>TOTAL AGENCY FUND</b>		<u>10,126,762</u>

## DEBT SERVICE FUND

Sinking Fund Commission		62,411,327
I Personnel and Related Expenses	175,176	
II Other Expenses	423,568	
III Debt Service	61,812,583	
<b>TOTAL DEBT SERVICE FUNDS</b>		<u>62,411,327</u>

# Comprehensive Payband



Mayor	(Ord. No. 2534-93, Section 173.06)	\$132,775.20
President of Council	(Ord. No. 3061-80, Section 173.08)	\$84,038.16
Members of Council	(Ord. No. 85-02, Section 173.07)	\$74,038.08

Includes the amendment to:

Section 8 (Ord. No. 1754-09, passed November 30, 2009)

Section 33 and enact new 22a (Ord. No. 1721-09, passed November 16, 2009)

Section 45(Ord. No. 1753-09, passed November 30, 2009)

Section 47(Ord. No. 1674-09, passed November 16, 2009)

## **Section 2. Secretary to the Mayor, Directors of Departments, Planning Director, Executive Director Community Relations Board, four Executive Assistants to the Mayor.**

(a) That the salary of the Secretary to the Mayor shall be fixed by the Mayor at not less than \$50,795.78 and not more than \$178,000.00 per annum.

(b) That the salary of the Directors of Law, Finance, Public Utilities, Economic Development, Public Safety, Parks, Recreation and Properties, Public Service, Public Health, Personnel and Human Resources, Community Development, Building and Housing, Aging, Consumer Affairs, the Planning Director, and the Executive Director of the Community Relations Board and four (4) Executive Assistants to the Mayor shall be fixed by the Mayor at not less than \$50,795.81 and not more than \$171,581.77 per annum.

(c) That the salary of the Director of Port Control shall be fixed by the Mayor at not less than \$100,000.00 and not more than \$222,895.30 per annum.

## **Section 3. Clerk of Council**

That the salary of the Clerk of Council shall be fixed at not less than \$42,865.60 and not more than \$103,752.48 per annum.



# Comprehensive Payband

## Section 4. Employees of Council - Salary

That the Clerk of Council, with the approval of the President of Council, shall fix the salary of the employees of Council within the limits established in the following schedule for each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Administrative Assistant	\$21,851.06	\$71,329.44
2	Administrative Secretary	\$20,800.00	\$71,329.44
3	Assistant Legislative Clerk	\$20,800.00	\$55,902.08
4	Chief City Archivist	\$21,851.06	\$75,233.60
5	Chief Legislative Secretary	\$21,851.06	\$75,233.60
6	Council Receptionist	\$20,800.00	\$45,140.16
7	Deputy City Archivist	\$20,800.00	\$71,329.44
8	Deputy Clerk	\$21,851.06	\$71,329.44
9	Director of Communications	\$24,974.46	\$75,233.60
10	Director of Policy Research	\$24,974.46	\$75,233.60
11	Executive Assistant – Administration	\$24,974.46	\$75,233.60
12	Executive Assistant – Councilmembers	\$20,800.00	\$35,360.00
13	Executive Assistant to the Clerk of Council	\$24,974.46	\$75,233.60
14	Financial Assistant	\$20,800.00	\$45,140.16
15	Financial Manager	\$21,851.06	\$75,233.60
16	Financial Officer	\$20,800.00	\$71,329.44
17	First Assistant Clerk	\$24,975.91	\$75,233.60
18	Information and Technology Administrator	\$21,851.06	\$71,329.44
19	Information Systems Engineer	\$24,974.46	\$75,233.60
20	Legislative Assistant	\$20,800.00	\$60,186.88
21	Legislative Committee Clerk	\$20,800.00	\$60,186.88
22	Legislative Secretary	\$20,800.00	\$60,186.88
23	Personnel and Human Resources Assistant	\$20,800.00	\$71,329.44
24	Personnel and Human Resources Manager	\$21,851.06	\$75,233.60
25	Planning and Development Advisor	\$55,000.00	\$74,984.00
26	Policy Research Analyst	\$21,851.06	\$71,329.44
27	Public Relations Manager	\$21,851.06	\$75,233.60
28	Sergeant-at-Arms	\$20,800.00	\$41,385.76
29	Special Counsel	\$41,416.04	\$80,340.00

## Section 5. Secretary of Civil Service Commission, Secretaries to Director, Secretary to Director of Department of Port Control, Assistant Directors of Finance and Executive Assistants to the Mayor

That the salary of the Secretary of the Civil Service Commission, the salary of the Secretary to each Director of a Department, the salary of the Assistant Director of Finance and the salaries of four Executive Assistants to the Mayor shall be fixed by the Mayor in accordance with the following schedule:

		<b>Minimum</b>	<b>Maximum</b>
1	Four Executive Assistants to the Mayor	\$35,410.47	\$144,464.42
2	Special Assistant to the Mayor	\$20,800.00	\$96,444.42
3	Secretary to Directors of Departments	\$36,590.39	\$138,195.09
4	Secretary of the Civil Service Commission	\$25,011.85	\$96,445.08
5	Secretary to Director of Department of Port Control	\$41,312.22	\$143,360.63
6	Assistant Director of Finance	\$36,590.39	\$138,195.09
7	Assistant Director of Finance for Technology	\$36,590.39	\$138,195.09

## Section 6. Department of Law

That the Director of Law shall fix the salary of each member of his staff of lawyers in accordance with the following schedule:

	<b>Civil Branch</b>	<b>Minimum</b>	<b>Maximum</b>
1	Assistant Director of Law I	\$26,250.00	\$78,013.35
2	Assistant Director of Law I(s)	\$26,250.00	\$83,585.74
3	Assistant Director of Law II	\$31,500.00	\$94,730.50
4	Assistant Director of Law II(s)	\$31,500.00	\$105,446.78
5	Chief Assistant Director of Law	\$31,500.00	\$122,592.41
6	Chief Corporate Counsel	\$36,750.00	\$134,949.04
7	Chief Counsel	\$36,750.00	\$134,949.04
8	Chief Trial Counsel	\$36,750.00	\$134,949.04
9	Deputy Law Director	\$36,750.00	\$134,949.04
1	Chief Assistant Prosecutor	\$36,750.00	\$134,949.04
2	First Assistant Prosecutor	\$31,500.00	\$122,592.41
3	Assistant Prosecutor	\$23,100.00	\$94,730.50

## Section 7. Service Employees International Union, Local 1, AFL-CIO.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Custodial Worker	10.00	14.79
2	Window Washer	12.54	20.07
3	Bridge Oilier	10.00	17.84

## Section 8. International Local 100, AFSCME Ohio Council 8 AFL-CIO.

That salaries in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Accountant I	10.00	19.61
2	Accountant II	10.00	21.52
3	Accountant III	10.00	23.86
4	Accountant Clerk I	10.00	15.90
5	Accountant Clerk II	10.00	17.17
6	Activities Therapist	10.00	15.11
7	AIDS Support Services Coordinator	10.49	16.89
8	Air Pollution Control Engineer I	10.00	25.23
9	Air Pollution Control Engineer II	10.00	26.59
10	Air Pollution Control Engineer III	10.00	28.02
11	Air Pollution Engineer	12.04	19.70
12	Air Pollution Inspector I	12.12	20.29
13	Air Pollution Inspector II	10.00	22.64
14	Air Pollution Technician I	10.00	21.52
15	Air Pollution Technician II	10.00	22.64
16	Air Pollution Technician III	10.00	25.23
17	Airport Information Representative	10.02	16.48
18	Airport Operations Agent I	14.14	20.37
19	Airport Operations Agent II	17.77	23.98
20	Airport Safety Man	14.19	23.93
21	Architect	10.00	29.66
22	Associate Engineer	17.83	27.74
23	Assistant Buyer	10.00	20.59
24	Assistant City Planner	10.00	21.52



## Comprehensive Payband

25	Assistant Civil Engineer	10.00	21.52
26	Assistant Electrical Engineer	10.00	21.52
27	Assistant Mechanical Engineer	10.00	21.52
28	Assistant Residential Plan Examiner	13.42	22.64
29	Associate Programmer	10.00	23.05
30	Bacteriologist	10.00	23.86
31	Bill Collector	10.02	16.48
32	Billing Clerk	10.00	16.47
33	Building Inspector	14.26	21.88
34	Building Inspector I	14.08	23.88
35	Building Inspector II	14.89	25.23
36	Building Inspector III	15.70	26.59
37	Building Inspector IV	26.35	27.97
38	Business Certification Officer	11.15	33.01
39	Camera Room Operator	10.00	18.73
40	Caseworker I	10.00	17.89
41	Caseworker II	10.00	19.61
42	Cashier/Starter	10.00	19.62
43	Chemist	10.00	26.07
44	Chief Miscellaneous Investigator	10.00	22.64
45	Citizens Information Representative	10.00	18.73
46	Civil Engineer	10.00	29.66
47	Claims Examiner	10.00	22.64
48	Clerk Typist	10.00	12.29
49	Clinical Laboratory Assistant	10.00	18.73
50	Clinical Laboratory Technician I	10.00	21.52
51	Clinical Laboratory Technician II	10.00	23.05
52	Cocaine Treatment Counselor I	10.00	17.82
53	Cocaine Intake Specialist	10.00	16.03
54	Community Development Code Enforcement Inspector/Refrigeration I	14.05	23.88
55	Community Development Code Enforcement Inspector/Refrigeration II	14.89	25.23
56	Community Development Code Enforcement Inspector/Refrigeration III	15.70	26.59
57	Community Development Code Enforcement Inspector/Trainee	10.00	19.74
58	Community Development Planner	10.00	28.54
59	Community Health Aide	10.00	15.89
60	Community Relations Representative I	10.00	18.73
61	Community Relations Representative II	10.00	22.64
62	Community Relations Representative III	10.00	28.02
63	Composing Equipment Operator	10.00	20.59
64	Computer Monitor Assistant	10.00	13.61
65	Computer Operator	10.00	22.64
66	Construction Technician	12.02	22.64
67	Consumer Protection Specialist	10.00	17.89
68	Contract and Monitoring Specialist	10.00	23.95
69	Cook	11.38	15.48
70	Copy Center Operator	10.00	18.19
71	Cost Construction Estimator	10.00	22.04
72	Customer Service Representative	10.03	17.16
73	Data Control Clerk	10.00	16.49
74	Data Conversion Operator	10.00	14.94
75	Dental Assistant	10.00	15.58
76	Development Officer	10.00	26.58
77	Dietician	10.00	19.61
78	Disease Surveillance Specialist	14.42	31.54
79	Drug and Alcohol Counselor	10.00	14.58

# Comprehensive Payband



80	Electrical Engineer	10.00	29.66
81	Electronic Engineer	10.00	30.20
82	Elevator Inspector	14.23	24.00
83	Engineer	22.78	33.78
84	Environmental Compliance Specialist I	14.95	22.55
85	Environmental Compliance Specialist II	16.35	23.62
86	Environmental Compliance Specialist III	17.90	30.39
87	Environmental Enforcement Specialist I	14.95	23.48
88	Environmental Enforcement Specialist II	16.35	24.60
89	Environmental Enforcement Specialist III	17.90	25.80
90	Environmental Monitoring Specialist I	13.33	23.28
91	Environmental Monitoring Specialist II	14.18	24.37
92	Environmental Monitoring Specialist III	15.74	25.53
93	Environmental Technician	12.35	17.91
94	Family Planning Clerk	10.00	13.74
95	Financial Analyst	10.00	21.52
96	Financial Counselor	10.00	22.64
97	First Press Operator	12.00	21.60
98	Fuel System Technician	10.00	19.99
99	General Health Aide	10.00	15.90
100	General Storekeeper	10.00	24.24
101	Geriatric Outreach Worker	10.00	21.52
102	Hardware Analyst	14.48	49.45
103	Hazardous Material Specialist	21.63	31.70
104	Head Cook	10.00	17.14
105	Head Storekeeper	10.00	22.39
106	Health Educator I	10.00	19.62
107	Health Educator II	10.00	21.52
108	Heating Inspector	14.23	21.88
109	Help Desk Analyst	12.02	24.59
110	HIV Educator	10.00	12.53
111	Home Maintenance Aide	10.00	15.89
112	House Connection Inspector	12.70	18.29
113	Residential Building Inspector	14.60	20.46
114	Human Resources Contract Specialist	10.00	29.65
115	Human Resources On-the-Job Training Specialist	10.21	25.21
116	Human Resources Planner	10.74	31.32
117	Human Resources Special Projects Coordinator	10.21	25.21
118	Income Tax Tracer	10.04	17.34
119	Industrial Hygiene Engineer	10.00	29.65
120	Industrial Nuisance Inspector	10.00	19.62
121	Information Control Analyst	10.00	20.53
122	Inspector of Weight and Measures	10.00	17.38
123	Instrumentation Technician I	16.87	21.07
124	Instrumentation Technician II	18.83	23.22
125	Instrument Repairman	10.00	20.75
126	Intake Specialist	10.00	15.90
127	Interim Building Inspector	19.00	19.77
128	Interim Residential Building Inspector	15.75	16.39
129	Interim Residential Plan Examiner	20.25	21.07
130	Job Retraining Assistant	10.00	21.52
131	Junior Cashier	10.00	16.48
132	Junior Chemist	10.00	17.17
133	Junior City Planner	10.00	19.62
134	Junior Civil Engineer	10.00	19.62



## Comprehensive Payband

135	Junior Clerk	10.00	13.73
136	Junior Draftsman	10.00	16.84
137	Junior Engineering Aide	10.00	17.17
138	Lab Coordinator	16.82	26.10
139	Laboratory Assistant	10.00	18.73
140	Laboratory Helper	10.00	14.80
141	Landscape Architect	10.00	28.02
142	Lead Pressman	10.00	21.83
143	Life Guard	10.00	15.69
144	Life Guard Captain	10.00	19.43
145	Mechanical Engineer	10.00	29.65
146	Mechanical Inspector I	14.08	23.88
147	Mechanical Inspector II	14.89	25.23
148	Mechanical Inspector III	15.70	26.59
149	Messenger	10.00	14.80
150	Meter Reader	12.82	18.71
151	Miscellaneous Investigator	10.00	18.08
152	Monitoring, Auditing and Evaluation Coordinator	13.65	21.85
153	Network Analyst I	14.52	34.25
154	Office Machine Operator	10.00	14.39
155	On The Job Training Specialist	12.71	21.11
156	Park and Recreation Planner	10.00	28.02
157	Parking Attendant	10.00	15.90
158	Parking Meter Collector	10.00	15.87
159	Parking Meter Serviceman	13.62	16.69
160	Permit Processing Specialist	10.00	13.32
161	Pharmacist	10.74	31.31
162	Pharmacodependent Rehabilitation Counselor I	10.00	15.20
163	Pharmacodependent Rehabilitation Counselor II	10.00	17.95
164	Photographer	10.00	21.52
165	Photographic Laboratory Technician	10.00	18.73
166	Photo-Litho Operator	10.00	17.17
167	Physical Director I	10.00	19.35
168	Physical Director II	10.00	20.88
169	Residential Plan Examiner	10.00	25.59
170	Play Director	10.00	13.57
171	Police Data Specialist	10.00	17.90
172	Police Radio Technician	16.38	20.38
173	Pressman	10.00	21.12
174	Preventive Health Counselor	13.59	21.89
175	Preventive Health Educator	10.00	14.71
176	Principal Cashier	10.00	23.05
177	Principal Clerk	11.93	19.51
178	Print Shop Helper	10.61	14.52
179	Private Secretary	10.00	20.59
180	Program Analyst	16.64	29.84
181	Programmer	10.00	26.59
182	Programmer Analyst	10.00	29.84
183	Property Clerk	11.37	33.04
184	Psychiatric Social Worker	12.48	21.46
185	Psychologist I	10.74	28.55
186	Psychologist II	12.88	33.65
187	Public Health Nursing Aide	10.63	13.71
188	Public Health Sanitarian I	12.78	21.25
189	Public Health Sanitarian II	14.35	22.91

# Comprehensive Payband



190	Public Health Sanitarian III	15.49	24.05
191	Public Health Sanitarian IV	10.00	29.55
192	Public Information Officer	10.00	22.64
193	Quality Assurance Analyst	10.00	26.58
194	Quality Control Coordinator	16.82	26.11
195	Radio Dispatcher	17.33	20.38
196	Radio Technician	16.38	20.38
197	Receptionist	10.00	15.16
198	Records Manager	10.00	15.89
199	Recreation Aide	10.00	10.93
200	Recreation Instructor	10.00	15.90
201	Recreation Instructor I	10.00	16.94
202	Recreation Instructor II	10.00	17.58
203	Recreation Instructor III	10.00	18.60
204	Recreation Program Supervisor	10.00	17.30
205	Redevelopment Advisor	10.00	23.87
206	Redevelopment Coordinator	10.00	26.59
207	Refrigeration Inspector	14.26	21.88
208	Refugee Outreach Worker	10.00	14.79
209	Registered Animal Health Technician	10.00	15.90
210	Rehabilitation Advisor	10.00	20.59
211	Rehabilitation Inspector	14.60	26.57
212	Sanitarian Aide	11.62	15.42
213	Second Press Operator	10.00	19.32
214	Secretary	10.00	17.17
215	Secretary to Director of Consumer Affairs	10.00	28.02
216	Senior Assistant Architect	10.00	23.87
217	Senior Assistant City Planner	10.00	23.87
218	Senior Assistant Civil Engineer	10.00	23.87
219	Senior Assistant Electrical Engineer	10.00	23.87
220	Senior Assistant Mechanical Engineer	10.00	23.87
221	Senior Assistant Traffic Engineer	10.00	23.87
222	Senior Bacteriologist	10.00	20.59
223	Senior Cashier	10.00	19.61
224	Senior Chemist	10.00	22.64
225	Senior Clerk	10.29	16.10
226	Senior Computer Operator	10.00	26.59
227	Senior Contract and Monitoring Specialist	11.34	28.18
228	Senior Data Conversion Operator	10.80	17.90
229	Senior Development Officer	12.63	34.88
230	Senior Draftsman	10.00	19.24
231	Senior Engineering Draftsman and Photographer	10.00	21.52
232	Senior Information Control Analyst	10.00	22.64
233	Senior Laboratory Technician	10.86	17.51
234	Senior Landscape Architect	10.00	29.65
235	Senior Site Inspector – Demolition	10.00	25.21
236	Sewer Service Man	14.99	18.71
237	Site Inspector	10.00	22.64
238	Social Worker for Homeless	13.82	22.27
239	Starter (Golf)	10.00	13.16
240	S.T.D. Clerk	10.00	12.71
241	Stenographer I	10.00	14.42
242	Stenographer II	10.77	16.10
243	Stenographer III	10.00	17.89
244	Stock Clerk	10.00	17.70



# Comprehensive Payband

245	Storekeeper	10.00	20.16
246	Street Obstruction Inspector	10.00	18.73
247	Surveyor	10.00	26.59
248	Tax Auditor I	10.60	18.20
249	Tax Auditor II	12.41	20.13
250	Technical Specialist	10.00	22.64
251	Technical Specifications Writer	10.00	23.88
252	Telecommunications Analyst I	14.53	41.21
253	Telephone Operator	10.00	16.48
254	Telephone Supervisor	10.00	17.17
255	Timekeeper	10.00	17.17
256	Traffic Engineer	10.00	28.02
257	Traffic Sign and Marking Technician	13.68	17.17
258	Trainee Building Inspector	18.60	19.74
259	Trainee Residential Plan Examiner	18.25	20.51
260	Typist	10.00	14.94
261	Urban Planning and Development Technician	10.00	14.95
262	Utility Adjuster	10.64	16.10
263	Vector Control Assistant	10.00	14.33
264	Veteran's Counselor	10.00	19.49
265	Water Hydraulic Repairman	14.99	18.71
266	Water Meter Repairman	14.99	18.71
267	Water Pipe Repairman	13.58	20.51
268	Water Serviceman	10.00	15.98
269	Water System Construction Inspector	15.67	23.38
270	Web Content Editor	10.00	28.90

## Section 9. Ohio Patrolmen's Benevolent Association.

That salaries in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Guard	10.00	16.88
2	Correctional Officer	12.18	17.89
3	Institutional Guard	12.18	16.88

## Section 10. Cleveland Police Patrolmen's Association (C.P.P.A.) Civilian Personnel.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Bilingual Communication Specialist	22,882.82	37,722.97
2	Police Radio Dispatcher	22,885.90	41,305.44
3	Police Safety Aide	20,800.00	29,405.82
4	Safety Telephone Operator	21,266.04	32,504.88

## Section 11. International Union of Operating Engineers, Local 10.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Assistant Superintendent of Distribution	14.77	25.85
2 Assistant Superintendent of Sewer Maintenance	14.77	25.27
3 Chief Meter Reader	13.26	20.07
4 Chief Radio Dispatcher-Water	15.12	22.88
5 Data Conversion Supervisor	11.92	20.07
6 Engineer of Hydraulic Surveys	18.59	28.73
7 Meter Reader Supervisor	14.47	22.58
8 Sewer Construction & Maintenance Operations Supervisor	15.67	25.53
9 Sewer Maintenance Unit Leader	14.09	21.70
10 Sewer Maintenance Unit Leader Operator	14.09	22.75
11 Supervisor of Radio Service	15.13	24.37
12 Unit Supervisor	13.29	22.61
13 Water Hydraulic Unit Leader	14.09	21.86
14 Water Hydraulic Supervisor	15.96	24.63
15 Water Meter Department Unit Leader	14.09	21.86
16 Water Meter Department Supervisor	15.96	24.63
17 Water Pipe Repair Unit Leader	14.09	22.25
18 Water Pipe Repair Supervisor	15.97	25.53

## Section 12. International Union of Operating Engineers, Local 18-S.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Building Stationary Engineer	10.14	18.52
2 Chief Building Stationary Engineer	12.37	19.81
3 Chief Stationary Engineer	10.00	21.04
4 Stationary Boiler Room Operator	12.29	19.21
5 Water Plant Operator I	15.70	20.28
6 Water Plant Operator II	17.73	21.72

## Section 13. International Union of Painters and Allied Trades, District 6.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Sign Painter	23.23	31.66
2 Sign Painter Unit Leader	24.23	34.10
3 Spray Painter	20.83	29.26
4 Traffic Sign and Marking Supervisor	13.28	24.81
5 Traffic Sign Process Operator	13.28	24.84

## Section 14. Ohio Patrolmen's Benevolent Association. (Security Officers).

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Security Officer	10.80	20.29



## Comprehensive Payband

### Section 15. Ohio Patrolmen's Benevolent Association (Chief Dispatcher).

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Chief Radio Dispatcher	39,788.00	47,423.91

### Section 16. City, County and Waste Paper Drivers Union, Local No. 244, affiliated with the International Brotherhood of Teamsters.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Airport Maintenance Man	11.97	18.35
2 Concrete Mixer Driver	14.82	22.77
3 Animal Control Officer	11.04	16.95
4 Ground Maintenance Truck Driver II	12.34	18.96
5 Hostler	10.00	15.05
6 Parking Enforcement Officer	10.00	14.96
7 Section Supervisor (part-time/seasonal)	10.00	10.93
8 Snow Removal Vehicle Operator (part-time/seasonal)	10.40	16.44
9 Street Carry-all Driver	15.55	23.88
10 Street Maintenance Equipment Leader	16.15	24.81
11 Street Equipment Maintenance Specialist	15.55	23.88
12 Tanker Truck Driver	15.55	23.88
13 Tow Truck Operator	11.80	18.15
14 Traffic Controller	10.00	14.96
15 Truck Driver	12.50	19.22
16 Waste Collection Driver	12.33	18.94
17 Waste Collection Roll-Off Driver	15.52	24.35

### Section 17. International Association of Machinists District Council 54, Local 439.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Machinist	15.83	22.37
2 Machinist Helper	13.72	18.98

## Section 18.S.E.M.E., Local 1.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Auto Body Repair Unit Leader	12.88	24.95
2 Auto Body Repair Worker	15.73	20.75
3 Automobile Repair Helper	10.13	16.37
4 Automobile Repair Worker	12.60	20.56
5 Automobile Repairman Unit Leader	17.78	24.95
6 Blacksmith	15.79	24.32
7 Garage Worker	12.42	17.49
8 Heavy Duty Auto Body Repair Worker	15.73	21.77
9 Heavy Duty Mechanic	15.75	24.63
10 Heavy Duty Unit Leader	23.85	30.55
11 Small Equipment Repair Worker	12.26	19.43
12 Tire Repair Worker	14.08	18.99
13 Welder	18.36	23.96
14 Welder/Fabricator	18.36	24.62

## Section 19.Longshoreman Association, Local 1317.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Bridge Attendant	10.00	15.72
2 Electric Bridge Operator	10.00	17.37
3 Electric Bridge Operator Leader	10.00	18.60

## Section 20.International Brotherhood of Electrical Workers, Local 38.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Assistant Chief Electrical Inspector	31,747.58	49,668.94
2 Electrical Inspector 1	14.83	23.88
3 Electrical Inspector 2	15.66	25.23
4 Electrical Inspector 3	16.49	26.59
5 Electrical Inspector 4	26.88	27.97

## Section 21.Plumbers Inspectors, Local 55.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Assistant Chief Plumbing Inspector	31,747.58	49,668.94
2 Plumbing Inspector 1	14.83	23.88
3 Plumbing Inspector 2	15.66	25.23
4 Plumbing Inspector 3	16.49	26.59
5 Plumbing Inspector 4	26.88	27.97



# Comprehensive Payband

## Section 22.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Emergency Medical Dispatcher	24,765.24	41,313.91
2	Emergency Medical Technician	26,336.35	45,067.65
3	Paramedic I	27,741.02	46,769.89
4	Paramedic II	29,239.09	47,195.45
5	Paramedic III	33,570.30	48,714.08
6	Emergency Medical Dispatcher Trainee	10.50	10.50
7	Emergency Medical Technician Trainee	10.50	10.50

## Section 22a. Communication Workers of America, Local 4340 (CWA).

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Emergency Medical Technician Supervisor	\$20,092.80	\$58,266.43

## Section 23. Ohio Nurses Association, Local 85.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Nurse II	20,800.00	50,061.19
2	Public Health Nurse	20,800.00	50,061.19
3	Public Health Nurse I	23,146.64	47,075.75
4	Public Health Nurse II	35,887.06	48,741.83
5	Public Health Nurse III	39,098.75	51,954.66
6	Public Health Nurse IV	28,151.33	56,698.49
7	Supervising Public Health Nurse	23,647.11	54,638.40

# Comprehensive Payband



## Section 24. International Brotherhood of Electrical Workers, AFL-CIO, Local 39.

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Apprentice Cable Splicer	22.22	24.89
2	Apprentice Lineman	22.39	25.07
3	Cable Foreman	31.45	33.25
4	Cable Splicer	17.46	27.87
5	Cable Splicer Helper	20.44	24.24
6	Cable Splicer I	28.15	29.82
7	Cable Splicer II	17.14	27.35
8	Dispatcher Electric System Operator	26.52	28.91
9	Electric Meter Industrial Installer	28.05	29.71
10	Electric Meter Instrument Specialist and General Tester	28.37	30.04
11	Electric Meter Service Foremen	31.45	33.25
12	Electric Meter Service Installer I	26.12	28.24
13	Electric Meter Service Installer II	24.35	25.86
14	Electric Meterman Apprentice	21.91	24.52
15	Electric Motor and Transformer Repairman	17.38	27.70
16	Electric Switchboard Operator Foreman	31.45	33.25
17	Electric Transmission and Distribution Inspector	28.15	30.36
18	Foreman Low Tension	30.91	32.68
19	Gas Turbine Mechanic	17.38	28.23
20	Gas Turbine Mechanic Apprentice	22.22	24.89
21	Junior Electric Switchboard Operator	22.36	23.80
22	Line Clearance Man	22.00	24.72
23	Line Foreman	31.45	34.03
24	Line Helper Driver	17.73	24.25
25	Line Switchman	30.16	32.69
26	Leader Lineman Low-Tension	29.99	31.73
27	Lineman	28.15	29.82
28	Lineman Leader	26.27	27.86
29	Low Tension Lineman	29.99	31.73
30	Low Tension Lineman Apprentice	21.95	24.19
31	Low Tension Trouble Lineman	29.40	31.11
32	Police Division Trouble Lineman	19.19	30.56
33	Safety Signal Trouble Lineman	19.19	30.56
34	Senior Cable Splicer	29.65	31.38
35	Senior Electric Switchboard Operator	24.63	26.16
36	Senior Lineman	29.65	31.38
37	Signal System Powerman	19.54	31.12
38	Telecommunications Technician	29.40	31.11
39	Traffic Signal Control Technician	31.11	32.90
40	Traffic Signal Control Technician 2	30.60	32.36
41	Transformer Repairman Foreman	31.45	33.25
42	Trouble Lineman	29.65	32.42
43	Underground Conduit Foreman	31.45	33.25



## Comprehensive Payband

### Section 25. Municipal Foremen and Laborer's Union (Chartered: Municipal, County & State Employees' Union Local 1099, AFL-CIO)(Non-Supervisory).

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Accident and Safety Inspector	19.71	21.71
2	Arborist I	17.22	19.22
3	Assistant Gardener	13.58	15.58
4	Cemeteries Maintenance Man I	15.43	17.43
5	Cemeteries Maintenance Man II	23.88	25.88
6	Cold Patch and Crack Sealing Worker	16.92	18.92
7	Crematory and Mausoleum Operator	17.22	19.22
8	Engineering and Construction Inspector	18.44	20.44
9	Gardener	17.22	19.22
10	Ground Maintenance Man	15.43	17.43
11	Lead Program Assistant	16.72	18.72
12	Mechanical Handyman	16.08	18.08
13	Municipal Service Laborer	15.43	17.43
14	Practical Nurse	17.40	19.40
15	Radio Operator	17.66	19.66
16	Real Estate Maintenance Man	16.31	18.31
17	Sidewalk Inspector	16.87	18.87
18	Street Permit Supervisor	15.39	17.39
19	Street Sweeper - Waste Collection	15.01	17.01
20	Tire Shredder	16.19	18.19
21	Transfer Station Attendant	20.64	22.64
22	Waste Collector	15.43	17.43
23	Waste Collector - Cushman Operator	15.84	17.84
24	Watchman	13.01	15.01

## **Section 26. Municipal Foremen and Laborer’s Union (Chartered: Municipal, County & State Employees’ Union Local 1099, AFL-CIO)(Supervisory)**

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1	Airport Field Foreman	19.54 21.54
2	Arborist II	19.88 21.88
3	Arborist III	22.40 24.40
4	Assistant Manager of Parks and Urban Forestry	24.16 26.16
5	Assistant Superintendent of Waste Collection	24.74 26.74
6	Cemetery Foreman	19.55 21.55
7	Cemetery Supervisor	22.41 24.41
8	Chief Engineering and Construction Inspector	24.59 26.59
9	Chief Horticulturist	29.28 31.28
10	Cold Patch and Crack Sealing Foreman	22.52 24.52
11	Custodial Worker Supervisor	18.12 20.12
12	District Paving Repair Foreman	30.45 32.45
13	General Construction Foreman	30.72 32.72
14	General Shop Foreman	24.76 26.76
15	Greenskeeper	20.30 22.30
16	Ground Maintenance Crew Foreman	16.64 18.64
17	Ground Maintenance Foreman	19.55 21.55
18	Horticulturist	28.07 30.07
19	Horticulturist Maintenance Foreman	21.91 23.91
20	Labor Foreman	19.54 21.54
21	Maintenance Foreman	18.72 20.72
22	Parking Coordinator	20.64 22.64
23	Set-Up Foreman	16.34 18.34
24	Shop Foreman	19.54 21.54
25	Street Cleaning District Foreman	19.54 21.54
26	Street Maintenance District Unit Leader	30.45 32.45
27	Street Maintenance Foreman	19.54 21.54
28	Street Maintenance General Foreman	24.76 26.76
29	Waste Collection Foreman	19.54 21.54
30	Waste Collection Foreman I	21.43 23.43
31	Waste Collection Transfer Foreman	22.24 24.24
32	Watchman Supervisor	16.25 18.25

## **Section 27.**

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1	Fingerprint Examiner	22,000.00 40,075.97
2	Scientific Examiner	25,000.00 58,266.44

## **Section 28. Association of Cleveland Fire Fighters, Local 93 (Airport Safety Supervisors).**

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1	Airport Safety Supervisor	38,762.61 56,472.00



# Comprehensive Payband

## Section 29.

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>	
1	Budget Analyst	\$20,800.00	\$51,467.17
2	Buyer	\$20,800.00	\$47,054.71
3	Civil Service Examiner I	\$20,800.00	\$39,450.31
4	Civil Service Examiner II	\$20,800.00	\$42,428.01
5	Civil Service Examiner III	\$20,800.00	\$48,701.54
6	Civil Service Examiner IV	\$20,800.00	\$60,439.25
7	Court Stenographer	\$20,800.00	\$39,530.38
8	Docket Clerk	\$20,800.00	\$35,267.23
9	Junior Personnel Assistant	\$20,800.00	\$38,221.13
10	Law Librarian	\$20,800.00	\$38,110.77
11	Legal Secretary	\$20,800.00	\$44,579.06
12	Misdemeanor Investigator	\$20,800.00	\$46,152.31
13	Office Manager	\$20,800.00	\$48,223.28
14	Parking Enforcement Analyst	\$20,800.00	\$43,265.49
15	Paralegal	\$20,800.00	\$42,428.01
16	Personnel Assistant	\$20,800.00	\$46,057.09
17	Private Secretary to Director	\$20,800.00	\$46,165.29
18	Senior Personnel Assistant	\$20,800.00	\$48,701.54
19	Tape Librarian	\$20,800.00	\$40,491.21

## Section 30.

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>	
1	Administrative Officer	\$20,800.00	\$51,436.88
2	Cable Protection Specialist	\$20,800.00	\$37,416.11
3	Case Worker Supervisor	\$20,800.00	\$43,912.54
4	Chief Air Pollution Inspector	\$20,800.00	\$49,696.99
5	Chief Caseworker Supervisor	\$22,426.64	\$44,605.03
6	Chief Clerk	\$22,050.00	\$46,165.29
7	Chief Photographer	\$20,800.00	\$49,696.99
8	Reserved		\$0.00
9	Chief Telephone Operator	\$20,800.00	\$48,582.52
10	Cocaine Treatment Supervisor	\$22,426.64	\$46,165.29
11	Composing Supervisor	\$20,800.00	\$42,428.01
12	Consumer Protection Supervisor	\$20,800.00	\$44,605.03
13	Epidemiologist	\$40,000.00	\$80,369.98
14	Personnel Analyst I	\$21,000.00	\$45,881.80
15	Safety Programs Officer I	\$25,000.00	\$64,297.72
16	Safety Programs Officer II	\$25,000.00	\$45,007.54
17	Secretary to Board of Examiner of Board of Review (Electrical)	\$20,800.00	\$38,623.65
18	Secretary - Boxing and Wrestling Commission	\$30,573.46	\$35,267.23
19	Superintendent of Maintenance	\$23,606.98	\$55,557.20
20	Superintendent of Street Cleaning	\$25,967.68	\$45,323.49
21	Superintendent of Waste Collection	\$29,508.73	\$55,557.20
22	Supervisor of Income Tax Files	\$20,800.00	\$38,623.65
23	Supervisor of Storeroom and Mailing	\$20,800.00	\$35,267.23

## Section 31.

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Airport Maintenance Supervisor	\$21,019.66	\$59,067.25
2 Assistant Chief Building Inspector	\$20,800.00	\$57,028.73
3 Assistant Chief Housing Inspector	\$20,800.00	\$49,696.99
4 Assistant Custodian	\$20,800.00	\$47,052.55
5 Assistant Superintendent of Electrical Generation	\$21,019.66	\$55,072.45
6 Bridge Inspector	\$20,800.00	\$40,491.21
7 Bureau Manager – Housing	\$26,797.11	\$79,759.73
8 Bureau Manager – Demolition	\$26,797.11	\$79,759.73
9 Bureau Manager – Building	\$26,797.11	\$79,759.73
10 Cable Production Manager	\$20,800.00	\$90,359.16
11 Chief Bridge Operator	\$20,800.00	\$48,699.38
12 Chief of Electric Meter Bureau	\$26,274.57	\$68,746.97
13 Chief Guard	\$20,800.00	\$40,268.30
14 Chief Safety Signal System	\$18.60	\$35.73
15 Chief Sidewalk Inspector	\$20,800.00	\$44,607.19
16 Chief Street Permit Inspector	\$20,800.00	\$42,428.01
17 Chief of Traffic Signal Unit	\$18.60	\$35.73
18 Community Development Code Enforcement Inspector Supervisor	\$34,464.91	\$55,204.46
19 Coordinator of Parking Enforcement	\$20,800.00	\$50,835.28
20 Correctional Supervisor	\$20,800.00	\$49,696.99
21 District Forester	\$31,043.38	\$56,645.70
22 Environmental Assistant	\$20,800.00	\$49,696.99
23 Field Operations Forester	\$32,445.00	\$58,785.93
24 General Superintendent of Waste Collection	\$30,473.96	\$61,910.79
25 House Sergeant	\$20,800.00	\$35,572.36
26 Instrumentation Supervisor	\$29,200.50	\$65,195.79
27 Parking Meter Foreman	\$24,679.38	\$40,030.27
28 Printing Foreman	\$28,404.92	\$50,577.76
29 Supervisor of Landscape Construction	\$20,800.00	\$45,323.49
30 Supervisor of Parking Enforcement Unit	\$20,800.00	\$39,482.76
31 Supervisor of Markets	\$20,800.00	\$43,912.54
32 Supervisor of Weights and Measures	\$20,800.00	\$61,780.95
33 Survey Party Chief	\$20,800.00	\$54,685.09
34 Tunnel Maintenance Foreman	\$20,800.00	\$36,000.97
35 Tunnel Maintenance Man	\$20,800.00	\$32,869.98



# Comprehensive Payband

## Section 32.

That the salaries and the compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Accountant IV	\$20,800.00	\$57,688.76
2	Airport Operations Agent III	\$20,800.00	\$54,163.56
3	Assistant Bureau Chief-Demolition	\$20,800.00	\$52,330.62
4	Assistant Financial Systems Coordinator	\$20,800.00	\$52,330.62
5	Assistant Personnel Administrator	\$20,800.00	\$54,163.56
6	Assistant Water Plant Manager	\$10.00	\$32.15
7	Assistant Water Plant Manager – Parma	\$10.00	\$32.15
8	Budget and Management Analyst	\$20,800.00	\$54,163.56
9	Chief Animal Control Officer	\$20,800.00	\$79,686.15
10	Labor Relations Assistant	\$20,800.00	\$52,330.62
11	Machinist Unit Leader	\$14.28	\$24.28
12	Rehabilitation Supervisor	\$20,800.00	\$52,330.62
13	Superintendent of Sewer Maintenance	\$20,800.00	\$72,440.97
14	Supervisor of Architectural Construction	\$20,800.00	\$54,185.19
15	Supervisor of Personnel Records	\$20,800.00	\$52,330.62
16	Supervisor of Site Development	\$20,800.00	\$52,330.62
17	Supervisor of Vital Statistics	\$20,800.00	\$54,163.56
18	Systems Analyst	\$20,800.00	\$60,010.77
19	Water System Construction Inspector Supervisor	\$20,800.00	\$60,737.89

## Section 33.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Airport Maintenance Superintendent	\$20,092.80	\$61,296.21
2	Assistant Commissioner of Recreation	\$20,092.80	\$69,660.19
3	Assistant Contract Compliance Officer	\$20,092.80	\$55,191.48
4	Assistant Director of Public Health Nurses	\$20,092.80	\$55,191.48
5	Assistant Income Tax	\$20,092.80	\$55,191.48
6	Assistant Manager of Audit Control and Personnel	\$20,092.80	\$57,123.96
7	Assistant Manager of Recreation	\$20,092.80	\$55,191.48
8	Assistant Superintendent of Pumping	\$20,092.80	\$55,191.48
9	Assistant Superintendent of Purification	\$20,092.80	\$55,191.48
10	Auditor	\$20,092.80	\$57,123.96
11	Chief Alcoholism Coordinating Service	\$20,092.80	\$55,191.48
12	Chief of the Demolition Bureau	\$20,092.80	\$55,191.48
13	Chief Plan Examiner	\$20,092.80	\$57,123.96
14	City Planner	\$30,000.00	\$58,939.58
15	Deputy Commissioner of Recreation-Fiscal Control	\$20,092.80	\$69,660.19
16	Deputy Project Director	\$20,092.80	\$61,006.23
17	Desktop Publishing Specialist	\$20,231.40	\$56,422.81
18	District Supervisor - Environmental Health	\$20,092.80	\$58,939.58
19	Income Tax Supervisor	\$20,092.80	\$55,191.48
20	Office of Professional Standards - Investigative Auditor	\$20,092.80	\$55,191.48
21	Office of Professional Standards - Standards Research/Analyst	\$20,092.80	\$55,191.48
22	Assistant Plumbing Inspector	\$20,092.80	\$39,971.83
23	Project Program Director of Consumer Affairs	\$20,092.80	\$55,191.48
24	Recreation Center Manager	\$32,500.00	\$69,660.19
25	Superintendent of Light Equipment Maintenance	\$20,092.80	\$55,191.48

# Comprehensive Payband



26	Superintendent of Vehicle Administrative Services	\$20,092.80	\$68,744.81
27	Supervisor Administrative Services-Data Processing Center	\$20,092.80	\$55,191.48
28	Supervisor of Milk Program	\$20,092.80	\$55,191.48
29	Supervisor of Vector Control	\$20,092.80	\$55,191.48
30	Welfare Liaison	\$20,092.80	\$55,191.48

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Air Pollution Control, Engineer IV	\$20,800.00	\$58,396.41
2	Airport Safety Shift Commander	\$20,800.00	\$58,396.41
3	Assistant Administrator	\$20,800.00	\$62,252.71
4	Assistant Health Center Director	\$20,800.00	\$58,396.41
5	Assistant Manager of Marketing	\$20,800.00	\$58,396.41
6	Assistant Security Manager	\$20,800.00	\$61,754.98
7	Central Payroll Supervisor	\$20,800.00	\$83,585.74
8	Chief Building Inspector	\$20,800.00	\$61,780.95
9	Chief Electrical Inspector	\$20,800.00	\$58,396.41
10	Chief Elevator Inspector	\$20,800.00	\$58,396.41
11	Chief Environmental Health-Engineering	\$20,800.00	\$58,396.41
12	Chief Heating Inspector	\$20,800.00	\$59,484.91
13	Chief Housing Inspector	\$20,800.00	\$60,439.25
14	Chief Plumbing Inspector	\$20,800.00	\$58,396.41
15	Chief Rehabilitation Supervisor	\$20,800.00	\$60,439.25
16	Contract Supervisor - Division of Purchases and Supplies	\$20,800.00	\$58,396.41
17	Data Processing Supervisor	\$20,800.00	\$58,396.41
18	Human Resources Contract Administrator	\$20,800.00	\$77,944.11
19	Manager of Public Utilities - Building Maintenance	\$20,800.00	\$78,013.35
20	Public Health Nurse V	\$30,653.67	\$59,911.23
21	Public Health Nurse VI	\$35,658.35	\$69,246.86
22	Senior Systems Analyst	\$20,800.00	\$79,298.79
23	Shift Supervisor Operations	\$20,800.00	\$58,396.41
24	Superintendent of Distribution	\$20,800.00	\$72,440.97
25	Superintendent of Pumping	\$20,800.00	\$58,396.41
26	Superintendent of Purchased Power	\$27,325.56	\$72,702.82
27	Superintendent of Purification	\$20,800.00	\$58,396.41
28	Supervising Tax Auditor	\$20,800.00	\$58,396.41
29	Supervisor of Civil Service Records	\$20,800.00	\$58,396.41



## Comprehensive Payband

### Section 35.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Airport Operations Superintendent	\$23,333.40	\$63,916.85
2	Airport Security Coordinator	\$23,333.40	\$61,754.98
3	Assistant Airport Safety Chief/ Training Officer	\$23,333.40	\$61,754.98
4	Assistant Chief of Pumping	\$23,333.40	\$61,754.98
5	Assistant Chief of Purification	\$23,333.40	\$61,754.98
6	Reserved		
7	Assistant Manager-Human Resources Planning Management	\$22,333.40	\$61,754.98
8	Assistant Manager of Stage	\$22,333.40	\$61,754.98
9	Chief of Bureau of Accounts and Collections	\$22,333.40	\$61,754.98
10	Chief of Bureau of Industrial Air Pollution	\$22,333.40	\$61,754.98
11	Chief of Bureau of Smoke Abatement	\$22,333.40	\$61,754.98
12	Chief Engineer-Traffic	\$22,333.40	\$71,947.58
13	Chief Senior Electric Switchboard Operator	\$22,333.40	\$63,916.85
14	Chief of Tax Auditing Bureau	\$22,333.40	\$63,916.85
15	Chief of Tax Records Bureau	\$22,333.40	\$61,754.98
16	Deputy Commissioner of Purchases and Supplies	\$22,333.40	\$72,986.30
17	Grants Administrator	\$22,333.40	\$72,986.30
18	Health Center Director	\$22,333.40	\$72,986.30
19	Human Resources Fiscal Administrator	\$22,333.40	\$61,754.98
20	Income Tax Financial Supervisor	\$22,333.40	\$61,754.98
21	Manager of Assigned Maintenance	\$22,333.40	\$71,947.58
22	Manager of Parks and Recreation Research and Planning	\$22,333.40	\$71,947.58
23	Manager of Parks and Urban Forestry	\$22,333.40	\$71,947.58
24	Manager of Shops and Field Equipment	\$22,333.40	\$71,947.58
25	Manager of Site Development	\$22,333.40	\$71,947.58
26	Project Director	\$22,333.40	\$77,944.11
27	Programming Supervisor	\$22,333.40	\$61,754.98
28	Superintendent of Sidewalks	\$22,333.40	\$61,754.98
29	Superintendent of Water Plant Maintenance	\$22,333.40	\$61,754.98
30	Warehouse Inventory Manager	\$22,333.40	\$77,944.11
31	Water Business Plan Assistant Manager	\$22,333.40	\$77,944.11

## Section 36.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>	
1	Accountant Supervisor	\$23,647.11	\$70,426.26
2	Assistant Chief of Water Distribution	\$23,647.11	\$84,144.05
3	Assistant Commissioner of Assessments and Licenses	\$23,647.11	\$82,125.01
4	Assistant Commissioner, Division of Printing and Reproduction	\$23,647.11	\$82,125.01
5	Assistant Commissioner of Engineering and Construction	\$23,647.11	\$82,125.01
6	Building Manager	\$23,647.11	\$75,806.04
7	Chief Architect	\$23,647.11	\$98,838.00
8	Chief Auditor – Utilities	\$23,647.11	\$82,125.01
9	Chief City Planner	\$30,000.00	\$80,369.98
10	Chief, Computer Operations	\$23,647.11	\$82,125.01
11	Chief Engineer – Civil	\$23,647.11	\$82,125.01
12	Chief Engineer – Mechanical	\$23,647.11	\$82,125.01
13	Chief Legal Investigator - Civil Branch	\$23,647.11	\$65,065.95
14	Chief of Street Lighting and Electrical Services	\$23,647.11	\$94,730.50
15	Chief of Laboratories	\$23,647.11	\$78,013.35
16	Chief of Purification	\$23,647.11	\$84,144.05
17	Chief Surveyor	\$23,647.11	\$65,065.95
18	Convention Manager	\$23,647.11	\$75,806.04
19	Financial Systems Coordinator	\$23,647.11	\$65,065.95
20	Fiscal Grants Administrator	\$40,000.00	\$83,585.74
21	Fiscal Manager	\$23,647.11	\$82,125.01
22	Health Promotion Coordinator	\$22,333.40	\$75,011.84
23	Investment Manager	\$23,647.11	\$82,125.01
24	Manager of Enterprise Unit	\$23,647.11	\$75,806.04
25	Manager of Events	\$23,647.11	\$75,806.04
26	Manager of General Maintenance	\$23,647.11	\$75,806.04
27	Manager of Markets	\$23,647.11	\$75,806.04
28	Manager of Parking	\$23,647.11	\$75,806.04
29	Manager of Production Power Generation	\$23,647.11	\$75,806.04
30	Manager of Recreation	\$40,000.00	\$75,806.04
31	Purchasing Supervisor - Division of Purchases and Supplies	\$23,647.11	\$65,065.95
32	Secretary to the Board of Building Standards and Building Appeals	\$23,647.11	\$80,369.98
33	Secretary to the Board of Zoning Appeals	\$23,647.11	\$80,369.98
34	Security Manager	\$23,647.11	\$88,043.65
35	Senior Internal Auditor	\$23,647.11	\$65,065.95
36	Senior Programmer Analyst	\$23,647.11	\$67,344.67
37	Supervisor of Food and Drug Administration	\$23,647.11	\$65,065.95
38	Supervisor - Information Control	\$23,647.11	\$65,065.95
39	Theatrical Manager	\$23,647.11	\$65,065.95
40	Water Plant Manager	\$23,647.11	\$94,730.50



# Comprehensive Payband

## Section 37.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Airport Maintenance Manager	\$26,273.96	\$86,764.70
2	Airport Operations Manager	\$26,273.96	\$86,764.70
3	Airport Safety Chief	\$26,273.96	\$86,764.70
4	Assistant Commissioner of Administrative Services	\$26,273.96	\$86,764.70
5	Assistant Commissioner of Cleveland Public Power	\$27,325.56	\$118,692.83
6	Assistant Commissioner of Code Enforcement	\$26,273.96	\$86,764.70
7	Assistant Commissioner of Construction Permitting	\$26,273.96	\$86,764.70
8	Assistant Commissioner of Information Technology and Services	\$23,647.11	\$83,427.76
9	Assistant Commissioner of Motor Vehicles Maintenance	\$26,273.96	\$86,764.70
10	Assistant Commissioner of Real Estate	\$26,273.96	\$86,764.70
11	Assistant Commissioner of Neighborhood Services	\$26,273.96	\$86,764.70
12	Assistant Commissioner of Streets	\$26,273.96	\$86,764.70
13	Assistant Commissioner of Waste Collection and Disposal	\$26,273.96	\$86,764.70
14	Assistant Commissioner of Water Pollution Control	\$26,273.96	\$86,764.70
15	Assistant Director of Community Relations Board	\$26,273.96	\$86,764.70
16	Assistant Income Tax Administrator	\$26,273.96	\$86,764.70
17	Assistant Superintendent of Electric Transmission and Distribution	\$26,273.96	\$71,151.21
18	Building and Housing Executive Assistant	\$26,273.96	\$86,764.70
19	Chief of Air Pollution Enforcement	\$22,333.40	\$77,944.11
20	Chief of Air Pollution Engineering	\$22,333.40	\$77,944.11
21	Chief of Air Pollution Information Systems	\$22,333.40	\$77,944.11
22	Chief of Air Pollution Monitoring	\$22,333.40	\$77,944.11
23	Chief Civil Service Examiner	\$26,273.96	\$68,744.81
24	Chief of Pharmacy Service	\$26,273.96	\$86,764.70
25	Chief of Pumping	\$26,273.96	\$85,814.69
26	Chief of Water Distribution	\$26,273.96	\$89,158.12
27	Chief Training Officer	\$26,273.96	\$68,744.81
28	City Hall Custodian	\$26,273.96	\$68,744.81
29	Community Development Executive Assistant	\$26,273.96	\$86,764.70
30	Contract Compliance Officer	\$26,273.96	\$68,744.81
31	Deputy Commissioner of Accounts	\$26,273.96	\$85,814.69
32	Deputy Commissioner of Air Pollution Control	\$26,273.96	\$80,090.83
33	Deputy Commissioner of Airports	\$26,273.96	\$80,090.83
34	Deputy Commissioner of Air Quality	\$26,273.96	\$80,090.83
35	Deputy Commissioner of Convention Center and Stadium	\$26,273.96	\$80,090.83
36	Deputy Commissioner of Convention Center	\$26,273.96	\$80,090.83
37	Deputy Commissioner of Environment	\$26,273.96	\$80,090.83
38	Deputy Commissioner of Health	\$26,273.96	\$80,090.83
39	Deputy Commissioner of Information Technology and Systems Services	\$30,214.95	\$96,981.09
40	Deputy Commissioner of Maintenance	\$26,273.96	\$80,090.83
41	Deputy Commissioner of Park and Urban Forestry	\$26,273.96	\$80,090.83
42	Deputy Commissioner of Parks and Urban Forestry/Golf Courses and Cemeteries	\$26,273.96	\$80,090.83
43	Deputy Commissioner of Recreation	\$26,273.96	\$80,090.83
44	Director of Public Health Nurses	\$26,273.96	\$80,090.83
45	Fair Housing Administrator	\$31,500.00	\$85,503.07
46	General Manager of Administrative Services	\$26,273.96	\$86,764.70
47	Office of Professional Standards Administrator	\$26,273.96	\$68,744.81
48	Manager of Human Resources Program Planning and Management	\$26,273.96	\$80,090.83
49	Personnel Administrator	\$26,273.96	\$80,090.83
50	Senior Budget and Management Analyst	\$26,273.96	\$75,985.65

# Comprehensive Payband



51	Superintendent of Industrial Claims	\$26,273.96	\$68,744.81
52	Superintendent of Motorized Equipment	\$26,273.96	\$68,744.81
53	Utilities Comptroller	\$26,273.96	\$86,764.70

## Section 38.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<u>Minimum</u>	<u>Maximum</u>
1	Administrative Manager	\$27,193.55	\$86,764.70
2	Assistant Commissioner of Water	\$27,325.56	\$118,692.83
3	Assistant Secretary of Sinking Fund Commission	\$27,325.56	\$94,970.71
4	Chief of Health Planning and Evaluation	\$27,325.56	\$75,245.55
5	Chief-Systems Analysis	\$27,325.56	\$94,970.71
6	Consulting Engineer	\$36,000.00	\$92,224.55
7	Harbor Manager	\$27,325.56	\$94,970.71
8	Labor Relations Officer	\$27,325.56	\$75,245.55
9	Manager of Architecture	\$27,325.56	\$87,664.94
10	Manager of Compensation and Classifications	\$27,325.56	\$87,664.94
11	Manager of Education and Research	\$27,325.56	\$87,664.94
12	Manager of Employee Accident Control	\$27,325.56	\$87,664.94
13	Manager of Employee Relations	\$27,325.56	\$87,664.94
14	Manager of Equal Employment Opportunity	\$27,325.56	\$87,664.94
15	Manager of Recruitment	\$27,325.56	\$87,664.94
16	Minority Business Development Administrator	\$27,325.56	\$75,245.55
17	Project Coordinator	\$27,325.56	\$87,664.94
18	Risk Manager	\$27,325.56	\$94,970.71
19	Superintendent of Electric Trouble Operations	\$27,325.56	\$75,245.55
20	Water Business Plan Manager	\$27,325.56	\$87,664.94



## Comprehensive Payband

### Section 39.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Administrator of Engineering and Planning	\$30,214.95	\$109,248.99
2	Airport Chief Engineer	\$30,214.95	\$109,248.99
3	Assistant City Comptroller	\$41,312.22	\$110,333.18
4	Airport Planning Environmental Officer	\$30,214.95	\$86,559.12
5	Airport Project Director	\$60,000.00	\$133,737.18
6	Air Trade Development Manager	\$30,214.95	\$100,843.89
7	Assistant Director of Human Resources and Economic Development	\$30,214.95	\$109,248.99
8	Budget Administrator	\$30,214.95	\$100,843.89
9	Chief of Personnel Management	\$30,214.95	\$100,843.89
10	Comptroller-Airports	\$30,214.95	\$109,248.99
11	Data Base Analyst	\$30,214.95	\$86,559.12
12	Deputy Commissioner of Building and Housing	\$30,214.95	\$100,843.89
13	Deputy Commissioner of Cleveland Hopkins International Airport	\$30,214.95	\$100,843.89
14	Deputy Commissioner of Parks, Maintenance and Properties	\$30,214.95	\$100,843.89
15	Deputy Commissioner of Water	\$30,214.95	\$125,935.84
16	Deputy Commissioner of Water Pollution Control	\$30,214.95	\$100,843.89
17	Environmental Programs Manager	\$45,000.00	\$84,700.21
18	Executive Commissioner of Public Safety – Operations	\$36,590.39	\$138,195.09
19	Executive Commissioner of Public Safety – Projects, Grants and Technology	\$36,590.39	\$138,195.09
20	Field Manager	\$35,000.00	\$57,710.41
21	Fleet Management Data Manager	\$30,000.00	\$64,832.23
22	GIS/IS Coordinator	\$52,000.00	\$91,086.28
23	In-Charge Senior Internal Auditor	\$49,500.00	\$81,912.94
24	Labor Relations Manager	\$30,214.95	\$109,248.99
25	Manager of Electric System Operation	\$30,214.95	\$100,843.89
26	Manager of Human Resources Monitoring and Evaluation	\$30,214.95	\$100,843.89
27	Manager of Marketing	\$30,214.95	\$100,843.89
28	Manager of Properties	\$30,214.95	\$100,843.89
29	Manager of Public Service Operations	\$30,214.95	\$100,843.89
30	Manager of Telecommunications	\$30,214.95	\$100,843.89
31	Nurse Practitioner	\$45,000.00	\$89,158.12
32	Permit Review Manager	\$35,000.00	\$63,635.53
33	Project Leader/Applications	\$30,214.95	\$86,559.12
34	Regulatory Compliance Manager	\$50,000.00	\$94,970.71
35	Safety Programs Manager	\$45,000.00	\$84,700.21
36	Section Chief – Engineering & Construction	\$50,000.00	\$96,444.42
37	Software Analyst	\$30,214.95	\$86,559.12
38	Superintendent of Electric Transmission and Distribution	\$30,214.95	\$86,559.12
39	Supervisor of Computer Operations	\$30,214.95	\$86,559.12
40	Supervisor Hardware Evaluation	\$30,214.95	\$86,559.12
41	Veterinarian in Charge of Spay and Neuter Clinic	\$30,214.95	\$86,559.12

## Section 40.

That the appointing authority shall fix the salaries in the following classifications in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>	
1	City Comptroller	\$42,758.15	\$133,845.38
2	City Treasurer	\$42,758.15	\$123,548.92
3	Chief Technology Officer	\$45,000.00	\$150,454.32
4	Commissioner of Accounts	\$40,314.82	\$128,214.57
5	Commissioner of Administrative Services - Community Development	\$40,314.82	\$128,214.57
6	Commissioner of Air Quality	\$42,758.15	\$133,845.38
7	Commissioner of Architecture	\$42,758.15	\$143,360.63
8	Commissioner of Assessments and Licenses	\$40,314.82	\$118,350.91
9	Commissioner of Burke Airport	\$40,314.92	\$118,350.91
10	Commissioner of Cleveland Hopkins International Airport	\$42,758.15	\$143,360.63
11	Commissioner of Cleveland Public Power	\$45,201.46	\$167,171.47
12	Commissioner of Code Enforcement	\$42,758.15	\$133,845.38
13	Commissioner of Construction Permitting	\$42,758.15	\$133,845.38
14	Commissioner of Convention Center	\$45,201.46	\$126,903.17
15	Commissioner of Emergency Medical Services	\$42,758.15	\$133,845.38
16	Commissioner of Engineering and Construction	\$45,201.46	\$142,289.43
17	Commissioner of Environment	\$42,758.15	\$133,845.38
18	Commissioner of Health	\$45,021.46	\$142,289.43
19	Commissioner of House of Corrections	\$40,314.82	\$118,231.89
20	Commissioner of Information Technology & Services	\$52,734.82	\$142,289.43
21	Commissioner of Motor Vehicle Maintenance	\$40,314.82	\$128,214.57
22	Commissioner of Real Estate	\$40,314.82	\$118,350.91
23	Commissioner of Neighborhood Services	\$42,758.15	\$123,548.92
24	Commissioner of Park Maintenance and Properties	\$42,758.15	\$143,360.63
25	Commissioner of Parking Facilities	\$40,314.82	\$128,214.57
26	Commissioner of Printing and Reproduction	\$40,314.82	\$128,214.57
27	Commissioner of Property Management	\$45,201.46	\$142,289.43
28	Commissioner of Purchases and Supplies	\$42,758.15	\$123,548.92
29	Commissioner of Recreation	\$42,758.15	\$143,360.63
30	Commissioner of Research/Planning and Development	\$40,314.82	\$128,214.57
31	Commissioner of Streets	\$40,314.82	\$128,214.57
32	Commissioner of Traffic Engineering	\$42,758.15	\$123,548.92
33	Commissioner of Utilities Engineering	\$42,758.15	\$118,350.91
34	Commissioner of Utilities Fiscal Control	\$40,314.82	\$118,350.91
35	Commissioner of Waste Collection and Disposal	\$40,314.82	\$128,214.57
36	Commissioner of Water	\$45,201.46	\$167,171.47
37	Commissioner of Water Pollution Control	\$40,314.82	\$128,214.57
38	Deputy Director Department of Building and Housing	\$36,590.39	\$133,845.38
39	Director of Workforce Development	\$70,000.00	\$160,000.00
40	Income Tax Administrator	\$42,758.15	\$133,845.38
41	Manager of Internal Audit	\$40,314.82	\$118,350.91



# Comprehensive Payband

## Section 41.

That the salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Administration Bureau Manager	\$40,314.82	\$128,214.57
2	Assistant Manager - Applications Development and Technical Support	\$46,224.91	\$121,190.12
3	Assistant Manager - Data Processing Operations	\$46,224.91	\$111,869.63
4	Assistant to Manager of Planning	\$46,224.91	\$111,869.63
5	Deputy Commissioner of Cleveland Public Power	\$46,224.91	\$125,935.84

## Section 42.

That the salaries in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Application Delivery Services Manager	\$65,000.00	\$94,730.50
2	Customer Support Center Manager	\$65,000.00	\$94,730.50
3	Database Administrator	\$39,937.34	\$106,593.72
4	Database Coordinator	\$30,214.00	\$78,755.62
5	Information Technology Electronic Data Processing Auditor	\$35,000.00	\$78,013.35
6	Information Technology Security Officer	\$30,215.00	\$78,448.32
7	IT Asset Management Analyst	\$25,000.00	\$50,151.44
8	IT Asset Management Coordinator	\$22,333.00	\$75,308.31
9	IT Network and Data Center Operations Manager	\$55,000.00	\$93,687.44
10	IT Project Manager I	\$20,800.00	\$58,943.90
11	IT Project Manager II	\$22,333.00	\$77,537.27
12	IT Quality Assurance and Control Analyst	\$20,800.00	\$58,943.90
13	IT Telecommunications Analyst I	\$30,214.00	\$69,841.97
14	IT Telecommunications Analyst II	\$30,214.00	\$86,559.12
15	IT Telecommunications Technician II	\$44,803.00	\$71,629.46
16	IT Training Analyst	\$38,000.00	\$61,296.21
17	IT Training Coordinator	\$38,000.00	\$72,012.49
18	Network Analyst II	\$30,214.00	\$87,630.31
19	PC Technician	\$25,000.00	\$48,223.28
20	Program Manager	\$30,214.00	\$81,194.48
21	Supervisor Applications Development	\$39,937.34	\$84,453.51
22	Supervisor of Systems and Technical Support	\$55,000.00	\$83,585.74
23	Supervisor Quality Assurance	\$39,937.34	\$84,453.51
24	Supervisor Software Support	\$39,937.34	\$84,453.51
25	Web Developer	\$30,215.00	\$81,194.48
26	Web Master	\$30,215.00	\$97,435.54

## Section 43.

That the appointing authority shall fix the salary of the Manager, Data Processing Center, at not less than \$52,308.90 per annum and not more than \$125,154.62 per annum. Moreover, not more than one person shall be appointed to such classification.

## Section 44. Part-Time/Seasonal Group

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Reserved		
2 Chaplain	\$10.00	\$12.31
3 Checker	\$10.00	\$10.72
4 Conservation Aide	\$10.00	\$10.72
5 Dentist	\$13.38	\$30.63
6 Head Usher	\$10.00	\$12.16
7 Law Clerk	\$10.00	\$13.37
8 Medical Examiner	\$21.40	\$62.81
9 Organ Tuner	\$10.00	\$26.87
10 Park Maintenance Aide	\$10.00	\$10.72
11 Ranger	\$10.00	\$12.01
12 School Crossing Guard (Per Day)	\$20.50	\$27.87
13 Student Aide	\$10.00	\$10.72
14 Student Assistant	\$10.00	\$10.72
15 Usher	\$10.00	\$10.72
16 Usher Captain	\$10.00	\$10.72

## Section 44a. Treasurers and Ticket Sellers Union, Local 756.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Assistant Manager of Box Office	23,333.40	51,323.14
2 Box Office Cashier	10.33	16.93

## Section 44b. Local 27.

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Stage Hand	\$19.11	\$29.87
2 Stage Hand Casual	\$20.60	\$28.65
3 Stage Hand - Show Rate (Per Show)	\$64.89	\$97.00



# Comprehensive Payband

## Section 45.Hourly Rate - Building & Construction Trades Council

Compensation for all persons employed by the hour in any of the following classifications shall be fixed by the appointing authority within the limits established in the following schedule for each classification:

		<b>Effective Date</b>	<b>Minimum</b>	<b>Maximum</b>
1	Asbestos Worker	5/1/09	\$39.16	\$48.95
2	Boiler Maker	7/1/09	\$43.57	\$54.46
3	Bricklayer	5/1/09	\$33.38	\$41.72
4	Bricklayer Foreman	5/1/09	\$34.63	\$41.72
5	Carpenter	5/1/09	\$33.24	\$41.55
6	Carpenter Foreman	5/1/09	\$34.49	\$41.55
7	Carpenter Apprentice	5/1/09	\$14.45	\$18.06
8	Cement Finisher	5/1/09	\$33.49	\$41.86
9	Cement Finisher Foreman	5/1/09	\$34.74	\$41.86
10	Electrical Worker	5/1/09	\$41.03	\$51.29
11	Electrical Worker Foreman	5/1/09	\$42.28	\$51.29
12	Glazier	5/1/09	\$32.26	\$40.32
13	Ironworker	8/1/09	\$37.25	\$46.56
14	Ironworker Foreman	8/1/09	\$38.50	\$46.56
15	Painter	6/1/09	\$29.62	\$37.02
16	Painter - Apprentice	6/1/09	\$14.46	\$18.06
17	Painter Foreman	6/1/09	\$30.87	\$37.02
18	Pipefitter (Welder)	5/1/09	\$39.42	\$49.27
19	Pipefitter Foreman	5/1/09	\$40.67	\$49.27
20	Plasterer	5/1/09	\$32.76	\$40.95
21	Plasterer Foreman	5/1/09	\$34.01	\$40.95
22	Plumber (Welder)	5/1/09	\$40.42	\$50.53
23	Plumber Foreman	5/1/09	\$41.67	\$50.53
24	Roofer	5/1/09	\$34.08	\$42.60
25	Sheet Metal Worker	11/1/09	\$39.35	\$49.19
26	Sheet Metal Worker Foreman	11/1/09	\$40.60	\$49.19

## Section 46.Hourly Rate - 1099 Crafts

Compensation for all persons employed by the hour in any of the following classifications shall be fixed by the appointing authority within the limits established in the following schedule for each classification:

		<b>Effective Date</b>	<b>Minimum</b>	<b>Maximum</b>
1	Asphalt Construction Unit Leader	5/1/08	23.88	36.54
2	Asphalt Raker	5/1/08	22.90	35.03
3	Asphalt Tamper	5/1/08	22.90	35.03
4	Bricklayer Helper	5/1/08	23.51	35.98
5	Curb Cutter	5/1/08	23.42	35.83
6	Jackhammer Operator	5/1/08	22.90	35.03
7	Paver	5/1/08	23.23	35.53
8	Paving Unit Leader	5/1/08	23.88	36.54
9	Superintendent of Construction Equipment	5/1/08	23.88	36.54

## Section 47.Hourly Rate - MCEO

(a)Effective May 1, 2009, compensation for all persons employed by the hour in any of the following classifications shall be fixed by the appointing authority within the limits established in the following schedule for each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Construction Equipment - Group A	\$27.42	\$43.90
2	Construction Equipment - Group B	\$27.27	\$43.75
3	Master Mechanic	\$27.92	\$44.40

# Comprehensive Payband



(b)Effective October 1, 2009, compensation for all persons employed by the hour in any of the following classifications shall be fixed by the appointing authority within the limits established in the following schedule for each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Construction Equipment - Group A	\$27.42	\$44.40
2	Construction Equipment - Group B	\$27.27	\$44.25
3	Master Mechanic	\$27.92	\$44.90

## Section 48.Municipal Court Employees

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

		<b>Minimum</b>	<b>Maximum</b>
1	Deputy Bailiff Law Clerk	\$20,000.00	\$24,000.00
2	Deputy Bailiff Clerk Typist	\$24,525.00	\$49,362.00
3	Deputy Bailiff Data Processor I	\$27,083.00	\$39,000.00
4	Deputy Bailiff Psychology Assistant	\$27,083.00	\$39,000.00
5	Deputy Bailiff Technical Support Specialist I	\$27,083.00	\$39,000.00
6	Deputy Bailiff	\$27,491.00	\$52,266.00
7	Deputy Bailiff Central Scheduler	\$27,492.00	\$52,266.00
8	Deputy Bailiff Clerical Staff	\$27,492.00	\$52,266.00
9	Deputy Bailiff Warrant Officer	\$27,492.00	\$56,400.00
10	Deputy Bailiff Private Secretary	\$33,554.00	\$40,765.00
11	Probation Officer General	\$34,035.00	\$60,176.00
12	Deputy Bailiff Administrative Assistant I	\$34,167.00	\$49,200.00
13	Deputy Bailiff Intake Coordinator	\$34,167.00	\$49,200.00
14	Deputy Bailiff Psychiatric Social Worker	\$34,167.00	\$49,200.00
15	Deputy Bailiff Court Reporter	\$36,509.00	\$60,154.00
16	Deputy Bailiff Administrative Assistant II	\$39,167.00	\$56,400.00
17	Deputy Bailiff Network Engineer I	\$39,167.00	\$56,400.00
18	Deputy Bailiff Program Analyst I	\$39,167.00	\$56,400.00
19	Deputy Bailiff Technical Support Specialist II	\$39,167.00	\$56,400.00
20	Deputy Bailiff Clerk Typist Supervisor	\$39,167.00	\$56,400.00
21	Deputy Bailiff Magistrate Project Coordinator	\$39,167.00	\$63,000.00
22	Deputy Bailiff Assistant Jury Commissioner	\$44,167.00	\$63,000.00
23	Deputy Bailiff Supervisor	\$44,167.00	\$63,000.00
24	Deputy Bailiff Network Engineer II	\$44,167.00	\$63,000.00
25	Deputy Bailiff Technical Support Specialist III	\$44,167.00	\$63,000.00
26	Deputy Bailiff Probation Training Coordinator	\$44,167.00	\$63,000.00
27	Deputy Bailiff Alcohol & Drug Treatment Coordinator/Drug Court Case Manager	\$48,750.00	\$70,200.00
28	Deputy Bailiff Assistant Chief of Security	\$48,750.00	\$70,200.00
29	Deputy Bailiff Chief of Security	\$48,750.00	\$70,200.00
30	Deputy Bailiff Deputy Chief Court Reporter	\$48,750.00	\$70,200.00
31	Deputy Bailiff Deputy Director Central Scheduling	\$48,750.00	\$70,200.00
32	Deputy Bailiff Jury Commissioner	\$48,750.00	\$70,200.00
33	Deputy Bailiff Office Manager	\$48,750.00	\$70,200.00
34	Deputy Bailiff Probation Officer Supervisor	\$48,750.00	\$70,200.00
35	Deputy Bailiff Chief Social Worker	\$48,750.00	\$75,600.00
36	Deputy Bailiff Public Information Officer	\$48,750.00	\$70,200.00
37	Deputy Bailiff Special Projects Officer	\$48,750.00	\$70,200.00
38	Deputy Bailiff Probation Systems Administrator/Trainer	\$48,750.00	\$70,200.00
39	Deputy Bailiff Chief Court Reporter	\$52,500.00	\$75,600.00
40	Deputy Bailiff Database Administrator II	\$52,500.00	\$75,600.00
41	Deputy Bailiff Director Central Scheduling	\$52,500.00	\$75,600.00
42	Deputy Bailiff Drug Court Coordinator	\$52,500.00	\$75,600.00



## Comprehensive Payband

	<b>Minimum</b>	<b>Maximum</b>	
43	Deputy Bailiff Finance Director	\$52,500.00	\$75,600.00
44	Deputy Bailiff Network Engineer III	\$52,500.00	\$75,600.00
45	Deputy Bailiff Program Analyst II	\$52,500.00	\$75,600.00
46	Deputy Bailiff System Analyst II	\$52,500.00	\$75,600.00
47	Deputy Bailiff Chief Deputy Bailiff	\$58,333.00	\$84,000.00
48	Deputy Bailiff Chief Probation Officer	\$58,333.00	\$84,000.00
49	Deputy Bailiff HR/Personnel Director	\$58,333.00	\$84,000.00
50	Deputy Bailiff Magistrate	\$58,333.00	\$84,000.00
51	Personal Bailiff	\$63,969.00	\$76,763.00
52	Deputy Bailiff Chief Bailiff	\$42,000.00	\$92,400.00
53	Deputy Bailiff Chief Probation Officer	\$64,167.00	\$92,400.00
54	Deputy Bailiff Deputy Chief Magistrate	\$64,167.00	\$92,400.00
55	Deputy Bailiff Project Manager II	\$64,167.00	\$92,400.00
56	Deputy Bailiff Deputy Director Information Technology	\$64,167.00	\$92,400.00
57	Deputy Bailiff Chief Magistrate	\$71,667.00	\$103,200.00
58	Deputy Bailiff Deputy Court Administrator	\$71,667.00	\$103,200.00
59	Deputy Bailiff Director Information Technology	\$71,667.00	\$103,200.00
60	Deputy Bailiff Court Administrator	\$79,167.00	\$114,000.00

### Section 49. Housing Court Employees

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>	
1	Chief Housing Court Specialist	\$52,158.83	\$83,722.08
2	Housing Court Administrative Assistant	\$23,063.94	\$49,616.32
3	Housing Court Administrator	\$64,815.84	\$94,095.04
4	Housing Court ADR Specialist	\$42,178.00	\$81,565.12
5	Housing Court Chief Bailiff	\$38,884.00	\$82,719.52
6	Housing Court Chief Magistrate	\$71,667.00	\$103,200.00
7	Housing Court Coordinator	\$23,064.00	\$50,891.36
8	Housing Court Court Reporter	\$23,715.99	\$56,472.00
9	Housing Court Deputy Bailiff	\$22,173.84	\$52,784.16
10	Housing Court Deputy Bailiff – Uniformed	\$22,173.84	\$52,784.16
11	Housing Court Deputy Bailiff Supervisor	\$42,815.88	\$67,753.92
12	Housing Court Deputy Bailiff/Finance Officer	\$38,544.06	\$64,534.08
13	Housing Court Deputy Bailiff/Judicial Clerk	\$21,993.75	\$49,358.40
14	Housing Court Deputy Bailiff/Staff Attorney	\$29,585.00	\$67,866.24
15	Housing Court Magistrate	\$42,178.32	\$81,565.12
16	Housing Court Magistrates' Personal Bailiff	\$23,063.94	\$49,616.32
17	Housing Court Personal Bailiff	\$63,969.00	\$79,065.89
18	Housing Court Project Coordinator	\$31,050.00	\$65,407.68
19	Housing Court Receptionist	\$23,064.00	\$34,062.08
20	Housing Court Scheduler	\$23,063.94	\$49,616.32
21	Housing Court Secretary	\$20,815.92	\$35,066.72
22	Housing Court Specialist	\$29,585.48	\$56,904.64
23	Housing Court Specialist - Mediation Coordinator	\$29,585.48	\$57,068.96
24	Housing Court Student Aide	\$10.30	\$10.30

## Section 50. Clerk of Court Employees

That salaries and compensation in the following classifications shall be fixed by the appointing authority in accordance with the schedule appearing after each classification:

	<b>Minimum</b>	<b>Maximum</b>
1 Chief Deputy Clerk -- Full Time	\$20,800.00	\$90,714.03
2 Chief Deputy Clerk -- Part Time	\$9.00	\$25.00
3 Deputy Clerk	\$20,800.00	\$90,714.03
4 Clerk of Court Student Aide	\$9.00	\$9.00

## Section 51. Division of Police; Chief of Police and Deputy Chief of Police

The annual salaries of persons appointed to the following ranks of the Division of Police shall be fixed by the appointing authority within the limits established in the following schedules:

	<b>Minimum</b>	<b>Maximum</b>
1 Chief of Police	\$69,682.20	\$165,780.00
2 Deputy Chief of Police	\$63,966.00	\$139,666.62

Notwithstanding the provisions of Section 171.05 of the Codified Ordinances of Cleveland, Ohio, 1976, to the contrary, the Chief of Police shall not be entitled to receive any overtime compensation while serving as Chief of Police.

## Section 52. Fraternal Order of Police, Lodge No. 8 (F.O.P.)

The annual salaries of persons appointed to the following ranks of the Division of Police shall be fixed by the appointing authority within the limits established in the following schedules:

	<b>Minimum</b>	<b>Maximum</b>
1 Commander of Police	95,219.31	97,633.70
2 Commissioner of Traffic Control	95,219.31	97,633.70
3 Captain	82,016.64	84,166.97
4 Lieutenant	70,635.04	72,557.74
5 Sergeant	60,823.31	62,549.78

## Section 53. Cleveland Police Patrolmen's Association (Non-Civilian) - Division of Police; Patrol Officers

The annual salaries of persons appointed to the ranks of patrol officer shall be fixed by the appointing authority within the limits established in the following schedules:

	<b>Minimum</b>	<b>Maximum</b>
1 Patrol Officer I	50,812.11	53,922.22
2 Patrol Officer II	45,999.89	48,815.46
3 Patrol Officer III	44,398.92	47,116.49
4 Patrol Officer IV	43,256.97	45,904.64
5 Trainee	10.50	10.50

## Section 54. Division of Police; Various Positions

The annual salaries of persons appointed to the following classifications within the Division of Police shall be fixed by the Director of Public Safety within the limits established in the following schedules:

	<b>Minimum</b>	<b>Maximum</b>
1 Junior Assistant Secretary of Police	\$26,213.25	\$59,623.41
2 Occupational Medical Director	\$43,107.75	\$80,279.10
3 Superintendent of Criminalistics	\$30,086.70	\$75,375.40
4 Superintendent of Safety Buildings	\$30,086.70	\$70,363.50



## Comprehensive Payband

### Section 55.Division of Fire; Fire Chief and Assistant Fire Chief

The annual salaries of persons appointed to the following ranks of the Division of Fire shall be fixed by the appointing authority within the limits established in the following schedules:

		<b>Minimum</b>	<b>Maximum</b>
1	Fire Chief	\$64,407.00	\$165,780.00
2	Assistant Fire Chief	\$56,790.30	\$120,711.39

### Section 56.Division of Fire; Various Positions

The annual salaries of persons appointed to the following ranks of the Division of Fire shall be fixed by the appointing authority within the limits established in the following schedules:

		<b>Minimum</b>	<b>Maximum</b>
1	Battalion Chief	72,039.84	84,117.25
2	Captain	62,034.36	72,514.87
3	Lieutenant	53,408.93	62,512.82
4	Firefighter – Journeyman	45,973.21	53,890.36
5	Apprentice - Medic III	41,881.79	48,404.64
6	Apprentice - Medic II	41,381.79	46,904.64
7	Apprentice - Medic I	40,381.79	45,904.64
8	Trainee	10.50	10.50

- 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.
- 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.



## Glossary

---

**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.

# Alphabetic Listing



## A

Airport General Operations ..... 196

## B

Board of Building Standards and Appeals .....41  
Board of Zoning Appeals .....44  
Boxing and Wrestling Commission .....59  
Building and Housing Director's Office ..... 353  
Bureau of Internal Audit ..... 123

## C

CCA Income Tax Administration ..... 126  
CD - Administrative Services ..... 337  
Cemeteries ..... 334  
City Planning Commission .....55  
Civil Service Commission .....47  
Cleveland Municipal Court - Clerk's Division .....72  
Cleveland Municipal Court - Housing Division .....77  
Cleveland Municipal Court - Judicial Division .....63  
Cleveland Public Power ..... 184  
Cleveland Stadium ..... 304, 314  
Community Development Director's Office ..... 342  
Community Relations Board .....50  
Convention Center General Operations ..... 305  
Council and Clerk of Council .....31  
County Auditor Deductions ..... 368

## D

Department of Aging .....85  
Department of Consumer Affairs .....95  
Department of Economic Development ..... 364  
Department of Law .....98  
Department of Personnel and Human Resources .....90  
Division of Accounts ..... 106  
Division of Air Quality ..... 256  
Division of Architecture ..... 211  
Division of Assessments and Licenses ..... 109  
Division of Code Enforcement ..... 357  
Division of Construction Permitting ..... 361  
Division of Dog Pound ..... 282  
Division of Emergency Medical Service ..... 277  
Division of Engineering and Construction ..... 220  
Division of Environment ..... 251  
Division of Financial Reporting and Control ..... 146  
Division of Fire ..... 271  
Division of Harbors ..... 205  
Division of Health ..... 244  
Division of Neighborhood Development ..... 345  
Division of Neighborhood Services ..... 346  
Division of Park Maintenance and Properties ..... 328  
Division of Parking Facilities ..... 315  
Division of Parks, Recreation, and Properties Administration  
291

Division of Police .....264  
Division of Property Management .....321  
Division of Public Health Administration .....241  
Division of Public Service Administration .....208  
Division of Purchases and Supplies .....117  
Division of Real Estate .....350  
Division of Recreation .....297  
Division of Research, Planning, and Development .....294  
Division of Treasury .....114  
Division of Waste Collection and Disposal .....214  
Division Of Water .....168  
Division Traffic Engineering .....237

## E

Eastside Market .....327

## F

Finance Administration ..... 103

## G

Golf Course ..... 302

## H

House of Corrections .....286

## I

Information Systems Services ..... 150

## L

Landmarks Commission ..... 38

## M

Motor Vehicle Maintenance .....225

## O

Office of Budget and Management ..... 82  
Office of Equal Opportunity ..... 60  
Office of Information Technology Planning .....157  
Office of Radio Communications .....164  
Office of the Mayor ..... 35  
Other Administrative .....370

## P

Parking Lots General Operations .....318  
Printing & Reproduction .....131  
Public Safety Administration .....259

## R

Restricted Income Tax .....367



## Alphabetic Listing

---

### S

Sinking Fund General Operations .....	135, 145
Storeroom & Warehouse .....	120
Street Construction, Maintenance & Repair .....	230

### T

Telephone Exchange .....	154
Transfers to Other Funds .....	369

### U

Utilities Fiscal Control .....	192
Utilities General Administration .....	160

### W

Water Pollution Control .....	177
Westside Market General Operations .....	311

# Acknowledgements

---



## **DEPARTMENT OF FINANCE**

Sharon Dumas

Finance Director

## **OFFICE OF BUDGET AND MANAGEMENT**

Lee Carpenter

Budget Administrator

Regina Greathouse

Senior Budget and Management Analyst

Stanley Kolenda

Senior Budget and Management Analyst

Tina Magistro

Senior Budget and Management Analyst

Yzan Sadeq

Senior Budget and Management Analyst

Jace Cifranic

Budget Analyst

Nicole Primmer

Accountant II

## **SUPPORT**

Denita Bonhart

Project Director, Utilities Administration

## **OFFICES**

601 Lakeside Ave., Room 104

Cleveland, Ohio 44114

216-664-2536

Fax: 216-664-2535

## **WEBSITE**

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



## **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 and desirable, safe city in which to live, work, raise a family, shop, study, play, and grow old.