

City of Cleveland

2005 Budget



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**MAYOR'S 2005
LETTER OF TRANSMITTAL
MARCH 31, 2005**

To the Cleveland City Council and Citizens of Cleveland:

As required by provisions of Section 38 of the Charter of the City of Cleveland, I transmit the estimate of receipts and expenditures for all departments and divisions of the City for the year 2005.

Cleveland's financial situation remains tight...

As a result of making tough fiscal choices, investing in vital City services, and focusing on job creation and retention, we stabilized the city's finances and have been aggressively building toward a stronger, safer, and smarter future for our residents.

In 2004, the City of Cleveland faced the prospect of the largest general fund deficit in nearly 20 years. Significant fee and fine increases enacted in 2003 could not overcome the lagging economy, increased utility costs, skyrocketing health care costs, and substantial labor increases from a 2001 contract. The City still faced dramatic reductions in revenue. As a result, I proposed, and City Council approved, a major reduction of general fund spending to match the City's diminished resources. We made government work within its means in 2004 and will continue these efforts in 2005.

In 2004, for the first time since 2000, we saw growth in the city's income tax revenue. Even the projected 3.5 percent growth in income tax revenue from 2004 to 2005 will not bring us to 2000 levels. We are working "harder and smarter" and we are "doing more with less." As Mayor, I took an \$11,000 annual salary reduction, and my top staff took reductions averaging 9.4 percent. We did not restore the reductions for anyone in top leadership. My top executives recognize that we are still in tough financial times and we are willing to share in the sacrifice. Across the general fund, we are spending \$3.6 million less than the city spent in 2001 and have 700 fewer employees than the City of Cleveland had in 2001.

Only the dedication of our employees, the strategic use of technology, and the smart management provided by a mix of seasoned city hall veterans and bright new leaders from the private sector enabled us to move forward. For the dedication of each employee, I am grateful. For the cooperation of City Council, I am grateful. **You supported our work in the toughest of times and our efforts are beginning to show results.**

Economic progress emerges...

Cleveland's future is brighter because we tied fiscal reforms to a strong economic development plan. We know that we are on our own, and we are determined to rebuild our economy.

Clevelanders are earning more money. In 2004, our income tax revenue increased more than in 2003, and we collected slightly more than our budgeted amount. Our job creation and retention efforts paid off with 1,300 permanent jobs in 18 different companies that made or expanded their commitment to our City. Six of these companies brought 500 new jobs downtown. We opened our downtown entertainment district, anchored by the House of Blues, and development continues to occur along this corridor.

Construction in Cleveland is coming back that is evident in the steady growth we see in building permit



purchases, which increased by \$175 million from 2002 to 2004. In 2005, we expect more growth as the school construction project expands with 14 projects underway, employing an estimated 2,500 people. Grand visions of a \$170 million Euclid Corridor Project and a state-of-the-art \$350 million Cleveland Clinic Heart Center are becoming reality under my administration with construction beginning on both projects in 2005.

In 2004, we exceeded our goal of creating 1,500 new housing units. Newly issued certificates of occupancy created 1,538 new homes for Clevelanders at every income level. Projects underway in 2005 should allow us to meet that goal again. Building new homes creates jobs and attracts or keeps residents here in our great City.

We still face financial challenges...

As we build to a brighter future and look to accomplish more with our 2005 Action Plan, we will stay fiscally responsible and demand accountability at all levels of government. The 2005 budget continues City services at current levels.

Productive negotiations are underway with our unions for new labor contracts. At the time of this letter, tentative agreements exist with key civilian unions. We will continue to work with each union within the constraints of our budget. The budget assumes that wages will remain at present levels and that there is no change to the city's health care options. I am hopeful, however, that current negotiations will provide some relief to the ever-escalating cost of health care. If agreements are reached, we will adjust the budget to reflect the new contracts. But I do not expect that any agreement will result in significantly greater costs for 2005.

A major health-care provider advised us to plan for increased premiums as high as 14 percent in 2005. Health-care costs grow at more than six times the rate of inflation. We must invest in our workers' compensation reserves required by our retrospective rating program. The credit markets also expect us to replenish our reserve funds (the Rainy Day Fund) drawn down over the past three years.

Even a "steady" state budget -- no cuts in services and no layoffs -- requires us to spend \$20 million more than in 2004. Utility costs, especially natural gas and rising fuel costs for our police cars, garbage trucks, and other vehicles, jumped dramatically.

State and federal governments pose the greatest risks to Cleveland's financial stability...

Cleveland, like every local government, relies on a continuing partnership with the state government, which was created in the early 1970s when the state began to collect an income tax. Because the imposition of a state tax would limit local ability to collect revenue, the revenue sharing plan - now called the Local Government Fund -- emerged. The \$55 million Cleveland relies on from the Local Government Fund goes primarily to public safety.

Several times the state has threatened to balance its biennial budget on the backs of municipalities and urban cities by reducing or eliminating its Local Government Fund support. The Local Government Fund remains the greatest threat to our progress.

Elimination of the Local Government Fund would have a devastating impact on the City's general fund budget. The 2005 budget, however, assumes that the state will continue to support local government at current levels. I am working with the other big-city mayors, the Ohio Municipal League, and other local governmental organizations to make sure that our legislators understand the impact any cuts would have on local governments.

During a recent lame-duck session of the General Assembly, there was a proposal to eliminate the state's estate



tax. Again, such action would hurt Cleveland's financial stability. If the state leadership acts to shift their responsibility off to the local government, our budget will be at great risk! What's at stake, between the Local Government Fund and the estate tax, is approximately \$60 million for the City.

The federal government continues to ignore urban areas. Programs designed specifically to support police officers on the streets, to assist Cleveland's elderly and most impoverished citizens, and to strengthen critical neighborhood improvement efforts suffer greater cuts as Washington's priorities sprawl further away from core cities.

Even our conservative estimates show we have the resources to sustain our work...

We expect some revenue growth from our current taxes, fees, and charges. An upgraded computer system at the Clerk of Courts should generate more money from unpaid parking tickets. Working to make our city safer, we will install red-light cameras at various locations throughout the City where we find a high volume of accidents resulting from motorists running red lights. Throughout the country, cities with red light cameras raised significant dollars even in the first year of operation. We will receive a large payment for the extension of the existing ground lease from operators from the North Point Garage. We are conducting a review of unused city assets that may have economic value to others to determine whether the sale might reduce our expense and provide revenue to invest in our rebuilding plans.

This 2005 budget builds upon the strong financial foundation we built last year. Our tough fiscal choices combined with quality service delivery and targeted investment in job creation and retention enabled us to make substantial progress with our vision for a stronger, safer, and smarter Cleveland. As always, we carefully monitor both our income and expenses and make adjustments as needed during the year. In 2004, there was a time when revenue looked slow, and we imposed a hiring freeze to keep expenses in check. Once the revenue picked up, we allowed replacement hiring once again. We will continue to operate within our means and provide basic, fundamental City services, and we will continue to invest in the economic vitality of our neighborhoods.

In 2004, we were successful with our plan and expect to achieve greater success in 2005 in all of our City departments.

We are a stronger Cleveland with greater access to a world of resources...

In 2004, declared as the Year of International Cleveland, we hosted the International Children's Games, successfully welcoming 3,000 athletes, coaches, and parents to four days of competition and collaboration.

I traveled to Israel to build trade relations and two Israeli companies chose Cleveland as their North American home. Sister-city partnerships are stronger and emerging relationships, especially with Asia, are returned in part by the work done by our community relations work with our Asian American citizens.

Traveling is easier with our improvements at Cleveland Hopkins International Airport and overall efforts by the Department of Port Control. In 2004, we signed a 10-year lease extension with Continental Airlines in Houston that City Council authorized this year. We completed the extension of a new 9,000-foot runway, and will begin construction in 2005 on the existing inboard parallel runway to accommodate unrestricted air service to the Pacific Rim. We increased passenger traffic by seven percent from 2003 to 2004. The new runway and its associated projects generated more than \$40 million dollars to minority- and female-owned firms and produced nearly 49,000 hours of work by Cleveland residents.



Through our Office of Equal Opportunity, we have been aggressively committed to monitoring and enforcing the Resident Employment Law ("Fannie Lewis Law") and the inclusion of minority- and female-owned businesses in city contracts. In fact, contracts with minority- and female-owned businesses, construction and services included, currently total nearly \$148 million. Current construction projects with the Fannie Lewis Law in contracts now total more than \$159 million. In 2005, these numbers will grow because of a variety of projects slated to begin construction and because of our commitment to seeing Cleveland residents and minority- and female-owned businesses working on City projects.

The Department of City Planning completed the first Lakefront Plan in 50 years in 2004, and will begin implementing this historic plan in 2005. The department will complete a comprehensive plan, the Connecting Cleveland 2020 Citywide Plan, to present for review by Cleveland residents in the first half of 2005. The plan proposes development projects in every Cleveland neighborhood, with the goal of making our neighborhoods competitive places to live, shop, work, and visit. We will also create zoning tools that carry out plans to reinvigorate Cleveland's neighborhoods in 2005.

In 2004, the Department of Community Development completed 1,538 new housing units, and repaired or improved 2,369 homes through a variety programs it sponsored. In 2005, the department will continue strengthening Cleveland's neighborhoods by focusing on more improvements to the City's housing stock. The department intends to maintain its level of service and substantially match last year's production level in spite of a \$2.3 million budget cut from the Department of Housing and Urban Development.

In 2004, the Department of Public Service completed or started 38 road and bridge projects totaling \$135 million. The department implemented the 50/50 Hazardous Sidewalk Program to repair damaged sidewalks at 500 locations with costs totaling \$800,000. The 2005 budget continues these programs and services with more improvements expected, such as expanding the voluntary resident recycling drop program and resurfacing approximately 150 streets with costs totaling \$4.5 million.

Last year, the Department of Building and Housing started the condemned and bordered structure database, identifying 1,900 properties for redevelopment. Plumbing, heating and electrical permits are now available on line through the internet. In 2005, the department will build upon its outstanding success since it became a stand-alone department, including developing in the summer of 2005 an enhanced citywide integrated permitting and code-enforcement system.

In 2005, the Department of Public Utilities will complete total capital upgrades of more than \$80 million. These improvements will affect more than 1.5 million people in Cleveland and surrounding suburbs. This includes a security project that will help secure our water and electric system and a back-up power generator that will ensure water service throughout our water service district in the event of a total blackout. In the first quarter, the department will hire a Sustainability Manager to help the City save money, create jobs, and improve public health and environmental quality.

We are a safer, healthier Cleveland...

In 2004, the Division of Police maintained a stable crime rate with a flexible deployment plan that allowed the division to address quality of life crimes aggressively, answer nearly 50,000 more calls for service than the previous year, and use SWAT to conduct directed patrols to address street-level drug crimes.

We also completed the installation of mobile data computers in all 219 front-line police cars. In 2005, we will



continue to enhance police services by providing mobile data tablets to more than 200 detectives. This technology will provide for accurate and fast reporting of crimes. The mobile data technology is the framework for building a paperless records-management system for the Division of Police.

The reduction of Police overtime was a priority in 2004. The regular monitoring of police overtime coupled with changes in policy led to a \$4,783,377 reduction in overtime. Strict oversight and management of overtime will continue in 2005.

In 2004, the Division of Fire improved its fire-fighting capability by replacing more than 40 percent of its suspension fleet with new apparatus, including 21 frontline apparatus. By mid 2005, the Division of Fire will purchase two new fire engines: pumpers with elevated water streams. This purchase will assist the Division of Fire in operating 40 fire companies and keep every firehouse open and operational with at least one engine or ladder truck in service. The service will be further enhanced with the recent consolidation of fire and EMS dispatch.

In 2004, the Division of EMS maintained a response time of less than seven minutes for highest-priority calls, below the national average of eight minutes. EMS hired fire and police personnel with proper certifications from the layoff list to make up for losses in personnel. The 2005 budget includes funds for a new class to keep EMS properly staffed and able to operate 20 ambulances throughout 2005.

In 2004, the Department of Public Health protected our children from lead poisoning by doubling the lead abatement dollars coming into the city and securing nearly \$2 million to prevent lead poisoning, the first time Cleveland ever mounted such an effort. More than half of the department's budget is grant-funded, and it has secured approximately \$4 million in new grant programs that begin this year. In 2005, the department will focus on many areas, including preventing lead poisoning, beginning the first full year of a five-year, \$5 million grant to fight chronic disease in the City, targeting \$745,000 to prepare for potential bio-emergencies, and doubling this flu season the number flu shots by locating \$50,000 in additional funding to support this effort.

In 2004, the Department of Parks, Recreation and Properties dedicated two state-of-the-art water parks and the City's first skate park. The department applied for and was awarded nearly \$4 million in state and federal grants and appropriations for park creation and restoration. To protect our children who use our playgrounds, we have been implementing a playground safety modification program with only 11 playgrounds remaining. In 2005, the department will rehab Kerruish Park playground bringing us to 90% completion for this program.

The Department of Community Relations resolved or mediated more than 3,500 neighborhood disputes in 2004 and improved community and police relations by establishing use of force protocol and a crisis intervention team. In 2005, the department will continue reaching out to residents in all of our wards and neighborhoods and will hold more meetings and events geared toward further improvements to community and police relations.

In 2004, the Department of Aging provided supportive services to more than 2,000 seniors, raked 659 seniors' leaves with the Boy Scouts, called 117 seniors with Cleveland Care Calls, gave benefit checkups to 1,457 seniors, and helped 2,500 seniors secure prescription savings through the Greater Cleveland Access to Benefits Coalition. These were just some of the highlights of the department's services last year. The department will continue its superior service to Cleveland seniors with general fund and grant support in 2005.

The Department of Consumer Affairs continues its successful outreach efforts to provide consumer education and complaint resolution. In 2005, the department will participate in more than 25 outreach appearances at various events throughout the City. It will educate consumers on many areas of consumer awareness and



protection, including general rights and responsibilities, predatory lending practices, and the Earned Income Tax Credit.

We are a brighter Cleveland on our way to greater prosperity...

The City of Cleveland faced real financial challenges in 2004. But we survived because we made the tough choices. Working with a group of dedicated city employees, leaders in the private sector, and a cooperative City Council, we built a solid financial foundation and strong economic development plan for the future. Slowly, we are seeing results from our investment in housing, in downtown development, and in neighborhood revitalization. If we stay the course of strict fiscal discipline, and if the state continues the long steady partnership with local government, we will not only stabilize our situation, but we will also be able to grow. This administration will continue to provide quality services to our residents and invest in the vitality of the future.

Sincerely,

Jane L. Campbell, Mayor
City of Cleveland



INTRODUCTION

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

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

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

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

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

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

INTRODUCTION

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

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

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

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

BUDGETARY POLICIES

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

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

BUDGETARY PROCESS

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



BUDGETARY PROCESS

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

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

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

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

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

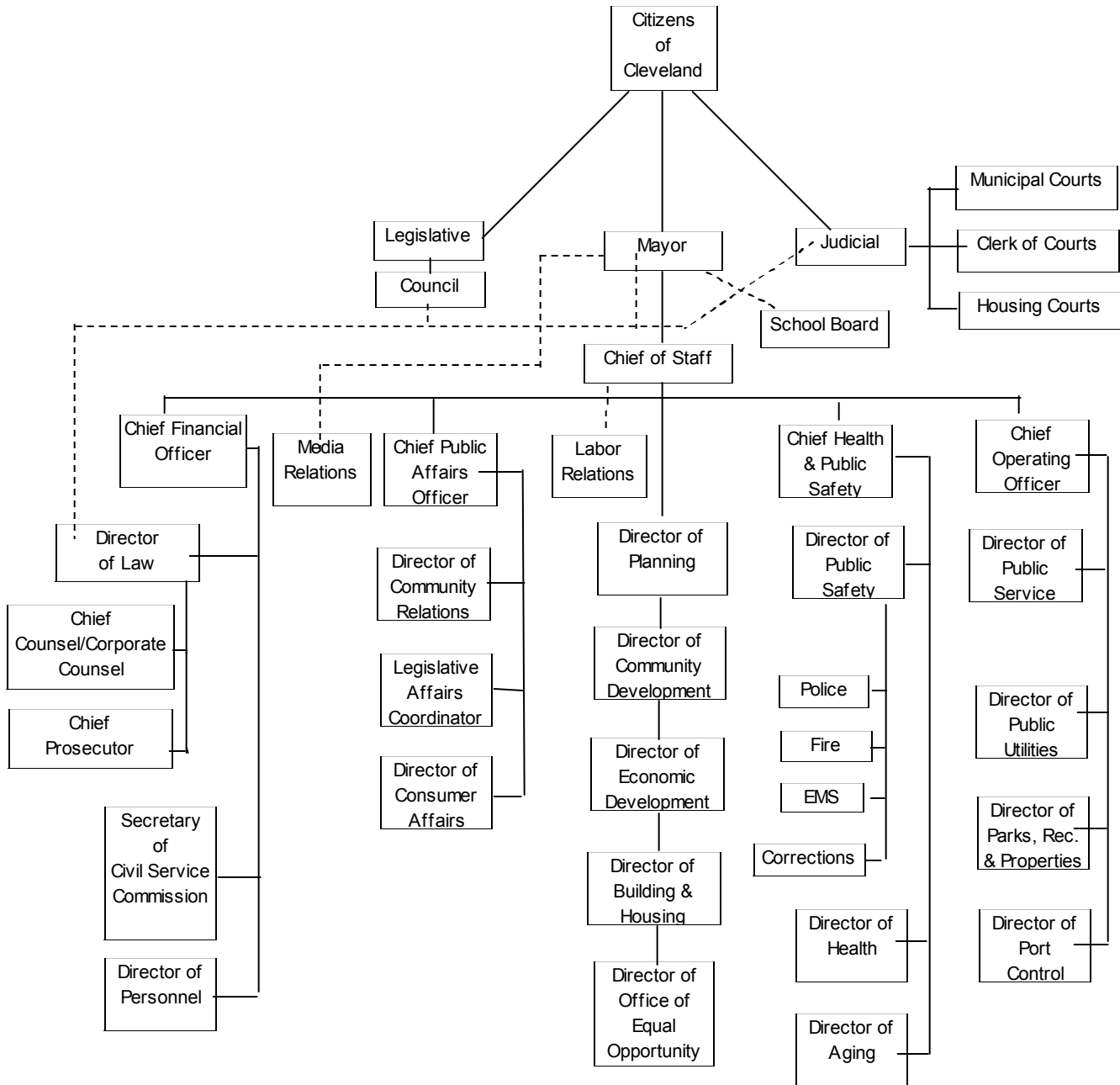
The budget workbooks provide the basis for analysis of program delivery anticipated in the coming year. A summary of the impacts is presented to the Mayor for her input and acceptance or rejection. From the basic assumptions agreed upon by the Mayor and Finance Director, the production of the Mayor's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

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

BUDGETARY PROCESS

DOCUMENT	DATES	PURPOSE
THREE YEAR FINANCIAL PLAN	June-September	<ul style="list-style-type: none"> • Planning tool Projects future needs Identifies problems
TAX BUDGET	State law requires submission to County by July 20. Request for extension can be granted by the State.	<ul style="list-style-type: none"> • Submission of the Tax Budget assures the municipality that: <ul style="list-style-type: none"> Appropriate property tax levy is established. Apportionment of local government fund (not in Cuyahoga Co.) is determined.
BUDGET PACKET	Distributed to Divisions in August	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To make additional appropriations based on additional generation of revenue and the aforementioned amended certificate of resources.
TEMPORARY APPROPRIATION ORDINANCE	Late November-December	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • County approves level of appropriation permitting municipality to provide services during the fiscal year.

CITY OF CLEVELAND
ADMINISTRATIVE ORGANIZATION CHART





OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

County Auditor's Form No. 32A

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 97.12% current & delinquent collection of current levy for previous tax year

Table with 6 columns: Fund, Unencumbered Balance, Jan. 1, 2005, General Property Tax, Local Government, Other Sources, Total. Lists various funds like General Fund, Fireman's Pension Fund, etc., with their respective values.

Table showing Transfers Amount: General Fund To: Stadium Fund, Debt Service, IX Center Fund, Rainy Day Fund, Cemetery Fund, Convention Center, Schools, Streets, Sinking Fund, with a total of \$19,965,105.00.



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
GENERAL FUND					
General Fund	\$ 475,001,505	\$ 477,947,062	\$ (2,945,557)	\$ 2,997,743	\$ 52,186
SPECIAL REVENUE FUNDS					
Street Maint & Construction *	\$ 24,444,607	\$ 24,508,230	\$ (63,623)	\$ 63,624	\$ 0
ENTERPRISES					
MAJOR					
Water	\$ 218,950,000	\$ 235,479,890	\$ (16,529,890)	\$ 112,035,461	\$ 95,505,571
Water Pollution Control	\$ 21,330,000	\$ 23,770,257	\$ (2,440,257)	\$ 2,616,670	\$ 176,413
Cleveland Public Power	\$ 151,677,000	\$ 167,052,406	\$ (15,375,406)	\$ 22,221,603	\$ 6,846,197
Airport-General Operations	\$ 149,087,023	\$ 149,087,023	\$ -	\$ 31,152,736	\$ 31,152,736
	\$ 541,044,023	\$ 575,389,576	\$ (34,345,553)	\$ 168,026,470	\$ 133,680,917
SMALL					
Cemeteries*	\$ 2,147,643	\$ 2,147,643	\$ -	\$ 23,460	\$ 23,460
Golf	\$ 2,088,500	\$ 2,575,445	\$ (486,945)	\$ 807,397	\$ 320,452
Parking Facilities	\$ 8,783,021	\$ 8,822,378	\$ (39,357)	\$ 274,278	\$ 234,921
Convention Center*	\$ 6,614,441	\$ 6,614,441	\$ -	\$ 39,623	\$ 39,623
West Side Market	\$ 1,104,611	\$ 1,227,024	\$ (122,413)	\$ 205,105	\$ 82,692
East Side Market	\$ 78,400	\$ 78,376	\$ 24	\$ 256,626	\$ 256,650
	\$ 20,816,616	\$ 21,465,307	\$ (648,691)	\$ 1,606,488	\$ 957,797
AGENCY FUND					
Central Collection Agency	\$ 9,570,676	\$ 9,507,271	\$ 63,405	\$ 607,888	\$ 671,292
Less: Interfund Subsidies from GF	\$ (5,326,311)	\$ (5,326,311)	\$ -	\$ -	\$ -
NET CITY OF CLEVELAND OPERATING BUDGET FOR 2005					
	\$1,065,551,116	\$1,103,491,136	\$ (37,940,020)	\$173,302,213	\$135,362,193

* Includes General Fund Subsidy

CAPITAL BUDGET PROGRAM

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

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

THE CAPITAL PROGRAM

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

Projects scheduled for 2005 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 2005 due to the typically extensive capital project design and construction process. Projects for years 2005 through 2008, while somewhat more tentative in nature because they are in the planning design stage, do have proposed sources of funding identified in most instances. Capital Projects, their recommended funding source(s) and the year in which they will begin the program are the result of a series of working sessions, involving the Capital Budget office, the Commissioner of the implementing Division and appropriate staff actually working on current and planned capital projects.

FINANCING THE PROGRAM

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

LOCAL SOURCES

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

CAPITAL BUDGET PROGRAM

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

OTHER SOURCES

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

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

ECONOMIC OUTLOOK

The country's economy posted steady job gains for each of the last fifteen months, creating over 2.4 million jobs since August 2003. Unemployment in the United States dropped from a peak of 6.3% last June to 5.4% today. After-tax income is up by over 10% since the end of 2000, and household wealth is at an all-time high. In the State of Ohio, for the period ending December 2004, economic activity remained stable with substantial gains in consumer income and spending. Employment increased by 2.23 million jobs during 2004, manufacturing firms reported gains in new orders, and personal income grew through the third quarter.

These same gains were not realized, however, in the City of Cleveland. Cleveland's unemployment rate continued in double digits for the third year in a row and remained double that of the rest of the Cuyahoga County. Between 2003 and 2004, the State of Ohio lost approximately 39,000 manufacturing jobs (not seasonally adjusted). Manufacturing jobs in Cleveland also continued to decline through 2004, although at a slower rate. During this same timeframe, the City of Cleveland lost 2,500 jobs in this area.

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

1999	8.9%
2000	8.7%
2001	8.7%
2002	12.5%
2003	12.8%
2004	12.7%

The Consumer Price Index (CPI) is a measure of the average change in prices over time of goods and services purchased by households. 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.

<u>YEAR</u>	<u>CPI%</u>
1996	3.3%
1997	1.7%
1998	1.6%
1999	2.7%
2000	3.4%
2001	1.6%
2002	2.4%
2003	1.9%
2004	3.3%

ECONOMIC OUTLOOK CONTINUED

The CPIs are based on prices of food, clothing, shelter, and 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 Consumer Price Index for All Urban Consumers (CPI-U) decreased 0.4 percent in December, before seasonal adjustment. The December Level was 3.3 percent higher than in December 2003. The index for food at home was down 0.2 percent. Energy costs fell 1.8 percent in December, following a 0.2 percent increase in November. Five of the seven major non-food groups advanced more in 2004 than in 2003. In particular, the upturn in prices for new and used vehicles and a larger increase in shelter costs accounted for almost three-fourths of the acceleration in the index for all items less food and energy.

HEALTH CARE

Rising health care costs have imposed a burden on families and small businesses and put coverage out of the reach of many Americans. According to the Census Bureau, 45 million people lack health insurance coverage, including 8.4 million children. The President has proposed a comprehensive plan to address the problems of rising health care costs and lack of insurance, however, in the 12 months ended in December 2004, the index for medical care rose 4.2 percent after increasing 3.7 percent in 2003. The acceleration in 2004 reflects larger increases in the indexes for prescription drugs and professional services--up 3.5 and 4.0 percent, respectively--following increases of 2.5 and 2.8 percent in 2003. Charges for hospital and related services increased 5.2 percent in the 12 month period ended in December 2004 after advancing 6.4 percent in 2003. The Mayor's Estimate assumes a 14% cost increase.

DESCRIPTION OF EEO CATEGORIES

OFFICIALS AND ADMINISTRATORS

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

PROFESSIONALS

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

DESCRIPTION OF EEO CATEGORIES

TECHNICIANS

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

PROTECTIVE SERVICE WORKERS

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

PARAPROFESSIONALS

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

OFFICE AND CLERICAL

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

SKILLED CRAFT WORKERS

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

SERVICE AND MAINTENANCE

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

FUND STRUCTURE

SECTION I

FUND STRUCTURE

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

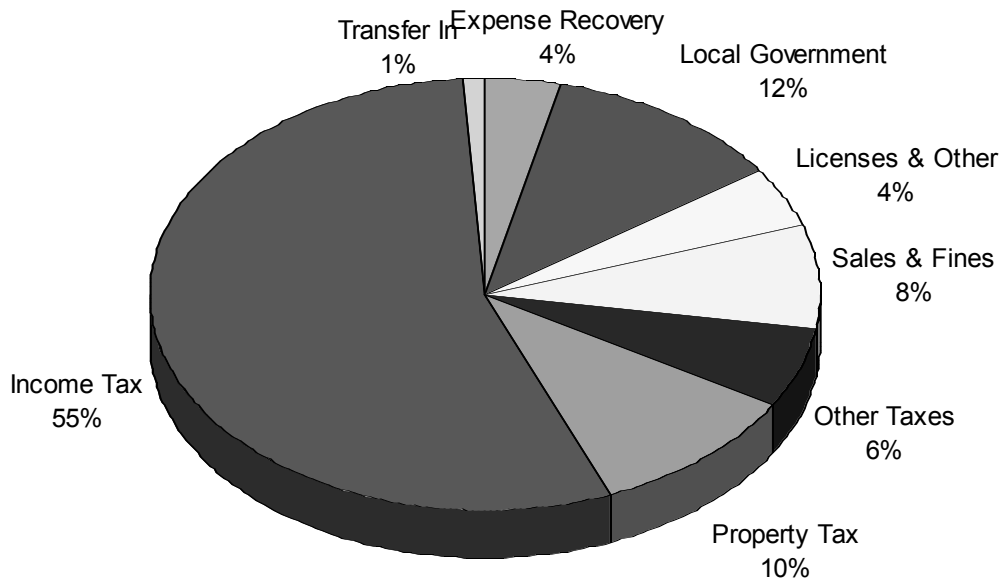
FUND	PURPOSE	REVENUE
GENERAL	Provides for general operating expenses of the city.	State and local taxes, service charges, licenses and permits, and fines.
SPECIAL REVENUE: RESTRICTED INCOME TAX	Capital improvements and debt service payments.	One-ninth of city income tax collections.
STREETS	Street maintenance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

GENERAL FUND

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

The 2005 General Fund budget is comprised of \$477.9 million in expenditures. The 2005 proposed revenues are estimated at \$475 million.

General Fund Revenue Distribution



NOTE:

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



GENERAL FUND

REVENUE

As the previous chart indicates, the City's Income Tax is the largest source of revenue for the General Fund. It is generated by a 2% tax on wages and earnings, not only of Cleveland residents but also of those working within the City, regardless of place of residence. Of total collections, eight-ninths (88.9%) flows to the General Fund while one-ninth (11.1%) is placed in a Restricted Income Tax Fund to be used for debt service payments and capital expenditures. Because the Income Tax makes up such a large proportion of the General Fund, the amount of financial resources available to provide City services is directly related to the health of the local economy (see Economic Outlook). The estimate for income tax is determined using trend analysis based on state and local unemployment rates, WARN notifications, leading economic indicators, and input on anticipated growth from taxing authorities and municipal entities.

The second largest revenue source is the Local Government Fund and Local Government Revenue Assistance Fund. These are State of Ohio revenue sharing programs in which cities share in the collection of the State Income, Sales, Corporate Franchise and Public Utilities Excise Taxes. These funds are distributed in two ways - 9/10 to counties divided among all towns, villages and municipalities, and 1/10 directly to cities which collect an income tax. The Local Government Revenue Assistance Fund went into effect July 1, 1989. Based on the State of Ohio distribution formula 4.2% of total tax collections are allocated to the Local Government Fund and 6% of total collections are allocated to the Revenue Assistance Fund. However, the State has "capped" the level of revenue distribution to cities at the 2001 amount. The budgeted revenue from the Local Government Fund is based upon estimates received from the State of Ohio and Cuyahoga County.

The third largest General Fund revenue source is generated by County property tax collections. In 2003, the Cuyahoga County reappraised all property values. The budgeted revenue from Property Taxes is based upon estimates received from Cuyahoga County.

Revenues from fines and forfeitures include collections from parking violations and court levied civil and criminal fines. This revenue is directly related to the number of parking and moving violations issued by the City and court fines and costs.

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

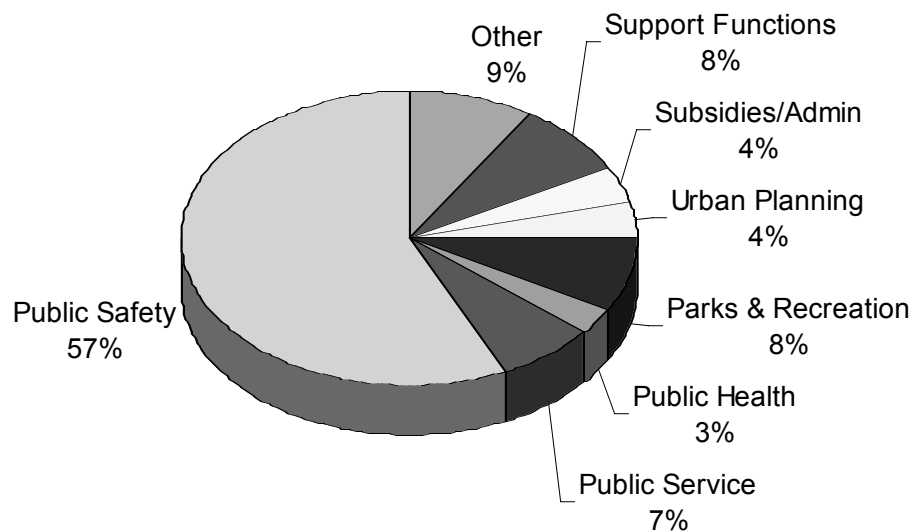
All other revenue received by the City is grouped into the other category. Included are sales and charges for service which are charged to users of City services. Examples are fees for emergency medical service, medical care at the City's health centers and copies of birth and death certificates. Additionally,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

GENERAL FUND

EXPENDITURES

The City delivers tax-supported services to its residents in several basic program areas including Safety, Service, Parks and Recreation, Health, and Urban Planning and Development. The following chart shows that well over half of the General Fund budget (57%) is devoted to Public Safety, with 7% of all funds going to Public Service (including Waste Collection) and 8% to Parks and Recreation. Only 8% is devoted to support functions such as financial, legal and personnel administration.

General Fund Expenditure Distribution



NOTES:

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

In the following pages, financial data is presented for all divisions for comparison with previous years. Staffing levels are also included for every division. For 2002 and 2003, the actual number of employees on the payroll at year-end and actual expenditures are presented. For 2004, 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.



REVENUE BY SOURCE AND TYPE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
RECEIPTS				
LOCAL TAXES				
Property Taxes	\$ 46,373	\$ 45,490	\$ 48,756	\$ 48,719
Income Tax	246,413	248,479	251,226	260,020
Admission & Exhibition Tax	12,098	10,962	9,972	10,250
Motor Vehicle Lessor Tax	2,817	2,550	2,708	2,600
Parking Tax	9,939	9,618	9,814	9,650
Video Game Tax	53	49	49	50
Other	4,110	1,738	1,239	2,770
Total	\$ 321,804	\$ 318,886	\$ 323,764	\$ 334,059
LICENSES & PERMITS	\$ 7,807	\$ 10,367	\$ 13,001	\$ 11,446
INTERGOVERNMENTAL REVENUE				
Local Government Fund	\$ 56,211	\$ 55,459	\$ 55,789	\$ 55,789
Electric Excise Tax	1,407	5,863	5,946	6,000
Cigarette & Liquor Tax	878	813	813	819
Inheritance Tax	4,253	3,845	3,597	3,500
Other	32	394	49	-
Total	\$ 62,781	\$ 66,374	\$ 66,195	\$ 66,108
SALES & CHARGES FOR SERVICES	\$ 16,778	\$ 15,671	\$ 16,930	\$ 17,397
FINES & FOREITURES	17,778	18,297	15,506	19,678
MISCELLANEOUS	13,772	4,524	3,513	3,494
TRANSFERS IN	25,402	37,827	9	5,395
EXPENDITURE RECOVERY	22,047	21,909	20,323	17,424
TOTAL RECEIPTS	488,169	493,855	459,241	475,002
EXPENDITURES	\$ 491,258	\$ 496,010	\$ 459,647	\$ 477,947
NET	\$ (3,089)	\$ (2,156)	\$ (405)	\$ (2,946)
DECERTIFICATIONS	\$ 6,915	\$ 2,631	\$ 447	\$ -
CHANGE IN RECEIVABLES	\$ (296)	\$ (286)	\$ 132	\$ -
BEGINNING BALANCE	\$ (896)	\$ 2,634	\$ 2,824	\$ 2,998
ENDING BALANCE	\$ 2,634	\$ 2,824	\$ 2,998	\$ 52

**EXPENDITURE BY PROGRAM AREA**

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
LEGISLATIVE BRANCH - Council	\$ 5,482	66	\$ 6,041	68	\$ 5,427	66	\$ 5,722	66
JUDICIAL BRANCH								
Municipal Court	\$ 17,918	290	\$ 18,707	308	\$ 19,450	303	\$ 21,004	306
Housing Court	2,451	41	2,681	42	2,722	40	2,802	43
Clerk of Courts	9,029	168	9,306	174	9,417	171	9,907	174
TOTAL JUDICIAL BRANCH	\$ 29,397	499	\$ 30,694	524	\$ 31,588	514	\$ 33,712	523
EXECUTIVE BRANCH								
OFFICE OF THE MAYOR	\$ 2,264	30	\$ 2,321	29	\$ 2,084	27	\$ 2,167	28
PUBLIC SAFETY								
Director's Office	\$ 3,755	54	\$ 3,360	51	\$ 2,731	34	\$ 2,753	35
Police-Uniform	185,885	1,858	185,534	1,811	162,581	1,565	166,970	1,599
Civilian	-	464	-	401	-	379	-	396
Fire-Uniform	81,648	997	82,304	978	77,290	902	78,917	906
Civilian	-	14	-	12	-	10	-	10
Emergency Medical Service	19,986	283	21,907	311	20,210	281	21,352	306
Dog Pound	866	15	1,013	17	805	12	834	12
TOTAL PUBLIC SAFETY	\$ 292,141	3,685	\$ 294,118	3,581	\$ 263,617	3,183	\$ 270,826	3,264
COMMUNITY RELATIONS BRD	\$ 902	14	\$ 847	14	\$ 895	14	\$ 990	14
PUBLIC SERVICE								
Public Service Administration	\$ 449	6	\$ 524	6	\$ 506	6	\$ 521	6
Architecture	698	10	735	10	680	9	682	9
Waste Collection & Disposal	26,438	244	26,299	239	24,557	219	25,569	243
Engineering & Construction	5,120	81	5,165	79	4,786	71	4,959	72
Traffic Engineering	3,940	48	4,062	45	3,476	38	4,291	47
TOTAL PUBLIC SERVICE	\$ 36,646	389	\$ 36,786	379	\$ 34,005	343	\$ 36,022	377
PARKS, RECREATION & PROPERTIES								
Director's Office	\$ 766	10	\$ 680	9	\$ 720	9	\$ 734	9
Research, Planning & Development	670	9	712	11	733	10	747	10
Recreation	12,368	153	12,967	159	11,128	155	12,302	158
Parking Facilities	842	18	946	23	1,015	24	1,136	26
Property Management	10,334	95	8,873	127	7,698	100	9,126	107
Parks, Maintenance & Properties	14,170	180	14,528	155	12,606	145	13,535	147
TOTAL PARKS, RECREATION	\$ 39,150	465	\$ 38,707	484	\$ 33,899	443	\$ 37,581	457

EXPENDITURE BY PROGRAM AREA

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
URBAN PLANNING AND DEVELOPMENT								
Department of Community Development								
Director's Office	\$ 176	6	\$ 184	5	\$ 179	5	\$ 192	6
Administrative Services	632	32	950	34	801	33	827	33
Neighborhood Services	589	27	462	25	421	23	383	28
Neighborhood Development	497	32	1,104	30	862	30	934	31
Division of Building & Housing	9,248	203	-	-	-	-	-	-
Total Dept of Comm Dev	\$ 11,143	300	\$ 2,699	94	\$ 2,263	91	\$ 2,336	98
Department of Building and Housing								
Director's Office	\$ -	-	\$ 2,071	34	\$ 2,020	29	\$ 2,129	30
Code Enforcement	-	-	5,504	145	6,794	124	7,145	126
Constructon Permit	-	-	4,014	28	1,595	24	1,525	25
Total Dept of Building & Hous.	\$ -	-	\$ 11,588	207	\$ 10,409	177	\$ 10,799	181
Regulatory Boards & Commissions								
Building Standards and Appeals	\$ 98	1	\$ 99	1	\$ 98	1	\$ 106	1
Zoning Appeals	256	3	266	3	270	3	217	3
Board of Examiners of Plumbers & Ele	72	1	-	-	-	-	-	-
Landmarks Commission	112	2	135	2	165	2	171	2
Fair Campaign Finance	0	-	0	-	-	-	3	-
Total Regulatory Boards	\$ 539	7	\$ 500	6	\$ 533	6	\$ 496	6
Economic Development	\$ 1,056	17	\$ 1,120	17	\$ 938	12	\$ 1,095	15
Equal Opportunity	542	9	613	12	753	12	793	15
City Planning Commission	1,110	21	1,460	24	1,491	22	1,551	22
TOTAL URBAN PLANNING	\$ 14,390	354	\$ 17,980	360	\$ 16,387	320	\$ 17,070	337
PUBLIC HEALTH								
Director's Office	\$ 707	11	\$ 715	10	\$ 724	9	\$ 727	10
Correction	5,698	86	6,361	85	6,410	89	6,762	90
Health	3,385	48	3,431	50	3,271	42	3,316	40
Environment	1,748	24	1,449	24	1,130	21	1,117	21
Air Quality	-	-	663	1	418	1	426	1
TOTAL PUBLIC HEALTH	\$ 11,538	169	\$ 12,619	170	\$ 11,953	162	\$ 12,347	162
DEPARTMENT OF CONSUMER AFFAIRS								
Consumer Affairs	\$ 195	4	\$ 277	3	\$ 238	3	\$ 288	3
TOTAL CONSUMER AFFAIRS	\$ 195	4	\$ 277	3	\$ 238	3	\$ 288	3
DEPARTMENT OF AGING								
Aging	\$ 365	6	\$ 380	6	\$ 411	6	\$ 512	7
TOTAL DEPT OF AGING	\$ 365	6	\$ 380	6	\$ 411	6	\$ 512	7

EXPENDITURE BY PROGRAM AREA

(000's Omitted)

	2002 Actual		2003 Actual		2004 Unaudited		2005 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
SUPPORT FUNCTIONS FINANCIAL AND LEGAL								
ADMINISTRATION								
Department of Finance								
Director's Office	\$ 462	5	\$ 567	5	\$ 702	7	\$ 794	8
Accounts	1,516	20	1,485	19	1,343	19	1,749	19
Assessments & Licenses	1,200	26	1,384	26	1,323	24	1,504	25
Treasury	614	10	647	10	493	6	516	7
Purchases & Supplies	520	10	534	9	526	7	623	10
Bureau of Internal Audit	850	9	902	8	698	5	670	5
Information Technology Services	-		2,813	36	2,647	22	2,737	30
Information Technology & Planning	-		-	-	210	2	279	3
Financial Reporting & Control	2,219	18	1,536	18	1,117	16	1,298	16
Total Department of Finance	\$ 7,380	98	\$ 9,868	131	\$ 9,058	108	\$ 10,170	123
Office of Budget and Management	\$ 522	8	\$ 558	9	\$ 583	8	\$ 609	9
Law	7,529	100	8,442	100	8,148	89	8,093	93
TOTAL FINANCIAL & LEGAL	\$ 15,431	206	\$ 18,869	240	\$ 17,789	205	\$ 18,872	225
PERSONNEL ADMINISTRATION								
Office of Personnel	\$ 1,734	20	\$ 1,807	22	\$ 1,620	22	\$ 1,701	22
Civil Service Commission	877	12	855	12	709	9	756	9
TOTAL PERSONNEL ADMIN	\$ 2,611	32	\$ 2,662	34	\$ 2,329	31	\$ 2,457	31
NON-DEPARTMENTAL								
County Auditor Deductions	\$ 1,192		\$ 854		\$ 1,208		\$ 1,615	
Other Administrative	16,835		21,701		16,131		17,751	
TOTAL NON-DEPARTMENTAL	\$ 18,027		\$ 22,554		\$ 17,339		\$ 19,366	
TOTAL SUPPORT FUNCTIONS	\$ 36,069	238	\$ 44,085	274	\$ 37,457	236	\$ 40,694	256
SUBSIDIES TO OTHER FUNDS	\$ 22,719		\$ 11,154		\$ 21,683		\$ 20,015	
TOTAL GENERAL FUND	\$ 491,257	5,919	\$ 496,010	5,892	\$ 459,647	5,317	\$ 477,947	5,494

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

Restricted Income Tax Fund

Established in 1981, this fund receives one-ninth of the City's income tax collections. These funds are restricted by law to expenditures for capital improvements and debt service. In the early years of its existence, this fund was also used for the repayment of past deficits.

(000's Omitted)

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
RECEIPTS	\$ 31,236	\$ 31,366	\$ 31,624	\$ 32,915
EXPENDITURES				
Capital	15,470	15,682	12,760	17,115
Debt Service	15,000	16,000	20,000	16,000
TOTAL EXPENDITURES	30,470	31,682	32,760	33,115
Net	766	(316)	(1,137)	(200)
Decertifications	730	1,441	164	-
BEGINNING BALANCE	(1,448)	48	1,173	200
Ending Balance	\$ 48	\$ 1,173	\$ 200	\$ 0

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)

	2002 Actual		2003 Actual		2004 Unaudited		2005 Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS								
TAXES-STATE:								
Gasoline Excise Tax	\$ 6,196		\$ 6,721		\$ 8,218		\$ 9,600	
Motor Vehicle License Tax	5,059		5,238		4,824		4,600	
Total Taxes-State	11,255		11,959		13,042		14,200	
LOCAL:								
General Fund Operating Transfer	5,275		6,549		3,774		4,602	
LICENSES & PERMITS	2		5		5		5	
MISCELLANEOUS	15		5		32		3	
SALES & CHARGES FOR SERVICES	1,904		2,230		2,086		1,935	
EXPENDITURE RECOVERIES	3,713		3,905		2,763		3,700	
TOTAL RECEIPTS	22,165		24,652		21,701		24,445	
EXPENDITURES	23,613	210	25,447	204	21,737	191	24,508	192
Net	(1,448)		(795)		(37)		(64)	
Decertifications & Receivables	2,339		859		20		-	
Beginning Balance	(875)		16		80		64	
Ending Balance	\$ 16		\$ 80		\$ 64		\$ 0	

SPECIAL REVENUE FUNDS

Rainy Day Reserve Fund

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

	(000's Omitted)			
	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
RECEIPTS	\$ 79	\$ 48	\$ 860	\$ 1,250
EXPENDITURES	6,600	3,900	-	-
Net	\$ (6,521)	\$ (3,852)	\$ 860	\$ 1,250
Beginning Balance	10,495	3,974	122	981
Ending Balance	\$ 3,974	\$ 122	\$ 981	\$ 2,231

Reserve Fund

This Fund was created in 2000 pursuant to Ordinance 497-2000. General fund revenues in excess of anticipated expenditures are to be credited to this fund to be used only for the following purposes:

- 1.) to stabilize the City budget against cyclical changes in revenue and expenditures; 2.) to provide for payment of claims under the City's self-insurance program; and 3.) to provide for the payment of claims under a retrospective rating plan for workers' compensation.

	(000's Omitted)			
	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
RECEIPTS	\$ 46	\$ 74	\$ 2	\$ -
EXPENDITURES	-	6,100	170	-
Net	\$ 46	\$ (6,026)	\$ (168)	\$ -
Beginning Balance	6,148	6,194	168	-
Ending Balance	\$ 6,194	\$ 168	\$ -	\$ -

SPECIAL REVENUE FUNDS

Debt Service

Debt Service payments are made through this fund group. Revenue is derived from property taxes and transfer payments from enterprise funds.

(000's Omitted)

	2002		2003		2004		2005	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS	\$ 75,607		\$ 53,384		\$ 54,287		\$ 56,796	
EXPENDITURES	75,607	1	52,290	2	53,292	2	60,340	2
Net	\$ -		\$ 1,094		\$ 995		\$ (3,544)	
Beginning Balance	10,727		10,727		11,821		12,816	
Ending Balance	\$ 10,727		\$ 11,821		\$ 12,816		\$ 9,272	

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)

	2002		2003		2004		2005	
	Actual		Actual		Unaudited		Budget	
RECEIPTS	\$ 11		\$ 1,941		\$ 2,000		\$ 2,000	
EXPENDITURES	-		2,000		2,000		2,000	
Net	\$ 11		\$ (59)		\$ -		\$ -	
Beginning Balance	51		62		4		4	
Ending Balance	\$ 62		\$ 4		\$ 4		\$ 4	

MAJOR ENTERPRISE FUNDS

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

(000's Omitted)

	2002		2003		2004		2005	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
UTILITIES ADMINISTRATION								
FISCAL CONTROL & RADIO								
RECEIPTS	\$ 4,721		\$ 5,189		\$ 5,990		\$ 6,850	
EXPENDITURES	4,578	51	5,026	53	6,221	67	7,040	70
Net	\$ 143		\$ 162		\$ (231)		\$ (190)	
Decertifications	437		52		0		-	
Beginning Balance	512		1,092		1,307		1,076	
Ending Balance	\$ 1,092		\$ 1,307		\$ 1,076		\$ 885	

(000's Omitted)

	2002		2003		2004		2005	
	Actual		Actual		Unaudited		Budget	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
WATER								
RECEIPTS	\$ 224,176		\$ 214,594		\$ 212,244		\$ 218,950	
EXPENDITURES	214,339	1,085	219,578	1,159	230,648	1,186	235,480	1,240
Net	\$ 9,837		\$ (4,984)		\$ (18,404)		\$ (16,530)	
Decertifications	12,476		12,695		14,807		-	
Beginning Balance	85,608		107,921		115,632		112,035	
Ending Balance	\$ 107,921		\$ 115,632		\$ 112,035		\$ 95,506	



MAJOR ENTERPRISE FUNDS

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
WATER POLLUTION CONTROL								
RECEIPTS	\$ 19,930		\$ 19,457		\$ 18,893		\$ 21,330	
EXPENDITURES	23,064	136	22,214	138	22,800	148	23,770	157
Net	\$ (3,134)		\$ (2,757)		\$ (3,907)		\$ (2,440)	
Decertifications	2,999		866		19		-	
Beginning Balance	8,530		8,395		6,504		2,617	
Ending Balance	\$ 8,395		\$ 6,504		\$ 2,617		\$ 176	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
CLEVELAND PUBLIC POWER								
RECEIPTS	\$ 149,846		\$ 139,701		\$ 137,516		\$ 151,677	
EXPENDITURES	134,351	328	134,993	338	144,609	344	167,052	368
Net	\$ 15,495		\$ 4,708		\$ (7,092)		\$ (15,375)	
Decertifications	(5,439)		6,001		1,912		-	
Beginning Balance	19,201		29,257		27,402 *		22,222	
Ending Balance	\$ 29,257		\$ 39,966		\$ 22,222		\$ 6,846	

*Note: Beginning Balance in 2004 was adjusted by \$12,564,550 to Fund 58-003 for Incremental Revenue Charge

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
PORT CONTROL								
GENERAL OPERATIONS:								
RECEIPTS	\$ 89,095		\$ 132,897		\$ 122,166		\$ 149,087	
EXPENDITURES	91,053	357	105,216	338	120,898	348	149,087	389
Net	\$ (1,958)		\$ 27,681		\$ 1,268		\$ -	
Decertifications	3,990		3,268		217		-	
Beginning Balance	(3,314)		(1,282)		29,668		31,153	
Ending Balance	\$ (1,282)		\$ 29,668		\$ 31,153		\$ 31,153	

SMALL ENTERPRISE FUNDS

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
CEMETERIES								
RECEIPTS	\$ 1,492		\$ 1,607		\$ 3,917		\$ 2,148	
EXPENDITURES	2,240	33	2,346	35	1,915	28	2,148	29
Net	\$ (748)		\$ (739)		\$ 2,003		\$ -	
Decertifications	1		22		5		-	
Beginning Balance	(521)		(1,268)		(1,984)		23	
Ending Balance	\$ (1,268)		\$ (1,984)		\$ 23		\$ 23	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
GOLF COURSES								
RECEIPTS	\$ 1,983		\$ 1,895		\$ 1,700		\$ 2,089	
EXPENDITURES	2,675	16	2,295	16	2,024	14	2,575	15
Net	\$ (692)		\$ (401)		\$ (324)		\$ (487)	
Decertifications	232		23		8		-	
Beginning Balance	1,960		1,501		1,123		807	
Ending Balance	\$ 1,501		\$ 1,123		\$ 807		\$ 320	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
MUNICIPAL PARKING FACILITIES								
RECEIPTS	\$ 8,466		\$ 8,176		\$ 8,302		\$ 8,783	
EXPENDITURES	7,190	18	12,087	17	8,101	21	8,822	20
Net	\$ 1,276		\$ (3,912)		\$ 201		\$ (39)	
Decertifications	50		(240)		8		-	
Beginning Balance	2,891		4,217		66		274	
Ending Balance	\$ 4,217		\$ 66		\$ 274		\$ 235	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
EAST SIDE MARKET								
RECEIPTS	\$ 70		\$ 81		\$ 70		\$ 78	
EXPENDITURES	71	1	71	1	73	1	78	1
Net	\$ (1)		\$ 10		\$ (3)		\$ 0	
Decertifications	11		4		4		-	
Beginning Balance	236		246		260		260	
Ending Balance	\$ 246		\$ 260		\$ 260		\$ 260	



SMALL ENTERPRISE FUNDS

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
CONVENTION CENTER								
RECEIPTS								
LOCAL TAXES	\$ 3,486		\$ 3,454		\$ 3,597		\$ 3,500	
GENERAL FUND TRANSFER	(64)		-		105		364	
TOTAL TAXES	\$ 3,422		\$ 3,454		\$ 3,702		\$ 3,864	
SALES & CHARGES FOR SERVICES	2,464		2,265		2,075		2,330	
MISCELLANEOUS	22		24		21		-	
EXPENDITURE RECOVERIES	402		395		416		420	
TOTAL RECEIPTS	\$ 6,310		\$ 6,138		\$ 6,214		\$ 6,614	
EXPENDITURES	6,909	37	7,251	38	6,516	35	6,614	37
Net	\$ (599)		\$ (1,113)		\$ (302)		\$ -	
Decertifications	757		69		30		-	
Beginning Balance	1,197		1,355		312		40	
Ending Balance	\$ 1,355		\$ 312		\$ 40		\$ 40	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
WEST SIDE MARKET								
RECEIPTS								
SALES & CHARGES FOR SERVICES	\$ 538		\$ 1,001		\$ 1,046		\$ 1,078	
MISCELLANEOUS	8		23		20		15	
TRANSFERS IN	503		11		5		-	
EXPENDITURE RECOVERIES	11		21		11		11	
TOTAL RECEIPTS	\$ 1,060		\$ 1,056		\$ 1,083		\$ 1,105	
EXPENDITURES	1,141	8	1,002	8	1,003	11	1,227	12
Net	\$ (81)		\$ 54		\$ 80		\$ (122)	
Decertifications	239		59		11		-	
Beginning Balance	(156)		1		114		205	
Ending Balance	\$ 1		\$ 114		\$ 205		\$ 83	

INTERNAL SERVICE FUNDS

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

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
TELEPHONE EXCHANGE								
RECEIPTS	\$ 6,611		\$ 5,062		\$ 5,390		\$ 6,322	
EXPENDITURES	6,175	5	4,976	12	5,471	15	6,346	16
Net	\$ 436		\$ 87		\$ (81)		\$ (24)	
Decertifications	359		15		0		-	
Beginning Balance	(790)		5		107		26	
Ending Balance	\$ 5		\$ 107		\$ 26		\$ 2	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
MOTOR VEHICLE MAINTENANCE								
RECEIPTS	\$ 13,916		\$ 17,383		\$ 11,118		\$ 15,142	
EXPENDITURES	14,389	102	17,492	105	13,407	102	15,552	103
Net	\$ (473)		\$ (108)		\$ (2,289)		\$ (410)	
Decertifications	1,760		538		2,195		-	
Beginning Balance	(1,213)		74		503		410	
Ending Balance	\$ 74		\$ 503		\$ 410		\$ 0	

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
PRINTING & REPRODUCTION								
RECEIPTS	\$ 628		\$ 1,217		\$ 1,112		\$ 1,356	
EXPENDITURES	1,207	11	1,220	12	1,363	12	1,499	14
Net	\$ (579)		\$ (3)		\$ (252)		\$ (143)	
Decertifications	270		115		11		-	
Beginning Balance	619		310		422		181	
Ending Balance	\$ 310		\$ 422		\$ 181		\$ 38	

INTERNAL SERVICE FUNDS

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
STOREROOM								
RECEIPTS	\$ 849		\$ 859		\$ 815		\$ 967	
EXPENDITURES	774	1	859	1	815	2	967	2
Net	\$ 76		\$ 0		\$ 0		\$ -	
Decertifications	9		3		-		-	
Beginning Balance	(81)		4		6		7	
Ending Balance	\$ 4		\$ 6		\$ 7		\$ 7	

AGENCY FUND

(000's Omitted)

	2002		2003		2004		2005	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Budget Amount	Staff
CENTRAL COLLECTION								
AGENCY								
RECEIPTS	\$ 8,810		\$ 5,365		\$ 7,983		\$ 9,571	
EXPENDITURES	6,905	115	7,569	106	8,053	108	9,507	129
Net	\$ 1,905		\$ (2,204)		\$ (70)		\$ 63	
Decertifications	492		188		86		-	
Beginning Balance	211		2,608		591		608	
Ending Balance	\$ 2,608		\$ 591		\$ 608		\$ 671	



NOTES

SECTION II
PROGRAM STRUCTURE
COUNCIL AND CLERK OF COUNCIL

FRANK JACKSON, COUNCIL PRESIDENT

VALARIE MCCALL, CLERK OF COUNCIL

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

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

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

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

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

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



COUNCIL AND CLERK OF COUNCIL

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Legislative	\$ 2,867	41	1	\$ 2,595	40	1	\$ 2,724	40	1
Council Clerks	2,973	23		2,648	23		2,818	23	
Bureau of the Budget	201	4		184	3		180	3	
	\$ 6,041	68	1	\$ 5,427	66	1	\$ 5,722	66	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 6,035			\$ 5,339			\$ 5,717		
Self Generated	6			88			5		
	\$ 6,041	68	1	\$ 5,427	66	1	\$ 5,722	66	1

COUNCIL AND CLERK OF COUNCIL

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME WAGES	\$ 1,613,912	\$ 1,807,964	\$ 1,847,878	\$ 1,798,228
ELECTED OFFICIALS	1,357,261	1,432,454	1,432,454	1,518,402
PART-TIME PERMANENT	50,830	22,429	687	26,000
LONGEVITY	5,750	4,425	6,525	8,225
SEPARATION PAYMENTS	23,230	7,238	1,882	25,000
OVERTIME	4,912	-	-	-
TOTAL	\$ 3,055,894	\$ 3,274,511	\$ 3,289,426	\$ 3,375,855
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 264,395	\$ 294,241	\$ 351,987	\$ 392,186
DENTAL	24,424	27,508	27,853	27,761
VISION CARE	1,964	3,284	3,165	3,396
PERS	400,630	445,731	445,064	454,040
FICA-MEDICARE	35,035	38,884	39,180	45,670
WORKERS COMPENSATION	3,590	7,912	9,164	8,878
LIFE INSURANCE	2,731	3,143	3,071	3,102
UNEMPLOYMENT COMPENSATION	5,902	8,196	15,159	-
TOTAL	\$ 738,672	\$ 828,900	\$ 894,642	\$ 935,033
TRAINING AND DUES				
TRAVEL	\$ 28,785	\$ 43,745	\$ 18,383	\$ 10,000
TUITION & REGISTRATION FEES	20,173	35,326	2,129	10,000
OTHER TRAINING SUPPLIES	260	728	-	-
PROFESSIONAL DUES	11,315	4,622	3,656	5,000
TOTAL	\$ 60,533	\$ 84,422	\$ 24,169	\$ 25,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 708,350	\$ 674,821	\$ 361,505	\$ 361,000
CABLE PROFESSIONAL SERVICES	-	999	-	-
MEDICAL SERVICES	-	-	795	-
EXPENSE ACCOUNT REIMBURSE	150,222	178,980	161,234	272,400
COUNCIL EXP. ACCT-EQUIPMENT	-	-	-	10,000
ADVERTISING AND PUBLIC NOTICE	318,104	569,027	364,015	320,000
PARKING IN CITY FACILITIES	42,460	39,984	30,720	33,000
INSURANCE AND OFFICIAL BONDS	178	-	-	-
TAXES	530	114	368	1,000
PROPERTY RENTAL	11,012	20,129	15,629	15,000
PHOTOCOPY MACHINE RENTAL	24,280	6,801	9,064	5,000
OTHER CONTRACTUAL	-	15,000	-	5,000
TOTAL	\$ 1,255,137	\$ 1,505,855	\$ 943,654	\$ 1,022,400



COUNCIL AND CLERK OF COUNCIL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 14,872	\$ 25,011	\$ 15,271	\$ 29,000
POSTAGE	91,911	61,528	52,796	50,000
COMPUTER SUPPLIES	7,080	-	-	-
COMPUTER HARDWARE	8,282	-	345	-
COMPUTER SOFTWARE	4,740	-	-	-
OFFICE FURNITURE & EQUIP	-	3,887	-	-
FOOD	18,637	25,134	10,561	5,000
PAPER AND OTHER SUPPLIES	-	-	-	10,000
OTHER SUPPLIES	-	-	100	-
JUST IN TIME OFFICE SUPPLIES	29,524	34,544	12,889	8,000
TOTAL	\$ 175,046	\$ 150,104	\$ 91,961	\$ 102,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 7,344	\$ 5,590	\$ 1,000	\$ 18,000
MAINTENANCE CONTRACTS	-	-	-	4,500
COMPUTER HARDWARE MAINT	-	-	-	2,700
COMPUTER SOFTWARE MAINT	-	-	-	1,800
TOTAL	\$ 7,344	\$ 5,590	\$ 1,000	\$ 27,000
CLAIMS, REFUNDS & MISC				
IRS ARBITRAGE/PENALTY PMT	\$ (43)	\$ -	\$ -	\$ -
	\$ (43)	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 127,197	\$ 125,216	\$ 116,286	\$ 150,199
CHARGES FROM PRINTING	20,566	18,739	19,343	27,947
CHARGES FROM STOREROOM	41,416	47,696	46,422	56,373
TOTAL	\$ 189,179	\$ 191,650	\$ 182,051	\$ 234,519
TOTAL DIVISION	\$ 5,481,762	\$ 6,041,032	\$ 5,426,903	\$ 5,721,807

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICE	\$ 20,457	\$ 5,646	\$ -	\$ 5,000
MISCELLANEOUS REVENUES	576	265	86,928	-
EXPENDITURE RECOVERIES	-	-	1,448	-
TOTAL DIVISION	\$ 21,033	\$ 5,911	\$ 88,377	\$ 5,000

COUNCIL AND CLERK OF COUNCIL

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Clerk of Council	42,866	100,731
1	1	1	Council President	73,798	73,798
20	20	20	Councilman	63,298	72,796
22	22	22			
OFFICE & CLERICAL					
20	20	20	Councilmanic Assistant	9.66 Hr.	15.09 Hr.
1	1	1	Council Receptionist	20,093	43,826
21	21	21			
PROFESSIONALS					
2	2	2	Administrative Assistant	21,851	69,252
2	2	2	Archivist	21,851	73,043
1	1	1	Chief Legislative Secretary	21,851	73,043
1	1	1	Personnel Administrator-Council	26,274	74,739
1	1	1	Executive Assistant-Clerk of Courts	24,974	73,043
1	0	0	Fiscal Manager	23,647	76,635
1	0	0	Fiscal Secretary	-	-
1	1	1	First Assistant Clerk	24,976	73,043
2	1	1	Information & Technology Administrator	21,851	69,252
1	1	1	Information Systems Manager	21,851	69,252
4	4	4	Legislative Assistant	20,093	58,434
2	2	2	Legislative Secretary	20,093	58,434
1	1	1	Public Relations Manager	21,851	73,043
1	1	1	Special Council	41,416	78,000
4	4	4	Policy Research Assistant	21,851	69,252
1	1	1	Director of Policy Research	24,974	73,043
26	23	23			
69	66	66	TOTAL FULL TIME		
1	1	1	Executive Assistant-Councilmembers	9.66 Hr.	15.09 Hr.
1	1	1	TOTAL PART TIME		
70	67	67	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



NOTES

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

LARRY A. JONES, ADMINISTRATIVE AND PRESIDING JUDGE

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

NEW COMPUTER CASE MANAGEMENT SYSTEM

In 2001, the National Center for State Courts conducted an Information Technology Audit of the Cleveland Municipal Court's case management information system. The NCSC recommended the Court acquire a new case management information system that would meet the evolving needs of the Court, the public, and outside agencies for timely, reliable, and accurate information.

As a result of intense input from all of our departments and a very competitive bidding process, the Court selected Affiliated Computer Services Inc., (ACS), a premier provider of business process and information technology outsourcing solutions. The implementation of the new case management system will take a total of seven years and will result in such things as web access, document management, video arraignment, electronic signatures and fingerprint biometrics technology. Funding for the new system will come from a first-of-its-kind public/private approach, whereby certain fees will be imposed on offenders who are delinquent in paying their fines to the Court.

AMNESTY COURT

In an effort to clear the dockets and generate more income, the Court is engaged in a limited amnesty program called "The 28 Days of Peace." Every Tuesday and Thursday during the month of February, the Court will conduct Amnesty Court from 4-7p.m. during which time offenders will get a chance to resolve their outstanding warrants/capias for their arrest for non-violent misdemeanors and/or traffic cases. The program also encourages people to turn in all handguns to designated churches and police stations.

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.

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.

To date, almost 300 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.

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**MENTALLY DISORDERED OFFENDERS PROGRAM**

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, which began under the direction of Judge Kathleen Ann Keough and is now overseen by Judge Robert J. Triozzi.

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

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 saves the defendant the time waiting in line at the local BMV offices and eliminates unnecessary continuances of defendants' cases.

PROJECT HOPE

Project HOPE (Holistic Opportunities and Preventive Education) is the Cleveland Municipal Court's Solicitation / Prostitution Offender Intervention Program. It is committed to intervening in the criminal justice process at the earliest possible time to identify potential qualified candidates for a specialized, intensive diversion and to help these offenders help themselves by providing a temporary safe haven offering permanent life tools to break the cycle of prostitution.

Under the direction of Judge Angela R. Stokes and (Former) Judge Mary Eileen Kilbane, Project HOPE has secured over \$100,000 in grant money to hire a second probation officer and case manager to deal with such offenders. An educational video (produced in part with grant money) has also been produced and will be used in cross-training programs for judges, bailiffs, probation officers prosecutors, police, defense attorneys, social service agencies and potential Project HOPE candidates.

MOCK TRIAL

The annual Mock Trial Competition, sponsored by the Cleveland Municipal Court, the Cleveland Municipal School District and the Cleveland Bar Association will be going into its 9th year. The program, started by Judge Robert J. Triozzi involves 250-300 Cleveland students and their teachers, who end up spending an entire day at the Justice Center arguing both sides of a hypothetical case that is based upon similar cases before the court, such as stalking, driving under the influence and children handling firearms. The ultimate aim of the Mock Trial Competition is to improve student listening, speaking and reasoning skills.



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

SERVICE TO THE COMMUNITY

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.

For the past year now, the Court has enjoyed a very successful partnership with Channel 23 in the production of Cleveland Justice, a half hour program that gives viewers an insight on what happens in one of our courtrooms on a daily basis. A different judge is featured each week and the program airs twice a day, 7:00 a.m. and 7:00 p.m. Reaction has been very positive and we plan to continue this in the year ahead.

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. Unfortunately, our Honorable Mary Eileen Kilbane will not be participating in 2005, since she was elected and is currently serving on the Eighth District Court of Appeals. Her replacement will soon be announced by Ohio Governor Bob Taft.

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 disputers and related services; all done in a fair, impartial, professional, courteous and timely manner.

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
PROGRAMS:									
Administration of Justice	\$ 14,373	207 11		\$ 15,636	197 11		\$ 16,484	199 39	
Probation	4,802	81		4,974	92 2		5,244	92 2	
Psych Counseling/Evaluation	500	6 3		328	5		346	6	
Justice Information System	828	14		1,032	13		1,088	13	
	\$ 20,504	308 14		\$ 21,970	307 13		\$ 23,162	310 41	
FUNDING SOURCE:									
General Fund:									
Tax Supported	\$ -			\$ 3,198			\$ 581		
Self Generated*	18,707			16,252			20,423		
	\$ 18,707	308 14		\$ 19,450	303 13		\$ 21,004	306 41	
Special Revenue	\$ 1,797			\$ 2,520	4		\$ 2,159	4	
	\$ 20,504	308 14		\$ 21,970	307 13		\$ 23,162	310 41	

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

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

ACTIVITIES: Conduct felony preliminary hearing to determine probable cause and 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 after causing complaint to issue charging the accused with a misdemeanor. Bailiffs prepare courtroom dockets, serve writs of process, and enforce orders of the Court. Central Scheduling assigns and schedules cases. Court Reporters record all courtroom proceedings. General Jury Service involves the selection of jury panels for civil and criminal cases. Magistrates provide aid to judges, court personnel and attorneys on legal and procedural questions.

PROGRAM NAME: PROBATION

OBJECTIVES: To prepare pre-sentence investigations and to supervise referred misdemeanors falling within the jurisdiction and venue of the Cleveland Municipality.

ACTIVITIES: Investigate social and legal backgrounds of referred defendants in order that the Court be provided with relevant and timely information. Assess defendant's risk to the community in keeping with the goal of protecting and promoting the welfare of the community. Ensure the misdemeanant's compliance with the Court's orders and maintain contact with victims and/or significant others. Assess misdemeanant's needs on a systematic basis with the goal of impacting areas of the offender's life in order to promote law-abiding and socially acceptable behavior. Refer relevant parties to appropriate community and departmental programs.

PROGRAM NAME: PSYCHIATRIC COUNSELING/EVALUATION

OBJECTIVES: To provide due process for all litigants through adequate screening of misdemeanants with mental and emotional problems.

ACTIVITIES: Provide unbiased information regarding those misdemeanants suspected of having emotional, mental, and intellectual disorders. Remove those individuals who meet the requirements of involuntary hospitalization from the criminal justice system.

PROGRAM NAME: INFORMATION SYSTEM

OBJECTIVES: To provide, maintain and support the information systems and technologies necessary for the Cleveland Municipal Court to conduct, record and archive the business of the Court. This ranges from the violation issuance and subsequent appearance in the Cleveland Municipal Court through to the final case disposition and reporting.

ACTIVITIES: Design, develop, maintenance and support of a criminal and civil case management system, probation tracking and management system, prosecutor case management system. Develop, maintain and secure a modern telecommunication and network infrastructure environment. Develop and implement information/record backup, achieving and retrieval methodology as required by the Court. Maintain, enhance, modernize, upgrade and champion the office automation systems throughout the Cleveland Municipal Court and their integration with other appropriate court systems. Investigate new and emerging technologies that can improve the operation of the Court and its mission to the community.



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 11,578,531	\$ 11,833,529	\$ 12,378,709	\$ 13,106,195
ELECTED OFFICIALS	448,760	426,765	428,370	458,000
MILITARY LEAVE	-	-	929	-
PART-TIME PERMANENT	118,712	204,210	216,478	278,967
STUDENT TRAINEES	95,567	122,385	80,917	88,320
SCHOOL GUARDS	-	3,260	-	-
LONGEVITY	83,050	86,700	88,325	98,600
SEPARATION PAYMENTS	90,449	221,246	106,947	150,000
OVERTIME	1,777	1,901	1,823	-
TOTAL	\$ 12,416,848	\$ 12,899,995	\$ 13,302,497	\$ 14,180,082
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,261,414	\$ 1,404,299	\$ 1,677,881	\$ 1,951,219
DENTAL	115,212	125,389	128,216	141,049
VISION CARE	9,503	14,321	14,289	14,810
PERS	1,645,970	1,680,503	1,795,718	1,901,076
PERS BUYBACK / PRIOR SVR CITY	-	-	111	-
FICA-MEDICARE	124,724	135,830	149,539	205,612
WORKERS COMPENSATION	54,121	125,143	143,398	144,367
LIFE INSURANCE	12,512	13,553	13,752	13,542
UNEMPLOYMENT COMPENSATION	4,751	1,814	1,500	3,840
TOTAL	\$ 3,228,206	\$ 3,500,852	\$ 3,924,403	\$ 4,375,515
TRAINING AND DUES				
TRAVEL	\$ 24,185	\$ 32,896	\$ -	\$ 17,500
TUITION & REGISTRATION FEES	25,461	62,379	-	27,500
PROFESSIONAL DUES	-	12,627	-	5,000
TOTAL	\$ 49,646	\$ 107,902	\$ -	\$ 50,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,043,775	\$ 1,669,297	\$ 1,816,003	\$ 1,810,500
COURT REPORTER	4,600	3,248	2,346	2,500
MILEAGE (PRIVATE AUTO)	3,964	3,376	4,519	4,000
JURY AND WITNESS FEES	135,353	123,771	103,986	195,000
ADVERTISING AND PUBLIC NOTICE	-	9,830	-	-
PARKING IN CITY FACILITIES	7,047	7,003	4,030	6,000
INSURANCE & OFFICIAL BONDS	-	350	250	2,300
PROPERTY RENTAL	-	44	-	-
PHOTOCOPY MACHINE RENTAL	28,810	8,336	19,679	25,000
OTHER CONTRACTUAL	650,950	-	-	-
TOTAL	\$ 1,874,499	\$ 1,825,256	\$ 1,950,812	\$ 2,045,300



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 95,867	\$ 63,064	\$ 59,348	\$ 65,000
COMPUTER HARDWARE	-	1,388	-	-
CLOTHING	1,001	34,275	-	14,000
OFFICE FURNITURE & EQUIP	-	870	-	-
OTHER SUPPLIES	-	1,130	-	-
JUST IN TIME OFFICE SUPPLIES	21,684	24,524	33,104	34,100
TOTAL	\$ 118,552	\$ 125,251	\$ 92,452	\$ 113,100
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 105	\$ 6,681	\$ 15,060	\$ 20,000
MAINTENANCE CONTRACTS	-	-	-	500
TOTAL	\$ 105	\$ 6,681	\$ 15,060	\$ 20,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 109,845	\$ 81,088	\$ 73,810	\$ 104,791
CHARGES FROM RADIO SYSTEM	11,926	33,846	14,349	15,287
CHARGES FROM PRINTING	44,458	28,729	33,580	47,152
CHARGES FROM STOREROOM	33,968	76,523	42,842	51,850
CHARGES FROM MOTOR VEHICLES	17,927	20,631	-	-
CHARGES FROM DATA PROCESSING	11,808	-	-	-
TOTAL	\$ 229,932	\$ 240,818	\$ 164,581	\$ 219,080
TOTAL DIVISION	\$ 17,917,787	\$ 18,706,755	\$ 19,449,805	\$ 21,003,577

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 541,357	\$ 507,359	\$ 442,785	\$ 442,785
FINES & FORFEITURES	17,762,596	18,281,978	15,494,859	19,666,814
MISCELLANEOUS REVENUES	90,422	35,643	38,914	37,638
EXPENDITURE RECOVERIES	616,742	466,042	275,813	275,752
TOTAL DIVISION	\$ 19,011,117	\$ 19,291,022	\$ 16,252,372	\$ 20,422,989

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative & Presiding Judge	37,950	37,950
11	11	11	Associate Judge	37,050	37,050
1	1	1	Bailiff	36,085	65,779
1	1	1	Chief Deputy Bailiff	37,569	75,272
1	2	2	Deputy Chief Probation Officer	42,318	72,560
1	1	1	Chief Probation Officer	50,395	92,560
4	7	7	Deputy Bailiff Administrative Assistant	39,173	62,656
1	1	1	Deputy Bailiff Central Scheduling Director	41,755	75,300
1	1	1	Deputy Bailiff Court Administrator	62,624	91,354
2	2	2	Deputy Bailiff Deputy Court Administrator	45,486	78,526
1	1	1	Deputy Bailiff Jury Commissioner	37,783	64,450
1	1	1	Deputy Bailiff Assistant Jury Commissioner	21,907	53,760
1	1	1	Deputy Bailiff Deputy Director	32,872	55,000
1	1	1	Deputy Bailiff Finance Officer	39,173	62,656
2	1	1	Deputy Bailiff Director of Data Processing	58,349	95,680
2	2	2	Deputy Bailiff Asst Director of Data Processing	22,223	60,320
8	8	8	Probation Officer Supervisor	48,616	73,097
40	43	43			
OFFICE & CLERICAL					
107	105	107	Deputy Bailiff	21,424	51,247
12	12	12	Personal Bailiff	43,285	65,520
6	8	8	Deputy Bailiff Supervisor	41,368	65,779
2	0	0	Deputy Bailiff Session Room Supervisor	22,284	53,774
1	2	1	Deputy Bailiff Office Manager	39,827	74,962
1	0	1	Deputy Bailiff Personnel Officer	21,424	51,247
12	12	12	Deputy Bailiff Scheduler I	22,284	48,171
1	1	1	Deputy Bailiff Private Secretary	20,112	38,480
1	1	1	Deputy Bailiff Public Information Officer	38,418	47,840
26	27	27	Deputy Bailiff Clerk Typists	20,093	41,420
169	168	170			

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
PROFESSIONALS					
1	2	1	Deputy Bailiff Chief Court Reporter	41,755	70,816
1	0	1	Deputy Bailiff Deputy Chief Court Reporter	22,923	56,458
9	8	8	Deputy Bailiff Court Reporter	22,914	54,828
1	1	1	Chief Magistrate	48,620	84,240
1	1	1	Deputy Chief Magistrate	40,752	75,920
1	1	1	Alcohol & Drug Treatment Case Manager	40,842	57,909
54	54	54	Probation Officer	28,585	57,200
1	0	1	Clinical Director	37,783	79,040
1	1	1	Psychiatric Case Worker	21,681	57,200
1	1	1	Psychiatric Social Worker	21,907	57,200
0	1	1	Psychology Assistant	25,378	48,725
10	12	10	Magistrate	40,752	71,898
1	1	1	Small Claims Magistrate	20,687	54,060
2	0	2	Traffic Court Magistrate	40,752	74,880
1	1	1	Information Systems Analyst	39,172	56,240
3	3	3	Information Systems Project Manager	40,000	85,000
3	3	3	Deputy Bailiff Data Processor	21,100	55,120
2	2	2	Deputy Bailiff Training / Special Projects	31,000	63,502
93	92	93			
302	303	306	TOTAL FULL TIME		
2	2	2	Deputy Bailiff	21,424	51,247
2	2	2	Magistrate	40,752	71,898
2	2	2	Court Reporter	22,914	54,828
0	1	3	Judge	148.20 / day	148.20 / day
6	4	6	Law Clerk	21,250	47,921
2	2	2	Psychologist I,II,III	10.74 Hr.	93.58 Hr.
24	0	24	Student Aide	9.20 Hr.	9.20 Hr.
38	13	41	TOTAL PART TIME		
340	316	347	TOTAL GENERAL FUND		
0	4	4	TOTAL SPECIAL REVENUE FUNDS		
340	320	351	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

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

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

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

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

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

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

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

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

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

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

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

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

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
Housing Court	\$ 2,711	42	6	\$ 2,760	41	5	\$ 2,853	44	7
	\$ 2,711	42	6	\$ 2,760	41	5	\$ 2,853	44	7
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,681			\$ 2,722			\$ 2,802		
	\$ 2,681	42	6	\$ 2,722	40	5	\$ 2,802	43	7
Special Revenue	\$ 30			\$ 38	1		\$ 51	1	
	\$ 2,711	42	6	\$ 2,760	41	5	\$ 2,853	44	7

PROGRAM NAME: SELECTIVE INTERVENTION PROGRAM ("SIP")

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

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

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

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

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

PROGRAM NAME: NUISANCE ABATEMENT "TOOL KIT"

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

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 adjudicate fairly and efficiently the receivership and nuisance abatement cases brought in the Housing Court.

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

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

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

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

PROGRAM NAME: FORECLOSURES

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

ACTIVITIES: In 2004, the Housing Court established the requisite rules and procedures to begin hearing foreclosure actions, in response to several attorneys expressing a desire to file foreclosures in the Housing Court. The Court will continue to develop in this area, relying upon the expertise of its staff to offer information to the owners and tenants, monitor the condition of the property, require stabilization of the property during the foreclosure process, and minimize the amount of time vacant properties remain in foreclosure, to 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, but also 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. As of September 2004, over 1200 landlord-tenant disputes have been resolved in whole or in part through mediation. In addition, the alternative dispute resolution specialist, an attorney with significant court experience, has aided parties in resolving a class action lawsuit, and numerous complex civil cases set for jury trial. In a number of criminal cases, disputes involving the City, contractors, and homeowners have been resolved to the satisfaction of all parties.

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,732,521	\$ 1,774,724	\$ 1,846,530	\$ 1,858,083
ELECTED OFFICIALS	37,050	37,050	37,050	37,050
PART-TIME PERMANENT	88,063	133,916	96,279	105,095
STUDENT TRAINEES	-	26,699	17,111	17,565
LONGEVITY	6,100	7,100	8,500	8,400
SEPARATION PAYMENTS	5,903	664	5,015	3,000
OVERTIME	214	36	521	1,000
TOTAL	\$ 1,869,850	\$ 1,980,189	\$ 2,011,007	\$ 2,030,193
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 152,581	\$ 188,422	\$ 233,602	\$ 272,574
DENTAL	15,266	18,236	18,430	22,035
VISION CARE	1,545	2,352	2,247	2,402
PERS	244,962	265,575	271,426	274,685
FICA-MEDICARE	24,514	26,403	26,782	29,438
WORKERS COMPENSATION	8,172	19,222	21,999	21,178
LIFE INSURANCE	1,705	1,884	1,847	1,845
UNEMPLOYMENT COMPENSATION	3,026	7,473	12,978	4,960
CLOTHING ALLOWANCE	2,100	2,100	2,250	900
TOTAL	\$ 453,871	\$ 531,667	\$ 591,561	\$ 630,017
TRAINING AND DUES				
TRAVEL	\$ 5,713	\$ 1,814	\$ 4,244	\$ 2,000
TUITION & REGISTRATION FEES	4,340	10,141	5,267	5,000
PROFESSIONAL DUES	9,530	9,849	7,229	8,000
TOTAL	\$ 19,582	\$ 21,804	\$ 16,739	\$ 15,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 14,060	\$ 37,255	\$ 30,321	\$ 29,000
COURT REPORTER	623	2,475	1,403	2,500
MILEAGE (PRIVATE AUTO)	2,258	1,215	668	1,500
JURY AND WITNESS FEES	-	-	-	100
ADVERTISING AND PUBLIC NOTICE	-	450	435	1,000
PARKING IN CITY FACILITIES	-	3,206	1,982	1,800
INSURANCE AND OFFICIAL BONDS	150	504	250	300
PHOTOCOPY MACHINE RENTAL	7,205	2,245	4,932	5,000
OTHER CONTRACTUAL	21	748	4,451	4,500
TOTAL	\$ 24,316	\$ 48,098	\$ 44,443	\$ 45,700

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 901	\$ 2,819	\$ 1,827	\$ 3,500
POSTAGE	50	23	3	300
CLOTHING	3,587	7,844	935	2,000
OFFICE FURNITURE & EQUIP	34,729	25,918	1,195	4,000
OTHER SUPPLIES	1,254	2,975	3,030	2,500
JUST IN TIME OFFICE SUPPLIES	6,866	6,118	8,932	7,500
TOTAL	\$ 47,387	\$ 45,697	\$ 15,922	\$ 19,800
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 75	\$ 400	\$ 500
CAR WASHES	253	493	325	700
TOTAL	\$ 253	\$ 568	\$ 725	\$ 1,200
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 29,837	\$ 23,749	\$ 19,595	\$ 29,555
CHARGES FROM RADIO COMM	-	-	2,931	3,893
CHARGES FROM PRINTING	(15,747)	6,401	6,698	9,405
CHARGES FROM MOTOR VEHICLES	19,722	22,811	12,300	16,917
CHARGES FROM DATA PROCESSING	1,458	-	-	-
TOTAL	\$ 35,270	\$ 52,961	\$ 41,524	\$ 59,770
TOTAL DIVISION	\$ 2,450,531	\$ 2,680,984	\$ 2,721,920	\$ 2,801,680

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 4	\$ 400	\$ 194	-
EXPENDITURE RECOVERIES	-	-	2	-
TOTAL DIVISION	\$ 4	\$ 400	\$ 196	-

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Judge	37,050	37,050
1	1	1	Deputy Bailiff Court Administrator	64,816	91,354
1	1	1	Deputy Bailiff Finance Officer	38,544	62,656
1	1	1	Personal Bailiff	44,800	66,769
<u>4</u>	<u>4</u>	<u>4</u>			
OFFICE & CLERICAL					
1	1	1	Housing Court Administrative Assistant	23,064	48,171
1	1	1	Housing Court Receptionist	19,136	31,983
1	1	1	Housing Court Secretary	20,816	34,046
1	1	1	Housing Court Scheduler	23,064	48,171
<u>4</u>	<u>4</u>	<u>4</u>			
PROFESSIONALS					
1	1	1	Deputy Bailiff Staff Attorney	29,585	55,040
2	2	2	Deputy Bailiff Supervisor	42,816	65,779
10	8	10	Deputy Bailiff Housing Court	22,174	51,247
1	1	1	Deputy Bailiff Chief Housing Court Specialist	52,159	81,284
1	1	1	Deputy Bailiff Court Coordinator	23,064	48,171
1	1	1	Deputy Bailiff Court Reporter	23,716	54,828
1	1	1	Deputy Bailiff Hsng Crt Magistrate Personal Blf	23,064	48,171
10	10	10	Deputy Bailiff Housing Court Specialist	29,585	55,246
1	0	1	Deputy Bailiff Law Clerk	21,994	47,921
1	1	1	Housing Court ADR Specialist Magistrates Dept.	31,050	63,520
1	1	1	Housing Court Chief Bailiff	38,884	75,272
1	1	1	Housing Court Chief Magistrate	50,322	86,666
4	4	4	Housing Court Magistrate	42,178	79,190
<u>35</u>	<u>32</u>	<u>35</u>			
43	40	43	TOTAL FULL TIME		
2	0	0	Deputy Bailiff Warrant Officer	22,174	51,247
1	1	1	Housing Court Magistrate	42,178	79,190
2	2	2	Project Coordinator	31,050	63,502
4	2	4	Student Aide	7.00 Hr.	9.20 Hr.
<u>9</u>	<u>5</u>	<u>7</u>	TOTAL PART TIME		
0	1	1	TOTAL SPECIAL REVENUE FUNDS		
<u>52</u>	<u>46</u>	<u>51</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EARLE B. TURNER, CLERK OF MUNICIPAL COURT

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

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

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

Mission Statement

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

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Civil	\$ 2,323	38	3	\$ 2,351	42	3	\$ 2,477	43	8
Criminal	4,745	101	8	4,802	97	8	5,045	98	17
Parking Violations Bureau	1,226	12	3	1,241	13	3	1,307	14	4
Finance	246	7		248	5		261	5	
Administration	766	16	1	775	14	1	817	14	3
	\$ 9,306	174	15	\$ 9,417	171	15	\$ 9,907	174	32

FUNDING SOURCE:

General Fund:

Tax Support	\$ 9,293			\$ 9,405			\$ 9,896		
Self Generated	13			12			11		
	\$ 9,306	174	15	\$ 9,417	171	15	\$ 9,907	174	32

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

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

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

PROGRAM NAME: CRIMINAL

OBJECTIVES: To collect and disburse revenue from criminal proceedings.

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

PROGRAM NAME: PARKING VIOLATIONS BUREAU

OBJECTIVES: To collect fines from parking ticket offenders.

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

PROGRAM NAME: FINANCE

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

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

PROGRAM NAME: ADMINISTRATION

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

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



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 4,974,914	\$ 5,093,098	\$ 5,221,621	\$ 5,419,157
ELECTED OFFICIALS	50,898	52,428	53,524	54,780
PART-TIME PERMANENT	158,469	140,025	153,829	170,000
STUDENT TRAINEES	63,588	47,841	48,321	58,000
LONGEVITY	40,975	41,675	43,275	49,075
SEPARATION PAYMENTS	11,377	29,799	1,180	28,000
OVERTIME	22,720	23,720	18,333	25,556
TOTAL	\$ 5,322,941	\$ 5,428,587	\$ 5,540,084	\$ 5,804,568
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 761,686	\$ 857,372	\$ 995,489	\$ 1,181,577
DENTAL	68,906	75,302	75,113	83,293
VISION CARE	5,453	8,430	8,106	8,782
PERS	705,395	716,533	751,994	783,086
FICA-MEDICARE	56,312	59,109	61,153	68,218
WORKERS COMPENSATION	23,869	54,531	60,142	61,121
LIFE INSURANCE	7,222	7,792	7,699	7,808
UNEMPLOYMENT COMPENSATION	6,171	4,462	2,703	-
TOTAL	\$ 1,635,014	\$ 1,783,531	\$ 1,962,399	\$ 2,193,885
TRAINING AND DUES				
TRAVEL	\$ 13,979	\$ 13,841	\$ -	\$ -
TUITION & REGISTRATION FEES	8,441	6,151	-	-
TOTAL	\$ 22,419	\$ 19,992	\$ -	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,179,424	\$ 1,109,568	\$ 1,000,265	\$ 894,189
EXPENSE ACCOUNT REIMBURSE	-	533	-	-
ADVERTISING AND PUBLIC NOTICE	21,630	23,505	24,722	26,000
PARKING IN CITY FACILITIES	18	-	-	100
INSURANCE AND OFFICIAL BONDS	1,750	2,800	1,750	2,800
PROPERTY RENTAL	65,000	65,000	64,603	65,000
PHOTOCOPY MACHINE RENTAL	31,459	10,817	20,108	18,283
EQUIPMENT RENTAL	980	980	-	980
OTHER CONTRACTUAL	134,880	137,552	87,356	110,000
TOTAL	\$ 1,435,142	\$ 1,350,756	\$ 1,198,804	\$ 1,117,352



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 15,777	\$ 22,613	\$ 9,216	\$ 15,115
POSTAGE	49,638	51,410	48,662	49,000
COMPUTER SUPPLIES	215	4,803	4,185	-
COMPUTER HARDWARE	38,208	4,668	679	-
SMALL EQUIPMENT	27,771	7,576	1,176	2,000
OFFICE FURNITURE & EQUIP	6,328	6,966	17,099	-
OTHER SUPPLIES	60,751	72,531	51,560	40,000
JUST IN TIME OFFICE SUPPLIES	36,514	58,165	61,335	49,860
TOTAL	\$ 235,202	\$ 228,732	\$ 193,913	\$ 155,975
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 9,652	\$ 13,104	\$ 10,574	\$ 10,000
MAINTENANCE CONTRACTS	6,212	277	3,228	1,000
CAR WASHES	250	-	-	-
TOTAL	\$ 16,114	\$ 13,381	\$ 13,802	\$ 11,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ 269	\$ -	\$ -
TOTAL	\$ -	\$ 269	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 76,412	\$ 124,743	\$ 119,176	\$ 140,328
CHARGES FROM RADIO SYSTEM	8,151	8,984	9,559	12,107
CHARGES FROM PRINTING	28,163	89,799	66,755	93,735
CHARGES FROM STOREROOM	239,311	255,044	310,455	375,732
CHARGES FROM MOTOR VEHICLES	3,313	2,570	1,774	2,440
CHARGES FROM DATA PROCESSING	6,804	-	-	-
TOTAL	\$ 362,153	\$ 481,139	\$ 507,719	\$ 624,342
TOTAL DIVISION	\$ 9,028,986	\$ 9,306,387	\$ 9,416,722	\$ 9,907,122
REVENUE				
	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
FINES & FORFEITURES	\$ 14,705	\$ 12,574	\$ 11,390	\$ 11,390
INTERGOVERNMENTAL REVENUES	-	843	-	-
MISCELLANEOUS REVENUES	-	-	480	-
TOTAL DIVISION	\$ 14,705	\$ 13,417	\$ 11,870	\$ 11,390

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
177	169	172	Chief Deputy Clerk	21,851	77,594
1	1	1	Clerk of Courts	54,800	54,800
178	170	173			
OFFICE & CLERICAL					
1	1	1	Deputy Clerk	21,851	69,252
1	1	1			
179	171	174	TOTAL FULL TIME		
19	14	12	Chief Deputy Clerk	21,851	77,594
20	1	20	Student Assistant	9.66 Hr.	9.66 Hr.
39	15	32	TOTAL PART TIME		
218	186	206	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



NOTES

OFFICE OF THE MAYOR

JANE L. CAMPBELL, MAYOR

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

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Administration	\$ 1,573	21	1	\$ 1,396	19		\$ 1,472	20	
Action Center	214	3		191	3		205	3	
Intergovernmental Affairs	75			43			69		
Press & Communications Office	253	3		254	3		250	3	
Legislative Affairs	81	1		62	1		77	1	
Educational Affairs	125	1		138	1		94	1	
	\$ 2,321	29	1	\$ 2,084	27		\$ 2,167	28	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,317			\$ 2,076			\$ 2,167		
Self Generated	4			8			-		
	\$ 2,321	29	1	\$ 2,084	27		\$ 2,167	28	

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

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

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

PROGRAM NAME: PRESS & COMMUNICATIONS OFFICE

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

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

PROGRAM NAME: LEGISLATIVE AFFAIRS

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

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

PROGRAM NAME: 500,000 + STRATEGIC PLANNING INITIATIVE

OBJECTIVES: To develop and administer the citywide strategic planning initiative to ensure a strong, smart and safe Cleveland.

ACTIVITIES: Coordinate strategic plan to engage the City, its community and regional partners, and resources for a better future.



OFFICE OF THE MAYOR

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,500,494	\$ 1,554,281	\$ 1,404,363	\$ 1,444,613
ELECTED OFFICIALS	115,105	116,513	108,962	108,962
PART-TIME PERMANENT	3,231	21,888	-	-
SEASONAL	-	-	3,624	-
LONGEVITY	1,350	575	4,200	4,025
SEPARATION PAYMENTS	93,232	9,144	23,010	7,500
TOTAL	\$ 1,713,411	\$ 1,702,401	\$ 1,544,159	\$ 1,565,100
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 87,923	\$ 109,282	\$ 125,545	\$ 135,525
DENTAL	8,266	9,495	9,618	9,093
VISION CARE	1,171	1,462	1,275	1,234
PERS	185,302	234,089	215,822	211,055
FICA-MEDICARE	22,406	23,099	19,788	22,585
WORKERS COMPENSATION	2,022	4,557	4,840	4,837
LIFE INSURANCE	1,054	1,351	1,253	1,260
UNEMPLOYMENT COMPENSATION	13,562	1,540	-	-
TOTAL	\$ 321,705	\$ 384,875	\$ 378,141	\$ 385,589
TRAINING AND DUES				
TRAVEL	\$ 11,734	\$ 12,264	\$ 3,770	\$ 8,000
TUITION & REGISTRATION FEES	7,090	1,950	1,950	3,500
PROFESSIONAL DUES	253	1,235	1,743	2,500
TOTAL	\$ 19,076	\$ 15,450	\$ 7,463	\$ 14,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 3,842	\$ 2,413	\$ 2,764	\$ 3,500
SECURITY SERVICES	736	392	355	500
ADVERTISING & PUBLIC NOTICE	2,100	-	-	-
INSURANCE AND OFFICIAL BONDS	278	-	-	165
PHOTOCOPY MACHINE RENTAL	18,918	4,850	11,989	10,000
REFUNDS & MISCELLANEOUS	-	10	-	-
TOTAL	\$ 25,873	\$ 7,666	\$ 15,108	\$ 14,165



OFFICE OF THE MAYOR

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 3,800	\$ 1,924	\$ 5,100	\$ 5,100
POSTAGE	8,233	346	9	-
FOOD	-	1,148	3,276	5,250
PAPER & OTHER PRINTING SUPPLIES	-	6,400	-	3,000
PRINTED MATERIALS	1,320	408	-	-
OTHER SUPPLIES	133	311	133	500
SPECIAL EVENTS SUPPLIES	8,269	905	-	-
BATTERIES	22	68	-	100
JUST IN TIME OFFICE SUPPLIES	9,924	13,062	7,519	10,000
TOTAL	\$ 31,702	\$ 24,573	\$ 16,037	\$ 23,950
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 240	\$ -	\$ -	\$ 250
TOTAL	\$ 240	\$ -	\$ -	\$ 250
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 84,654	\$ 105,268	\$ 82,366	\$ 108,478
CHARGES FROM CONV CENTER	2,244	-	-	-
CHARGES FROM PRINTING	12,558	32,244	14,912	20,939
CHARGES FROM STOREROOM	15,674	8,077	9,322	11,282
CHARGES FROM MOTOR VEHICLES	36,431	40,783	16,571	22,791
TOTAL	\$ 151,561	\$ 186,372	\$ 123,171	\$ 163,490
TOTAL DIVISION	\$ 2,263,569	\$ 2,321,336	\$ 2,084,079	\$ 2,166,544

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 200	\$ 325	\$ -	\$ -
EXPENDITURE RECOVERY	-	2,495	4,424	-
MISCELLANEOUS REVENUES	926	1,406	3,227	-
TOTAL DIVISION	\$ 1,126	\$ 4,226	\$ 7,652	\$ -



OFFICE OF THE MAYOR

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
4	3	4	Executive Assistant to the Mayor	50,796	160,115
1	1	1	Mayor	108,963	108,963
1	1	1	Secretary to the Mayor	50,796	166,105
21	21	21	Special Assistant to the Mayor	20,410	90,000
<u>27</u>	<u>26</u>	<u>27</u>			
OFFICE & CLERICAL					
1	1	1	Personnel Assistant	20,092	42,978
<u>1</u>	<u>1</u>	<u>1</u>			
<u>28</u>	<u>27</u>	<u>28</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



NOTES

DEPARTMENT OF PUBLIC SAFETY

SANFORD WATSON, DIRECTOR

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

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

	2003			2004			2005			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
		FT	PT		FT	PT		FT	PT	
DIVISIONS:										
Administration	\$ 3,520	51	5	\$ 3,713	34	5	\$ 10,113	35	5	
Police	192,618	2,225	389	166,705	1,944	378	172,282	2,008	402	
Fire	83,252	990		77,787	912		78,917	916		
EMS	21,903	311		20,210	281		21,354	306		
Dog Pound	1,013	17	2	810	12	2	834	12	2	
	\$ 302,306	3,594	396	\$ 269,225	3,183	385	\$ 283,500	3,277	409	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 274,753			\$ 245,479			\$ 252,877			
Self - Generated	19,365			18,138			17,949			
	\$ 294,118	3,581	396	\$ 263,617	3,170	385	\$ 270,826	3,254	409	
Grants	\$ 5,960	13		\$ 4,231	13		\$ 11,658	23		
Special Revenue	2,228			1,377			1,016			
	\$ 302,306	3,594	396	\$ 269,225	3,183	385	\$ 283,500	3,277	409	

PUBLIC SAFETY ADMINISTRATION**SANFORD WATSON, DIRECTOR**

In addition to the Divisions of Police, Fire, Emergency Medical Service, and the Dog Pound, Public Safety Administration oversees the activities of the following Sections: General Administration, Medical Unit, Information Support Services, Radio Repair, 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 and prisoners under the custody of the Division of Police. 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.

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.

DEPARTMENT OF PUBLIC SAFETY

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
General Administration	\$ 1,272	13		\$ 2,137	11		\$ 8,524	12	
Medical	413	7		337	5		340	5	
Information Support Services	924	15		746	13		752	13	
Radio Repair	655	14		283	3		285	3	
Office of Professional Stand	170	1		121	1		122	1	
Police Review Board	86	1	5	89	1	5	90	1	5
	\$ 3,520	51	5	\$ 3,713	34	5	\$ 10,113	35	5

FUNDING SOURCE:

General Fund:									
Tax Support	\$ 3,310			\$ 2,687			\$ 2,710		
Self-Generated	50			44			43		
	\$ 3,360	51	5	\$ 2,731	34	5	\$ 2,753	35	5
Grants	\$ 160			\$ 982			\$ 7,360		
	\$ 3,520	51	5	\$ 3,713	34	5	\$ 10,113	35	5

PROGRAM NAME: GENERAL ADMINISTRATION

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

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,112	13		\$ 1,155	11		\$ 1,164	12	
Grants	160			982			7,360		
	\$ 1,272	13		\$ 2,137	11		\$ 8,524	12	

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

OBJECTIVES: To provide medical care to employees and prisoners.

ACTIVITIES: Examine and treat employees and prisoners.

PROGRAM NAME: RADIO REPAIR

OBJECTIVES: To provide maintenance on communication equipment for the Department.

ACTIVITIES: Repair and maintain all radio communication equipment.

PROGRAM NAME: INFORMATION SUPPORT SERVICES

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

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

PROGRAM NAME: OFFICE OF PROFESSIONAL STANDARDS

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

ACTIVITIES: Investigate and recommend disposition of all citizen complaints.

PROGRAM NAME: POLICE REVIEW BOARD

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

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



DEPARTMENT OF PUBLIC SAFETY

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 2,441,423	\$ 2,218,156	\$ 1,740,791	\$ 1,706,074
BOARD MEMBERS	33,791	34,500	23,000	34,500
PART-TIME PERMANENT	-	-	11,804	-
LONGEVITY	23,075	20,875	14,700	13,000
WAGE SETTLEMENTS	-	7,701	-	-
SEPARATION PAYMENTS	9,245	8,850	36,135	10,000
OVERTIME	100,480	91,659	37,002	50,000
TOTAL	\$ 2,608,015	\$ 2,381,741	\$ 1,863,431	\$ 1,813,574
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 257,425	\$ 267,346	\$ 219,957	\$ 238,872
DENTAL	22,994	23,665	16,749	18,311
VISION CARE	3,146	3,279	2,142	2,008
PERS	348,128	319,858	260,805	244,384
FICA-MEDICARE	21,083	19,676	15,459	26,297
WORKER'S COMPENSATION	12,818	26,666	26,234	24,333
LIFE INSURANCE	2,414	2,340	1,677	1,575
UNEMPLOYMENT COMPENSATION	933	-	-	-
CLOTHING ALLOWANCE	1,595	4,210	768	1,815
CLOTHING MAINTENANCE	9,345	2,370	540	540
TOTAL	\$ 679,881	\$ 669,409	\$ 544,331	\$ 558,135
TRAINING & PROFESS DUES				
TRAVEL	\$ 1,290	\$ 2,404	\$ 2,634	\$ 2,400
TUITION & REGISTRATION FEES	1,427	1,265	144	1,000
PROFESSIONAL DUES	-	50	-	-
TOTAL	\$ 2,717	\$ 3,719	\$ 2,778	\$ 3,400
UTILITIES				
GAS	\$ 5,944	\$ -	\$ -	\$ -
TOTAL	\$ 5,944	\$ -	\$ -	\$ -



DEPARTMENT OF PUBLIC SAFETY

EXPENDITURES - CONTINUED

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 32,873	\$	13,975	\$	8,308	\$	15,000
MILEAGE (PRIVATE AUTO)	1,086		535		217		200
SECURITY SERVICES	-		1,829		384		-
MEDICAL SERVICES	1,112		150		134		-
PARKING IN CITY FACILITIES	30,719		33,689		36,823		35,000
INSURANCE AND OFFICIAL BONDS	-		100		-		-
PROPERTY RENTAL	23,625		14,175		18,900		10,000
PHOTOCOPY MACHINE RENTAL	20,160		4,238		4,915		4,000
SPECIAL ASSESSMENT	5,009		4,186		3,109		5,000
OTHER CONTRACTUAL	18,473		21,306		16,312		25,000
TOTAL	\$ 133,057	\$	94,182	\$	89,102	\$	94,200
MATERIALS & SUPPLIES							
OFFICE SUPPLIES	\$ 502	\$	1,980	\$	190	\$	1,000
POSTAGE	99		98		117		250
SMALL EQUIPMENT	-		842		658		1,000
OFFICE FURNITURE & EQUIP	2,305		72		2,408		-
MEDICAL SUPPLIES	4,139		6,929		5,524		7,000
MEDICAL EQUIPMENT	2,960		-		-		-
PAPER AND OTHER SUPPLIES	2,083		-		-		-
PRINTED MATERIALS	-		-		166		-
OTHER SUPPLIES	2,836		793		164		1,000
SAFETY EQUIPMENT	1,150		-		-		-
JUST IN TIME OFFICE SUPPLIES	12,808		10,512		12,302		12,000
TOTAL	\$ 28,881	\$	21,226	\$	21,528	\$	22,250
MAINTENANCE							
MAINTENANCE OFFICE EQUIP	\$ -	\$	144	\$	871	\$	500
MAINTENANCE CONTRACTS	392		111		-		-
COMPUTER SOFTWARE MAINT	7,438		-		-		-
GENERATOR REPAIR	-		-		3,202		-
MAINTENANCE MISC. EQUIP	7,500		79		-		500
AUTO & LIGHT TRUCK REPAIRS	-		4,000		-		-
MAINTENANCE BUILDING	104,185		34,955		35,970		35,000
TOTAL	\$ 119,515	\$	39,289	\$	40,043	\$	36,000



DEPARTMENT OF PUBLIC SAFETY

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 109,467	\$ 109,361	\$ 140,809	\$ 184,286
CHARGES FROM RADIO SYSTEM	40	656	26	864
CHARGES FROM PRINTING	17,604	17,721	16,237	22,799
CHARGES FROM STOREROOM	4,907	4,860	4,976	6,022
CHARGES FROM MOTOR VEHICLE	30,971	17,936	8,097	11,136
CHARGES FROM DATA PROC.	13,941	-	-	-
TOTAL	\$ 176,929	\$ 150,534	\$ 170,144	\$ 225,107
TOTAL DIVISION	\$ 3,754,939	\$ 3,360,101	\$ 2,731,355	\$ 2,752,666

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 38,649	\$ 48,490	\$ 39,910	\$ 40,250
MISCELLANEOUS REVENUES	990	1,961	3,973	2,960
EXPENDITURE RECOVERIES	-	-	552	100
TOTAL DIVISION	\$ 39,639	\$ 50,451	\$ 44,436	\$ 43,310

DEPARTMENT OF PUBLIC SAFETY

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Safety	50,796	160,115
0	1	1	Exe. Comm. of Public Safety – Projects, Grants and Tech.	36,590	128,960
0	1	1	Executive Commissioner of Public Safety – Operations	36,590	128,960
1	1	1	Secretary to the Director	36,590	128,960
<u>2</u>	<u>4</u>	<u>4</u>			
OFFICE & CLERICAL					
2	1	1	Clerk, Chief	22,050	43,080
0	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
0	1	1	Private Secretary to the Director	20,093	43,080
2	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
4	0	0	Telephone Operator	9.66 Hr.	15.08 Hr.
<u>9</u>	<u>5</u>	<u>6</u>			
PROFESSIONALS					
1	0	0	Administrative Manager	27,194	80,967
1	0	0	Administrator, Network/ LAN	42,000	70,000
1	1	1	Administrator, Personnel	26,274	74,739
1	1	1	Analyst, Budget & Management	20,093	50,543
1	1	1	Analyst, Senior Budget & Management	26,274	70,909
2	2	2	Analyst, Senior Programmer	23,647	62,844
1	1	1	Assistant, Personnel	20,093	42,978
2	0	0	Coordinator, Project	27,326	81,807
2	2	2	Director, Project	22,333	72,735
0	1	1	Office of Professional Standards Administrator	26,274	64,151
1	1	1	Professional Standards Investigative Auditor	20,093	51,504
2	2	2	Public Health Nurse III	39,099	46,600
2	2	2	Supervisor, Computer Operations	30,215	80,774
1	1	1	Surgeon of Police	43,108	74,914
<u>18</u>	<u>15</u>	<u>15</u>			



DEPARTMENT OF PUBLIC SAFETY

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			TECHNICIAN		
1	1	1	Analyst, Software	30,215	80,774
4	4	4	Operator, Computer	9.66 Hr.	20.71 Hr.
1	1	1	Operator, Senior Computer	9.66 Hr.	24.33 Hr.
1	1	1	Programmer, Associate	9.66 Hr.	21.10 Hr.
3	3	3	Technician, Police Radio	16.38 Hr.	18.66 Hr.
<u>10</u>	<u>10</u>	<u>10</u>			
39	34	35	TOTAL FULL TIME		
1	1	1	OPS - Board Chair	8,395	8,395
4	4	4	OPS - Board Member	7,820	7,820
<u>5</u>	<u>5</u>	<u>5</u>	TOTAL PART TIME & BOARD MEMBERS		
<u>44</u>	<u>39</u>	<u>40</u>	TOTAL DIVISION		

*Salary Schedule effective October 4, 2004

DIVISION OF POLICE

MICHAEL C. MCGRATH, CHIEF

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

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

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

Homeland Security prevents, responds, and investigates terrorist activities in our City and the greater Cleveland area. Special Operations is composed of two main sections, which provide a variety of investigative and technical services to the Division and community. Investigations, which consists of the Detective Bureaus, specializes in specific crimes such as auto theft, fraud, homicide, sex crimes, and youth crimes. Technical support provides both photo lab services as well as forensic and crime scene analysis for the Division.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administrative Operations	\$ 41,174	632	1	\$ 35,635	549		\$ 36,945	553	
Field Operations	126,269	1,360	388	109,282	1,201	378	112,748	1,245	402
Special Operations	25,175	233		21,788	207		22,589	210	
	\$ 192,618	2,225	389	\$ 166,705	1,957	378	\$ 172,282	2,008	402
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 174,430			\$ 154,163			\$ 158,879		
Self - Generated	11,104			8,418			8,091		
	\$ 185,534	2,212	389	\$ 162,581	1,944	378	\$ 166,970	1,985	402
Grants	\$ 4,856	13		\$ 2,752	13		\$ 4,296	23	
Special Revenue	2,228			1,372			1,016		
	\$ 192,618	2,225	389	\$ 166,705	1,957	378	\$ 172,282	2,008	402

DIVISION OF POLICE

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.

PROGRAM NAME: ADMINISTRATIVE OPERATIONS

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

ACTIVITIES: Establish operating policies and procedures for the Division. Prepare and manage the operating and capital budgets for the Division of Police. Provide crime analysis used for strategic planning in operations. 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. Provide security services for the Division headquarters building including security at the Central Jail. Operate and maintain radio and telephone communications.

PROGRAM NAME: FIELD OPERATIONS

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

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, anti-drug marches, 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 area that could benefit from close on-going interaction between the Police and the community. Participate in Operation Fresh Start, which aggressively investigates and focuses on deterring crimes that occur on the streets in highly populated, distressed neighborhoods. Conduct DARE program, Child Accident Prevention Program, 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, prepare traffic reports, and provide security and traffic control at Cleveland Hopkins Airport.

DIVISION OF POLICE

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
FUNDING SOURCE:									
General Fund	\$ 112,898			\$ 101,060			\$ 103,793		
Self Generated	9,856			5,519			5,304		
Grants	2,477			1,804			2,985		
Special Revenue	1,038			899			666		
	\$ 126,269	1,360	388	\$ 109,282	1,201	378	\$ 112,748	1,245	402

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 Identifications System (AFIS), National Integrated Ballistic Imaging Network (NIBIN) and deoxyribonucleic acid (DNA) analysis.

PROGRAM NAME: HOMELAND SECURITY

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

ACTIVITIES: Establish homeland security initiatives within the City of Cleveland and Greater Cleveland area. Prevent, respond, and investigate terrorist activities in our City and the greater Cleveland area.

DIVISION OF POLICE

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 14,436,908	\$ 14,513,237	\$ 12,539,100	\$ 13,489,365
MILITARY LEAVE	-	-	11,596	-
PART-TIME PERMANENT	283,769	215,696	2,627	-
INJURY PAY	-	-	1,733	-
SCHOOL GUARDS	1,649,676	1,623,231	1,556,187	1,628,422
UNIFORMED PERSONNEL	97,054,330	93,503,052	82,692,625	84,191,972
UNIFORMED OVERTIME	12,701,018	12,905,894	8,122,517	8,191,096
LONGEVITY	870,350	911,075	915,955	861,150
WAGE SETTLEMENTS	146,614	644,893	69,932	175,000
SEPARATION PAYMENTS	4,610,203	3,213,438	3,965,677	3,534,200
OVERTIME	1,764,622	1,933,409	739,554	953,530
DEFERRED OVERTIME PAYMENTS	365,004	381,116	369,374	369,000
TOTAL	\$ 133,882,494	\$ 129,845,041	\$ 110,986,877	\$ 113,393,735
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 12,277,768	\$ 13,107,279	\$ 13,136,385	\$ 14,338,560
DENTAL	1,070,805	1,150,621	986,256	980,539
VISION CARE	46,628	118,199	104,816	100,125
PERS	2,440,362	2,534,314	2,113,078	2,222,457
POLICE & FIREMENS DISAB & PENS	21,326,067	20,987,049	18,501,727	18,201,319
POLICE & FIRE ACCRD LIABILITY	(159,788)	(77,072)	(2,161)	-
FICA-MEDICARE	1,295,843	1,303,401	1,081,188	1,201,143
WORKER'S COMPENSATION	1,587,486	3,655,516	4,294,594	3,989,492
LIFE INSURANCE	109,514	112,772	90,637	87,929
UNEMPLOYMENT COMPENSATION	23,126	24,847	1,299	18,000
CLOTHING ALLOWANCE	591,850	601,332	519,413	540,330
TOOL INSURANCE	-	-	-	400
TOOL PURCHASE	-	-	400	-
CLOTHING MAINTENANCE	1,091,696	1,135,890	912,046	912,375
TOTAL	\$ 41,701,358	\$ 44,654,149	\$ 41,739,678	\$ 42,592,669
TRAINING & PROFESS DUES				
TUITION & REGISTRATION FEES	\$ -	\$ 255	\$ -	\$ -
PROFESSIONAL DUES	7,251	8,176	4,777	4,144
TOTAL	\$ 7,251	\$ 8,431	\$ 4,777	\$ 4,144
UTILITIES				
BROKERED GAS SUPPLY	\$ 67,966	\$ 163,941	\$ 12,175	\$ 13,027
CHILLED WATER	-	481,843	253,370	271,106
TELEPHONE	-	-	242	-
GAS	335,776	143,240	223,621	239,274
ELECTRICITY - CPP	1,283,213	1,146,316	1,182,510	1,265,285
ELECTRICITY - OTHER	42,788	49,702	64,364	68,869
STEAM	113,100	119,183	151,605	162,218
CONTRACTUAL UTILITIES	5,550	2,550	2,100	-
TOTAL	\$ 1,848,392	\$ 2,106,776	\$ 1,889,986	\$ 2,019,779

DIVISION OF POLICE

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 72,341	\$ 160,622	\$ 143,844	\$ 76,680
REFEREE SERVICES	53,424	9,313	9,568	10,000
MILEAGE (PRIVATE AUTO)	113,195	86,655	66,666	85,000
MEDICAL SERVICES	1,218,480	1,069,402	1,456,556	1,300,000
ADVERTISING AND PUBLIC NOTICE	995	1,729	3,478	2,000
PARKING IN CITY FACILITIES	246,217	224,304	140,208	150,000
INSURANCE AND OFFICIAL BONDS	-	484	-	500
PROPERTY RENTAL	15,319	-	-	-
PHOTOCOPY MACHINE RENTAL	147,835	45,207	104,146	80,000
OTHER CONTRACTUAL	780,757	817,260	787,707	889,365
LOCAL MATCH-GRANT PROGRAMS	11,396	141,804	44,147	135,000
TOTAL	\$ 2,659,958	\$ 2,556,781	\$ 2,756,319	\$ 2,728,545
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ 6,227	\$ 2,525	\$ 4,547	\$ 6,000
POSTAGE	280	2,459	250	500
COMPUTER SUPPLIES	2,151	603	-	-
FUEL	5,179	4,546	3,100	5,000
CLOTHING	10,293	44,112	45,472	50,500
SWEEPER PARTS	-	141	-	-
HARDWARE & SMALL TOOLS	158	582	-	-
SMALL EQUIPMENT	23,450	11,502	27,308	36,550
OFFICE FURNITURE & EQUIPMENT	-	-	585	-
AMMUNITION	142,671	50,038	96,201	70,000
HYGIENE AND CLEANING SUPPLIES	20,215	32,004	49,305	55,650
LUMBER, GLASS, AND DRYWALL	3,149	1,887	1,349	1,400
LABORATORY SUPPLIES	32,728	39,355	32,635	40,000
PHOTOGRAPHIC SUPPLIES	57,696	96,210	56,985	76,300
PAPER AND OTHER SUPPLIES	21,465	2,420	5,740	-
PRINTED MATERIALS	41,726	14,460	17,457	16,875
OTHER SUPPLIES	95,481	80,451	139,798	85,000
SAFETY EQUIPMENT	3,757	-	1,035	825
BATTERIES	3,419	3,461	2,640	3,000
JUST IN TIME OFFICE SUPPLIES	112,044	111,057	121,151	110,000
MISC MAINTENANCE SUPPLIES	38,072	42,732	23,887	45,000
TOTAL	\$ 620,158	\$ 540,545	\$ 629,446	\$ 602,600

DIVISION OF POLICE

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 17,465	\$ 10,057	\$ -	\$ -
MAINTENANCE CONTRACTS	24,149	42,446	48,875	53,750
COMPUTER HARDWARE MAINT.	5,411	6,058	5,000	5,000
MAINTENANCE MACHINERY	2,000	2,000	9,000	9,000
MAINTENANCE VEHICLES	1,000	1,000	-	-
REPAIR PARTS	4,285	469	1,100	1,000
CAR WASHES	73,452	4,601	68,000	75,000
MAINTENANCE HELICOPTERS	177,044	152,640	-	-
MAINTENANCE MISC. EQUIP.	12,776	9,398	34,934	31,500
REPAIR OF OVERHEAD DOORS	5,690	-	-	2,500
TOTAL	\$ 323,272	\$ 228,669	\$ 166,909	\$ 177,750
CLAIMS, REFUNDS, MISCELLANEOUS				
COURT COSTS	\$ -	\$ -	\$ 30	\$ -
JUDGEMENTS, DAMAGES, & CLAIMS	38,935	8,078	87,084	10,000
POLICE CHIEF EXPENSE FUND	146,018	112,811	113,907	150,000
TOTAL	\$ 184,953	\$ 120,889	\$ 201,021	\$ 160,000
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 733,678	\$ 1,014,203	\$ 1,108,841	\$ 1,437,354
CHARGES FROM RADIO SYSTEM	853,549	828,633	881,829	965,886
CHARGES FROM W.P.C.	778	-	-	-
CHARGES FROM PRINTING	99,066	173,825	119,587	167,919
CHARGES FROM STOREROOM	140,292	141,744	112,314	135,929
CHARGES FROM MOTOR VEHICLE	2,717,693	3,314,316	1,878,595	2,583,714
CHARGES FROM DATA PROC.	112,581	-	-	-
TOTAL	\$ 4,657,638	\$ 5,472,720	\$ 4,101,166	\$ 5,290,802
EXPENDITURE RECOVERY				
EXPENDITURE RECOVERY	\$ -	\$ -	\$ 104,674	\$ -
TOTAL	\$ -	\$ -	\$ 104,674	\$ -
TOTAL DIVISION	\$ 185,885,474	\$ 185,534,001	\$ 162,580,853	\$ 166,970,024

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ 6,363	\$ 6,583	\$ 8,458	\$ 8,000
INTERGOVERNMENTAL	-	193,981	1,335	-
SALES & CHARGES FOR SERVICES	393,607	284,368	274,599	243,500
MISCELLANEOUS REVENUES	281,093	405,041	396,329	140,500
REVENUE TRANSFERS	(1,931)	-	-	-
EXPENDITURE RECOVERIES	9,104,785	10,213,909	7,737,415	7,699,000
TOTAL DIVISION	\$ 9,783,917	\$ 11,103,882	\$ 8,418,136	\$ 8,091,000

DIVISION OF POLICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Chief of Police	69,682	154,701
12	11	12	Commander of Police	87,012	87,512
1	1	1	Commissioner of Traffic Control	87,012	87,512
4	3	4	Deputy Chief of Police	63,966	130,334
1	1	1	Superintendent of Criminalistics	30,087	70,339
19	17	19			
OFFICE & CLERICAL					
5	5	5	Clerk, Chief	22,050	43,080
8	8	8	Clerk, Junior	9.89 Hr.	12.57 Hr.
3	3	4	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1	Clerk, Stock	9.66 Hr.	16.19 Hr.
1	1	1	Messenger	9.66 Hr.	13.54 Hr.
5	4	5	Safety Telephone Operator	21,266	29,219
6	6	6	Secretary	9.66 Hr.	15.71 Hr.
3	4	3	Secretary, Private	9.66 Hr.	18.83 Hr.
0	0	1	Stenographer II	10.77 Hr.	14.74 Hr.
1	1	1	Stenographer III	9.66 Hr.	16.37 Hr.
0	4	4	Telephone Operator	9.66 Hr.	15.08 Hr.
13	13	13	Typist	9.92 Hr.	13.68 Hr.
46	50	52			
PARA -PROFESSIONALS					
1	1	1	Clerk, Docket	20,093	32,909
12	4	12	Controller, Traffic	9.73 Hr.	13.69 Hr.
13	5	13			
PROFESSIONALS					
1	1	1	Accountant II	9.66 Hr	19.69 Hr.
1	1	1	Accountant III	9.66 Hr	21.83 Hr.
2	2	2	Administrative Officer	20,093	48,000
26	26	26	Captain (Police)	74,940	75,440
2	2	2	Director, Project	22,233	72,735
6	6	6	Examiner, Scientific	25,000	53,307
82	81	82	Lieutenant (Police)	64,535	65,035
120	119	120			



DIVISION OF POLICE

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
PROTECTIVE SERVICE					
107	105	106	Institutional Guard	12.18 Hr.	15.45 Hr.
1,237	1,242	1,271	Officer, Patrol I**	48,832	49,332
5	5	5	Police Safety Aide	20,093	26,903
202	200	202	Sergeant	55,564	56,065
1,551	1,552	1,584			
SKILLED CRAFT					
1	1	1	Mechanic, Heavy Duty	15.75 Hr.	22.54 Hr.
1	1	1			
SERVICE & MAINTENANCE					
3	3	3	Hostler	9.80 Hr.	13.77 Hr.
3	3	3			
TECHNICIAN					
1	1	1	Bilingual Communication Specialist	22,883	34,512
6	6	6	Dispatcher, Chief Radio	39,788	43,387
105	101	105	Dispatcher, Police Radio	22,886	37,788
5	5	5	Examiner, Fingerprint	22,000	36,665
3	3	3	Operator, Computer	9.66 Hr.	20.71 Hr.
2	2	2	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
79	76	78	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
2	2	2	Supervisor, Data Conversion	11.92 Hr.	16.08 Hr.
1	1	1	Technician, Photographic Laboratory	9.66 Hr.	17.14 Hr.
204	197	203			
1,957	1,944	1,995	TOTAL FULL TIME		
402	378	402	Guard, School Crossing	20.50 Day	26.00 Day
402	378	402	TOTAL PART TIME		
13	13	13	GRANT POSITIONS		
2,372	2,335	2,410	TOTAL DIVISION		

*Salary Schedule effective October 4, 2004

** Includes employees partially or entirely funded through grants

DIVISION OF FIRE**PAUL STUBBS, CHIEF**

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

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

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

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

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

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

DIVISION OF FIRE

Mission Statement

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Administration	\$ 3,761	23	\$ 4,102	20		\$ 4,256	20	
Operations	68,193	846	66,216	780		66,911	784	
Operations Support	1,458	17	720	16		747	16	
Prevention and Education	4,344	50	2,922	46		3,032	46	
Communications	3,654	40	2,902	37		3,011	37	
Training and Education	1,841	14	925	13		960	13	
	\$ 83,252	990	\$ 77,787	912		\$ 78,917	916	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 81,423		\$ 76,523			\$ 77,919		
Self-Generated	881		767			998		
	\$ 82,304	990	\$ 77,290	912		\$ 78,917	916	
Grants	\$ 948		\$ 497			\$ -		
	\$ 83,252	990	\$ 77,787	912		\$ 78,917	916	

PROGRAM NAME: ADMINISTRATION

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

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

DIVISION OF FIRE

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
FUNDING SOURCE:									
General Fund	\$	68,193		\$	66,216		\$	66,911	
	\$	68,193	846	\$	66,216	780	\$	66,911	784

PROGRAM NAME: OPERATIONS SUPPORT

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

ACTIVITIES: Respond to alarms with necessary personnel, apparatus and equipment. Conduct daily training according to Drill Schedules; maintain apparatus, equipment and station. Inspect buildings and fire hydrants and investigate fires and Division accidents. Provide all rescue equipment, 24-hour emergency apparatus repair and preventive maintenance. Provide, repair and refurbish all protective clothing for the Division. Provide and repair all fire hoses. Provide pre-incident information on streets, buildings, hazardous conditions and hydrants/mains.

PROGRAM NAME: PREVENTION AND EDUCATION

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

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

PROGRAM NAME: COMMUNICATIONS

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

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



DIVISION OF FIRE

PROGRAM NAME: TRAINING AND EDUCATION

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

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



DIVISION OF FIRE

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 449,253	\$ 459,467	\$ 334,824	\$ 328,126
UNIFORMED PERSONNEL	52,084,071	51,134,678	48,629,973	48,183,925
UNIFORMED OVERTIME	4,036,012	4,703,069	3,099,711	3,322,200
LONGEVITY	420,550	435,150	459,475	459,775
WAGE SETTLEMENTS	1,032	1,000	-	-
SEPARATION PAYMENTS	380,300	444,110	477,504	563,875
OVERTIME	18,386	33,152	22,085	20,000
DEFERRED OVERTIME PAYMENTS	175,000	174,997	-	175,000
TOTAL	\$ 57,564,604	\$ 57,385,623	\$ 53,023,573	\$ 53,052,901
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,461,181	\$ 5,955,885	\$ 6,443,339	\$ 7,167,159
DENTAL	481,671	519,333	492,921	493,073
VISION CARE	33,333	49,591	46,157	45,127
PERS	62,462	66,931	53,108	47,835
POLICE & FIREMENS DISAB & PENS	13,508,426	13,282,773	12,657,101	12,800,640
POLICE & FIRE ACCRD LIABILITY	(22,286)	(9,004)	190	-
FICA-MEDICARE	470,097	480,687	431,962	492,491
WORKER'S COMPENSATION	360,316	791,905	1,070,455	1,114,305
LIFE INSURANCE	44,404	46,757	42,325	41,066
UNEMPLOYMENT COMPENSATION	26	-	-	-
CLOTHING ALLOWANCE	376,920	404,181	4,799	271,200
CLOTHING MAINTENANCE	405,350	395,200	363,200	361,600
TOTAL	\$ 21,181,900	\$ 21,984,239	\$ 21,605,558	\$ 22,834,496
TRAINING & PROFESS DUES				
TRAVEL	\$ 1,189	\$ 1,687	\$ -	\$ 2,000
TUITION & REGISTRATION FEES	11,049	8,235	10,650	9,000
OTHER TRAINING SUPPLIES	1,370	535	1,360	1,000
MILEAGE (PRIV AUTO) TRNG PRPS	182	-	-	-
PROFESSIONAL DUES	6,570	2,632	2,667	3,000
TOTAL	\$ 20,359	\$ 13,089	\$ 14,677	\$ 15,000
UTILITIES				
BROKERED GAS SUPPLY	\$ -	\$ -	\$ 170	\$ 182
GAS	84,168	285,424	330,469	353,602
ELECTRICITY - CPP	416,057	406,413	426,243	456,080
ELECTRICITY - OTHER	34,096	33,805	39,755	42,538
STEAM	48,000	48,000	29,458	31,520
TOTAL	\$ 582,321	\$ 773,643	\$ 826,094	\$ 883,922

DIVISION OF FIRE

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 12,049	\$ 3,130	\$ 20,497	\$ 20,000
BANK SERVICE FEES	-	-	695	-
COURT REPORTER	-	80	1,224	500
REFEREE SERVICES	4,658	-	175	2,500
CABLE PROFESSIONAL SERVICES	115	22	-	50
MILEAGE (PRIVATE AUTO)	3,090	2,530	2,461	3,000
MEDICAL SERVICES	34,893	22,357	35,704	30,000
PARKING IN CITY FACILITIES	18,306	10,151	7,679	12,000
PARKING TAX	20	-	-	-
PROPERTY RENTAL	20,000	-	-	-
PHOTOCOPY MACHINE RENTAL	19,783	6,257	11,565	9,000
OTHER CONTRACTUAL	37,270	27,949	34,396	30,000
LOCAL MATCH-GRANT PROGRAMS	-	-	-	87,500
TOTAL	\$ 150,183	\$ 72,476	\$ 114,396	\$ 194,550
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ 2,325	\$ 366	\$ 353	\$ 500
POSTAGE	-	-	108	-
COMPUTER SUPPLIES	-	1,500	1,825	2,000
COMPUTER HARDWARE	9,442	36	-	-
COMPUTER SOFTWARE	-	5,000	-	-
CLOTHING	59,939	26,784	43,195	75,000
HARDWARE & SMALL TOOLS	4,710	-	8,266	2,500
SMALL EQUIPMENT	30,397	22,735	18,386	25,000
OFFICE FURNITURE & EQUIPMENT	3,104	4,643	7,621	5,000
ELECTRICAL SUPPLIES	3,500	3,000	3,000	3,000
HYGIENE AND CLEANING SUPPLIES	19,243	25,435	44,376	30,000
DOORS, SHUTTERS AND WINDOWS	-	2,124	-	2,500
MEDICAL SUPPLIES	64,689	50,683	67,427	65,000
FOOD	-	9,000	-	-
PHOTOGRAPHIC SUPPLIES	1,300	4,000	2,000	5,000
MEDICAL EQUIPMENT	9,000	-	3,000	5,000
PAPER AND OTHER SUPPLIES	-	367	600	1,000
PRINTED MATERIALS	192	-	393	-
OTHER SUPPLIES	25,931	36,967	41,434	40,000
SAFETY EQUIPMENT	2,084	4,279	10,157	5,000
BATTERIES	788	1,000	1,018	1,000
JUST IN TIME OFFICE SUPPLIES	17,422	22,136	20,168	25,000
BUILDING MAINTENANCE SUPPLY	3,184	-	-	-
MISC MAINTENANCE SUPPLIES	-	-	1,000	2,000
TOTAL	\$ 257,249	\$ 220,054	\$ 274,325	\$ 294,500



DIVISION OF FIRE

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 4,071	\$ 8,955	\$ 2,543	\$ 12,000
MAINTENANCE CONTRACTS	4,527	4,740	4,740	5,000
COMPUTER HARDWARE MAINT.	-	-	3,500	2,400
MAINTENANCE ELECTRICAL EQUIP	6,383	4,885	6,323	5,000
MAINTENANCE MACHINERY	11,700	4,057	4,558	5,000
MAINTENANCE FIRE APPARATUS	3,000	432	66	1,000
MAINTENANCE VEHICLES	1,200	1,500	-	2,000
REPAIR PARTS	4,971	5,247	8,508	8,500
CAR WASHES	500	1,000	1,000	1,000
MAINTENANCE UTILITY SYSTEMS	3,000	-	-	-
MAINTENANCE MISC. EQUIP.	67,796	77,464	116,360	82,600
AUTO & LIGHT TRUCK REPAIRS	4,576	-	-	-
MAINTENANCE BUILDING	22,888	18,072	940	5,000
REPAIR OF OVERHEAD DOORS	-	15,000	55,769	40,000
CUSHMAN REPAIR	7,368	-	-	-
TOTAL	\$ 141,979	\$ 141,351	\$ 204,307	\$ 169,500
CLAIMS, REFUNDS, MISCELLANEOUS				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ 2,745	\$ 2,613	\$ 750	\$ 3,000
TOTAL	\$ 2,745	\$ 2,613	\$ 750	\$ 3,000
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 171,526	\$ 163,661	\$ 169,235	\$ 221,299
CHARGES FROM RADIO SYSTEM	283,702	162,219	183,369	186,576
CHARGES FROM WATER	13,181	-	-	-
CHARGES FROM W.P.C.	516	-	-	-
CHARGES FROM PRINTING	2,730	22,286	35,473	49,810
CHARGES FROM STOREROOM	4,541	4,106	1,112	1,346
CHARGES FROM MOTOR VEHICLE	1,217,565	1,358,223	734,595	1,010,321
CHARGES FROM DATA PROC.	53,226	-	-	-
TOTAL	\$ 1,746,985	\$ 1,710,494	\$ 1,123,784	\$ 1,469,352
EXPENDITURE RECOVERY				
EXPENDITURE RECOVERY	\$ -	\$ -	\$ 102,309	\$ -
TOTAL	\$ -	\$ -	\$ 102,309	\$ -
TOTAL DIVISION	\$ 81,648,324	\$ 82,303,582	\$ 77,289,773	\$ 78,917,221

DIVISION OF FIRE

REVENUE

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
LICENSES & PERMITS	\$ 483,359	\$ 473,569	\$ 487,935	\$ 468,725
INTERGOVERNMENTAL	-	162,380	766	-
SALES & CHARGES FOR SERVICES	231,103	180,947	230,816	482,100
FINES & FORFEITURES	-	-	200	-
MISCELLANEOUS REVENUES	-	2,432	10,653	-
REVENUE TRANSFERS	12,375	26,697	-	17,140
EXPENDITURE RECOVERIES	3,121	34,536	36,687	30,000
TOTAL DIVISION	\$ 729,957	\$ 880,561	\$ 767,057	\$ 997,965

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
29	29	29	Battalion, Chief	72,040	75,441
1	1	1	Fire Chief	64,407	154,701
7	7	7	Fire Chief, Assistant	56,790	116,024
<u>37</u>	<u>37</u>	<u>37</u>			
OFFICE & CLERICAL					
1	1	1	Secretary	9.66 Hr.	15.71 Hr.
4	4	4	Secretary, Private	9.66 Hr.	18.83 Hr.
<u>5</u>	<u>5</u>	<u>5</u>			
PROFESSIONALS					
1	1	1	Administrator, Personnel	26,274	74,739
63	63	63	Captain (Fire)	62,034	65,036
171	172	172	Lieutenant (Fire)	53,409	56,065
1	1	1	Project Director/ Network	22,333	72,735
<u>236</u>	<u>237</u>	<u>237</u>			
PROTECTIVE SERVICE					
635	630	634	Firefighter Journeyman	45,973	48,332
<u>635</u>	<u>630</u>	<u>634</u>			
TECHNICIAN					
2	2	2	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
1	1	1	Supervisor, Data Processing	20,231	54,494
<u>3</u>	<u>3</u>	<u>3</u>			
<u>916</u>	<u>912</u>	<u>916</u>	TOTAL DIVISION		

*Salary Schedule effective October 4, 2004

EMERGENCY MEDICAL SERVICES

EDWARD J. ECKART, JR., COMMISSIONER

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

Mission Statement

To provide advanced out-of-hospital medical care and transportation to victims of illness or injury. We are committed to improving the quality of life in the City of Cleveland by maintaining the highest ethical and professional standards of pre-hospital care, treating our patients with dignity and respect, and caring for each patient as if they were a member of our own family.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 672	7	\$ 354	3	\$ 377	3		
Advanced Life Support	19,509	270	17,985	245	18,986	270		
Communications	1,597	34	1,762	33	1,875	33		
Employee Development	114		103		110			
Public Education	11		6		6			
	\$ 21,903	311	\$ 20,210	281	\$ 21,354	306		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 14,644		\$ 11,348		\$ 12,584			
Self-Generated	7,263		8,862		8,768			
	\$ 21,907	311	\$ 20,210	281	\$ 21,352	306		
Grants	\$ (4)		\$ -		\$ 2			
	\$ 21,903	311	\$ 20,210	281	\$ 21,354	306		

EMERGENCY MEDICAL SERVICES

PROGRAM NAME: ADMINISTRATION

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

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

PROGRAM NAME: ADVANCED LIFE SUPPORT

OBJECTIVES: To respond to emergency scenes, provide advanced medical care and stabilization, and transport patients to appropriate medical facilities.

ACTIVITIES: Respond to emergency scenes in a safe and expeditious manner. Provide advanced medical intervention in the form of endotracheal intubation, ECG monitoring, intravenous cannulation, administering medications, cardiac defibrillation, and other procedures as needed. Transport patients to appropriate medical facilities. Document patient care and billing information.

PROGRAM NAME: COMMUNICATIONS

OBJECTIVES: To effectively control and direct all emergency telephone, radio, and data communications.

ACTIVITIES: Evaluate calls for assistance through a call prioritizing system to determine the call type, priority level, and subsequent type of response. Provide emergency pre-arrival instructions to callers until an emergency ambulance arrives or the situation has stabilized. Maintain appropriate legal logs and tapes for all communications center activity. Provide initial emergency medical dispatch training. Provide continuing education programs necessary for emergency medical dispatch recertification. Conduct performance improvement activities to ensure the continued quality of service to the public.

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

OBJECTIVES: To plan, direct, and coordinate the educational activities including state certification, re-certification, initial orientation, and continuing education.

ACTIVITIES: Provide initial employee orientation training. Conduct paramedic training programs for new and current employees leading to state certification as EMT-Paramedics. Conduct professional development activities for the supervisory and administrative staff.

Provide continuing education programs necessary for state EMT-Basic and EMT-Paramedic re-certification. Provide recognized professional enhancement programs, such as Basic and Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Pre-Hospital Trauma Life Support. Provide clinical experience monitored by Field Training Officers for the Division of EMS paramedic students as well as students from other State of Ohio accredited paramedic training programs. Perform paramedic functioning testing for the Department of Public Safety as required by the medical director and state law.

PROGRAM NAME: PUBLIC EDUCATION

OBJECTIVES: To improve survival from cardiac arrest and other severe medical problems.

ACTIVITIES: Provide CPR training to the public and new City employees. Educate the public in appropriate use of the 911 system. Offer heart health and stroke awareness activities along with blood pressure checks at senior centers and other locations. Provide Automatic External Defibrillator (AED) training at City facilities to City employees.



EMERGENCY MEDICAL SERVICES

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 12,076,208	\$ 12,282,914	\$ 12,244,148	\$ 12,099,988
PART-TIME PERMANENT	15,565	17,418	-	-
INJURY PAY	-	-	557	-
UNIFORMED OVERTIME	-	(445)	-	-
LONGEVITY	84,925	93,650	102,100	98,725
WAGE SETTLEMENTS	41,852	-	257	50,000
SEPARATION PAYMENTS	74,090	30,961	138,117	100,000
OVERTIME	2,309,266	3,083,907	1,687,644	2,100,000
TOTAL	\$ 14,601,906	\$ 15,508,405	\$ 14,172,823	\$ 14,448,713
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,398,445	\$ 1,558,383	\$ 1,770,637	\$ 2,069,137
DENTAL	125,333	139,121	136,371	143,162
VISION CARE	6,196	14,857	14,074	14,895
PERS	1,847,011	2,146,936	1,933,739	1,937,475
FICA-MEDICARE	169,153	181,921	163,963	208,781
WORKER'S COMPENSATION	141,733	337,203	512,004	604,039
LIFE INSURANCE	12,796	13,148	13,552	13,610
UNEMPLOYMENT COMPENSATION	10,307	3,778	16,939	-
CLOTHING ALLOWANCE	250,791	199,820	21,210	107,450
CLOTHING MAINTENANCE	31,971	28,250	-	30,700
TOTAL	\$ 3,993,739	\$ 4,623,417	\$ 4,582,489	\$ 5,129,249
TRAINING & PROFESS DUES				
TRAVEL	\$ 2,105	\$ 3,020	\$ 1,179	\$ 6,000
TUITION & REGISTRATION FEES	4,113	3,605	5,041	-
OTHER TRAINING SUPPLIES	8,170	7,837	-	-
PROFESSIONAL DUES	517	517	517	-
TOTAL	\$ 14,905	\$ 14,979	\$ 6,737	\$ 6,000
UTILITIES				
SEWER-OTHER	\$ -	\$ 925	\$ 121	\$ 250
WATER	-	462	1,603	250
GAS	-	1,153	-	1,716
ELECTRICITY - CPP	6,347	578	2,004	2,145
TOTAL	\$ 6,347	\$ 3,118	\$ 3,728	\$ 4,361

**EMERGENCY MEDICAL SERVICES**

EXPENDITURES - CONTINUED

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 24,713	\$	6,060	\$	3,857	\$	31,465
COURT REPORTER	65		-		127		-
REFEREE SERVICES	1,716		-		491		4,000
WASTE DISPOSAL	-		3,564		220		-
JANITORIAL SERVICES	9,800		9,000		-		10,000
MEDICAL SERVICES	1,192		1,818		3,541		2,000
ADVERTISING AND PUBLIC NOTICE	-		450		-		-
PARKING IN CITY FACILITIES	3,416		3,662		2,673		4,000
PHOTOCOPY MACHINE RENTAL	12,268		7,057		7,140		8,000
EQUIPMENT RENTAL	-		-		-		250
LOCAL MATCH-GRANT PROGRAMS	-		-		5,874		-
TOTAL	\$ 53,171	\$	31,611	\$	23,922	\$	59,715
MATERIALS & SUPPLIES							
OFFICE SUPPLIES	\$ 123	\$	7,515	\$	1,271	\$	2,000
POSTAGE	27		787		1,582		1,000
COMPUTER SUPPLIES	-		4,880		-		1,000
COMPUTER HARDWARE	9,495		38,618		21,595		-
COMPUTER SOFTWARE	-		9,587		-		11,000
FIRE/EMS APPARATUS PARTS	-		-		14		-
CLOTHING	89,523		10,665		11,300		20,000
HARDWARE & SMALL TOOLS	567		-		1,498		1,000
SMALL EQUIPMENT	1,843		-		-		-
OFFICE FURNITURE & EQUIPMENT	5,533		880		-		-
ELECTRICAL SUPPLIES	-		-		2,206		1,000
HYGIENE AND CLEANING SUPPLIES	2,926		2,981		11,250		16,000
MEDICAL SUPPLIES	65,212		249,582		293,165		300,000
MEDICAL EQUIPMENT	33,518		37,473		45,888		35,000
PRINTED MATERIALS	17,703		13,605		4,914		5,000
OTHER SUPPLIES	-		-		398		-
SAFETY EQUIPMENT	2,892		17,364		21,703		10,000
PHARMACEUTICAL SUPPLIES	3,000		210		12,549		20,000
SPECIAL EVENTS SUPPLIES	5,936		6,894		-		-
BATTERIES	346		395		1,880		1,000
JUST IN TIME OFFICE SUPPLIES	8,408		12,728		15,558		13,000
TOTAL	\$ 247,050	\$	414,164	\$	446,771	\$	437,000



EMERGENCY MEDICAL SERVICES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 4,226	\$ -	\$ -	-
MAINTENANCE CONTRACTS	8,000	59,073	71,808	60,000
COMPUTER HARDWARE MAINT.	-	41,044	43,670	10,000
COMPUTER SOFTWARE MAINT.	4,233	9,714	27,677	44,000
REPAIR PARTS	192	-	-	-
CAR WASHES	-	500	500	-
MAINTENANCE MISC. EQUIP.	9,325	2,000	5,500	20,000
TOTAL	\$ 25,976	\$ 112,331	\$ 149,156	\$ 134,000
CLAIMS, REFUNDS, MISCELLANEOUS				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ 61,632	\$ 295	\$ -	1,000
TOTAL	\$ 61,632	\$ 295	\$ -	1,000
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 77,536	\$ 70,951	\$ 68,680	\$ 91,048
CHARGES FROM RADIO SYSTEM	115,338	101,272	102,744	143,275
CHARGES FROM PRINTING	10,406	27,734	13,515	18,977
CHARGES FROM STOREROOM	4,681	4,790	6,791	8,219
CHARGES FROM MOTOR VEHICLE	759,395	993,481	633,024	870,626
CHARGES FROM DATA PROC.	13,887	-	-	-
TOTAL	\$ 981,244	\$ 1,198,228	\$ 824,753	\$ 1,132,145
TOTAL DIVISION	\$ 19,985,970	\$ 21,906,548	\$ 20,210,379	\$ 21,352,183

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 11,054	\$ -	-
SALES & CHARGES FOR SERVICE	8,412,319	7,243,765	8,830,211	8,756,000
MISCELLANEOUS REVENUE	24,881	4,011	10,287	2,170
EXPENDITURE RECOVERIES	9,710	4,139	21,369	10,000
TOTAL DIVISION	\$ 8,446,910	\$ 7,262,969	\$ 8,861,866	\$ 8,768,170

EMERGENCY MEDICAL SERVICES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Emergency Medical Service	42,758	124,900
1	1	1			
PROFESSIONALS					
1	1	1	Administrator, Assistant Personnel	20,093	50,543
1	1	1	Administrative Manager	27,194	80,967
2	2	2			
TECHNICIAN					
34	33	33	Dispatcher, Emergency Medical	24,765	37,797
16	18	18	Supervisor, Emergency Medical Technician	20,093	53,307
254	227	232	Technician, Emergency Medical	26,336	41,231
0	0	20	Technician, Emergency Medical, Trainee	10.50 Hr.	10.50 Hr.
304	278	303			
307	281	306	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DOG POUND

JOHN D. BAIRD, CHIEF DOG WARDEN

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

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Animal Control	\$ 1,013	17	2	\$ 810	12	2	\$ 834	12	2
	\$ 1,013	17	2	\$ 810	12	2	\$ 834	12	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 946			\$ 758			\$ 785		
Self-Generated	67			47			49		
	\$ 1,013	17	2	\$ 805	12	2	\$ 834	12	2
Special Revenue	\$ -			\$ 5			\$ -		
	\$ 1,013	17	2	\$ 810	12	2	\$ 834	12	2

PROGRAM NAME: ANIMAL CONTROL

OBJECTIVES: Enforce city animal ordinances.

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

PROGRAM NAME: LOW COST SPAY/NUETER CLINIC

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

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

DOG POUND

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 492,710	\$ 565,127	\$ 415,097	\$ 409,835
PART-TIME PERMANENT	69,175	67,142	48,619	72,517
INJURY PAY	-	1,190	-	-
LONGEVITY	4,325	4,850	4,750	5,800
SEPARATION PAYMENTS	414	-	-	-
OVERTIME	12,437	15,897	21,113	26,464
TOTAL	\$ 579,061	\$ 654,207	\$ 489,579	\$ 514,616
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 68,176	\$ 92,912	\$ 85,336	\$ 91,547
DENTAL	5,744	7,832	6,437	6,177
VISION CARE	277	855	657	654
PERS	74,340	88,957	71,448	69,730
FICA-MEDICARE	6,428	7,536	5,048	5,675
WORKER'S COMPENSATION	1,449	3,331	7,693	10,053
LIFE INSURANCE	626	757	582	540
UNEMPLOYMENT COMPENSATION	-	-	32,023	-
CLOTHING ALLOWANCE	2,750	3,250	2,000	2,000
CLOTHING MAINTENANCE	3,850	4,550	2,800	2,800
TOTAL	\$ 163,640	\$ 209,980	\$ 214,024	\$ 189,176
TRAINING & PROFESS DUES				
TRAVEL	\$ -	\$ -	\$ -	\$ 3,000
PROFESSIONAL DUES	323	-	-	500
TOTAL	\$ 323	\$ -	\$ -	\$ 3,500
UTILITIES				
GAS	\$ (1,039)	\$ -	\$ 5,741	\$ 6,143
ELECTRICITY - OTHER	14,810	13,693	16,365	17,511
TOTAL	\$ 13,771	\$ 13,693	\$ 22,106	\$ 23,654
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 2,000	\$ 2,000	\$ 504	\$ -
SECURITY SERVICES	-	-	-	600
MEDICAL SERVICES	-	-	-	500
PHOTOCOPY MACHINE RENTAL	1,078	579	406	750
TOTAL	\$ 3,078	\$ 2,579	\$ 910	\$ 1,850

DOG POUND

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 2	\$ -	\$ -
HARDWARE & SMALL TOOLS	20	2,214	413	2,300
SMALL EQUIPMENT	3,437	2,764	3,760	3,258
OFFICE FURNITURE & EQUIPMENT	-	1,164	906	-
HYGIENE AND CLEANING SUPP	2,596	5,809	4,280	6,000
MEDICAL SUPPLIES	15,767	14,292	14,728	15,000
OTHER SUPPLIES	4,707	11,847	12,271	12,000
SAFETY EQUIPMENT	-	-	-	4,624
JUST IN TIME OFFICE SUPPLIES	1,540	3,299	1,766	3,000
TOTAL	\$ 28,067	\$ 41,391	\$ 38,123	\$ 46,182
MAINTENANCE				
CAR WASHES	\$ 500	\$ 500	\$ 500	\$ 500
TOTAL	\$ 500	\$ 500	\$ 500	\$ 500
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 3,867	\$ 3,284	\$ 4,379	\$ 5,658
CHARGES FROM RADIO SYSTEM	4,152	9,116	3,948	5,631
CHARGES FROM PRINTING	1,801	8,188	3,553	4,989
CHARGES FROM STOREROOM	1,320	1,377	1,016	1,230
CHARGES FROM MOTOR VEHICLE	66,222	69,053	26,747	36,786
CHARGES FROM DATA PROC.	648	-	-	-
TOTAL	\$ 78,009	\$ 91,018	\$ 39,643	\$ 54,294
TOTAL DIVISION	\$ 866,449	\$ 1,013,368	\$ 804,886	\$ 833,772

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 64,607	\$ 66,034	\$ 45,088	\$ 48,408
MISCELLANEOUS REVENUES	8	796	1,689	720
EXPENDITURE RECOVERIES	-	18	73	25
TOTAL DIVISION	\$ 64,615	\$ 66,848	\$ 46,850	\$ 49,153

DOG POUND

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Chief Dog Warden	20,093	74,360
1	1	1			
			OFFICE & CLERICAL		
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	2	2			
			PROFESSIONALS		
1	1	1	Registered Animal Health Technician	9.66 Hr.	14.54 Hr.
1	1	1			
			PROTECTIVE SERVICE		
7	7	7	Warden, Dog	11.04 Hr.	15.50 Hr.
7	7	7			
			SERVICE & MAINTENANCE		
1	1	1	Custodial Worker	9.66 Hr.	13.54 Hr.
1	1	1			
12	12	12	TOTAL FULL TIME		
1	1	1	Registered Animal Health Technician	9.66 Hr.	14.54 Hr.
1	1	1	Veterinarian	30,215	80,774
2	2	2	TOTAL PART TIME		
14	14	14	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



COMMUNITY RELATIONS BOARD

JEFFREY D. JOHNSON, DIRECTOR

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

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

Mission Statement

To promote amicable relations among various racial and cultural groups, to ameliorate conditions which strain inter-group relations, and correct actions that violate the civil rights of individuals.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Community Outreach	\$ 190	3	14	\$ 257	5	14	\$ 298	5	14
Human Relations Training & Comm	257	3		339	4		368	4	
Police/Community Cooperation	284	5		299	5		324	5	
Fair Housing & Neighborhood	116	3		92	2	5	115	2	5
	\$ 847	14	14	\$ 987	16	19	\$ 1,105	16	19
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 846	14	14	\$ 895	14	19	\$ 990	14	19
Self - Generated	1			-			-		
	\$ 847	14	14	\$ 895	14	19	\$ 990	14	19
Fair Housing Grant*	-			92	2		115	2	
	\$ 847	14	14	\$ 987	16	19	\$ 1,105	16	19

* As of January, 2004, the Fair Housing Grant moved from the Office of Consumers Affairs into the Department of Community Relations Board.

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

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

ACTIVITIES: Provide planning assistance for groups and agencies who seek to promote positive social and cultural relationships in the community. Investigate the sources and conditions of problems and complaints that are disruptive to the quality of life in city neighborhoods, especially when race, religion or ethnic background are motivating factors.

Coordinate city services which positively impact the resolution of social and cultural conflict in city neighborhoods. Administer the priority protocol for preventing and responding to ethnic and racial violence and intimidation in coordination with the police, the prosecutor's office, the municipal and county courts and support service agencies. Coordinate resident and organizational involvement in neighborhood biracial and multi-cultural dialogue groups.

Maintain liaison with individuals and groups interested in addressing the concerns and serving the special needs of Cleveland's Hispanic, Asian-Pacific Island and Native American communities. Establish Sister Cities relationships by beginning to facilitate relationships to attain sustainable community networks.

Investigation and referral services for any complaint of discrimination based on race, religion, sex, sexual orientation, family status or ethnic heritage. Conciliation services on referral from citizens, community organizations and institutions, the police and other city agencies. Establish "Sister Cities" relationship among Cleveland's diverse population.

PROGRAM NAME: HUMAN RELATIONS TRAINING AND COMMUNITY EDUCATION

OBJECTIVES: To support and direct Board 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 inequities, conflicts and instability.

ACTIVITIES: Perform curricula and program design. Provide human relations in-service training for police and city employees. Conduct human relations workshops for community groups and agencies. Provide mediation training for community and youth serving organizations and schools. Provide research evaluation, planning and program administration.

Conduct Community Relations Board meetings, subcommittees and special hearings. Provide information to the public. Coordinate community forums, conferences and cultural events. Maintain contacts with all groups throughout the community that want to foster cultural unity and diversity. Review and evaluate existing community resources for mediations, human relations training and youth intervention.

COMMUNITY RELATIONS BOARD

PROGRAM NAME: POLICE/COMMUNITY COOPERATION AND SPECIAL EVENTS

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

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 284	5	\$ 299	5	\$ 324	5		
	284	5	299	5	324	5		
Fair Housing Grant*	\$ -		\$ 92	2	\$ 115	2		
	\$ 284	5	\$ 391	7	\$ 439	7		

* As of January, 2004, the Fair Housing Grant moved from the Office of Consumers Affairs into the Department of Community Relations Board

COMMUNITY RELATIONS BOARD

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT BOARD MEMBERS	\$ 573,348	\$ 536,177	\$ 552,920	\$ 594,900
PART TIME PERMANENT LONGEVITY	69,747	78,175	52,189	86,650
SEPARATION PAYMENTS	-	-	25,648	-
	4,425	4,425	4,525	4,950
	6,727	-	-	-
TOTAL	\$ 654,247	\$ 618,777	\$ 635,282	\$ 686,500
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 73,790	\$ 66,597	\$ 84,624	\$ 109,084
DENTAL	6,522	5,793	6,362	7,403
VISION CARE	607	865	786	911
PERS	89,897	74,226	84,597	93,021
FICA-MEDICARE	5,694	5,913	6,144	9,955
WORKERS COMPENSATION	767	1,714	1,778	1,936
LIFE INSURANCE	639	578	554	630
UNEMPLOYMENT COMPENSATION	1,133	872	450	-
TOTAL	\$ 179,049	\$ 156,558	\$ 185,295	\$ 222,940
TRAINING AND DUES				
TRAVEL	\$ 208	\$ 1,500	\$ 1,533	\$ 1,000
TUITION & REGISTRATION FEES	-	1,135	735	500
MILEAGE (PRIVATE AUTO)	312	83	-	-
PROFESSIONAL DUES	371	737	363	500
TOTAL	\$ 891	\$ 3,455	\$ 2,630	\$ 2,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 5,013	\$ 180	\$ 10,850	\$ 4,500
TRAVEL- NON-TRAINING	-	-	22	-
MILEAGE (PRIVATE AUTO)	2,780	3,044	4,733	3,000
EXPENSE ACCOUNT REIMBURSE	-	-	237	-
ADVERTISING AND PUBLIC NOTICE	3,000	135	135	2,000
PROGRAM PROMOTION	100	-	4,680	2,500
PARKING IN CITY FACILITIES	7,212	7,543	7,830	6,500
PHOTOCOPY MACHINE RENTAL	2,720	1,189	1,307	1,000
OTHER CONTRACTUAL	-	-	200	-
REFUNDS & MISCELLANEOUS	152	-	-	-
LOCAL MATCH-GRANT PROGRAMS	-	-	151	-
TOTAL	\$ 20,977	\$ 12,090	\$ 30,145	\$ 19,500

COMMUNITY RELATIONS BOARD

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 28	\$ 271	\$ 1,000
POSTAGE	-	-	-	500
COMPUTER SUPPLIES	4,055	88	-	500
COMPUTER HARDWARE	-	-	-	200
COMPUTER SOFTWARE	-	-	-	500
CLOTHING	-	263	-	850
OFFICE FURNITURE & EQUIP	1,300	-	-	-
FOOD	143	639	517	1,200
OTHER SUPPLIES	1,600	-	153	300
ARTS & CRAFTS SUPPLIES	-	25	-	-
SPECIAL EVENTS SUPPLIES	5,733	7,296	1,952	5,500
JUST IN TIME OFFICE SUPPLIES	3,542	2,299	6,676	5,000
MISC MAINTENANCE SUPPLIES	-	21	-	-
TOTAL	\$ 16,373	\$ 10,659	\$ 9,568	\$ 15,550
MAINTENANCE				
MAINTENANCE OFFICE EQUIP.	\$ -	\$ -	\$ -	\$ 500
CAR WASHES	-	-	-	250
TOTAL	\$ -	\$ -	\$ -	\$ 750
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 17,478	\$ 20,563	\$ 18,578	\$ 24,563
CHARGES FROM RADIO SYSTEM	329	300	292	434
CHARGES FROM PRINTING	4,655	17,102	9,142	12,837
CHARGES FROM STOREROOM	3,534	5,178	3,182	3,851
CHARGES FROM MOTOR VEHICLES	3,469	2,677	977	1,344
CHARGES FROM DATA PROC.	785	-	-	-
TOTAL	\$ 30,250	\$ 45,819	\$ 32,171	\$ 43,029
TOTAL DIVISION	\$ 901,787	\$ 847,357	\$ 895,091	\$ 990,269

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUE	\$ 1,826	\$ (1,826)	\$ -	\$ -
MISCELLANEOUS REVENUES	-	540	(90)	-
REVENUE TRANSFERS	37,820	2,000	-	-
EXPENDITURE RECOVERIES	-	-	193	-
TOTAL DIVISION	\$ 39,646	\$ 714	\$ 103	\$ -



COMMUNITY RELATIONS BOARD

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Exec. Director Community Relations Board	50,796	160,115
1	1	1			
OFFICE & CLERICAL					
1	1	1	Private Secretary to the Director	20,093	43,080
1	1	1			
PROFESSIONALS					
3	3	3	Community Relations Rep. I	9.66 Hr.	17.14 Hr.
3	3	3	Community Relations Rep. II	9.66 Hr.	20.71 Hr.
1	1	1	Community Relations Rep. III	9.66 Hr.	25.63 Hr.
1	1	1	Project Coordinator	27,326	81,807
2	4	4	Project Director	22,333	72,735
1	0	0	Administrative Officer	20,093	48,000
11	12	12			
13	14	14	TOTAL FULL-TIME		
1	1	1	Program Director	20,093	57,504
1	1	1	Administrative Officer	20,093	48,000
2	2	2	GRANT POSITIONS		
14	14	14	Community Relations Board Members		
5	5	5	Fair Housing Board Members		
19	19	19	TOTAL BOARD MEMBERS		
34	35	35	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

CONSUMER AFFAIRS

KENYA TAYLOR, DIRECTOR

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

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS									
Consumer Affairs	\$ 377	4	7	\$ 238	3		\$ 288	3	
	\$ 377	4	7	\$ 238	3		\$ 288	3	

FUNDING SOURCE:

General Fund:

Tax Support	\$ 277	2	7	\$ 238	3		\$ 288	3	
Community Development Block Grant	100	2		-			-		
	\$ 377	4	7	\$ 238	3		\$ 288	3	



CONSUMER AFFAIRS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 146,140	\$ 198,844	\$ 151,395	\$ 176,003
SEASONAL	-	-	2,759	-
TOTAL	\$ 146,140	\$ 198,844	\$ 154,154	\$ 176,003
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 3,117	\$ 14,434	\$ 8,074	\$ 16,037
DENTAL	422	1,420	783	1,665
VISION CARE	131	205	115	197
PERS	13,266	23,593	21,829	23,848
FICA-MEDICARE	2,106	2,861	2,227	2,552
WORKERS COMPENSATION	(29)	363	4,618	10,698
LIFE INSURANCE	82	172	141	180
UNEMPLOYMENT COMPENSATION	-	-	4,314	-
TOTAL	\$ 19,095	\$ 43,048	\$ 42,100	\$ 55,177
TRAINING AND DUES				
TRAVEL	\$ 565	\$ 187	\$ -	\$ 2,500
TUITION AND FEES	-	-	955	2,000
PROFESSIONAL DUES & SUBSCRIPT	-	-	291	500
TOTAL	\$ 565	\$ 187	\$ 1,246	\$ 5,000
UTILITIES				
CONTRACTUAL UTILITIES	\$ -	\$ 473	\$ 808	\$ 1,000
TOTAL	\$ -	\$ 473	\$ 808	\$ 1,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 5,000
MILEAGE (PRIVATE AUTO)	16	-	-	-
ADVERTISING AND PUBLIC NOTICE	-	994	100	5,000
PARKING IN CITY FACILITIES	76	98	78	-
PROPERTY RENTAL	3,866	15,462	15,462	16,000
PHOTOCOPY MACHINE RENTAL	-	165	914	1,200
OTHER CONTRACTUAL	7,380	-	-	-
TOTAL	\$ 11,338	\$ 16,719	\$ 16,554	\$ 27,200



CONSUMER AFFAIRS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,459	\$ 931	\$ -	\$ 2,000
COMPUTER HARDWARE	10,017	3,753	-	-
HARDWARE & SMALL TOOLS	-	458	-	-
PRINTED MATERIALS	1,141	-	-	-
SMALL EQUIPMENT	-	659	-	-
BATTERIES	22	-	-	-
FOOD	-	-	20	-
OTHER SUPPLIES	-	-	-	1,500
SPECIAL EVENTS SUPPLIES	-	828	-	-
JUST IN TIME OFFICE SUPPLIES	1,205	1,811	2,846	2,500
TOTAL	\$ 13,844	\$ 8,441	\$ 2,866	\$ 6,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 2,346	\$ 6,563	\$ 6,096	\$ 7,876
CHARGES FROM PRINTING	976	2,152	14,297	9,895
CHARGES FROM STOREROOM	351	944	111	134
TOTAL	\$ 3,673	\$ 9,659	\$ 20,504	\$ 17,905
TOTAL DIVISION	\$ 194,655	\$ 277,370	\$ 238,230	\$ 288,285

**CONSUMER AFFAIRS**
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Director of Consumer Affairs	50,796	160,115
1	1	1			
			PROFESSIONALS		
1	1	1	Assistant Director of Law I	26,250	72,800
1	1	1	Supervisor Administrative Services	20,093	51,504
2	2	2			
3	3	3	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DEPARTMENT OF PUBLIC SERVICE

MARK W. RICCHIUTO, DIRECTOR

The Department of Public Service directs and controls six 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 disposal of 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.

OPERATING SUMMARY (000'S OMITTED)

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Administration	\$ 524	6		\$ 506	6		\$ 521	6	
Architecture	735	10		680	9		682	9	
Waste Collection**	26,443	239	61	24,699	219	46	25,711	244	47
Engineering & Construction	5,165	79		4,786	71		4,959	72	2
Motor Vehicle Maintenance	17,492	105		13,407	102		15,552	103	
Street Construction**	25,447	204	101	21,737	191	101	24,508	192	104
Traffic Engineering	4,062	45		3,476	38		4,291	47	
	\$ 79,868	688	162	\$ 69,291	636	147	\$ 76,224	673	153
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 39,316			\$ 32,673			\$ 36,142		
Self Generated	4,018			5,106			4,482		
Total General Fund	\$ 43,334	379	61	\$ 37,779	343	45	\$ 40,624	377	48
Other Funds:									
State Taxes	\$ 11,959			\$ 13,065			\$ 14,200		
Sales & Charges*	3,049			2,137			2,006		
Miscellaneous Revenue	114			164			113		
Expenditure Recoveries*	17,363			13,241			15,439		
Categorical Grants	144			142		1	142	1	1
Bond Funds	3,905			2,763			3,700		
Total Other Funds	\$ 36,534	309	101	\$ 31,512	293	102	\$ 35,600	296	105
	\$ 79,868	688	162	\$ 69,291	636	147	\$ 76,224	673	153

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

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

DIVISION OF PUBLIC SERVICE ADMINISTRATION

MARK W. RICCHIUTTO, DIRECTOR

The Division of Public Service Administration is headed by the Director of Public Service. The primary function of the Director's office is to coordinate all the activities of the six Public Service Divisions: Architecture, Engineering and Construction, Motor Vehicle Maintenance, Street Construction Maintenance and Repair, Traffic Engineering, and Waste Collection and Disposal, and to monitor, evaluate, and direct existing programs to the Divisions and provide direction towards the development of new programs for the benefit of the residents of the City. The Director and his staff have taken the initiative in establishing programs and policies for the carrying out of the Department's basic functions. A few of these are the establishment of an improved snow and ice control program, community area maintenance program, development of a pavement management program, and a Citywide facility assessment program.

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.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administration	\$ 524	6		\$ 506	6		\$ 521	6	
	\$ 524	6		\$ 506	6		\$ 521	6	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 522			\$ 494			\$ 519		
Self-Generated	2			12			2		
	\$ 524	6		\$ 506	6		\$ 521	6	



DIVISION OF PUBLIC SERVICE ADMINISTRATION

EXPENDITURES

		2002 Actual		2003 Actual		2004 Unaudited		2005 Budget
SALARIES AND WAGES								
FULL TIME WAGES	\$	351,437	\$	400,129	\$	391,986	\$	393,023
LONGEVITY		2,475		3,375		3,475		2,775
OVERTIME		99		11		-		-
TOTAL	\$	354,011	\$	403,515	\$	395,461	\$	395,798
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	30,153	\$	36,832	\$	39,459	\$	48,244
DENTAL		2,715		3,219		3,002		3,286
VISION CARE		278		299		287		295
PERS		43,678		53,560		51,047		53,631
FICA-MEDICARE		2,015		2,543		2,772		3,131
WORKERS COMPENSATION		355		896		1,110		1,138
LIFE INSURANCE		253		281		259		270
TOTAL	\$	79,447	\$	97,629	\$	97,935	\$	109,995
TRAINING AND DUES								
TRAVEL	\$	-	\$	618	\$	-	\$	-
TUITION & REGISTRATION FEES		-		9,750		-		-
TOTAL	\$	-	\$	10,368	\$	-	\$	-
CONTRACTUAL SERVICES								
PARKING IN CITY FACILITIES	\$	3,130	\$	2,964	\$	2,839	\$	2,500
INSURANCE AND OFFICIAL BONDS		85		-		170		170
PHOTOCOPY MACHINE RENTAL		347		76		-		515
TOTAL	\$	3,562	\$	3,040	\$	3,009	\$	3,185
MATERIAL AND SUPPLIES								
OFFICE SUPPLIES	\$	-	\$	11	\$	-	\$	-
POSTAGE		44		102		-		-
OFFICE FURNITURE & EQUIPMENT		390		-		358		-
OTHER SUPPLIES		20		-		44		-
JUST IN TIME OFFICE SUPPLIES		1,560		1,778		1,746		1,545
TOTAL	\$	2,014	\$	1,890	\$	2,148	\$	1,545



DIVISION OF PUBLIC SERVICE ADMINISTRATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ -	\$ -	\$ -	515
TOTAL	\$ -	\$ -	\$ -	515
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,899	\$ 5,942	\$ 5,111	6,671
CHARGES FROM RADIO SYSTEM	1,366	1,077	703	1,303
CHARGES FROM PRINTING	653	711	873	1,226
CHARGES FROM STOREROOM	243	245	467	565
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ 10,386	\$ 7,974	\$ 7,154	9,765
TOTAL DIVISION	\$ 449,419	\$ 524,417	\$ 505,706	520,803

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 112	\$ 1,820	\$ 9,070	1,040
EXPENDITURE RECOVERIES	-	380	2,652	1,000
TOTAL DIVISION	\$ 112	\$ 2,200	\$ 11,722	2,040

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Service	50,796	160,115
1	1	1	Secretary to Director	36,590	128,960
2	2	2			
OFFICE & CLERICAL					
2	2	2	Administrative Officer	20,093	48,000
2	2	2			
PROFESSIONALS					
1	1	1	Project Director	22,333	72,735
1	1	1	Senior Budget & Management Analyst	26,274	70,909
2	2	2			
6	6	6	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF ARCHITECTURE

N. KURT WIEBUSCH, COMMISSIONER

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

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

BUDGET COMMENTS

The funding level recommended for 2005 will allow this Division to complete capital projects which have already been started, to continue the timetable of existing projects, and meet the needs of future construction projects currently in the planning stages.

Mission Statement

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Facility Design & Const.	\$ 310	5	\$ 328	4		\$ 330	4	
Proj. Coordination & Admin	124	2	80	1		80	1	
Development Planning	153	2	162	2		162	2	
Facility Management	148	1	110	2		110	2	
	\$ 735	10	\$ 680	9		\$ 682	9	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 248		\$ 250			\$ 256		
Self-Generated	487		430			426		
	\$ 735	10	\$ 680	9		\$ 682	9	

DIVISION OF ARCHITECTURE

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 of construction and design projects by administering contract standards.

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

PROGRAM NAME: DEVELOPMENT PLANNING

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

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

PROGRAM NAME: FACILITIES MANAGEMENT

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

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

DIVISION OF ARCHITECTURE

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME WAGES	\$	541,485	\$	538,815	\$	489,016	\$	489,691
LONGEVITY		4,050		3,750		2,250		2,550
SEPARATION PAYMENTS		1,001		27,613		16,299		-
TOTAL	\$	546,536	\$	570,178	\$	507,565	\$	492,241
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	47,306	\$	55,982	\$	64,913	\$	74,267
DENTAL		4,125		4,909		5,056		5,125
VISION CARE		680		552		522		506
PERS		72,554		73,206		68,433		66,699
FICA-MEDICARE		3,170		4,693		5,343		5,422
WORKERS COMPENSATION		685		1,479		1,679		1,630
LIFE INSURANCE		417		456		414		405
TOTAL	\$	128,937	\$	141,275	\$	146,361	\$	154,054
TRAINING AND PROFESSIONAL DUES								
PROFESSIONAL DUES	\$	99	\$	395	\$	-	\$	600
TOTAL	\$	99	\$	395	\$	-	\$	600
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	2,000	\$	2,168	\$	2,265	\$	2,000
MILEAGE (PRIVATE AUTO)		739		852		611		1,200
PARKING IN CITY FACILITIES		2,708		2,807		2,779		2,800
PHOTOCOPY MACHINE RENTAL		1,591		431		758		1,000
TOTAL	\$	7,038	\$	6,258	\$	6,413	\$	7,000
MATERIAL AND SUPPLIES								
OFFICE SUPPLIES	\$	152	\$	549	\$	64	\$	300
COMPUTER SUPPLIES		-		-		500		500
COMPUTER HARDWARE		-		-		-		3,517
OFFICE FURNITURE & EQUIPMENT		250		-		-		-
PHOTOGRAPHIC SUPPLIES		1,097		750		1,000		1,000
PAPER AND OTHER SUPPLIES		1,107		724		1,098		1,250
JUST IN TIME OFFICE SUPPLIES		1,651		817		2,406		2,000
TOTAL	\$	4,257	\$	2,840	\$	5,068	\$	8,567



DIVISION OF ARCHITECTURE

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP.	\$ -	\$ -	\$ 847	\$ 1,000
TOTAL	\$ -	\$ -	\$ 847	\$ 1,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,352	\$ 6,954	\$ 7,535	\$ 9,805
CHARGES FROM PRINTING	1,533	1,327	4,544	6,380
CHARGES FROM STOREROOM	301	651	677	819
CHARGES FROM MOTOR VEHICLES	1,638	5,449	1,154	1,587
CHARGES FROM DATA PROC.	504	-	-	-
TOTAL	\$ 11,328	\$ 14,381	\$ 13,910	\$ 18,591
TOTAL DIVISION	\$ 698,195	\$ 735,328	\$ 680,163	\$ 682,053

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ -	\$ 830	\$ 930	\$ 780
EXPENDITURE RECOVERIES	482,764	485,764	428,944	425,000
TOTAL DIVISION	\$ 482,764	\$ 486,594	\$ 429,874	\$ 425,780

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Architecture	42,758	133,780
1	1	1			
PROFESSIONALS					
1	1	1	Administrative Officer	20,093	48,000
2	2	2	Chief Architect	23,647	76,635
1	1	1	Project Director	22,333	72,735
3	3	3	Senior Assistant Architect	9.66 Hr.	21.83 Hr.
1	1	1	Supervisor of Architectural Construction	20,093	50,564
8	8	8			
9	9	9	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF WASTE COLLECTION

RONNIE M. OWENS, COMMISSIONER

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

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

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

Mission Statement

To provide efficient weekly collection and appropriate disposal of residential waste, bulk items and tires for the citizens of the City of Cleveland, while reducing public health hazards resulting from illegal dumping in Cleveland neighborhoods.

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET			
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT		
PROGRAMS:										
Residential/Recycling Collection	\$ 15,399	195	61	\$ 14,385	191	46	\$ 15,108	216	47	
Disposal/Commodity Processing	9,128	15		9,609	17		9,898	17		
Ancillary	1,916	29		705	11		705	11		
	\$ 26,443	239	61	\$ 24,699	219	46	\$ 25,711	244	47	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 24,336			\$ 21,890			\$ 22,878			
Self-Generated	1,963			2,667			2,691			
	\$ 26,299	239	61	\$ 24,557	219	45	\$ 25,569	243	46	
Grants	\$ 144			\$ 142		1	\$ 142	1	1	
	\$ 26,443	239	61	\$ 24,699	219	46	\$ 25,711	244	47	

DIVISION OF WASTE COLLECTION

PROGRAM NAME: RESIDENTIAL/RECYCLING COLLECTION

OBJECTIVES: To provide curbside collection of residential waste and properly dispose and process the collected material.

ACTIVITIES: Provide weekly collection of residential solid waste. Provide weekly collection of bulk items and tires. Inspect the neighborhood areas to insure cleanliness and compliance to rules governing the collection of waste.

PROGRAM NAME: ANCILLARY SERVICES

OBJECTIVES: To improve the image of the City and contribute to the revitalization efforts in the neighborhoods and downtown areas.

ACTIVITIES: Generate revenue via dumpster rental through the Commercial Collection program. Provide support for special event clean up. Improve the appearance of downtown, neighborhood areas, and City facilities. Service concrete waste receptacles, collection of dead animals and collection of recyclables via the drop-off program.

PROGRAM NAME: WASTE DISPOSAL/COMMODITY PROCESSING

OBJECTIVES: To efficiently transfer solid waste, bulk and tires for disposal for processing.

ACTIVITIES: Operate the Ridge Road Transfer Station. Load the transfer waste to appropriate disposal/processing facility. Manage residential dumping.

DIVISION OF WASTE COLLECTION

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME WAGES	\$	8,996,979	\$	8,304,747	\$	7,716,182	\$	7,608,581
CRAFTS		190,726		163,821		124,205		160,576
SEASONAL		1,445,203		1,684,922		1,148,917		1,157,542
PART-TIME PERMANENT		1,411		16,926		14,798		7,892
INJURY PAY		-		65,202		70,299		-
LONGEVITY		106,725		100,150		93,050		87,750
WAGE SETTLEMENTS		2,352		2,147		-		-
SEPARATION PAYMENTS		33,372		37,357		38,744		25,000
OVERTIME		541,864		501,241		562,229		619,995
TOTAL	\$	11,318,632	\$	10,876,513	\$	9,768,424	\$	9,667,336
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	1,337,492	\$	1,373,907	\$	1,420,325	\$	1,500,533
DENTAL		118,650		119,807		107,591		106,955
VISION CARE		6,919		12,644		11,359		11,467
PERS		1,507,124		1,481,416		1,346,442		1,336,281
FICA-MEDICARE		118,910		116,568		103,111		143,359
WORKERS COMPENSATION		474,341		1,014,689		1,249,561		1,296,506
LIFE INSURANCE		11,539		11,540		10,316		10,283
UNEMPLOYMENT COMPENSATION		85,267		14,729		141,321		50,000
CLOTHING ALLOWANCE		85,100		91,700		76,450		74,900
CLOTHING MAINTENANCE		35,150		30,930		29,200		30,200
TOTAL	\$	3,780,492	\$	4,267,931	\$	4,495,678	\$	4,560,484
TRAINING AND DUES								
TUITION & REGISTRATION FEES	\$	50	\$	600	\$	275	\$	100
PROFESSIONAL DUES		162		183		298		200
TOTAL	\$	212	\$	783	\$	573	\$	300
UTILITIES								
BROKERED GAS SUPPLY	\$	142,428	\$	165,074	\$	158,158	\$	169,229
GAS		480,579		254,991		323,009		345,620
ELECTRICITY - CPP		454,531		260,766		276,026		295,348
ELECTRICITY - OTHER		79,801		-		343		-
TOTAL	\$	1,157,339	\$	680,831	\$	757,535	\$	810,197

DIVISION OF WASTE COLLECTION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 16,038	\$ 23,730	\$ 14,100	\$ 22,000
BANK FEES	-	50	-	-
REFEREE SERVICES	1,601	-	-	1,500
WASTE DISPOSAL	7,576,719	7,505,236	7,518,700	7,807,861
SECURITY SERVICES	400	2,500	14,028	3,100
JANITORIAL SERVICES	3,494	4,582	5,000	4,600
JURY & WITNESS FEES	-	375	-	-
MEDICAL SERVICES	-	332	986	3,000
EXPENSE REIMBURSEMENT	234	84	(595)	-
FREIGHT EXPENSE	-	-	226	-
ADVERTISING AND PUBLIC NOTICE	23,019	39,859	31,772	42,000
PROGRAM PROMOTION	151	2,367	-	10,000
PARKING IN CITY FACILITIES	1,417	2,113	1,727	2,000
PHOTOCOPY MACHINE RENTAL	4,379	1,468	2,648	2,200
EQUIPMENT RENTAL	5,641	6,000	-	3,000
SPECIAL ASSESSMENT	3,350	3,250	3,250	3,250
OTHER CONTRACTUAL	13	14,900	-	1,000
LOCAL MATCH-GRANT PROGRAMS	35,369	41,198	35,375	40,000
BANK SERVICE FEES	-	-	(60)	-
CREDIT CARD PROCESSING FEES	-	188	921	750
TOTAL	\$ 7,671,824	\$ 7,648,231	\$ 7,628,079	\$ 7,946,261
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 2	\$ 100	\$ 100
POSTAGE	204	147	84	150
COMPUTER SUPPLIES	-	-	-	100
COMPUTER HARDWARE	-	444	3,496	500
COMPUTER SOFTWARE	-	7,790	-	2,100
HARDWARE & SMALL TOOLS	1,247	-	250	4,500
SMALL EQUIPMENT	-	11,585	-	-
OFFICE FURNITURE & EQUIPMENT	2,526	-	179	4,500
FENCE, POSTS & BARS	3,850	6,220	2,838	2,500
HYGIENE AND CLEANING SUPPLY	2,500	5,500	9,000	10,250
PHOTOGRAPHIC SUPPLIES	1,030	3,983	2,262	4,100
OTHER SUPPLIES	17,029	34,881	29,226	15,500
SAFETY EQUIPMENT	3,068	7,250	1,250	5,500
JUST IN TIME OFFICE SUPPLIES	6,632	5,857	6,577	6,000
TOTAL	\$ 38,086	\$ 83,659	\$ 55,262	\$ 55,800

DIVISION OF WASTE COLLECTION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP.	\$ 553	\$ 905	\$ 556	\$ 1,000
MAINTENANCE CONTRACTS	-	9,000	-	-
MAINTENANCE MACHINERY	5,258	4,500	6,000	5,250
MAINTENANCE VEHICLES	9,500	-	-	-
CAR WASHES	-	-	200	-
MAINTENANCE MISC EQUIP	2,000	1,501	32,000	30,000
MAINTENANCE BUILDING	15,246	12,308	7,335	10,000
REPAIR OF OVERHEAD DOORS	14,695	9,000	-	10,000
TOTAL	\$ 47,253	\$ 37,214	\$ 46,091	\$ 56,250
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 5,872	\$ 1,167	\$ 8,613	\$ 10,300
TOTAL	\$ 5,872	\$ 1,167	\$ 8,613	\$ 10,300
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 51,388	\$ 50,285	\$ 65,846	\$ 85,630
CHARGES FROM RADIO SYSTEM	57,051	47,324	54,426	70,466
CHARGES FROM PRINTING	260	14,053	15,366	21,576
CHARGES FROM STOREROOM	441	1,467	1,844	2,232
CHARGES FROM MOTOR VEHICLES	2,291,148	2,589,438	1,659,323	2,282,140
CHARGES FROM DATA PROC.	17,874	-	-	-
CHARGES FROM PARKS MAINT.	149	-	-	-
TOTAL	\$ 2,418,311	\$ 2,702,567	\$ 1,796,804	\$ 2,462,044
TOTAL DIVISION	\$ 26,438,021	\$ 26,298,895	\$ 24,557,058	\$ 25,568,972

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 2,331,183	\$ 1,934,841	\$ 2,641,803	\$ 2,675,000
MISCELLANEOUS REVENUES	40,324	27,397	19,010	15,000
EXPENDITURE RECOVERIES	-	1,005	6,322	1,000
TOTAL DIVISION	\$ 2,371,508	\$ 1,963,243	\$ 2,667,135	\$ 2,691,000

DIVISION OF WASTE COLLECTION

COMPARISON OF STAFFING

No. of Employees**			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Commissioner of Waste Collection	26,274	80,967
5	5	5	Asst. Superintendent of Waste Collection	22.48 Hr.	24.48 Hr.
1	1	1	Commissioner of Waste Collection & Disposal	40,315	119,646
<u>7</u>	<u>7</u>	<u>7</u>			
OFFICE & CLERICAL					
0	0	1	Chief Clerk	22,050	43,080
0	1	2	Junior Personnel Assistant	20,093	35,666
2	1	0	Timekeeper	9.66 Hr.	15.71 Hr.
<u>2</u>	<u>2</u>	<u>3</u>			
PROFESSIONALS					
2	2	1	Assistant Administrator	20,231	58,093
1	0	1	Assistant Manager of Marketing	20,231	54,494
1	1	1	Budget & Management Analyst	20,093	50,543
1	1	1	Personnel Administrator	26,274	74,739
0	0	1	Project Director	22,333	72,735
<u>5</u>	<u>4</u>	<u>5</u>			
PROTECTIVE SERVICE					
1	1	1	Watchman Supervisor	14.70 Hr.	16.70 Hr.
<u>1</u>	<u>1</u>	<u>1</u>			
SKILLED CRAFT					
3	2	3	Construction Equipment Operator Group B	27.27 Hr.	32.88 Hr.
<u>3</u>	<u>2</u>	<u>3</u>			
SERVICE & MAINTENANCE					
5	5	5	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
3	3	3	Transfer Station Attendant	18.71 Hr.	20.71 Hr.
69	64	69	Waste Collection Driver	12.33 Hr.	17.33 Hr.
10	9	11	Waste Collection Foreman	17.71 Hr.	19.71 Hr.
5	5	5	Waste Collection Foreman I	19.44 Hr.	21.44 Hr.
3	3	3	Waste Collection Roll-Off Driver	15.52 Hr.	22.27 Hr.
1	1	1	Waste Collection Street Sweeper	13.56 Hr.	15.56 Hr.
<u>126</u>	<u>110</u>	<u>124</u>	Waste Collector	13.94 Hr.	15.94 Hr.
<u>222</u>	<u>200</u>	<u>221</u>			
TECHNICIAN					
1	1	1	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
2	2	2	Radio Operator	15.98 Hr.	17.98 Hr.
<u>3</u>	<u>3</u>	<u>3</u>			
243	219	243	TOTAL FULL TIME		
33	44	45	SEASONAL (Average)		
<u>0</u>	<u>1</u>	<u>1</u>	PART TIME		
276	264	289	TOTAL GENERAL FUND		
2	1	2	TOTAL GRANT POSITIONS		
<u>278</u>	<u>265</u>	<u>291</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

DIVISION OF ENGINEERING AND CONSTRUCTION

RANDALL E. DEVAUL, COMMISSIONER

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

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

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

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

Mission Statement

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Road and Bridge Capital Improvement	\$ 1,537	23	\$ 1,636	20	\$ 1,637	21	2	
Survey/Plats	553	9	501	8	511	8		
Bridge Maintenance	1,394	16	1,022	12	1,073	12		
Bridge Operations	1,185	23	1,259	24	1,362	24		
Sidewalks	418	7	368	7	376	7		
Geographic Information System	78	1	-	-	-	-		
	\$ 5,165	79	\$ 4,786	71	\$ 4,959	72	2	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 3,849		\$ 2,952		\$ 3,760			
Self-Generated	1,316		1,834		1,199			
	\$ 5,165	79	\$ 4,786	71	\$ 4,959	72	2	

DIVISION OF ENGINEERING AND CONSTRUCTION**PROGRAM NAME: ROAD AND BRIDGE CAPITAL IMPROVEMENT**

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

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

PROGRAM NAME: SURVEY/PLATS

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

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

PROGRAM NAME: BRIDGE MAINTENANCE

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

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

PROGRAM NAME: BRIDGE OPERATION

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

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

PROGRAM NAME: SIDEWALKS

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

ACTIVITIES: Handle complaints from the public. Enforce City code requiring the maintenance of sidewalks by adjacent property owners. Manage the City's sidewalk construction program using assessments and ward allocation funds.

DIVISION OF ENGINEERING AND CONSTRUCTION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME WAGES	\$ 3,538,054	\$ 3,463,436	\$ 3,148,906	\$ 3,123,705
PART TIME PERMANENT	-	-	-	55,686
LONGEVITY	34,050	33,675	31,625	28,875
WAGE SETTLEMENTS	-	520	520	-
SEPARATION PAYMENTS	16,216	22,175	30,985	45,000
OVERTIME	106,236	114,742	103,922	93,137
TOTAL	\$ 3,694,556	\$ 3,634,548	\$ 3,315,957	\$ 3,346,403
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 433,676	\$ 473,172	\$ 479,787	\$ 524,427
DENTAL	39,122	41,521	36,655	35,848
VISION CARE	2,991	4,449	3,816	3,912
PERS	498,268	485,987	454,215	447,340
PERS BUYBACK PRIOR SERVICE CITY	-	-	13,711	-
FICA-MEDICARE	34,047	34,804	33,620	48,523
WORKERS COMPENSATION	71,346	153,204	164,197	154,490
LIFE INSURANCE	3,610	3,800	3,274	3,197
UNEMPLOYMENT COMPENSATION	8,699	2,853	6,137	-
CLOTHING ALLOWANCE	4,880	6,460	4,600	4,600
CLOTHING MAINTENANCE	2,500	3,000	2,700	2,550
TOTAL	\$ 1,099,140	\$ 1,209,251	\$ 1,202,713	\$ 1,224,887
TRAINING AND DUES				
TRAVEL	\$ 4,186	\$ 1,450	\$ -	\$ -
TUITION & REGISTRATION FEES	3,068	1,968	100	1,000
PROFESSIONAL DUES	3,232	2,521	2,195	2,000
TOTAL	\$ 10,486	\$ 5,939	\$ 2,295	\$ 3,000
UTILITIES				
TELEPHONE	\$ -	\$ 13	\$ -	\$ -
GAS	(9)	-	-	-
ELECTRICITY - CPP	71,203	70,267	59,461	63,623
ELECTRICITY - OTHER	29,517	16,854	15,451	16,533
TOTAL	\$ 100,711	\$ 87,135	\$ 74,913	\$ 80,156
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,127	\$ 13,267	\$ 7,411	\$ 85,000
MILEAGE (PRIVATE AUTO)	3,062	3,005	2,990	3,500
ADVERTISING AND NOTICE	1,462	4,435	143	1,500
PARKING IN CITY FACILITIES	13,585	13,189	9,398	9,000
PHOTOCOPY MACHINE RENTAL	8,186	4,294	4,650	4,000
EQUIPMENT RENTAL	-	1,500	1,000	1,000
OTHER CONTRACTUAL	765	482	145	500
TOTAL	\$ 28,187	\$ 40,171	\$ 25,737	\$ 104,500

DIVISION OF ENGINEERING AND CONSTRUCTION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,063	\$ 1,600	\$ 635	\$ 1,600
COMPUTER SUPPLIES	544	-	651	1,000
COMPUTER SOFTWARE	-	-	1,000	-
WELDING SUPPLIES & EQUIPMENT	1,445	1,000	-	1,000
BOILERS, HEATERS & COOLING	-	993	500	500
SMALL EQUIPMENT	2,000	3,195	2,000	5,000
HYGIENE AND CLEANING SUPPLY	600	1,101	932	1,500
PHOTOGRAPHIC SUPPLIES	393	539	566	500
PAPER AND OTHER SUPPLIES	2,406	2,595	1,953	3,000
BRIDGE MAINTENANCE SUPPLIES	57,415	67,544	61,684	71,000
SAFETY EQUIPMENT	-	500	500	500
JUST IN TIME OFFICE SUPPLIES	4,002	3,999	3,511	4,000
CEMENT SAND & GRAVEL	500	488	969	1,000
TOTAL	\$ 70,368	\$ 83,553	\$ 74,901	\$ 90,600
MAINTENANCE				
MAINTENANCE OFFICE EQUIP.	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000
MAINTENANCE CONTRACTS	450	-	-	-
COMPUTER HARDWARE MAINT	4,362	4,262	2,105	5,000
COMPUTER SOFTWARE MAINT	-	-	1,132	4,300
MAINTENANCE MACHINERY	-	999	301	1,000
CAR WASHES	-	500	-	300
MAINTENANCE MISC EQUIP	-	500	216	500
TOTAL	\$ 5,812	\$ 6,761	\$ 4,753	\$ 12,100
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ -	\$ 12,500	\$ -
TOTAL	\$ -	\$ -	\$ 12,500	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 25,708	\$ 24,121	\$ 20,640	\$ 27,329
CHARGES FROM RADIO SYSTEM	4,076	5,041	3,255	3,710
CHARGES FROM PRINTING	10,236	6,840	7,682	10,787
CHARGES FROM STOREROOM	2,129	2,317	1,740	2,106
CHARGES FROM MOTOR VEHICLES	64,143	59,593	39,141	53,832
CHARGES FROM DATA PROC.	4,248	-	-	-
TOTAL	\$ 110,540	\$ 97,910	\$ 72,458	\$ 97,764
TOTAL DIVISION	\$ 5,119,801	\$ 5,165,270	\$ 4,786,226	\$ 4,959,410

DIVISION OF ENGINEERING AND CONSTRUCTION

REVENUE

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
LICENSES & PERMITS	\$ 4,750	\$ 49,334	\$ 71,478	\$ 72,000
INTERGOVERNMENTAL REVENUES	-	414	-	-
SALES & CHARGES FOR SERVICES	7,600	21,340	22,519	25,000
MISCELLANEOUS REVENUES	18,155	8,534	2,013	1,560
EXPENDITURE RECOVERIES	869,690	1,236,404	1,738,246	1,100,000
TOTAL DIVISION	\$ 900,195	\$ 1,316,025	\$ 1,834,256	\$ 1,198,560

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrator of Engineering and Planning	30,215	101,948
1	1	1	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Engineering & Construction	45,201	132,782
1	1	1	Superintendent of Sidewalks	22,333	57,628
4	4	4			
OFFICE & CLERICAL					
1	1	1	Junior Personnel Assistant	20,093	35,666
1	1	1	Senior Clerk	10.29 Hr.	14.74 Hr.
2	2	2			
PROFESSIONALS					
1	1	1	Administrative Officer	20,093	48,000
3	3	3	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Chief Engineering & Construction Inspector	22.33 Hr.	24.33 Hr.
1	0	1	Chief Sidewalk Inspector	20,093	41,627
4	4	4	Construction Technician	12.02 Hr.	20.71 Hr.
5	5	6	Consulting Engineer	36,000	86,062
1	1	1	Deputy Project Director	20,093	56,930
4	4	3	Engineer	22.78 Hr.	30.90 Hr.
1	1	1	Survey Party Chief	20,093	51,030
21	20	21			
SKILLED CRAFT					
1	1	1	Bridge Oiler	9.66 Hr.	16.33 Hr.
2	2	2	Electrical Worker	33.87 Hr.	42.34 Hr.
4	4	4	Ironworker	32.37 Hr.	40.46 Hr.
7	7	7			
SERVICE & MAINTENANCE					
18	18	18	Electric Bridge Operator	9.66 Hr.	17.36 Hr.
4	4	4	Electric Bridge Operator Leader	9.66 Hr.	17.52 Hr.
1	1	2	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
23	23	24			



DIVISION OF ENGINEERING AND CONSTRUCTION

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			TECHNICIAN		
1	0	0	Chief Surveyor	23,647	60,719
9	9	8	Engineering & Construction Inspector	16.70 Hr.	18.70 Hr.
4	4	4	Sidewalk Inspector	15.26 Hr.	17.26 Hr.
2	2	2	Surveyor	9.66 Hr.	24.33 Hr.
<hr/> 16	<hr/> 15	<hr/> 14			
73	71	72	TOTAL FULL TIME		
0	0	2	TOTAL PART TIME		
<hr/> 73	<hr/> 71	<hr/> 74	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF TRAFFIC ENGINEERING

ROBERT MAVEC, COMMISSIONER

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

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

OPERATING SUMMARY

(000'S OMITTED)

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administration	\$ 361	4		\$ 386	4		\$ 391	4	
Traffic Signing & Street Marking	1,896	21		1,931	21		1,972	22	
Traffic Signals	1,805	20		1,159	13		1,928	21	
	\$ 4,062	45		\$ 3,476	38		\$ 4,291	47	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 3,812			\$ 3,313			\$ 4,127		
Self-Generated	250			163			164		
	\$ 4,062	45		\$ 3,476	38		\$ 4,291	47	

Mission Statement

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

**DIVISION OF TRAFFIC ENGINEERING****PROGRAM NAME: ENGINEERING OFFICE**

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

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

PROGRAM NAME: TRAFFIC SIGN SHOP

OBJECTIVES: Maintain all traffic pavement markings and signage.

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

PROGRAM NAME: TRAFFIC SIGNAL

OBJECTIVES: Maintain and upgrade all traffic signals.

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

DIVISION OF TRAFFIC ENGINEERING

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME WAGES	\$	2,302,951	\$	2,202,431	\$	1,792,318	\$	2,173,505
SEASONAL		28,195		12,836		-		-
INJURY PAY		-		1,334		-		-
LONGEVITY		20,050		19,709		15,575		21,450
WAGE SETTLEMENTS		-		7,288		-		-
SEPARATION PAYMENTS		7,270		4,800		-		-
OVERTIME		45,496		71,100		51,008		71,100
TOTAL	\$	2,403,962	\$	2,319,498	\$	1,858,900	\$	2,266,055
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	281,189	\$	309,974	\$	293,612	\$	386,788
DENTAL		25,568		27,464		21,973		26,976
VISION CARE		1,700		3,122		2,421		2,757
PERS		330,230		313,248		271,781		307,051
FICA-MEDICARE		18,896		18,328		15,986		32,858
WORKERS COMPENSATION		8,272		18,315		46,218		63,116
LIFE INSURANCE		2,191		2,289		1,806		2,083
UNEMPLOYMENT COMPENSATION		1,207		7,803		5,355		2,100
CLOTHING ALLOWANCE		40,960		26,480		1,280		-
CLOTHING MAINTENANCE		12,300		11,775		19,275		18,900
TOTAL	\$	722,513	\$	738,798	\$	679,707	\$	842,629
UTILITIES								
BROKERED GAS SUPPLY	\$	25,193	\$	41,203	\$	42,363	\$	45,328
GAS		47,278		52,106		50,128		53,637
ELECTRICITY - CPP		141,385		193,913		194,217		207,812
ELECTRICITY - OTHER		262,856		268,831		338,056		361,720
TOTAL	\$	476,711	\$	556,053	\$	624,765	\$	668,497
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	3,727	\$	2,279	\$	500	\$	500
MILEAGE (PRIVATE AUTO)		27		543		-		-
PARKING IN CITY FACILITIES		4,821		5,351		4,472		4,800
PHOTOCOPY MACHINE RENTAL		1,784		248		1,393		1,500
OTHER CONTRACTUAL		818		40,000		32,000		60,000
TOTAL	\$	11,177	\$	48,421	\$	38,365	\$	66,800

DIVISION OF TRAFFIC ENGINEERING

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 11	\$ -	\$ -
CLOTHING	14,500	17,488	6,300	6,000
HARDWARE & SMALL TOOLS	17,035	31,070	9,741	15,000
ELECTRICAL SUPPLIES	25,175	29,840	8,827	15,000
HYGIENE AND CLEANING SUPPLY	-	-	-	500
PAINTING EQUIP AND SUPPLY	21,620	1,275	45,704	60,000
MEDICAL SUPPLIES	-	-	-	500
OTHER SUPPLIES	74,958	111,560	76,683	65,000
PHARMACEUTICAL SUPPLIES	-	-	1,469	-
JUST IN TIME OFFICE SUPPLIES	1,631	2,461	3,016	2,400
TOTAL	\$ 154,919	\$ 193,705	\$ 151,739	\$ 164,400
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 261	\$ -	\$ -	\$ -
TOTAL	\$ 261	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 23,761	\$ 27,722	\$ 26,471	\$ 34,204
CHARGES FROM RADIO SYSTEM	5,800	4,763	3,658	5,674
CHARGES FROM LIGHT & POWER	-	-	-	115,000
CHARGES FROM PRINTING	(1,128)	2,524	2,534	3,558
CHARGES FROM STOREROOM	113	155	125	151
CHARGES FROM MOTOR VEHICLES	139,524	170,170	89,903	123,648
CHARGES FROM DATA PROC.	2,475	-	-	-
TOTAL	\$ 170,545	\$ 205,333	\$ 122,691	\$ 282,235
TOTAL DIVISION	\$ 3,940,087	\$ 4,061,809	\$ 3,476,168	\$ 4,290,616

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ -	\$ 2,900	\$ 4,100	\$ 4,000
INTERGOVERNMENTAL REVENUES	-	9,440	31,504	-
SALES & CHARGES FOR SERVICES	-	1,025	4,075	2,000
MISCELLANEOUS REVENUES	-	5,002	4,170	4,290
EXPENDITURE RECOVERIES	131,030	232,006	119,161	154,000
TOTAL DIVISION	\$ 131,030	\$ 250,372	\$ 163,010	\$ 164,290

DIVISION OF TRAFFIC ENGINEERING

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Traffic Engineering & Parking	42,758	115,292
1	1	1			
OFFICE & CLERICAL					
1	1	1	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1			
PROFESSIONALS					
0	1	1	Consulting Engineer	36,000	86,062
2	1	1	Engineer	22.78 Hr.	30.90 Hr.
2	2	2			
SKILLED CRAFT					
9	8	8	Low Tension Lineman	17.46 Hr.	25.00 Hr.
0	0	4	Low Tension Trouble Lineman	18.30 Hr.	28.41 Hr.
2	2	2	Sign Painter Unit Leader	24.23 Hr.	30.47 Hr.
11	10	14			
SERVICE & MAINTENANCE					
0	1	5	Line Helper Driver	12.44 Hr.	21.69 Hr.
2	2	2	Lineman Low Tension Foreman	20.55 Hr.	29.42 Hr.
2	2	2	Traffic Sign Process Operator	13.28 Hr.	23.39 Hr.
15	14	15	Traffic Sign & Marking Technician	13.68 Hr.	15.71 Hr.
19	19	24			
TECHNICIAN					
1	1	1	Chief of Traffic Signal Unit	18.60 Hr.	33.34 Hr.
2	2	2	Traffic Sign Marking Supervisor	13.28 Hr.	23.39 Hr.
2	2	2	Traffic Signal Control Technician	20.69 Hr.	29.61 Hr.
5	5	5			
39	38	47	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF MOTOR VEHICLE MAINTENANCE

DANIEL A. NOVAK, COMMISSIONER

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

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

Mission Statement

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
PROGRAMS:								
Emergency Repairs/Towing	\$ 528	1	\$ 255	1	\$ 295	1		
Fueling	5,516	2	5,196	2	6,175	2		
Auto Body Work	720	2	322	2	429	2		
Preventive Maintenance	265	3	167	3	183	3		
Routine Maintenance	10,313	96	7,220	93	8,212	94		
New Vehides Prep.	150	1	247	1	258	1		
	\$ 17,492	105	\$ 13,407	102	\$ 15,552	103		
FUNDING SOURCE:								
Sales and Charges for Services	\$ 15		\$ 2		\$ -			
Miscellaneous Revenue	114		164		113			
Expenditure Recoveries*	17,363		13,241		15,439			
	\$ 17,492	105	\$ 13,407	102	\$ 15,552	103		

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

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

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

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

PROGRAM NAME: FUELING

OBJECTIVES: To provide the City's fleet with 33 locations for fuel dispensing and delivery fuel by tanker truck to other City of Cleveland fuel locations (i.e., parks, police and fire dept.).

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

PROGRAM NAME: AUTO BODY WORK

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

ACTIVITIES: Make minor and major auto body repairs.

PROGRAM NAME: PREVENTIVE MAINTENANCE

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

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

PROGRAM NAME: ROUTINE MAINTENANCE

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

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

PROGRAM NAME: NEW VEHICLE PREPARATION

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

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

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME WAGES	\$ 4,026,455	\$ 4,182,629	\$ 4,331,449	\$ 4,408,981
MILITARY LEAVE	-	-	1,191	-
INJURY PAY	-	8,032	2,490	-
LONGEVITY	38,475	40,950	40,625	44,450
WAGE SETTLEMENTS	1,961	34,171	-	-
SEPARATION PAYMENTS	25,705	19,487	978	20,000
OVERTIME	88,264	49,239	79,612	79,758
TOTAL	\$ 4,180,860	\$ 4,334,509	\$ 4,456,345	\$ 4,553,189
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 514,925	\$ 555,896	\$ 653,825	\$ 748,322
DENTAL	45,063	48,880	49,142	51,912
VISION CARE	1,112	5,191	5,386	5,576
PERS	530,050	593,520	605,163	614,247
FICA-MEDICARE	39,358	41,333	43,231	45,155
WORKERS COMPENSATION	45,207	104,357	125,733	148,167
LIFE INSURANCE	4,435	4,746	4,656	4,635
UNEMPLOYMENT COMPENSATION	-	11,712	9,247	-
CLOTHING ALLOWANCE	31,577	53,154	640	560
TOOL INSURANCE	-	34,830	30,260	30,400
TOTAL	\$ 1,211,727	\$ 1,453,619	\$ 1,527,283	\$ 1,648,974
TRAINING AND DUES				
TRAVEL	\$ 2,303	\$ -	\$ 49	\$ -
TUITION & REGISTRATION FEES	1,073	80	1,845	2,000
PROFESSIONAL DUES	2,012	1,022	-	2,000
TOTAL	\$ 5,388	\$ 1,101	\$ 1,894	\$ 4,000
UTILITIES				
BROKERED GAS SUPPLY	\$ 145,232	\$ 167,754	\$ 173,524	\$ 185,915
GAS	-	-	124,301	133,002
ELECTRICITY - CPP	6,168	5,801	7,765	8,309
SECURITY & MONITORING SYSTEM	-	-	-	7,000
TOTAL	\$ 151,400	\$ 173,556	\$ 305,590	\$ 334,226
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 10,803	\$ 5,335	\$ 2,093	\$ 3,000
WASTE DISPOSAL	2,886	13,800	9,000	10,000
SECURITY SERVICES	2,423	9,670	5,000	-
JURY AND WITNESS FEES	1,094	-	-	-
MEDICAL SERVICES	-	144	1,349	1,000
EPA EMISSION TESTING	-	29,250	-	35,000
ADVERTISING AND NOTICE	1,425	838	987	1,000

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES (CONT.)				
PARKING IN CITY FACILITIES	2,279	2,124	1,902	3,000
PHOTOCOPY MACHINE RENTAL	2,655	1,019	1,152	1,500
TOWING	94,948	149,775	32,804	70,000
SPECIAL ASSESSMENT	32,575	24,935	31,656	35,000
OTHER CONTRACTUAL	9,500	5,414	2,592	5,000
TOTAL	\$ 160,588	\$ 242,304	\$ 88,533	\$ 164,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 6,413	\$ 4,220	\$ 1,086	\$ 2,000
DISCOUNTS LOST	-	14	-	-
POSTAGE	38	37	-	-
COMPUTER HARDWARE	2,883	21,223	77	-
COMPUTER SOFTWARE	2,477	22,139	-	-
FUEL	2,509,825	3,689,394	3,284,016	4,200,000
FUEL TAX	644,519	693,821	686,575	750,000
CHEMICAL	2,901	12,441	10,414	12,000
AIR COMPRESSOR PARTS	10,000	30,002	10,000	20,000
FIRE/EMS APPARATUS PARTS	219,460	42,502	41,582	55,000
AUTO & LIGHT TRUCK PARTS	627,107	921,199	329,913	400,000
HEAVY TRUCK PARTS	905,220	1,277,736	439,366	600,000
CONSTRUCTION EQUIP PARTS	401,812	320,350	164,433	250,000
SNOW REMOVAL EQUIP PARTS	123,252	142,183	32,002	100,000
CLOTHING	-	-	28,945	35,000
SWEEPER PARTS	104,793	138,297	21,201	60,000
HARDWARE & SMALL TOOLS	2,109	2,015	1,007	-
WELDING SUPPLIES & EQUIPMENT	4,000	10,379	11,000	10,000
MOWER & TRACTOR PARTS	259,904	399,750	237,347	250,000
OFFICE FURNITURE & EQUIPMENT	2,649	9,946	-	-
FENCE, POSTS & BARS	705	1,800	-	-
HYGIENE AND CLEANING SUPPLY	-	9,000	6,499	8,000
PAINTING EQUIP AND SUPPLY	68,001	18,155	16,388	20,000
MEDICAL SUPPLIES	-	1,200	1,000	1,000
PHOTOGRAPHIC SUPPLIES	15,940	-	-	-
PAPER AND OTHER SUPPLIES	6,000	-	-	-
SHOP TOOLS	-	-	16,965	20,000
SHOP EQUIPMENT	21,965	24,286	-	-
SHOP SUPPLIES	24,405	21,900	-	20,000
OTHER SUPPLIES	10,069	5,748	8,480	10,000
ANTI-FREEZE	29,232	35,206	25,510	30,000
MOTOR OIL & LUBRICANTS	149,880	217,756	100,002	125,000
BATTERIES	71,043	146,200	15,996	40,000
TIRES	657,358	608,645	299,987	350,000
JUST IN TIME OFFICE SUPPLIES	9,580	12,818	7,036	10,000
BUILDING MAINT SUPPLIES	20	4,600	9,189	5,000
TOTAL	\$ 6,893,562	\$ 8,844,963	\$ 5,806,017	\$ 7,383,000

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 3,107	\$ 1,911	\$ 956	\$ 1,000
COMPUTER HARDWARE MAINT	64,562	20,097	30,778	35,000
COMPUTER SOFTWARE MAINT	10,559	11,744	16,659	15,000
MAINTENANCE MACHINERY	10,120	24,500	27,739	25,000
FUEL PUMP REPAIR & MAINT	258,193	327,304	223,956	250,000
GENERATOR REPAIR	79,892	60,001	15,000	40,000
REPAIR PARTS	-	5,000	-	-
MAINTENANCE FIRE APPARATUS	9,999	-	-	-
MAINTENANCE VEHICLES	2,427	-	-	-
ACCIDENT REPAIR - OTHER VEHIC	97,907	170,756	52,813	75,000
CAR WASHES	500	-	600	500
ACCIDENT REPAIR-SAFETY VEHIC	336,757	345,326	190,477	275,000
MAINTENANCE MISC EQUIPMENT	2,484	-	-	-
AUTO & LIGHT TRUCK REPAIR	47,096	-	-	-
HEAVY TRUCK REPAIR	61,130	72,717	60,431	75,000
MOWER & TRACTOR REPAIR	1	-	1	3,000
CONSTRUCTION EQUIP REPAIR	4,971	-	-	-
ENGINE REPAIR	14,999	14,800	12,300	15,000
FRAME REPAIR & ALIGNMENT	79,689	68,632	29,992	40,000
HYDRAULIC REPAIR CYL. PUMPS	130,537	168,043	79,716	100,000
GLASS REPAIR	31,982	63,207	40,001	40,000
RADIATOR & GAS TANK REPAIR	35,997	54,261	20,001	20,000
MAINTENANCE BUILDING	10,257	26,238	15,100	10,000
REPAIR OF OVERHEAD DOORS	40,000	20,000	20,000	15,000
SPRING REPAIR	99,995	231,028	90,001	110,000
TIRE REPAIR ROAD SERVICE	39,889	129,317	30,001	30,000
TRANSMISSION REPAIR	132,470	393,957	95,987	100,000
CUSHMAN REPAIR	13,998	69,998	50,001	25,000
CHARGES FROM DIV OF MAINT	20,436	19,980	15,250	20,000
TOTAL	\$ 1,639,955	\$ 2,298,819	\$ 1,117,761	\$ 1,319,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 98,480	\$ 101,171	\$ 75,443	\$ 97,912
CHARGES FROM RADIO SYSTEM	1,263	1,168	1,055	1,743
CHARGES FROM WATER	2,416	-	-	-
CHARGES FROM WATER POLLUTION	405	173	-	-
CHARGES FROM PRINTING	9,058	13,987	8,102	11,376
CHARGES FROM STOREROOM	515	381	526	637
CHARGES FROM DATA PROC	5,562	-	-	-
CHARGES FROM WASTE	28,255	25,843	18,453	32,960
TOTAL	\$ 145,952	\$ 142,724	\$ 103,579	\$ 144,628
TOTAL DIVISION	\$ 14,389,431	\$ 17,491,595	\$ 13,407,001	\$ 15,552,017

DIVISION OF MOTOR VEHICLE MAINTENANCE

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 290	\$ -	-
SALES & CHARGES FOR SERVICES	9,700	14,850	2,100	-
MISCELLANEOUS REVENUES	78,028	113,728	164,337	112,730
EXPENDITURE RECOVERIES	13,828,445	17,254,260	10,952,050	15,029,426
TOTAL DIVISION	\$ 13,916,173	\$ 17,383,129	\$ 11,118,486	\$ 15,142,156

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Commissioner of MVM	26,274	80,967
1	1	1	Commissioner of MVM	40,315	119,646
1	1	1	Manager of Public Service Operations	30,215	94,105
2	2	2	Superintendent of Motorized Equipment	26,274	64,151
1	1	1	Superintendent of Vehides Admin. Service	20,093	64,151
6	6	6			
OFFICE & CLERICAL					
1	1	1	General Storekeeper	9.66 Hr.	21.83 Hr.
1	2	2	Principal Clerk	11.93 Hr.	17.85 Hr.
5	4	4	Senior Clerk	10.29 Hr.	14.74 Hr.
6	5	6	Storekeeper	9.66 Hr.	18.44 Hr.
13	12	13			
PROFESSIONALS					
1	1	1	Assistant Buyer	9.66 Hr.	18.83 Hr.
1	1	1	Assistant Personnel Administrator	20,093	50,543
1	1	1	Buyer	20,093	43,910
1	1	1	Fleet Management Data Manager	30,000	60,500
1	1	1	Senior Budget & Management Analyst	26,274	70,909
1	1	1	Technical Specialist	9.66 Hr.	20.71 Hr.
6	6	6			
SKILLED CRAFT					
2	2	2	Auto Body Repair Worker	15.73 Hr.	18.98 Hr.
20	21	21	Automobile Repair Worker	12.60 Hr.	18.81 Hr.
4	4	4	Automobile Repairman Unit Leader	17.78 Hr.	22.83 Hr.
34	34	34	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
6	6	6	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
66	67	67			



DIVISION OF MOTOR VEHICLE MAINTENANCE

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
SERVICE & MAINTENANCE					
4	3	3	Garage Worker	12.42 Hr.	16.00 Hr.
1	1	1	Machinist	15.83 Hr.	20.00 Hr.
1	1	1	Tanker Truck Driver	15.55 Hr.	21.84 Hr.
5	5	5	Tire Repair Worker	14.08 Hr.	17.15 Hr.
<u>11</u>	<u>10</u>	<u>10</u>			
TECHNICIAN					
1	1	1	Fuel System Technician	9.66 Hr.	18.30 Hr.
<u>1</u>	<u>1</u>	<u>1</u>			
<u>103</u>	<u>102</u>	<u>103</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF STREETS

RANDELL T. SCOTT, COMMISSIONER

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

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL STAFF		COST	UNAUDITED STAFF		COST	BUDGET STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Street Resurfacing	\$ 3,244	15		\$ 2,763	12		\$ 2,991	12	
Street Repair	6,752	61		5,985	66		6,105	67	
Street Cleaning	2,413	37	12 **	1,823	37		1,850	37	
Snow and Ice Control	8,441	38	101 **	6,941	29	101 **	9,200	29	104 **
Guard Rail Repair	154	3		87	1		88	1	
Weld Shop/Heavy Equipment	2,705	30		2,549	28		2,601	28	
Graffiti Abatement	175	2		102	1		141	1	
Radio Comm. & Admin.	1,563	18		1,487	17		1,532	17	
	\$ 25,447	204	101	\$ 21,737	191	101	\$ 24,508	192	104
FUNDING SOURCE:									
Bond Funds	\$ 3,905			\$ 2,763			\$ 3,700		
State Taxes	11,959			13,065			14,200		
Sales & Charges*	3,034			2,135			2,006		
	\$ 18,898			\$ 17,963			\$ 19,906		
General Fund:									
Tax Support	\$ 6,549			\$ 3,774			\$ 4,602		
	\$ 25,447	204	101	\$ 21,737	191	101	\$ 24,508	192	104

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

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

DIVISION OF STREETS

PROGRAM NAME: STREET RESURFACING

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

ACTIVITIES: Perform major street repairs by replacing the roadway surface.

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. Maintain brick streets.

PROGRAM NAME: STREET CLEANING

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

ACTIVITIES: Clean streets and remove litter.

PROGRAM NAME: SNOW AND ICE CONTROL

OBJECTIVES: To provide street clearing services to maintain reasonable and safe traffic flow.

ACTIVITIES: Treat 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 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 upon approval. Repair damaged guardrails.

PROGRAM NAME: WELD SHOP/HEAVY EQUIPMENT

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

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

DIVISION OF STREETS

PROGRAM NAME: GRAFFITI ABATEMENT

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

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

PROGRAM NAME: RADIO COMMUNICATIONS AND ADMINISTRATION

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

ACTIVITIES: Supervise field personnel. Set project priorities. Analyze all programs and improve the quality of service in each program. Keep records of services. Provide direct communications with all assets.

DIVISION OF STREETS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 7,097,566	\$ 6,864,522	\$ 6,787,419	\$ 6,867,082
CRAFTS	2,718,846	2,460,341	1,860,806	1,747,586
SEASONAL	1,454,245	1,648,490	1,450,843	1,350,692
PART TIME PERMANET	-	-	1,673	-
INJURY PAYS	-	32,432	33,982	-
LONGEVITY	75,650	70,850	69,525	61,525
WAGE SETTLEMENTS	4,823	386	14,593	-
SEPARATION PAYMENTS	143,131	132,607	149,220	50,000
OVERTIME	755,975	805,526	945,618	1,000,000
TOTAL	\$ 12,250,235	\$ 12,015,153	\$ 11,313,680	\$ 11,076,885
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 869,201	\$ 978,545	\$ 1,046,550	\$ 1,173,161
DENTAL	79,276	85,015	78,200	82,971
VISION CARE	5,471	10,495	9,487	8,167
PERS	1,570,884	1,634,960	1,460,019	1,494,143
FICA-MEDICARE	108,148	115,414	115,991	110,615
WORKERS COMPENSATION	76,517	169,687	205,575	211,913
LIFE INSURANCE	7,471	7,862	7,186	7,290
UNEMPLOYMENT COMPENSATION	114,113	146,114	304,221	180,000
CLOTHING ALLOWANCE	57,100	63,032	51,880	49,130
TOOL INSURANCE	-	-	3,460	3,460
CLOTHING MAINTENANCE	23,100	21,975	21,450	19,965
TOTAL	\$ 2,911,280	\$ 3,233,099	\$ 3,304,019	\$ 3,340,815
TRAINING AND DUES				
TRAVEL	\$ 250	\$ -	\$ -	\$ -
PROFESSIONAL DUES	-	210	358	200
TOTAL	\$ 250	\$ 210	\$ 358	\$ 200
UTILITIES				
BROKERED GAS SUPPLY	\$ 206,138	\$ 240,108	\$ 298,654	\$ 319,560
TELEPHONE	746	491	-	-
WATER	3,288	2,444	2,443	3,600
GAS	28,918	86,485	121,184	129,667
ELECTRICITY - CPP	82,145	56,205	66,907	71,590
ELECTRICITY - OTHER	27,183	30,145	33,292	35,622
TOTAL	\$ 348,418	\$ 415,878	\$ 522,479	\$ 560,039

DIVISION OF STREETS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 5,729	\$ 13,262	\$ 11,986	\$ 10,000
BANK SERVICE FEES	-	202	-	-
MILEAGE (PRIVATE AUTO)	58	413	-	-
WASTE DISPOSAL	5,500	-	-	-
MEDICAL SERVICES	-	-	912	3,000
PARKING IN CITY FACILITIES	11,767	11,783	7,852	10,000
PROPERTY RENTAL	138,725	79,750	45,250	86,000
PHOTOCOPY MACHINE RENTAL	4,394	2,243	4,797	5,000
EQUIPMENT RENTAL	9,685	5,846	12,352	10,000
VEHICLE RENTAL	248,223	61,575	70,001	75,000
BANK SERVICE FEES	-	-	11,755	12,000
TOTAL	\$ 424,082	\$ 175,073	\$ 164,904	\$ 211,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,549	\$ 1,700	\$ 5,028	\$ 3,000
DISCOUNTS LOST	-	-	187	-
COMPUTER SOFTWARE	3,900	-	-	-
PURCHASE OF TESTS	865	945	145	500
CHEMICAL	8,995	5,790	12,955	6,000
SALT & DE-ICER	1,237,899	2,819,235	1,321,066	3,000,000
CLOTHING	-	1,633	5,790	6,000
HARDWARE & SMALL TOOLS	20,019	13,388	15,074	15,000
WELDING SUPPLIES & EQUIPMENT	16,319	15,000	6,000	10,000
BOILERS HEATERS & COOLING	10,495	19,877	16,283	10,000
SEED, FERTILIZER & HERBICIDE	-	5,000	-	3,000
SMALL EQUIPMENT	32,875	36,331	23,293	38,000
OFFICE FURNITURE & EQUIPMENT	-	2,062	280	-
ELECTRICAL SUPPLIES	5,000	5,344	11,429	5,000
FENCE, POSTS & BARS	2,107	21,372	3,060	15,000
HYGIENE AND CLEANING SUPPLY	4,251	19,502	6,385	8,000
CLAY, SOIL & TURF	2,580	1,785	3,816	2,500
PAINTING EQUIPMENT AND SUPPLY	13,497	6,500	4,000	43,000
DOORS, SHUTTERS AND WINDOWS	-	-	-	2,000
PLUMBING SUPPLIES AND EQUIP	-	7,706	3,000	8,000
LUMBER, GLASS AND DRYWALL	3,533	8,326	2,636	9,000
MEDICAL SUPPLIES	-	-	1,000	1,200
PHOTOGRAPHIC SUPPLIES	960	593	604	1,000
PAPER AND OTHER SUPPLIES	6,680	-	6,923	6,000
OTHER SUPPLIES	38,331	18,702	51,442	100,000
GUARD RAIL SUPPLIES	41,918	3,243	25,991	15,000
SAFETY EQUIPMENT	346	22,060	13,440	15,000

DIVISION OF STREETS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES - CONTINUED				
JUST IN TIME OFFICE SUPPLIES	3,534	3,040	1,503	3,000
BUILDING MAINTENANCE SUPPLIES	-	330	-	3,000
PAVING MATERIAL	185,308	66,968	144,226	150,000
ASPHALT	161,547	304,859	131,402	295,000
CEMENT, SAND & GRAVEL	333,237	200,206	356,917	220,000
MISC MAINTENANCE SUPPLIES	52,642	68,477	39,702	70,000
TOTAL	\$ 2,188,387	\$ 3,679,974	\$ 2,213,576	\$ 4,063,200
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 2,550	\$ 2,205	\$ 1,750	\$ 3,500
MAINTENANCE CONTRACTS	4,973	4,110	2,197	6,000
MAINTENANCE MACHINERY	33,644	27,066	14,500	30,000
REPAIR PARTS	26,562	42,306	25,083	50,000
MAINTENANCE MISC EQUIP	53	56	-	4,000
MAINTENANCE BUILDING	4,000	3,000	18,000	6,000
REPAIR OF OVERHEAD DOORS	15,000	4,000	8,000	8,000
CHARGES FROM PARK MAINT	14,509	30,052	41,880	18,000
TOTAL	\$ 101,291	\$ 112,794	\$ 111,410	\$ 125,500
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 1,499	\$ 2,000	\$ 20	\$ 3,000
TOTAL	\$ 1,499	\$ 2,000	\$ 20	\$ 3,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 45,217	\$ 53,488	\$ 50,896	\$ 66,447
CHARGES FROM RADIO SYSTEM	36,212	39,386	71,765	73,368
CHARGES FROM PRINTING	1,713	7,934	2,608	3,662
CHARGES FROM STOREROOM	161	121	201	243
CHARGES FROM MOTOR VEHICLES	1,718,512	2,356,737	1,631,704	2,244,154
CHARGES FROM DATA PROC	11,466	-	-	-
TOTAL	\$ 1,813,281	\$ 2,457,666	\$ 1,757,174	\$ 2,387,874
CAPITAL OUTLAY				
LOCAL RESURFACING	\$ 3,573,831	\$ 3,355,310	\$ 2,349,651	\$ 2,739,717
TOTAL	\$ 3,573,831	\$ 3,355,310	\$ 2,349,651	\$ 2,739,717
TOTAL DIVISION	\$ 23,612,554	\$ 25,447,158	\$ 21,737,270	\$ 24,508,230

DIVISION OF STREETS

REVENUE

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
LICENSES & PERMITS	\$ 1,580	\$ 4,625	\$ 4,500	\$ 4,500
INTERGOVERNMENTAL REVENUE	11,255,308	11,959,439	13,064,819	14,200,000
SALES & CHARGES FOR SERVICES	1,904,112	2,229,817	2,085,587	1,935,000
MISCELLANEOUS REVENUES	15,108	5,175	9,161	2,730
TRANSFERS IN	5,275,162	6,548,600	3,773,786	4,602,377
EXPENDITURE RECOVERIES	3,713,249	3,904,804	2,762,794	3,700,000
TOTAL DIVISION	\$ 22,164,520	\$ 24,652,462	\$ 21,700,648	\$ 24,444,607

COMPARISON OF STAFFING

Budget 2004	No. of Employees**		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Assistant Commissioner of Streets	26,274	80,967
1	1	1	Commissioner of Streets	40,315	119,646
3	3	3			
OFFICE & CLERICAL					
2	2	2	Chief Clerk	22,050	43,080
0	0	1	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	0	Receptionist	9.66 Hr.	13.86 Hr.
3	3	3			
PROFESSIONALS					
2	1	1	Administrative Manager	27,194	80,967
2	2	2	Budget Analyst	20,093	48,028
1	1	1	Personnel Administrator	26,274	74,739
5	4	4			
SKILLED CRAFT					
4	3	3	Asphalt Construction Foreman	20.77 Hr.	33.43 Hr.
14	11	11	Asphalt Tamper	20.54 Hr.	32.05 Hr.
2	2	2	Carpenter	27.76 Hr.	34.70 Hr.
4	4	4	Cold Patch & Crack Sealing Foreman	20.44 Hr.	22.44 Hr.
10	10	10	Cold Patch and Crack Sealing Worker	15.31 Hr.	17.31 Hr.
6	4	3	Construction Equipment Operator Group A	27.42 Hr.	31.03 Hr.
19	18	19	Construction Equipment Operator Group B	27.27 Hr.	32.88 Hr.
4	4	4	Jackhammer Operator	20.54 Hr.	32.05 Hr.
1	1	1	Machinist	15.83 Hr.	20.00 Hr.
1	1	1	Master Mechanic	27.92 Hr.	31.53 Hr.
4	4	4	Paver	20.83 Hr.	32.50 Hr.
4	4	4	Paving Foreman	21.42 Hr.	33.43 Hr.
3	3	3	Stationary Boiler Room Operator	12.29 Hr.	18.65 Hr.
1	1	1	Street Maintenance Equipment Leader	16.15 Hr.	22.69 Hr.
4	4	4	Street Equipment Maintenance Specialist	15.55 Hr.	21.84 Hr.
18	19	19	Street Maintenance Foreman	17.71 Hr.	19.71 Hr.
6	6	6	Street Maintenance General Foreman	22.49 Hr.	24.49 Hr.
5	5	5	Welder	18.36 Hr.	21.92 Hr.
110	104	104			



DIVISION OF STREETS

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees**		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
SERVICE & MAINTENANCE					
4	3	4	District Paving Repair Foreman	27.69 Hr.	29.69 Hr.
4	3	3	General Shop Foreman	20.35 Hr.	22.35 Hr.
23	23	22	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
2	1	1	Shop Foreman	17.71 Hr.	19.71 Hr.
0	2	3	Street Carry-all Driver	15.55 Hr.	21.84 Hr.
43	38	38	Truck Driver	12.50 Hr.	17.58 Hr.
<u>76</u>	<u>70</u>	<u>71</u>			
TECHNICIAN					
2	2	2	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
0	1	1	Chief Street Permit Supervisor	20,093	39,593
4	4	4	Radio Operator	15.98 Hr.	17.98 Hr.
<u>6</u>	<u>7</u>	<u>7</u>			
203	191	192	TOTAL FULL TIME		
92	101	104	SEASONAL (PEAK)		
<u>295</u>	<u>292</u>	<u>296</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

DEPARTMENT OF PARKS, RECREATION AND PROPERTIES

NATALIE RONAYNE, DIRECTOR

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

OPERATING SUMMARY (000'S OMITTED)

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Director's Office	\$ 680	9		\$ 720	9		\$ 734	9	
Research, Planning & Dev	712	11		733	10		747	10	
Recreation, Golf	15,514	176	428	13,316	169	249	15,127	173	257
Conv. Ctr., West Side Mkt, Stad	17,829	45	97	17,088	44	77	17,505	47	77
Parking Facilities	13,033	40	11	9,116	45	8	9,958	46	9
Property Mang., East Side Mkt	8,944	129	4	7,782	101	2	9,224	108	
Parks Maintenance and Prop	17,374	195	317	15,331	173	319	16,483	176	305
	\$ 74,086	605	857	\$ 64,086	551	655	\$ 69,778	569	648
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 34,938			\$ 31,645			\$ 35,200		
Self - Generated	3,768			2,255			2,380		
	\$ 38,706	491	634	\$ 33,900	443	398	\$ 37,580	457	404
Grants	\$ 752		49	\$ 974		106	\$ 1,050		89
Special Revenue	-			11			20		
Cemetery	2,346	35	18	1,915	28	18	2,148	29	21
Golf	2,295	16	48	2,024	14	48	2,575	15	48
Parking Facilities	12,087	17	11	8,101	21	8	8,822	20	9
Convention Center	7,250	37	97	6,516	35	75	6,614	37	75
Stadium Fund	9,577			9,569			9,664		
West Side Market	1,002	8		1,003	9	2	1,227	10	2
East Side Market	71	1		73	1		78	1	
	\$ 74,086	605	857	\$ 64,086	551	655	\$ 69,778	569	648

DIVISION OF PARKS ADMINISTRATION

NATALIE RONAYNE, DIRECTOR

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administrative Services	\$ 566	7		\$ 619	7		\$ 619	7	
Special Events/Marketing	114	2		101	2		115	2	
	\$ 680	9		\$ 720	9		\$ 734	9	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 640			\$ 649			\$ 697		
Self-Generated	40			71			37		
	\$ 680	9		\$ 720	9		\$ 734	9	

PROGRAM NAME: ADMINISTRATIVE SERVICES

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

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

PROGRAM NAME: MARKETING AND PROMOTION

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

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

DIVISION OF PARKS ADMINISTRATION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 475,492	\$ 427,695	\$ 461,998	\$ 444,764
SEASONAL	2,749	-	-	-
LONGEVITY	4,400	4,225	3,650	3,750
SEPARATION PAYMENTS	9,062	3,109	-	18,986
OVERTIME	1,096	-	-	-
TOTAL	\$ 492,799	\$ 435,029	\$ 465,648	\$ 467,500
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 34,737	\$ 25,762	\$ 30,024	\$ 33,470
DENTAL	3,202	2,136	2,142	2,366
VISION	455	494	477	506
PERS	65,848	56,321	63,134	60,774
FICA-MEDICARE	4,071	3,231	3,588	3,931
WORKERS COMPENSATION	534	1,312	1,207	1,366
LIFE INSURANCE	436	403	407	405
UNEMPLOYMENT COMP	5,968	-	-	-
TOTAL	\$ 115,251	\$ 89,659	\$ 100,977	\$ 102,818
TRAINING AND DUES				
TUITION AND REGISTRATION FEES	\$ -	\$ 200	\$ 1,040	\$ -
PROFESSIONAL DUES	1,494	1,080	-	300
TOTAL	\$ 1,494	\$ 1,280	\$ 1,040	\$ 300
UTILITIES				
GAS	\$ 58	\$ (20)	\$ -	\$ -
ELECTRICITY - CPP	1,675	3	-	-
TOTAL	\$ 1,733	\$ (17)	\$ -	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 10	\$ 20	\$ 48	\$ -
ADVERTISING AND PUBLIC NOTICE	-	656	-	-
INSURANCE AND OFFICIAL BONDS	284	-	-	-
PARKING IN CITY FACILITIES	3,460	4,987	4,486	4,000
PROPERTY RENTAL	110,466	110,466	110,466	110,466
PHOTOCOPY MACHINE RENTAL	4,060	1,441	1,065	1,700
OTHER CONTRACTUAL	1,900	200	-	-
REFUNDS & MISCELLANEOUS	495	375	925	-
TOTAL	\$ 120,675	\$ 118,144	\$ 116,990	\$ 116,166



DIVISION OF PARKS ADMINISTRATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS AND SUPPLIES				
OFFICE SUPPLIES	\$ 932	\$ 648	\$ -	\$ -
OTHER SUPPLIES	-	172	-	-
SPECIAL EVENTS SUPPLIES	2,975	3,577	2,004	3,800
JUST IN TIME OFFICE SUPPLIES	2,098	2,398	1,421	1,620
TOTAL	\$ 6,005	\$ 6,796	\$ 3,424	\$ 5,420
CLAIMS, REFUNDS, AND MISC				
COURT COSTS	\$ 40	\$ -	\$ -	\$ -
TOTAL	\$ 40	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 18,661	\$ 20,316	\$ 21,135	\$ 27,533
CHARGES FROM RADIO COMM	193	194	193	177
CHARGES FROM PRINTING	3,884	6,705	8,002	11,236
CHARGES FROM STOREROOM	797	1,016	1,179	1,427
CHARGES FROM MOTOR VEHICLES	3,670	990	990	1,362
CHARGES FROM DATA PROC	558	-	-	-
CHARGES FROM COMMUNITY DEV	157	-	-	-
TOTAL	\$ 27,920	\$ 29,221	\$ 31,499	\$ 41,735
TOTAL DIVISION	\$ 765,917	\$ 680,112	\$ 719,579	\$ 733,939

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICES	\$ 7,024	\$ 34,866	\$ 34,039	\$ 34,500
MISCELLANEOUS REVENUES	5,588	1,917	36,263	1,000
EXPENDITURE RECOVERIES	-	3,649	994	1,000
TOTAL	\$ 12,612	\$ 40,432	\$ 71,295	\$ 36,500

DIVISION OF PARKS ADMINISTRATION

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
PROFESSIONALS					
1	1	1	Director of Parks, Recreation & Properties	50,796	160,115
1	1	1	General Manager Admin. Services	26,274	80,967
1	1	1	Manager Asst. Audit Cont/Per	20,092	53,307
1	1	1	Manager of Events	23,647	70,740
1	1	1	Secretary to the Director	36,590	128,960
<u>5</u>	<u>5</u>	<u>5</u>			
OFFICE & CLERICAL					
1	1	1	Clerk, Chief	22,050	43,080
1	1	1	Public Information Officer	9.66 Hr.	20.71 Hr.
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
1	1	1	Private Secretary to the Director	20,090	43,080
<u>4</u>	<u>4</u>	<u>4</u>			
<u>9</u>	<u>9</u>	<u>9</u>	TOTAL DIVISION		

*Salary Schedule effective October 4, 2004

RESEARCH, PLANNING AND DEVELOPMENT

MARK FALLON, COMMISSIONER

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

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

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

Mission Statement

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

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
PROGRAMS:									
Site Development	\$ 492	9		\$ 505	8		\$ 515	8	
Research & Planning	220	2		228	2		232	2	
	\$ 712	11		\$ 733	10		\$ 747	10	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 338			\$ 550			\$ 416		
Self - Generated	374			183			331		
	\$ 712	11		\$ 733	10		\$ 747	10	

RESEARCH, PLANNING AND DEVELOPMENT

PROGRAM NAME: SITE DEVELOPMENT

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

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

PROGRAM NAME: RESEARCH AND PLANNING

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

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

RESEARCH, PLANNING AND DEVELOPMENT

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 489,489	\$ 517,462	\$ 516,861	\$ 516,861
LONGEVITY	3,850	4,725	4,650	4,850
SEPARATION PAYMENTS	2,230	-	-	-
TOTAL	\$ 495,569	\$ 522,187	\$ 521,511	\$ 521,711
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 45,960	\$ 47,611	\$ 59,924	\$ 67,896
DENTAL	4,909	4,791	4,884	5,344
EYE CARE	368	620	601	651
PERS	65,660	69,349	71,564	70,692
FICA-MEDICARE	3,398	3,753	3,648	3,789
WORKERS COMPENSATION	596	1,259	1,439	1,366
LIFE INSURANCE	405	460	460	450
TOTAL	\$ 121,297	\$ 127,844	\$ 142,520	\$ 150,188
TRAINING AND DUES				
TRAVEL	\$ 3,766	\$ 653	\$ -	\$ -
TUITION AND REGISTRATION FEES	2,296	390	-	-
PROFESSIONAL DUES	1,337	1,456	1,329	900
TOTAL	\$ 7,399	\$ 2,499	\$ 1,329	\$ 900
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ 965	\$ 1,129	\$ 472	\$ 1,000
PARKING IN CITY FACILITIES	1,585	1,578	1,695	1,600
PROPERTY RENTAL	9,979	29,936	43,752	44,000
PHOTOCOPY MACHINE RENTAL	1,158	339	789	1,000
OTHER CONTRACTUAL	7,624	3,704	-	-
TOTAL	\$ 21,310	\$ 36,686	\$ 46,708	\$ 47,600
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 900	\$ 1,805	\$ -	\$ -
HYGIENE & CLEANING SUPPLIES	-	-	200	-
OTHER SUPPLIES	746	2,397	2,101	2,000
JUST IN TIME OFFICE SUPPLIES	1,288	2,203	1,094	1,400
TOTAL	\$ 2,933	\$ 6,405	\$ 3,395	\$ 3,400

RESEARCH, PLANNING AND DEVELOPMENT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
CAR WASHES	\$ 416	\$ -	\$ 145	\$ -
TOTAL	\$ 416	\$ -	\$ 145	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,012	\$ 6,760	\$ 6,703	\$ 8,750
CHARGES FROM PRINTING	1,337	1,330	4,600	6,459
CHARGES FROM STOREROOM	5	-	-	-
CHARGES FROM MOTOR VEHICLES	12,168	8,675	6,072	8,351
CHARGES FROM DATA PROCESSING	675	-	-	-
TOTAL	\$ 21,197	\$ 16,765	\$ 17,375	\$ 23,560
TOTAL DIVISION	\$ 670,121	\$ 712,386	\$ 732,983	\$ 747,359

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ -	\$ 1,217	\$ 1,065	\$ 1,200
SALES AND CHARGES FOR SERVICES	650	-	400	-
EXPENDITURE RECOVERIES	535,293	373,086	182,016	330,000
TOTAL DIVISION	\$ 535,943	\$ 374,303	\$ 183,481	\$ 331,200



RESEARCH, PLANNING AND DEVELOPMENT

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Research, Planning & Development	40,315	119,646
1	1	1			
PROFESSIONALS					
3	3	3	Architect, Landscape Senior	9.73 Hr.	27.13 Hr.
1	1	1	Architect, Landscape	9.66 Hr.	25.63 Hr.
1	1	1	Construction Technician	12.02 Hr.	20.71 Hr.
1	1	1	Manager of Research & Planning	23,333	67,140
1	1	1	Manager of Site Development	22,333	67,140
1	1	1	Supervisor, Site Development	20,092	48,834
1	1	1	Survey, Party Chief	20,092	51,030
9	9	9			
10	10	10	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF RECREATION

MICHAEL COX, COMMISSIONER

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

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL STAFF		COST	UNAUDITED STAFF		COST	BUDGET STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Organized Sports	\$ 189	2	4	\$ 185	2		\$ 191	2	
Summer Program	2,285		321	1,289		182	1,518		182
Summer Lunch	371		8	164		7	250		7
Cultural Arts	415	8	10	459	11		520	11	
Recreation Centers	8,259	142	22	8,724	137	12	9,605	140	20
Midnight Basketball	485			-			-		
After School Rec	514	1	8	-			-		
Muny Football	185	2		175			65		
Golf Course Oper	2,295	16	48	2,024	14	48	2,575	15	48
Camping	516	5	7	296	5		403	5	
\$	15,514	176	428	\$ 13,316	169	249	\$ 15,127	173	257
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 12,361			\$ 11,092			\$ 12,243		
Self - Generated	606			36			59		
\$	12,967	160	376	\$ 11,128	155	194	\$ 12,302	158	202
Golf Courses	\$ 2,295	16	48	\$ 2,024	14	48	\$ 2,575	15	48
Grants	252		4	164		7	250		7
\$	15,514	176	428	\$ 13,316	169	249	\$ 15,127	173	257

DIVISION OF RECREATION

PROGRAM NAME: ORGANIZED SPORTS

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

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

PROGRAM NAME: SUMMER PROGRAMS

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

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

PROGRAM NAME: RECREATION CENTERS

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

ACTIVITIES: Operate and maintain recreation centers.

PROGRAM NAME: CULTURAL ARTS

OBJECTIVES: To provide cultural arts to City residents.

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

PROGRAM NAME: GOLF COURSE OPERATION

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

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

PROGRAM NAME: CAMPING

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

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

PROGRAM NAME: SUMMER FOOD PROGRAM

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

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

DIVISION OF RECREATION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 4,560,701	\$ 4,810,346	\$ 4,825,390	\$ 4,986,038
SEASONAL	2,162,239	1,880,405	648,797	780,000
PART-TIME PERMANENT	197,214	203,568	121,727	250,798
SCHOOL GUARDS	7,985	-	-	-
INJURY PAY	-	9,657	3,828	-
UNIFORMED PERSONNEL	-	339,342	-	-
LONGEVITY	51,350	49,925	49,975	52,900
WAGE SETTLEMENTS	7,475	1,101	4,226	160,000
SEPARATION PAYMENTS	31,244	20,045	11,521	20,000
OVERTIME	94,142	255,399	80,800	100,000
TOTAL	\$ 7,112,350	\$ 7,569,788	\$ 5,746,264	\$ 6,349,736
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 642,268	\$ 739,336	\$ 833,706	\$ 1,023,688
DENTAL	57,736	66,706	62,142	67,755
EYE CARE	7,179	11,316	10,222	11,349
PERS	959,089	1,035,878	837,858	867,392
FICA-MEDICARE	78,289	85,809	60,571	71,250
WORKERS COMPENSATION	59,408	122,578	140,533	255,370
LIFE INSURANCE	6,337	7,063	6,956	7,046
UNEMPLOYMENT COMPENSATION	40,460	40,222	72,370	45,000
CLOTHING ALLOWANCE	1,500	1,520	1,500	1,200
CLOTHING MAINTENANCE	750	600	750	600
TOTAL	\$ 1,853,016	\$ 2,111,028	\$ 2,026,608	\$ 2,350,650
TRAINING AND PROFESSIONAL DUES				
REGIONAL PLAN COMMISSION	\$ 144	\$ -	\$ 36	\$ -
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	8	-
TUITION AND REGISTRATION FEES	70	220	70	500
TOTAL	\$ 214	\$ 220	\$ 115	\$ 500
UTILITIES				
GAS	\$ 965,255	\$ 711,946	\$ 721,383	\$ 803,981
ELECTRICITY - CPP	935,288	700,452	970,569	1,179,749
ELECTRICITY - OTHER	68,056	173,399	170,829	182,788
SECURITY MONITORING SYSTEM	9,300	6,000	9,000	17,000
CONTRACTUAL UTILITIES	69,264	67,457	110,412	95,000
BROKERED GAS SUPPLY	57,269	63,751	79,221	84,766
TOTAL	\$ 2,104,432	\$ 1,723,004	\$ 2,061,414	\$ 2,363,284

DIVISION OF RECREATION

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 22,094	\$ 89,933	\$ 37,669	\$ 18,000
MILEAGE (PRIVATE AUTO)	9,514	8,650	1,627	5,000
SECURITY SERVICES	50,000	96,000	-	-
ADVERTISING AND PUBLIC NOTICE	1,893	264	274	300
PARKING IN CITY FACILITIES	9,176	10,781	9,637	8,000
PHOTOCOPY MACHINE RENTAL	14,278	5,562	9,658	10,000
EQUIPMENT RENTAL	480	480	984	1,200
OTHER CONTRACTUAL	649,712	773,686	759,305	591,000
BANK SERVICE FEES	-	-	2,408	-
TOTAL	\$ 757,147	\$ 985,356	\$ 821,562	\$ 633,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 237	\$ 87	\$ -	\$ -
DISCOUNTS LOST	90	-	-	-
COMPUTER HARDWARE	-	-	261	-
FUEL	-	1,255	-	-
CHEMICAL	66,604	99,566	73,381	110,000
SALT AND DE-ICER	650	561	-	-
CLOTHING	3,659	3,992	1,409	2,500
HARDWARE AND SMALL TOOLS	979	1,714	1,776	1,000
HEAVY TRUCK PARTS	-	60	-	-
SMALL EQUIPMENT	886	2,528	2,069	-
OFFICE FURNITURE AND EQUIP	-	6,575	179	-
ELECTRICAL SUPPLIES	-	918	865	3,500
HYGIENE AND CLEANING SUPPLIES	-	3,114	2,918	3,000
CLAY, SOIL AND TURF	-	400	-	-
AQUATICS (POOL) SUPPLIES	21,901	38,944	24,543	40,000
PAINTING EQUIPMENT & SUPPLIES	-	-	288	-
PLAYGROUND EQUIPMENT	6,384	5,116	5,137	8,000
PLUMBING EQUIPMENT & SUPPLIES	-	-	8,837	-
MEDICAL SUPPLIES	1,605	1,498	118	5,000
FOOD	27,679	22,098	35,492	28,000
PHOTOGRAPHIC SUPPLIES	210	-	-	-
PAPER AND PRINTING SUPPLIES	3,169	7,293	3,812	8,000
OTHER SUPPLIES	3,253	3,192	3,227	4,000
ARTS AND CRAFTS SUPPLIES	33,556	25,032	26,007	32,000
SPORTING GOODS SUPPLIES	14,166	20,305	22,745	20,000
JUST IN TIME OFFICE SUPPLIES	9,237	9,624	15,460	10,000
MISC MAINTENANCE SUPPLIES	2,976	2,194	2,113	3,000
TOTAL	\$ 197,241	\$ 256,067	\$ 230,638	\$ 278,000



DIVISION OF RECREATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,200	\$ -	\$ -	\$ 1,000
MAINTENANCE CONTRACTS	-	4,100	5,000	8,000
COMPUTER HARDWARE MAINT	500	99	49	-
MAINTENANCE MACHINERY	12,476	7,670	4,395	6,100
MAINTENANCE FIRE APPARATUS	7,000	8,477	8,000	8,000
CAR WASHES	999	1,000	2,500	2,000
MAINTENANCE MISC EQUIP	3,500	3,500	-	-
MAINTENANCE BUILDING	3,240	-	-	5,000
TOTAL	\$ 28,915	\$ 24,846	\$ 19,944	\$ 30,100
JUDGEMENTS, DAMAGES & CLAIMS				
CLAIMS, REFUNDS & MISC	\$ -	\$ -	\$ 50	\$ -
TOTAL	\$ -	\$ -	\$ 50	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 129,417	\$ 105,764	\$ 106,059	\$ 137,927
CHARGES FROM RADIO COMM	2,593	3,564	1,685	2,507
CHARGES FROM PRINTING	6,388	7,179	11,261	15,812
CHARGES FROM STOREROOM	3,144	3,791	2,547	3,083
CHARGES FROM MOTOR VEHICLES	147,460	164,380	90,406	124,339
CHARGES FROM DATA PROC	10,680	-	-	-
CHARGES FROM WASTE	14,746	12,198	9,607	13,000
TOTAL	\$ 314,428	\$ 296,876	\$ 221,565	\$ 296,668
TOTAL DIVISION	\$ 12,367,743	\$ 12,967,185	\$ 11,128,159	\$ 12,302,438

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 1,358	\$ -	\$ -
LICENSES AND PERMITS	-	360	-	-
SALES AND CHARGES FOR SERVICES	1,165	15,435	15,287	16,000
MISCELLANEOUS REVENUES	985	37,720	3,371	30,000
EXPENDITURE RECOVERIES	15,010	18,746	17,761	13,000
REVENUE TRANSFERS	-	532,750	-	-
TOTAL DIVISION	\$ 17,160	\$ 606,370	\$ 36,419	\$ 59,000



DIVISION OF RECREATION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Officer	20,092	48,000
1	1	1	Commissioner, Recreation	42,758	133,780
2	2	2	Deputy Commissioner, Recreation	26,274	74,739
4	4	4			
OFFICE & CLERICAL					
15	15	15	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Personnel Assistant, Senior	20,092	45,446
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
2	2	2	Secretary	9.66 Hr.	15.71 Hr.
1	1	1	Secretary, Private	9.66 Hr.	18.85 Hr.
21	21	21			
PROFESSIONALS					
2	2	2	Director, Deputy Project	20,092	56,930
6	6	6	Manager of Recreation	40,000	70,740
21	21	22	Manager, Recreation Center	32,500	65,005
3	3	3	Assistant Manager of Recreation	20,092	51,504
32	32	33			
SERVICE & MAINTENANCE					
2	2	2	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
1	1	1	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
1	1	1	Maintenance, Man. Ground	13.94 Hr.	15.94 Hr.
4	4	4			
TECHNICIAN					
27	27	28	Director, Physical	9.66 Hr.	17.71 Hr.
7	7	7	Instructor III, Recreation	9.66 Hr.	17.02 Hr.
63	60	61	Instructor II, Recreation	9.66 Hr.	16.09 Hr.
97	94	96			
158	155	158	TOTAL FULL TIME		
12	12	20	PART TIME		
182	182	182	SEASONAL**		
352	349	360	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

**DIVISION OF RECREATION
GOLF COURSES**

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 873,047	\$ 517,286	\$ 497,182	\$ 561,583
SEASONAL	291,271	323,868	273,630	368,975
1.6% RETRO PAY	4,706	-	-	-
LONGEVITY	10,925	5,625	5,675	6,750
SEPARATION PAYMENTS	3,083	-	1,637	-
OVERTIME	88,615	46,283	30,217	56,500
TOTAL	\$ 1,271,646	\$ 893,062	\$ 808,341	\$ 993,808
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 103,091	\$ 60,666	\$ 48,875	\$ 77,691
DENTAL	11,428	5,316	3,604	5,257
EYE CARE	66	152	578	739
PERS	171,198	121,031	100,230	134,661
FICA-MEDICARE	11,266	8,789	8,323	11,320
WORKERS COMPENSATION	23,537	11,169	8,037	29,016
LIFE INSURANCE	1,928	671	523	675
UNEMPLOYMENT COMPENSATION	21,085	23,305	35,771	35,000
CLOTHING ALLOWANCE	7,690	4,850	2,375	3,300
TOOL INSURANCE	-	-	800	740
CLOTHING MAINTENANCE	1,953	400	1,638	1,650
TOTAL	\$ 353,243	\$ 236,349	\$ 210,753	\$ 300,049
UTILITIES				
GAS	\$ 13,331	\$ 13,921	\$ 18,430	\$ 22,470
ELECTRICITY - OTHER	28,204	20,136	29,068	31,137
SECURITY AND MONITORING	-	1,664	1,000	2,000
TOTAL	\$ 41,535	\$ 35,721	\$ 48,498	\$ 55,607
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 6,537	\$ 5,813	\$ 5,944	\$ 6,000
BANK SERVICE FEES	-	3,550	132	4,000
MILEAGE (PRIVATE AUTO)	-	-	-	200
ADVERTISING AND PUBLIC NOTICE	-	-	-	1,000
PHOTOCOPY MACHINE RENTAL	681	217	1,453	1,550
VEHICLE RENTAL	-	-	-	10,000
OTHER CONTRACTUAL	501,488	470,500	467,000	497,000
CREDIT CARD PROCESSING FEES	-	-	8,183	6,000
TOTAL	\$ 508,705	\$ 480,080	\$ 482,713	\$ 525,750

**DIVISION OF RECREATION
GOLF COURSES**

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
DISCOUNTS LOST	\$ -	\$ 3	\$ -	-
CLOTHING	3,776	3,024	1,712	4,000
HARDWARE AND SMALL TOOLS	984	3,786	1,653	4,000
WELDING SUPPLIES AND EQUIP	400	300	-	500
SEED, FERTILIZER AND HERBICIDE	67,100	67,632	75,065	75,000
SMALL EQUIPMENT	9,856	17,912	11,443	12,000
OFFICE FURNITURE AND EQUIP	1,766	2,101	1,245	15,000
ELECTRICAL SUPPLIES	586	1,561	854	1,500
FENCE, POSTS AND BARS	1,500	-	1,455	1,500
HYGIENE AND CLEANING SUPPLY	12,989	13,542	13,654	15,000
CLAY, SOIL AND TURF	668	2,427	2,150	5,000
PAINTING EQUIPMENT	800	1,000	327	1,000
PLUMBING SUPPLIES	4,000	5,000	6,066	5,000
MEDICAL SUPPLIES	500	500	600	600
FOOD	108,600	87,565	103,980	115,000
OTHER SUPPLIES	32,450	33,236	24,286	38,191
SPORTING GOODS SUPPLIES	17,000	12,001	11,692	18,000
JUST IN TIME SUPPLIES	1,052	1,397	-	1,500
CEMENT SAND AND GRAVEL	6,450	8,785	10,844	15,000
TOTAL	\$ 270,479	\$ 261,772	\$ 267,026	\$ 327,791
MAINTENANCE				
MAINTENANCE MACHINERY	\$ 1,000	\$ -	\$ -	-
MAINTENANCE FIRE APPARATUS	70,000	1,000	1,200	1,500
MAINTENANCE MISC EQUIP	26,140	59,895	43,500	60,000
CHARGES FROM MAINT	-	32,322	14,974	20,000
TOTAL	\$ 97,140	\$ 93,217	\$ 59,674	\$ 81,500
CLAIMS, REFUNDS AND MISC.				
INDIRECT COST	\$ 88,754	\$ 88,754	\$ 82,360	\$ 82,360
TOTAL	\$ 88,754	\$ 88,754	\$ 82,360	\$ 82,360
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 10,506	\$ 11,182	\$ 13,556	\$ 17,517
CHARGES FROM PRINTING	1,313	310	1,458	2,047
CHARGES FROM STOREROOM	-	96	-	-
CHARGES FROM MOTOR VEHICLES	25,499	38,386	45,818	63,016
CHARGES FROM WASTE	6,158	5,738	3,842	9,000
TOTAL	\$ 43,476	\$ 55,712	\$ 64,674	\$ 91,580



**DIVISION OF RECREATION
GOLF COURSES**

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CAPITAL OUTLAY				
LAND IMPROVEMENTS	\$ -	\$ 10,000	\$ -	\$ -
MOTORIZED EQUIPMENT	-	140,663	-	117,000
TOTAL	\$ -	\$ 150,663	\$ -	\$ 117,000
TOTAL DIVISION	\$ 2,674,978	\$ 2,295,330	\$ 2,024,037	\$ 2,575,445

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUE	\$ 724	\$ 817	\$ 823	\$ -
SALES AND CHARGES FOR SERVICE	1,929,905	1,870,833	1,680,118	2,068,500
MISCELLANEOUS REVENUE	54,120	23,089	18,943	20,000
EXPENDITURE RECOVERIES	360	-	-	-
TOTAL DIVISION	\$ 1,985,109	\$ 1,894,739	\$ 1,699,884	\$ 2,088,500

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Manager , Parks and Urban Forestry	22,333	67,140
2	2	2			
OFFICE & CLERICAL					
1	0	0	Clerk, Chief	22,050	43,080
1	0	0			
SERVICE & MAINTENANCE					
2	2	2	Foreman, Ground Maintenance Crew	15.05 Hr.	17.05 Hr.
2	2	2	Greenskeeper	18.40 Hr.	20.40 Hr.
1	1	1	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
6	5	6	Maintenance Man, Ground	13.94 Hr.	15.94 Hr.
2	2	2	Repair Worker, Auto	12.60 Hr.	18.81 Hr.
13	12	13			
16	14	15	TOTAL FULL TIME		
40	48	48	SEASONAL**		
56	62	63	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

CONVENTION CENTER

JAMES F. GLENDING, COMMISSIONER

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

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

Mission Statement

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

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

	2003			2004			2005			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
		FT	PT		FT	PT		FT	PT	
PROGRAMS:										
Convention Center										
Commissioner's Office	\$ 1,941	5		\$ 1,892	5		\$ 1,901	5		
Building Maintenance	2,126	18		1,798	16		1,928	18		
Theatrical Events	703	7	20	578	7	20	516	7	20	
Security	384			276			205			
Fiscal	96	4		101	4		104	4		
Convention Events	1,224		77	1,265		55	1,316			55
Marketing Services	258	3		236	3		242	3		
Parking Operations	518			370			402			
Stadium Fund	9,577			9,569			9,664			
West Side Market										
Fiscal Operations	625	3		618	3		642	3		
Maintenance	377	5		385	6	2	585	7	2	
	\$ 17,829	45	97	\$ 17,088	44	77	\$ 17,505	47	77	
FUNDING SOURCE:										
Other Funds*										
Convention Center	\$ 7,250	37	97	\$ 6,516	35	75	\$ 6,614	37	75	
Stadium Fund	9,577			9,569			9,664			
West Side Market	1,002	8		1,003	9	2	1,227	10	2	
	\$ 17,829	45	97	\$ 17,088	44	77	\$ 17,505	47	77	

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

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET
CONVENTION CENTER

PROGRAM NAME: COMMISSIONER'S OFFICE

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

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

PROGRAM NAME: BUILDING MAINTENANCE

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

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

PROGRAM NAME: THEATRICAL EVENT ADMINISTRATION

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

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

PROGRAM NAME: SECURITY FUNCTIONS

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

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

PROGRAM NAME: FISCAL OPERATIONS

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

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

PROGRAM NAME: CONVENTION CENTER

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

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



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

PROGRAM NAME: WEST SIDE MARKET

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

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

PROGRAM NAME: CLEVELAND BROWNS STADIUM

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

ACTIVITIES: Monitor lease agreement compliance.

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

CONVENTION CENTER

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 720,746	\$ 1,549,460	\$ 1,453,151	\$ 1,467,550
SEASONAL	-	-	4,373	-
PART TIME PERMANENT	977,152	1,347,732	808,228	900,000
INJURY PAY	-	-	(1,115)	-
LONGEVITY	6,900	18,800	18,350	18,825
WAGE SETTLEMENTS	-	17,978	143,073	-
SEPARATION PAYMENTS	4,151	2,579	40,676	46,713
OVERTIME	214,648	498,529	446,824	399,000
TOTAL	\$ 1,923,597	\$ 3,435,078	\$ 2,913,561	\$ 2,832,088
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 77,739	\$ 194,699	\$ 219,602	\$ 237,470
DENTAL	7,006	18,222	17,144	16,954
EYE CARE	535	1,768	1,768	1,866
PERS	266,794	440,822	413,920	370,000
POLICE AND FIREMENS PENSION	765	(53)	-	-
FICA-MEDICARE	22,204	39,469	32,964	31,451
WORKERS COMPENSATION	47,625	97,889	190,636	166,773
LIFE INSURANCE	625	1,771	1,646	1,620
UNEMPLOYMENT COMPENSATION	5,646	6,340	61,468	70,000
TOOL INSURANCE	-	-	450	450
CLOTHING ALLOWANCE	-	3,510	2,840	2,865
CLOTHING MAINTENANCE	450	1,200	1,100	1,125
UNION WELFARE PAYMENT	48,930	16,757	16,265	10,000
TOTAL	\$ 478,319	\$ 822,394	\$ 959,803	\$ 910,574
TRAINING AND PROFESSIONAL DUES				
TRAVEL	\$ -	\$ -	\$ 339	\$ -
PROFESSIONAL DUES	2,060	1,550	875	1,000
TOTAL	\$ 2,060	\$ 1,550	\$ 1,214	\$ 1,000
UTILITIES				
CHILLED WATER	\$ 380,633	\$ 250,769	\$ 232,809	\$ 256,800
TELEPHONE	23,096	-	-	-
GAS	120,354	40,299	9,981	21,400
ELECTRICITY - CPP	936,130	905,596	1,009,082	1,080,700
STEAM	610,157	589,680	453,524	492,200
SECURITY AND MONITOR SYSTEM	2,678	150	11,482	-
TOTAL	\$ 2,073,049	\$ 1,786,494	\$ 1,716,878	\$ 1,851,100

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

CONVENTION CENTER

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 4,163	\$ 6,924	\$ 3,802	\$ -
PARKING IN CITY FACILITIES	203,871	234,501	207,836	197,000
PHOTOCOPY MACHINE RENTAL	2,907	1,080	1,495	2,000
EQUIPMENT RENTAL	3,490	2,500	-	-
OTHER CONTRACTUAL	38,297	172,996	124,453	148,375
BANK SERVICE FEES	34	514	(486)	-
CREDIT CARD PROCESSING FEES	-	13,159	4,568	4,000
STADIUM PROPERTY TAX	196,011	-	-	-
TOTAL	\$ 448,772	\$ 431,674	\$ 341,666	\$ 351,375
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 500	\$ 9	\$ -	\$ -
DISCOUNTS LOST	11	-	-	-
COMPUTER HARDWARE	3,165	4,576	-	-
COMPUTER SOFTWARE	1,000	1,556	-	-
AIR COMPRESSOR PARTS	221	-	-	-
CLOTHING	1,500	1,500	-	-
HARDWARE AND SMALL TOOLS	3,835	394	1,000	1,000
BOILERS, HEATERS AND COOLING	22,383	5,068	6,322	5,000
SMALL EQUIPMENT	-	3,839	-	5,000
OFFICE FURNITURE AND EQUIP	1,998	-	-	-
ELECTRICAL SUPPLIES	33,169	29,347	21,755	30,000
HYGIENE AND CLEANING SUPPLY	50,873	45,419	20,000	30,639
PAINTING EQUIPMENT AND SUPPLY	2,000	2,999	(25)	1,500
PLUMBING SUPPLIES AND EQUIP	-	8,000	7,514	10,000
MOTORS AND PUMPS	1,590	7,149	3,137	4,000
HEATING AND AIR FILTERS	12,000	-	108	5,000
LUMBER, GLASS AND DRYWALL	5,000	7,000	1,000	3,000
MEDICAL SUPPLIES	1,000	11,900	-	1,000
OTHER SUPPLIES	10,164	3,212	3,299	2,000
SAFETY EQUIPMENT	-	-	-	1,000
BATTERIES	-	-	-	800
JUST IN TIME OFFICE SUPPLIES	3,872	2,769	1,401	2,500
BUILDING MAINTENANCE SUPP	14,731	4,000	3,000	2,000
MISC MAINTENANCE SUPPLIES	8,159	4,995	3,000	2,500
TOTAL	\$ 177,171	\$ 143,732	\$ 71,511	\$ 106,939

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

CONVENTION CENTER

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,077	\$ 1,458	\$ 634	\$ 1,000
MAINTENANCE CONTRACTS	-	18	-	-
MAINTENANCE MACHINERY	38,617	11,841	6,150	5,000
MAINTENANCE FIRE APPARATUS	-	-	2,000	2,000
ACCIDENT REPAIR - SAFETY VEHIC	-	-	-	5,000
MAINTENANCE UTILITY SYSTEMS	14,215	21,675	904	-
MAINTENANCE MISC EQUIP	31,686	17,386	20,246	20,000
MAINTENANCE BUILDING	12,010	22,722	25,431	17,000
CHARGES FROM MAINTENANCE	1,232,646	11,042	9,408	5,000
TOTAL	\$ 1,330,251	\$ 86,142	\$ 64,774	\$ 55,000
CLAIMS, REFUNDS AND MISC.				
OTHER REFUNDS & ADJUSTMENTS	-	-	2,629	-
INDIRECT COST	182,412	315,528	269,861	269,861
TOTAL	\$ 182,412	\$ 315,528	\$ 272,490	\$ 269,861
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 82,129	\$ 106,136	\$ 71,869	\$ 93,214
CHARGES FROM RADIO SYSTEM	11,331	10,222	10,794	11,248
CHARGES FROM WATER	39,756	97	-	-
CHARGES FROM PRINTING	3,458	2,983	2,636	3,701
CHARGES FROM STOREROOM	992	1,153	1,045	1,265
CHARGES FROM MOTOR VEHICLES	11,815	35,233	16,051	22,076
CHARGES FROM DATA PROC	621	-	-	-
CHARGES FROM WASTE	84,821	24,885	34,369	55,000
CHARGES FROM PARKS MAINT	55,824	47,344	37,188	50,000
TOTAL	\$ 290,747	\$ 228,053	\$ 173,953	\$ 236,504
TOTAL DIVISION	\$ 6,906,379	\$ 7,250,645	\$ 6,515,850	\$ 6,614,441

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LOCAL TAXES	\$ 3,485,623	\$ 3,454,022	\$ 3,596,629	\$ 3,500,000
SALES AND CHARGES FOR SERVICES	2,464,334	2,265,849	2,075,112	2,330,000
TRANSFERS IN	(63,717)	-	105,232	364,441
MISCELLANEOUS REVENUES	21,671	23,424	21,221	-
EXPENDITURE RECOVERIES	402,359	394,506	415,553	420,000
TOTAL DIVISION	\$ 6,310,270	\$ 6,137,801	\$ 6,213,747	\$ 6,614,441

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

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner Convention Ctr. & Stadium	45,201	118,423
1	1	1	Deputy Commissioner	26,274	74,739
1	0	1	Private Secretary	9.66 Hr.	18.85 Hr.
2	2	2	Manager, Convention Sales	23,647	74,739
5	4	5			
OFFICE & CLERICAL					
1	1	1	Budget Analyst	20,092	48,028
1	0	0	Cashier, Box Office	10.33 Hr.	15.49 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Secretary	9.66 Hr.	15.71 Hr.
5	4	4			
PROFESSIONALS					
1	1	1	Manager of Box Office, Assistant	22,333	61,435
1	1	1			
SERVICE & MAINTENANCE					
1	1	1	Foreman, Setup	14.78 Hr.	16.78 Hr.
2	2	2	Building Station Engineer	10.14 Hr.	17.98 Hr.
1	1	1	Chief Building Station Engineer	12.37 Hr.	19.23 Hr.
1	1	1	Mechanical Handyman	14.54 Hr.	16.54 Hr.
2	2	2	Plumber Welder	33.53 Hr.	41.91 Hr.
2	2	2	Electrical Worker	33.87 Hr.	42.34 Hr.
10	11	11	Custodial Worker	9.66 Hr.	13.54 Hr.
2	2	2	Guard	9.66 Hr.	15.45 Hr.
1	1	1	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
1	1	1	Window Washer	12.54 Hr.	18.37 Hr.
3	2	3	Stage Hand	19.11 Hr.	27.34 Hr.
26	26	27			
37	35	37	TOTAL FULL TIME		
75	75	75	PART TIME		
112	110	112	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

WEST SIDE MARKET

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 275,188	\$ 301,303	\$ 324,574	\$ 370,801
PART TIME PERMANENT	31,678	-	4,839	28,545
LONGEVITY	2,850	2,850	3,325	3,950
SEPARATION PAYMENTS	-	-	1,200	-
OVERTIME	40,889	27,009	24,535	29,562
TOTAL	\$ 350,605	\$ 331,162	\$ 358,472	\$ 432,858
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 33,976	\$ 34,183	\$ 44,715	\$ 61,044
DENTAL	2,960	3,059	3,275	4,118
EYE CARE	185	390	427	523
PERS	42,641	45,182	43,532	57,927
FICA-MEDICARE	3,442	3,579	3,992	5,081
WORKERS COMPENSATION	5,698	15,076	17,329	19,869
LIFE INSURANCE	309	281	376	450
CLOTHING ALLOWANCE	320	2,100	2,020	2,300
TOOL INSURANCE	-	-	600	1,060
TOOL PURCHASE	600	-	-	-
CLOTHING MAINTENANCE	438	550	550	700
TOTAL	\$ 90,569	\$ 104,399	\$ 116,815	\$ 153,072
TRAINING AND DUES				
PROFESSIONAL DUES	\$ -	\$ -	\$ 140	\$ -
TOTAL	\$ -	\$ -	\$ 140	\$ -
UTILITIES				
GAS	\$ 120,969	\$ 12,750	\$ 59,697	\$ 64,200
ELECTRICITY - CPP	92,101	57,491	74,175	79,180
SECURITY AND MONITOR SYSTEM	-	1,350	1,080	1,100
TOTAL	\$ 213,069	\$ 71,590	\$ 134,953	\$ 144,480
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ -	\$ 442	\$ 355	\$ 400
PROFESSIONAL SERVICES	9,994	-	-	-
JANITORIAL SERVICES	159,600	182,291	163,450	144,000
PARKING IN CITY FACILITIES	21	50	-	50
PHOTOCOPY MACHINE RENTAL	619	205	507	600
OTHER CONTRACTUAL	3,548	20,769	56,801	84,000
TOTAL	\$ 173,782	\$ 203,757	\$ 221,113	\$ 229,050

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

WEST SIDE MARKET

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
COMPUTER HARDWARE	\$ -	\$ -	\$ -	2,000
FIRE/EMS APPARATUS PARTS	1,000	-	-	-
CLOTHING	750	-	-	-
CHEMICAL	-	1,061	1,949	2,000
SALT AND DE-ICER	-	-	-	3,000
WELDING SUPPLIES & EQUIPMENT	-	-	-	1,000
BOILERS, HEATERS AND COOLING	1,276	7,050	3,698	1,000
ELECTRICAL SUPPLIES	1,664	5,000	-	3,000
SMALL EQUIPMENT	-	-	-	90,000
OFFICE FURNITURE & EQUIP	-	-	809	-
FENCE, POSTS AND BARS	10,725	-	-	-
HYGIENE AND CLEANING SUPP	-	15,075	10,470	14,000
PAINTING EQUIPMENT AND SUPP	-	-	-	-
DOORS, SHUTTERS AND WINDOWS	-	1,916	5,330	4,000
PLUMBING SUPPLIES AND EQUIP	1,500	-	-	1,000
MOTORS AND PUMPS	3,000	-	-	-
HEATING AND AIR FILTERS	-	-	4,000	-
MEDICAL SUPPLIES	500	500	-	500
OTHER SUPPLIES	858	987	964	1,392
JUST IN TIME OFFICE SUPPLIES	-	293	493	1,314
BUILDING MAINTENANCE SUPP	97	1,624	97	200
TOTAL	\$ 21,370	\$ 33,506	\$ 27,810	\$ 124,406
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 29,284	\$ 158	\$ -	-
MAINTENANCE MACHINERY	7,200	20,244	16,556	20,000
MAINTENANCE FIRE APPARATUS	-	3,000	-	-
MAINTENANCE BUILDING	-	11,500	16,072	15,000
CHARGES FROM MAINTENANCE	83,815	13,685	6,942	6,000
TOTAL	\$ 120,299	\$ 48,586	\$ 39,570	\$ 41,000
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS AND DAMAGES	\$ 250	\$ -	\$ -	-
INDIRECT COST	-	35,378	38,163	38,163
TOTAL	\$ 250	\$ 35,378	\$ 38,163	\$ 38,163

DIVISION OF CONVENTION CENTER AND WEST SIDE MARKET

WEST SIDE MARKET

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH \$	4,407	4,524	4,679	6,064
CHARGES FROM WATER	7,585	-	-	-
CHARGES FROM WATER POLLUTION	221	-	-	500
CHARGES FROM CONVENTION CTR	-	-	19,234	-
CHARGES FROM PRINTING	1,001	2,470	592	831
CHARGES FROM DATA PROCESSING	621	-	-	-
CHARGES FROM WASTE	156,292	164,920	40,552	56,000
CHARGES FROM COMMUNITY DEV	1,069	1,858	600	600
TOTAL	\$ 171,196	\$ 173,772	\$ 65,657	\$ 63,995
TOTAL DIVISION	\$ 1,141,139	\$ 1,002,150	\$ 1,002,694	\$ 1,227,024

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICES \$	538,183	1,001,052	1,046,155	1,078,336
MISCELLANEOUS REVENUES	7,877	23,461	20,459	15,150
TRANSFERS IN	503,014	10,512	4,803	-
EXPENDITURE RECOVERIES	10,602	20,869	11,335	11,125
TOTAL DIVISION	\$ 1,059,676	\$ 1,055,895	\$ 1,082,752	\$ 1,104,611

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			OFFICE & CLERICAL		
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1			
			PROFESSIONALS		
1	1	1	Manager of Markets	23,647	70,740
1	0	1	Special Assistant to the Mayor	20,410	90,000
2	1	2			
			SKILLED CRAFT		
3	3	3	Engineer, Building Stationary	10.14 Hr.	17.98 Hr.
1	1	1	Engineer, Chief Building Stationary	12.37 Hr.	19.23 Hr.
4	4	4			
			SERVICE & MAINTENANCE		
0	1	1	Truck Driver	12.50 Hr.	17.58 Hr.
1	2	2	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
1	3	3			
8	9	10	TOTAL FULL TIME		
0	2	2	TOTAL PART TIME		
8	11	12	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 10,000	\$ 30,000	\$ 15,000	\$ 150,000
INSURANCE AND OFFICIAL BONDS	-	280,000	-	-
OTHER CONTRACTUAL	204,128	-	139,904	-
STADIUM PROPERTY TAX	196,011	392,022	423,529	429,826
TOTAL	\$ 410,139	\$ 702,022	\$ 578,433	\$ 579,826
DEBT SERVICES				
PRINCIPAL	\$ 507,000	\$ 1,860,000	\$ 2,065,000	\$ 2,260,000
INTEREST	2,128,175	7,014,485	6,925,205	6,824,020
TOTAL	\$ 2,635,175	\$ 8,874,485	\$ 8,990,205	\$ 9,084,020
TOTAL DIVISION	\$ 3,045,313	\$ 9,576,507	\$ 9,568,638	\$ 9,663,846

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES	\$ -	\$ -	\$ 250,000	\$ 250,000
MISCELLANEOUS REVENUE	-	-	33,876	-
REVENUE TRANSFERS	-	-	2,033	-
TRANSFER-IN	4,377,648	9,576,507	9,012,526	9,242,865
TOTAL DIVISION	\$ 4,377,648	\$ 9,576,507	\$ 9,298,434	\$ 9,492,865

DIVISION OF PARKING FACILITIES

OFF-STREET

DENNIS DONAHUE, COMMISSIONER

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

Mission Statement

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

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

	2003			2004			2005			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET		
		STAFF	PT		STAFF	PT		STAFF	PT	
PROGRAMS:										
Off-Street Parking	\$ 12,087	17	11	\$ 8,101	21	8	\$ 8,822	20	9	
On-Street Parking	946	23		1,015	24		1,136	26		
	\$ 13,033	40	11	\$ 9,116	45	8	\$ 9,958	46	9	
FUNDING SOURCE:										
Tax Supported	\$ 922	23		\$ 995	24		\$ 1,112	26		
Self Generated	24			20			24			
Enterprise Fund*	12,087	17	11	8,101	21	8	8,822	20	9	
	\$ 13,033	40	11	\$ 9,116	45	8	\$ 9,958	46	9	

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

PROGRAM NAME: OFF-STREET PARKING

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

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

DIVISION OF PARKING FACILITIES

OFF-STREET

EXPENDITURES

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 545,649	\$ 607,988	\$ 748,125	\$ 728,886
PART TIME PERMANENT	105,209	91,170	104,909	150,685
LONGEVITY	7,325	7,450	9,075	10,200
SEPARATION PAYMENTS	1,090	-	2,173	-
WAGE SETTLEMENT	775	-	-	-
OVERTIME	78,524	152,329	118,528	150,000
TOTAL	\$ 738,571	\$ 858,937	\$ 982,810	\$ 1,039,771
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 70,902	\$ 88,103	\$ 124,167	\$ 125,242
DENTAL	6,375	7,530	9,232	8,324
EYE CARE	737	1,231	1,422	1,365
PERS	95,560	116,227	123,697	133,572
POLICE AND FIRE LIABILITY	-	320	-	-
FICA-MEDICARE	4,879	6,229	7,590	11,304
WORKERS COMPENSATION	2,829	6,831	12,694	8,354
LIFE INSURANCE	642	839	974	900
UNEMPLOYMENT COMPENSATION	-	-	2,403	-
CLOTHING ALLOWANCE	2,850	4,770	5,100	4,975
CLOTHING MAINTENANCE	450	600	600	600
TOTAL	\$ 185,224	\$ 232,680	\$ 287,879	\$ 294,636
TRAINING AND DUES				
TRAVEL	\$ 810	\$ 650	\$ 395	\$ -
TUITION AND REGISTRATION	-	-	-	850
PROFESSIONAL DUES	650	975	-	950
TOTAL	\$ 1,460	\$ 1,625	\$ 395	\$ 1,800
UTILITIES				
ELECTRICITY - CPP	\$ 182,247	\$ 154,710	\$ 171,265	\$ 184,040
GAS	3,521	-	-	-
ELECTRICITY - OTHER	6,753	7,236	8,587	9,095
TOTAL	\$ 192,520	\$ 161,946	\$ 179,853	\$ 193,135
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 29,505	\$ 7,240	\$ 11,256	\$ 10,000
PARKING IN CITY FACILITIES	-	-	440	-
TAXES	154,971	157,964	167,426	190,140
PARKING TAX	377,082	403,502	369,443	375,304
PROPERTY RENTAL	110,563	110,563	110,563	110,563
PHOTOCOPY MACHINE RENTAL	1,159	598	1,937	1,000
BANK SERVICE FEES	5,569	29,289	34,918	35,000
STATE AUDITOR EXAMINATION	32,035	14,738	9,480	-
OTHER CONTRACTUAL	20,037	19,524	20,103	21,000
CREDIT CARD PROCESSING FEES	-	2,163	1,187	2,000
TOTAL	\$ 730,920	\$ 745,581	\$ 726,753	\$ 745,007

DIVISION OF PARKING FACILITIES

OFF-STREET

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 2	\$ -	-
COMPUTER HARDWARE	10,800	-	-	-
CLOTHING	9,500	9,500	9,500	10,000
HARDWARE AND SMALL TOOLS	1,000	2,970	5,620	5,000
WELDING SUPPLIES AND EQUIP	-	500	-	500
ELECTRICAL SUPPLIES	26,540	31,310	32,495	32,953
HYGIENE AND CLEANING SUPPLIES	-	3,000	1,000	3,000
MEDICAL SUPPLIES	1,000	-	-	2,000
OTHER SUPPLIES	33,940	31,273	34,508	40,160
JUST IN TIME OFFICE SUPPLIES	1,993	2,304	2,377	1,600
TOTAL	\$ 84,773	\$ 80,859	\$ 85,499	\$ 95,213
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 2,961	\$ -	\$ 3,000
MAINTENANCE CONTRACTS	11,900	9,350	19,672	13,000
MAINTENANCE MACHINERY	18,075	20,140	19,773	20,000
CAR WASHES	1,000	1,000	-	1,000
MAINTENANCE MISC EQUIP	10,900	11,936	9,800	12,000
MAINTENANCE BUILDING	975	-	2,875	1,000
CHARGES FROM MAINTENANCE	21,580	19,405	20,956	18,000
TOTAL	\$ 64,430	\$ 64,792	\$ 73,076	\$ 68,000
CLAIMS, REFUNDS AND MISC.				
IRS ARBITRAGE/PENALTY PAYMENT	\$ 20,127	\$ -	\$ -	-
TOTAL	\$ 20,127	\$ -	\$ -	-
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 43,140	\$ 38,192	\$ 39,786	\$ 52,648
CHARGES FROM WATER POLLUTION	-	-	-	391
CHARGES FROM PRINTING	2,118	6,352	2,833	3,701
CHARGES FROM STOREROOM	725	603	288	1,265
CHARGES FROM MOTOR VEHICLES	21,420	20,436	16,736	22,076
CHARGES FROM DATA PROC	1,179	-	-	-
CHARGES FROM WASTE	1,225	1,377	801	1,000
CHARGES FROM PARKS MAINT	103,569	68,472	66,124	134,147
TOTAL	\$ 173,376	\$ 135,432	\$ 126,567	\$ 215,228

DIVISION OF PARKING FACILITIES
OFF-STREET

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERFUND SUBSIDIES				
TRANSFER TO OTHER SUBCLASSES	\$ -	\$ 3,733,107	\$ -	\$ -
TOTAL	\$ -	\$ 3,733,107	\$ -	\$ -
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRIN	\$ 2,001,667	\$ 2,529,009	\$ 2,240,833	\$ 2,305,000
ENTERPRISE DEBT SERVICE - INT	2,997,045	3,416,106	3,397,628	3,864,588
TOTAL	\$ 4,998,712	\$ 5,945,115	\$ 5,638,461	\$ 6,169,588
CAPITAL OUTLAY				
AUTOMOBILES	\$ -	\$ 127,170	\$ -	\$ -
TOTAL	\$ -	\$ 127,170	\$ -	\$ -
TOTAL DIVISION	\$ 7,190,114	\$ 12,087,244	\$ 8,101,293	\$ 8,822,378

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LOCAL TAXES	\$ 377,082	\$ 403,501	\$ 369,443	\$ 375,304
INTERGOVERNMENTAL REVENUE	-	-	124	-
SALES AND CHARGES FOR SERVICES	5,601,404	5,866,039	5,633,200	5,810,555
MISCELLANEOUS REVENUES	583,570	51,505	460,617	15,000
REVENUE TRANSFERS	1,276,626	1,300,157	1,564,781	2,000,000
EXPENDITURE RECOVERIES	627,697	554,452	718,056	582,162
TOTAL DIVISION	\$ 8,466,379	\$ 8,175,654	\$ 8,746,221	\$ 8,783,021

**DIVISION OF PARKING FACILITIES
OFF-STREET**

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Parking Facilities	40,315	119,646
4	4	4	Coordinator, Parking	18.71 Hr.	20.71 Hr.
5	5	5			
OFFICE & CLERICAL					
3	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
3	2	2			
PROFESSIONALS					
2	2	2	Manager of Parking	23,647	70,740
1	1	1	Budget Analyst	20,092	48,028
3	3	3			
SERVICE & MAINTENANCE					
0	3	3	Parking Meter Collector	9.66 Hr.	14.51 Hr.
1	0	0	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
12	8	7	Attendant, Parking	9.66 Hr.	14.54 Hr.
13	11	10			
24	21	20	TOTAL FULL TIME		
9	8	9	TOTAL PART TIME		
33	29	29	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



**DIVISION OF PARKING FACILITIES
ON-STREET**

DENNIS DONAHUE, COMMISSIONER

PROGRAM NAME: ON-STREET PARKING

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

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

DIVISION OF PARKING FACILITIES

ON-STREET

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 545,815	\$ 656,881	\$ 686,504	\$ 757,404
LONGEVITY	4,900	5,200	5,225	7,975
INJURY PAY	-	-	6,771	-
SEPARATION PAYMENTS	1,455	-	219	-
OVERTIME	58,518	-	-	-
TOTAL	\$ 610,689	\$ 662,081	\$ 698,720	\$ 765,379
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 91,439	\$ 123,607	\$ 140,401	\$ 174,434
DENTAL	7,863	11,289	11,003	11,512
EYE CARE	504	1,253	1,200	1,198
PERS	78,910	86,624	99,112	103,709
FICA-MEDICARE	7,300	8,015	9,068	9,587
WORKERS COMPENSATION	2,335	5,705	7,175	6,364
LIFE INSURANCE	781	987	1,055	1,138
CLOTHING ALLOWANCE	3,550	3,550	7,475	9,800
CLOTHING MAINTENANCE	1,575	1,575	2,450	3,500
TOTAL	\$ 194,256	\$ 242,604	\$ 278,938	\$ 321,242
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,060	\$ 7,274	\$ 8,309	\$ 10,206
CHARGES FROM PRINTING	-	-	203	285
CHARGES FROM STOREROOM	-	253	-	-
CHARGES FROM MOTOR VEHICLES	29,046	34,226	28,495	39,190
CHARGES FROM DATA PROC	1,179	-	-	-
TOTAL	\$ 37,286	\$ 41,753	\$ 37,007	\$ 49,681
TOTAL DIVISION	\$ 842,231	\$ 946,439	\$ 1,014,665	\$ 1,136,302

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICE	\$ 30,000	\$ 24,000	\$ 20,000	\$ 24,000
TOTAL DIVISION	\$ 30,000	\$ 24,000	\$ 20,000	\$ 24,000



**DIVISION OF PARKING FACILITIES
ON-STREET**

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			OFFICE & CLERICAL		
2	0	0	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	0	0			
			PROFESSIONALS		
2	1	1	Supervisor, Parking Enforcement	19,427	36,845
2	1	1			
			PROTECTIVE SERVICE		
19	19	20	Officer, Parking Enforcement	9.74 Hr.	13.69 Hr.
19	19	20			
			TECHNICIAN		
1	1	1	Foreman, Parking Meter	24,679	37,354
4	3	4	Parking Meter Serviceman	13.62 Hr.	15.27 Hr.
5	4	5			
28	24	26	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF PROPERTY MANAGEMENT

THOMAS NAGEL, COMMISSIONER

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

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

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

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
DIVISIONS:									
City Hall Maintenance	\$ 1,847	14	2	\$ 1,868	14	2	\$ 1,882	16	
Building Maintenance	5,261	78		4,433	63		5,701	68	
Facilities Security	124			152			166		
H.V.A.C. Maintenance	278	10		242	9		293	9	
Summer Facility Maintenance	462	5	2	374	5		399	5	
Warehouse & Inventory	-	2		-	1		-	1	
Hough Service Center	82			48			62		
Carr Municipal Center	34			34			34		
Building Rehab Task Force	138			96			124		
East Side Market	71	1		73	1		78	1	
Convention Ctr. Maintenance	647	19		462	8		485	8	
	\$ 8,944	129	4	\$ 7,782	101	2	\$ 9,224	108	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 6,411			\$ 5,968			\$ 7,380		
Self - Generated	2,462			1,730			1,746		
	\$ 8,873	128	4	\$ 7,698	100	2	\$ 9,126	107	
East Side Market	\$ 71	1		\$ 73	1		\$ 78	1	
Special Revenue	-			11			20		
	\$ 8,944	129	4	\$ 7,782	101	2	\$ 9,224	108	

DIVISION OF PROPERTY MANAGEMENT

PROGRAM NAME: BUILDING OPERATIONS & MAINTENANCE

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

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

PROGRAM NAME: HOUSEKEEPING SERVICES

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

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

PROGRAM NAME: CAPITAL REPAIRS & IMPROVEMENTS

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

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

PROGRAM NAME: FACILITIES SECURITY

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

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



DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME WAGES	\$	4,552,231	\$	4,037,682	\$	3,786,509	\$	4,087,122
PART-TIME PERMANENT		1,323,156		646,350		46,301		-
INJURY PAY		-		6,041		9,178		-
WAGE SETTLEMENTS		6,996		1,222		-		-
LONGEVITY		60,850		44,750		44,225		47,200
SEPARATION PAYMENTS		68,510		20,890		12,104		99,095
OVERTIME		742,785		463,689		261,529		250,000
TOTAL	\$	6,754,527	\$	5,220,624	\$	4,159,846	\$	4,483,417
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	568,578	\$	533,605	\$	575,641	\$	690,497
DENTAL		51,815		47,231		43,304		43,432
EYE CARE		3,636		5,324		4,800		5,116
PERS		924,315		717,141		584,616		594,077
FICA-MEDICARE		65,943		50,708		38,611		42,111
WORKERS COMPENSATION		165,954		343,455		355,546		372,240
LIFE INSURANCE		5,478		4,862		4,513		4,594
UNEMPLOYMENT COMPENSATION		8,650		4,951		68,065		-
CLOTHING ALLOWANCE		6,995		11,715		9,470		7,775
TOOL PURCHASE		-		-		-		3,605
TOOL INSURANCE		-		-		2,200		400
CLOTHING MAINTENANCE		4,750		3,700		3,475		11,450
TOTAL	\$	1,806,114	\$	1,722,691	\$	1,690,241	\$	1,775,297
TRAINING AND DUES								
TUITION & REGISTRATION FEES	\$	750	\$	510	\$	1,123	\$	500
PROFESSIONAL DUES		990		858		595		1,500
TOTAL	\$	1,740	\$	1,368	\$	1,718	\$	2,000
UTILITIES								
CHILLED WATER	\$	341,463	\$	462,801	\$	422,396	\$	511,460
GAS		(25,474)		31,084		19,503		157,290
ELECTRICITY - CPP		523,994		575,387		528,223		518,950
ELECTRICITY - OTHER		6,105		2,550		3,557		535,000
STEAM		151,200		151,200		113,248		239,780
SECURITY & MONITORING SYSTEM		-		1,726		-		24,305
BROKERED GAS SUPPLY		7,644		8,829		9,078		10,416
TOTAL	\$	1,004,933	\$	1,233,578	\$	1,096,004	\$	1,997,201

DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 5,589	\$ 4,003	\$ 229	\$ 3,000
SECURITY SERVICES	31,750	49,084	51,836	51,750
MEDICAL SERVICES	-	-	-	27,000
PARKING IN CITY FACILITIES	4,044	3,181	3,800	3,105
PHOTOCOPY MACHINE RENTAL	2,192	457	54	2,500
EQUIPMENT RENTAL	1,189	-	-	-
REFUNDS AND MISCELLANEOUS	-	6	-	-
OTHER CONTRACTUAL	48,609	40,699	40,424	51,750
TOTAL	\$ 93,373	\$ 97,430	\$ 96,342	\$ 139,105
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 157	\$ 2,110	\$ -
COMPUTER HARDWARE	393	-	-	-
FUEL	-	-	-	2,400
CHEMICAL	13,000	8,000	4,000	4,000
CLOTHING	18,000	22,500	15,000	5,884
FIRE/EMS APPARATUS PARTS	-	-	-	2,000
SALT & DE-ICER	-	-	-	1,000
SNOW REMOVAL EQUIP PARTS	-	-	-	5,000
HARDWARE AND SMALL TOOLS	14,337	7,363	5,000	3,000
WELDING SUPPLIES AND EQUIP	3,669	6,118	2,830	3,500
HEATERS AND COOLING EQUIP	32,241	7,910	5,147	10,000
ELECTRICAL SUPPLIES	50,515	52,990	57,831	50,000
HYGIENE AND CLEANING SUPPLY	169,300	154,935	194,938	122,954
AQUATICS (POOL) SUPPLIES	21,787	19,744	836	11,000
PAINTING EQUIPMENT AND SUPPLY	21,792	-	1,502	17,000
DOORS, SHUTTERS AND WINDOWS	1,195	-	13,416	11,000
PLUMBING SUPPLIES AND EQUIP	3,597	13,766	13,600	15,000
MOTERS AND PUMPS	4,978	200	-	-
HEATING AND AIR FILTERS	3,853	12,311	2,171	5,000
LUMBER, GLASS AND DRYWALL	9,576	5,000	-	5,000
MEDICAL SUPPLIES	1,350	200	-	650
OTHER SUPPLIES	1,284	1,513	2,872	-
PRINTED MATERIALS	-	-	-	5,000
SAFETY EQUIPMENT	5,000	1,000	1,750	1,986
JUST IN TIME OFFICE SUPPLIES	1,599	1,331	2,012	3,000
BUILDING MAINTENANCE SUPPLY	4,053	26,359	7,885	15,000
CEMENT, SAND & GRAVEL	9,991	-	-	-
TOTAL	\$ 391,509	\$ 341,398	\$ 332,901	\$ 299,374

DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 523	\$ 74	\$ -	\$ 1,000
MAINTENANCE CONTRACTS	5,000	500	4,895	5,931
GENERATOR REPAIR	-	-	-	1,400
MAINTENANCE MACHINERY	41,196	39,354	37,995	52,000
MAINTENANCE FIRE APPARATUS	13,888	5,325	100,085	120,000
CAR WASHES	-	200	300	500
REPAIR OF OVERHEAD DOORS	-	-	-	10,000
MAINTENANCE BUILDING	3,453	5,380	22,668	30,000
TOTAL	\$ 64,059	\$ 50,832	\$ 165,943	\$ 220,831
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS AND DAMAGES	\$ 6,366	\$ -	\$ -	\$ -
TOTAL	\$ 6,366	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 20,744	\$ 19,512	\$ 21,180	\$ 27,977
CHARGES FROM RADIO SYSTEM	6,624	7,337	6,863	7,836
CHARGES FROM LIGHT & POWER	-	-	1,429	3,000
CHARGES FROM WATER	-	1,405	7,688	5,000
CHARGES FROM WATER POLL	314	-	-	2,000
CHARGES FROM PRINTING	4,268	2,618	2,311	3,245
CHARGES FROM STOREROOM	54	310	82	99
CHARGES FROM MOTOR VEHICLES	127,587	152,585	91,108	125,305
CHARGES FROM DATA PROC	4,572	-	-	-
CHARGES FROM WASTE	45,984	19,683	21,273	31,000
CHARGES FROM COMMUNITY DEV	784	1,411	2,997	3,000
TOTAL	\$ 210,930	\$ 204,861	\$ 154,932	\$ 208,462
TOTAL DIVISION	\$ 10,333,551	\$ 8,872,783	\$ 7,697,926	\$ 9,125,687

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 8,455	\$ -	\$ -
SALES & CHARGES FOR SERVICES	283,953	256,116	258,951	446,000
MISCELLANEOUS REVENUES	231	780	1,530	-
EXPENDITURE RECOVERIES	4,126,468	2,196,349	1,469,725	1,300,000
TOTAL DIVISION	\$ 4,410,652	\$ 2,461,699	\$ 1,730,205	\$ 1,746,000

DIVISION OF PROPERTY MANAGEMENT

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
3	5	5	Assistant Custodian	20,092	43,908
1	1	1	Custodian of City Hall	26,274	64,151
1	1	1	Commissioner, Property Management	45,201	132,782
1	1	1	Manager of General Maintenance	23,647	70,740
1	1	1	Manager of Properties	30,215	94,105
<u>7</u>	<u>9</u>	<u>9</u>			
OFFICE & CLERICAL					
1	1	1	Private Secretary	9.66 Hr.	18.85 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	1	2	Clerk, Stock	9.66 Hr.	16.19 Hr.
<u>4</u>	<u>3</u>	<u>4</u>			
PROFESSIONALS					
1	1	1	Junior Personnel Assistant	20,092	35,666
2	2	2	Manager of Buildings	23,647	70,740
1	1	1	Manager, Warehouse Inventory	22,333	72,735
<u>4</u>	<u>4</u>	<u>4</u>			
PROTECTIVE SERVICE					
4	2	4	Guards	9.66 Hr.	15.45 Hr.
<u>4</u>	<u>2</u>	<u>4</u>			
SKILLED CRAFT					
11	11	12	Engineer, Building Stationary	10.14 Hr.	17.98 Hr.
1	1	1	Engineer, Chief Building Stationary	12.37 Hr.	19.23 Hr.
2	2	2	Painters	27.26 Hr.	34.08 Hr.
2	2	2	Carpenter	27.76 Hr.	34.70 Hr.
1	1	1	Cement Finisher	28.13 Hr.	35.16 Hr.
1	1	1	Foreman, Carpenter	28.76 Hr.	35.95 Hr.
1	1	1	Foreman, Electrical Worker	34.67 Hr.	43.34 Hr.
1	1	1	Foreman, Painter	28.06 Hr.	35.08 Hr.
1	1	1	Foreman, Plumber	34.33 Hr.	42.91 Hr.
1	1	1	Plasterer	27.86 Hr.	34.82 Hr.
6	6	6	Plumber	33.53 Hr.	41.91 Hr.
1	1	1	Roofer	28.42 Hr.	35.53 Hr.
5	5	5	Worker, Electrical	33.87 Hr.	42.34 Hr.
1	1	1	Worker, Sheetmetal	31.50 Hr.	39.37 Hr.
1	1	1	Welder	18.36 Hr.	21.92 Hr.
<u>36</u>	<u>36</u>	<u>37</u>			
SERVICE & MAINTENANCE					
30	32	34	Custodial Worker	9.66 Hr.	13.54 Hr.
1	0	1	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
10	10	10	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
2	2	2	Custodial Worker, Supervisor	20,092	38,288
2	2	2	Window Washer	12.54 Hr.	18.37 Hr.
<u>45</u>	<u>46</u>	<u>49</u>			
100	100	107	TOTAL FULL TIME		
0	2	0	PART TIME - Seasonal		
<u>100</u>	<u>102</u>	<u>107</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



**DIVISION OF PROPERTY MANAGEMENT
EAST SIDE MARKET**

PROGRAM NAME: MARKETING & MAINTENANCE

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

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

**DIVISION OF PROPERTY MANAGEMENT
EAST SIDE MARKET**

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 44,158	\$	44,201	\$	44,671	\$	44,671
LONGEVITY	-		-		300		300
TOTAL	\$ 44,158	\$	44,201	\$	44,971	\$	44,971
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 2,269	\$	2,516	\$	2,909	\$	3,286
DENTAL	196		213		215		219
EYE CARE	45		49		49		49
PERS	5,938		5,935		6,093		6,094
FICA-MEDICARE	636		637		648		652
WORKERS COMPENSATION	29		118		127		115
UNEMPLOYMENT	448		-		-		-
LIFE INSURANCE	44		47		46		45
TOTAL	\$ 9,605	\$	9,515	\$	10,086	\$	10,460
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ -	\$	85	\$	94	\$	-
OTHER CONTRACTUAL	1,160		-		-		-
TOTAL	\$ 1,160	\$	85	\$	94	\$	-
MATERIALS AND SUPPLIES							
BUILDING MAINT SUPPLIES	\$ -	\$	-	\$	2,342	\$	-
TOTAL	\$ -	\$	-	\$	2,342	\$	-
MAINTENANCE							
MAINTENANCE MISC. EQUIPMENT	\$ 200	\$	-	\$	-	\$	-
MAINTENANCE MACHINERY	3,592		-		-		-
BUILDING MAINTENANCE	-		480		680		690
CHARGES FROM MAINTENANCE	11,984		16,448		14,253		-
TOTAL	\$ 15,776	\$	16,928	\$	14,933	\$	690
INTER-DEPARTMENTAL CHARGES							
CHARGES FROM PRINTING	\$ -	\$	450	\$	-	\$	-
CHARGES FROM PUBLIC PROP	-		-		-		18,655
CHARGES FROM PARK MAINT	-		-		222		3,600
TOTAL	\$ -	\$	450	\$	222	\$	22,255
TOTAL DIVISION	\$ 70,699	\$	71,179	\$	72,648	\$	78,376



**DIVISION OF PROPERTY MANAGEMENT
EAST SIDE MARKET**

REVENUE

		2002 Actual		2003 Actual		2004 Unaudited		2005 Budget
SALES AND CHARGES FOR SERVICES	\$	67,928	\$	78,400	\$	65,333	\$	78,400
MISCELLANEOUS REVENUES		1,854		3,062		4,180		-
TOTAL DIVISION	\$	69,782	\$	81,462	\$	69,513	\$	78,400

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			PROFESSIONALS		
1	1	1	Markets, Manager	23,647	70,740
1	1	1			
1	1	1	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

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

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

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

BUDGET COMMENT

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

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

Mission Statement

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



DIVISION OF PARK MAINTENANCE AND PROPERTIES

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Horticulture Development	\$ 641	10	3	\$ 537	7	1	\$ 641	8	1
Urban Forestry Maintenance	2,398	30		2,018	28		2,287	29	
Park Administration	401	7		382	5		394	5	
Snow Bird	561	7		867	7		552	7	
Lot Cleaning	2,445	20	129	2,012	16	101	2,252	17	101
Equipment Maintenance	801	11		542	10		868	11	
Parks Ground Maintenance	6,860	71	112	5,906	68	100	6,541	70	100
Parking Lot Maintenance	321	4		342	4		-		
Cemetery Maintenance	2,346	35	18	1,915	28	18	2,148	29	21
Project Clean Lot Maintenance	500		45	810		99	800		82
Clean Sweep Support Services	100		10	-			-		
	\$ 17,374	195	317	\$ 15,331	173	319	\$ 16,483	176	305
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 14,267			\$ 12,391			\$ 13,351		
Self - Generated	261			215			184		
	\$ 14,528	160	254	\$ 12,606	145	202	\$ 13,535	147	202
Grants**	\$ 500		45	\$ 810		99	\$ 800		82
Enterprise Fund:*									
Cemeteries	2,346	35	18	1,915	28	18	2,148	29	21
	\$ 17,374	195	317	\$ 15,331	173	319	\$ 16,483	176	305

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

** The employees stay on the grant for 12 weeks.

DIVISION OF PARK MAINTENANCE AND PROPERTIES

PROGRAM NAME: HORTICULTURE, MALL, AND CULTURAL GARDENS

OBJECTIVES: To operate the City Greenhouse.

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

PROGRAM NAME: URBAN FORESTRY

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

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

PROGRAM NAME: WAREHOUSE / OPERATIONS HEADQUARTERS

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

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

PROGRAM NAME: FIELD MAINTENANCE

OBJECTIVES: To maintain athletic fields and other grounds.

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

PROGRAM NAME: SNOW REMOVAL

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

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

PROGRAM NAME: SNOW BIRD

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

ACTIVITIES: Operating snow plows and salt spreaders.

DIVISION OF PARK MAINTENANCE AND PROPERTIES

PROGRAM NAME: LOT CUTTING AND CLEANING

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

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

PROGRAM NAME: VEHICLE AND EQUIPMENT REPAIR

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

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

PROGRAM NAME: PARKS GROUND MAINTENANCE

OBJECTIVES: provide pleasant and attractive public areas.

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

PROGRAM NAME: CEMETERIES

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

ACTIVITIES: Maintain grounds and provide burial services.



DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME WAGES	\$ 6,772,851	\$	6,019,447	\$	5,380,138	\$	5,552,692
SEASONAL	324,860		380,631		351,627		353,741
INJURY PAY	-		70,139		26,602		-
LONGEVITY	69,875		67,550		57,825		54,925
WAGE SETTLEMENTS	36,016		3,035		228		-
SEPARATION PAYMENTS	12,537		74,434		61,885		40,000
OVERTIME	169,319		159,121		198,387		190,000
TOTAL	\$ 7,385,458	\$	6,774,357	\$	6,076,691	\$	6,191,358
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 948,810	\$	952,524	\$	967,940	\$	1,106,013
DENTAL	85,310		83,545		73,343		75,690
EYE CARE	5,588		9,099		7,355		7,422
PERS	1,005,255		946,499		847,655		843,468
FICA-MEDICARE	70,821		68,244		63,145		90,841
WORKERS COMPENSATION	83,396		178,518		280,938		335,715
LIFE INSURANCE	8,250		7,661		6,662		6,583
UNEMPLOYMENT COMPENSATION	55,721		60,919		24,573		38,896
CLOTHING ALLOWANCE	47,817		47,730		35,650		35,500
TOOL INSURANCE	-		-		3,200		3,200
CLOTHING MAINTENANCE	24,450		26,222		21,540		21,336
TOTAL	\$ 2,335,419	\$	2,380,961	\$	2,332,001	\$	2,564,664
TRAINING AND DUES							
TRAVEL	\$ -	\$	200	\$	-	\$	-
TUITION AND REGISTRATION FEES	-		490		510		910
PROFESSIONAL DUES	70		150		70		70
TOTAL	\$ 70	\$	840	\$	580	\$	980
UTILITIES							
SEWER - OTHER	\$ 952	\$	-	\$	-	\$	-
GAS	263,835		40,040		174,261		186,464
ELECTRICITY - CPP	343,390		296,437		425,360		455,135
ELECTRICITY - OTHER	80,442		44,571		37,714		42,800
STEAM	15,460		15,120		11,325		12,840
SECURITY AND MONITORING	5,122		6,176		3,825		4,172
BROKERED GAS SUPPLY	7,853		7,359		7,784		8,560
TOTAL	\$ 717,054	\$	409,703	\$	660,268	\$	709,971

DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES - CONTINUED

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	52,468	\$	1,500	\$	-	\$	-
REFEREE SERVICES		8,505		4,077		387		2,000
WASTE DISPOSAL		4,150		6,317		2,766		2,300
MEDICAL SERVICES		-		501		1,401		1,000
ADVERTISING AND PUBLIC NOTICE		260		-		1,533		-
PARKING IN CITY FACILITIES		3,480		2,776		2,331		3,642
PROPERTY RENTAL		43,676		43,676		43,676		43,676
PHOTOCOPY MACHINE RENTAL		4,865		2,051		4,239		2,800
REFUNDS AND MISCELLANEOUS		530		339		-		-
OTHER CONTRACTUAL		1,598,816		2,488,728		1,789,242		1,861,003
TOTAL	\$	1,716,749	\$	2,549,965	\$	1,845,575	\$	1,916,421
MATERIAL AND SUPPLIES								
OFFICE SUPPLIES	\$	1,780	\$	524	\$	268	\$	268
CHEMICAL		606		800		1,516		2,500
SALT AND DE-ICER		2,348		15,372		15,800		15,000
CLOTHING		2,687		3,015		3,005		3,200
HARDWARE AND SMALL TOOLS		15,983		11,171		4,772		10,000
WELDING SUPPLIES AND EQUIP		4,000		2,500		3,000		3,000
SEED, FERTILIZER AND HERBICIDE		9,900		17,900		10,430		21,900
SMALL EQUIPMENT		22,115		25,661		21,253		25,000
OFFICE FURNITURE AND EQUIP		750		888		570		-
FENCE, POSTS AND BARS		-		1,027		-		2,000
HYGIENE AND CLEANING SUPP		3,760		3,151		2,408		5,000
CLAY, SOIL AND TURF		3,825		16,919		22,757		16,000
PLAYGROUND EQUIPMENT		5,821		2,081		6,616		5,000
MEDICAL SUPPLIES		850		-		119		2,000
PHOTOGRAPHIC SUPPLIES		-		927		480		1,000
OTHER SUPPLIES		30,259		15,626		11,978		16,000
SPORTING GOODS SUPPLIES		2,894		4,879		5,997		5,000
SAFETY EQUIPMENT		6,899		4,768		2,582		5,000
GREENHOUSE MAINTENANCE SUPP		34,097		46,770		42,486		44,000
JUST IN TIME OFFICE SUPPLIES		3,290		3,237		4,108		3,050
CEMENT SAND AND GRAVEL		-		1,800		-		-
MISC MAINTENANCE SUPPLIES		13,640		17,163		11,803		18,000
TOTAL	\$	165,505	\$	196,179	\$	171,948	\$	202,918



DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,614	\$ 1,722	\$ 849	\$ 2,000
MAINTENANCE CONTRACTS	5,500	6,000	8,000	8,000
MAINTENANCE MACHINERY	8,000	750	3,000	8,000
MAINTENANCE FIRE APPARATUS	1,000	6,626	-	2,000
MAINTENANCE VEHICLES	1,000	500	-	1,000
MAINTENANCE BUILDING	6,723	1,188	-	1,200
TOTAL	\$ 23,837	\$ 16,786	\$ 11,849	\$ 22,200
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS AND DAMAGES	\$ 8,018	\$ 8,683	\$ 5,957	\$ 10,000
TOTAL	\$ 8,018	\$ 8,683	\$ 5,957	\$ 10,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 48,565	\$ 53,115	\$ 52,536	\$ 68,496
CHARGES FROM RADIO SYSTEM	30,546	28,274	24,222	30,783
CHARGES FROM WATER POLL	534	-	-	-
CHARGES FROM PRINTING	9,502	14,960	13,441	18,873
CHARGES FROM STOREROOM	1,876	2,028	1,287	1,558
CHARGES FROM MOTOR VEHICLES	1,324,417	1,744,465	1,042,572	1,433,895
CHARGES FROM DATA PROC	12,312	-	-	-
CHARGES FROM WASTE	390,275	347,701	278,965	363,330
TOTAL	\$ 1,818,028	\$ 2,190,543	\$ 1,413,022	\$ 1,916,935
EXPENDITURE RECOVERY				
EXPENDITURE RECOVERY	\$ -	\$ -	\$ 88,194	\$ -
TOTAL	\$ -	\$ -	\$ 88,194	\$ -
TOTAL DIVISION	\$ 14,170,137	\$ 14,528,017	\$ 12,606,087	\$ 13,535,447

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 521	\$ 11,285	\$ -
SALES AND CHARGES FOR SERVICES	286,475	129,396	81,011	58,000
MISCELLANEOUS REVENUES	8,273	6,918	1,991	1,020
EXPENDITURE RECOVERIES	2,353,098	124,513	121,076	124,700
TOTAL DIVISION	\$ 2,647,846	\$ 261,348	\$ 215,363	\$ 183,720

DIVISION OF PARK MAINTENANCE AND PROPERTIES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Officer	20,092	48,000
0	0	1	Administrative Manager	27,193	80,968
1	1	1	Commissioner, Park Maint. & Properties	42,758	133,780
1	1	1	Commissioner, Deputy-Park, Maint. & Properties	30,215	94,105
1	1	1	Deputy Project Director	20,092	56,930
5	4	4	Manager Assistant, Park & Urban Forestry	21.94 Hr.	23.94 Hr.
3	3	3	Manager, Parks & Urban Forestry	22,333	67,140
12	11	12			
OFFICE & CLERICAL					
1	1	1	Analyst, Budget	20,092	48,028
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
3	3	3	Secretary	9.66 Hr.	15.71 Hr.
1	1	1	Storekeeper	9.66 Hr.	18.44 Hr.
8	8	8			
PROFESSIONALS					
1	1	1	District, Forester	31,043	52,860
2	2	2	Field Operations Forester	32,445	54,857
3	3	3			
SKILLED CRAFT					
1	1	1	Auto Repairman Unit Leader	17.78 Hr.	22.83 Hr.
6	6	6	Auto Repair Worker	12.60 Hr.	18.81 Hr.
2	2	2	Horticulturist Maintenance Unit Leader (Foreman)	19.87 Hr.	21.87 Hr.
1	1	1	Welder	18.36 Hr.	21.92 Hr.
10	10	10			
SERVICE & MAINTENANCE					
14	14	14	Ground Maintenance Unit Leader (Foreman)	17.38 Hr.	19.72 Hr.
5	5	5	Gardner	15.58 Hr.	15.58 Hr.
8	8	8	Ground Maintenance Worker	13.94 Hr.	15.94 Hr.
16	16	16	Ground Maintenance Truck Driver II	12.34 Hr.	17.35 Hr.
50	48	48	Real Estate Maintenance Man	14.75 Hr.	16.75 Hr.
93	91	91			



DIVISION OF PARK MAINTENANCE AND PROPERTIES

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			TECHNICIAN		
1	1	1	Arborist III	20.32 Hr.	22.32 Hr.
10	9	10	Arborist II	18.02 Hr.	20.02 Hr.
12	12	12	Arborist I (Tree Trimmer)	15.58 Hr.	17.58 Hr.
23	22	23			
149	145	147	TOTAL FULL TIME		
301	301	284	SEASONAL **		
450	446	431	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

** Seasonal employees are reflected during their peak periods, May-September, and paid through Contractual Services

DIVISION OF PARK MAINTENANCE AND PROPERTIES

CEMETERIES

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,238,790	\$ 1,219,979	\$ 1,022,554	\$ 1,041,357
INJURY PAY	-	1,335	-	-
LONGEVITY	8,350	8,775	8,500	7,225
SEPARATION PAYMENTS	7,859	-	4,609	5,000
OVERTIME	100,348	92,483	104,965	109,900
TOTAL	\$ 1,355,346	\$ 1,322,572	\$ 1,140,628	\$ 1,163,482
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 167,025	\$ 181,906	\$ 174,065	\$ 199,406
DENTAL	14,798	15,512	13,082	13,449
EYE CARE	1,174	1,740	1,459	1,522
PERS	180,387	174,292	155,911	158,939
FICA-MEDICARE	13,448	13,150	11,950	17,081
WORKERS COMPENSATION	15,544	33,500	34,962	34,600
LIFE INSURANCE	1,551	1,567	1,297	1,305
UNEMPLOYMENT COMPENSATION	-	3,465	18,186	19,448
TOOL INSURANCE	-	-	400	400
CLOTHING ALLOWANCE	9,400	10,950	7,350	7,200
CLOTHING MAINTENANCE	4,700	4,475	3,675	3,600
TOTAL	\$ 408,026	\$ 440,557	\$ 422,338	\$ 456,950
TRAINING AND DUES				
TUITION AND REGISTRATION	\$ 400	\$ 200	\$ 200	\$ 200
TRAVEL	1,243	50	341	340
PROFESSIONAL DUES	-	680	265	265
TOTAL	\$ 1,643	\$ 930	\$ 806	\$ 805
UTILITIES				
SEWER - OTHER	\$ 891	\$ 1,122	\$ 1,456	\$ 1,500
GAS	(24,181)	14,288	30,181	36,380
ELECTRICITY - CPP	36,958	32,712	34,739	36,756
ELECTRICITY - OTHER	3,656	2,150	6,317	-
SECURITY AND MONITORING	1,200	1,527	1,774	1,361
TOTAL	\$ 18,524	\$ 51,799	\$ 74,466	\$ 75,997



DIVISION OF PARK MAINTENANCE AND PROPERTIES

CEMETERIES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 925	\$ -	\$ -	-
MEDICAL SERVICES	-	-	-	200
PHOTOCOPY MACHINE RENTAL	903	354	416	500
BANK SERVICE FEES	242	1,927	1,501	-
CREDIT CARD PROCESSING FEES	-	-	3,202	1,200
OTHER CONTRACTUAL	201,340	200,957	80,000	200,000
TOTAL	\$ 203,410	\$ 203,238	\$ 85,119	\$ 201,900
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ -	100
SALT AND DE-ICER	594	589	589	600
CLOTHING	1,096	-	760	700
HARDWARE AND SMALL TOOLS	5,539	3,652	3,449	3,500
SEED, FERTILIZER AND HERBICIDE	14,130	4,600	5,745	7,500
SMALL EQUIPMENT	5,001	10,858	2,010	3,000
OFFICE FURNITURE AND EQUIP	-	600	-	-
HYGIENE AND CLEANING SUPP	2,590	1,706	1,006	1,750
CLAY, SOIL AND TURF	11,592	925	5,314	6,000
LUMBER, GLASS AND DRYWALL	16,408	9,000	2,847	7,000
MEDICAL SUPPLIES	-	-	-	300
OTHER SUPPLIES	11,500	4,065	5,626	5,000
SAFETY EQUIPMENT	404	-	84	400
JUST IN TIME OFFICE SUPPLIES	2,055	1,608	4,231	1,600
MISC MAINTENANCE SUPPLIES	659	568	-	600
TOTAL	\$ 71,568	\$ 38,171	\$ 31,661	\$ 38,050
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,416	\$ 1,445	\$ 835	\$ 1,000
MAINTENANCE CONTRACTS	1,800	-	624	1,500
MAINTENANCE MACHINERY	-	9,486	4,942	8,500
CHARGES FROM MAINTENANCE	30,652	50,475	21,553	23,200
TOTAL	\$ 33,868	\$ 61,406	\$ 27,955	\$ 34,200

DIVISION OF PARK MAINTENANCE AND PROPERTIES

CEMETERIES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS AND DAMAGES	\$ 10,048	\$ 15,176	\$ 9,122	\$ 10,000
TOTAL	\$ 10,048	\$ 15,176	\$ 9,122	\$ 10,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 17,203	\$ 12,851	\$ 8,251	\$ 10,674
CHARGES FROM RADIO SYSTEM	1,679	1,499	1,375	3,688
CHARGES FROM PRINTING	1,831	4,080	3,781	5,309
CHARGES FROM STOREROOM	1,614	2,018	2,316	2,803
CHARGES FROM MOTOR VEHICLES	105,212	183,453	97,274	133,785
CHARGES FROM STREET CONST	410	-	-	-
CHARGES FROM WASTE	9,775	8,135	9,752	10,000
TOTAL	\$ 137,723	\$ 212,036	\$ 122,749	\$ 166,259
TOTAL DIVISION	\$ 2,240,157	\$ 2,345,885	\$ 1,914,844	\$ 2,147,643

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICES	\$ 1,406,027	\$ 1,540,997	\$ 1,590,317	\$ 1,698,400
TRANSFERS IN	-	-	2,177,975	359,493
MISCELLANEOUS REVENUES	85,104	66,310	148,803	89,750
EXPENDITURE RECOVERY	-	-	366	-
TOTAL DIVISION	\$ 1,491,131	\$ 1,607,307	\$ 3,917,461	\$ 2,147,643

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

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Manager, Parks & Urban Forestry	23,333	67,140
1	1	1			
OFFICE & CLERICAL					
1	0	1	Principal Clerk	11.93 Hr.	17.85 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
3	2	3			
SERVICE & MAINTENANCE					
1	1	1	Auto Repair Worker	12.60 Hr.	18.81 Hr.
16	17	17	Cemeteries Maintenance Worker I	13.94 Hr.	15.94 Hr.
2	2	2	Cemeteries Maintenance Worker II	21.67 Hr.	23.67 Hr.
4	3	3	Cemetery Unit Leader (Foreman)	17.72 Hr.	19.72 Hr.
2	2	2	Supervisor, Cemetery	20.33 Hr.	22.33 Hr.
25	25	25			
29	28	29	TOTAL FULL TIME		
18	18	21	SEASONAL **		
47	46	50	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

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

DEPARTMENT OF COMMUNITY DEVELOPMENT

DARYL RUSH, DIRECTOR

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

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Administrative Services	\$ 2,324	34		\$ 2,175	33		\$ 2,289	33	
Neighborhood Services	1,730	25		1,689	23		1,756	28	
Neighborhood Development	2,133	30	1	2,129	30	1	2,158	31	1
Director's Office	412	5		428	5		509	6	
	\$ 6,599	94	1	\$ 6,421	91	1	\$ 6,712	98	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,699			\$ 2,263			\$ 2,336		
	\$ 2,699	7		\$ 2,263	7		\$ 2,336	8	
Community Development Block Grant	\$ 3,180	73	1	\$ 3,439	71	1	\$ 3,417	73	1
State Weatherization Grant	82	2		89	2		89	2	
HOME Grant	500	9		530	9		780	13	
NEF	138	3		100	2		90	2	
	\$ 6,599	94	1	\$ 6,421	91	1	\$ 6,712	98	1

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



DEPARTMENT OF COMMUNITY DEVELOPMENT

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Lot Clean-Up Service	\$ 500			\$ 810			\$ 800		
Community Relations Fair Housing Board	100			100			100		
AIDS Prevention - Health	700			550			475		
SHAP Program - Aging	131			160			160		
	\$ 1,431			\$ 1,620			\$ 1,535		

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

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

Mission Statement

To provide supervision, management and control over the three divisions of the Department of Community Development. The Director's Office also directs and coordinates the emergency shelter grant, neighborhood capital resources, and public information.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
General Administration	\$ 412			\$ 428			\$ 509		
	\$ 412	5		\$ 428	5		\$ 509	6	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 184			\$ 179			\$ 192		
	\$ 184	2		\$ 179	2		\$ 192	3	
Community Development Block Grant	\$ 228	3		\$ 249	3		\$ 317	3	
	\$ 412	5		\$ 428	5		\$ 509	6	



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

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 129,914	\$ 150,603	\$ 138,200	\$ 144,817
LONGEVITY	2,800	2,900	2,600	2,300
TOTAL	\$ 132,714	\$ 153,503	\$ 140,800	\$ 147,117
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 17,332	\$ 20,773	\$ 13,679	\$ 20,280
DENTAL	1,832	725	1,114	1,420
VISION CARE	62	160	78	200
PERS	21,896	7,089	22,039	20,636
FICA-MEDICARE	1,928	618	556	1,200
WORKERS COMPENSATION	431	691	815	569
LIFE INSURANCE	179	152	100	300
TOTAL	\$ 43,660	\$ 30,208	\$ 38,379	\$ 44,605
TOTAL DIVISION	\$ 176,374	\$ 183,711	\$ 179,179	\$ 191,722

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Administrator	20,231	58,093
1	1	1	Director of Community Development	50,796	160,115
1	1	1	Community Development Executive Assistant	26,274	166,105
1	1	1	Secretary to Director	50,796	160,115
4	4	4			
OFFICE & CLERICAL					
1	0	1	Private Secretary to the Director	20,093	43,080
1	0	1			
PROFESSIONALS					
1	1	1	Project Director	22,333	72,735
1	1	1			
6	5	6	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF ADMINISTRATIVE SERVICES

TERRENCE A. ROSS, COMMISSIONER

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

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Accounting	\$ 350	6		\$ 340	6		\$ 339	6	
Budgeting	116	2		113	2		211	3	
Contr. Monitor Audit & Evaluation	690	12		680	12		606	12	
Management Informaton Services	193	3		182	4		207	3	
General Administration	458	2		458	2		487	2	
Photo Services	115	2		-			-		
Compliance	402	7		402	7		439	7	
	\$ 2,324	34		\$ 2,175	33		\$ 2,289	33	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 950	1		\$ 801	1		\$ 827	1	
	\$ 950	1		\$ 801	1		\$ 827	1	
Community Development Block Grant	\$ 1,274	30		\$ 1,274	30		\$ 1,282	28	
NEF	100	3		100	2		90	2	
HOME	-			-			90	2	
	\$ 2,324	34		\$ 2,175	33		\$ 2,289	33	

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

PROGRAM NAME: ACCOUNTING

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

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

DIVISION OF ADMINISTRATIVE SERVICES**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 draw down activities. Manage the drawdown of Federal and State funds.

PROGRAM NAME: COMPLIANCE

OBJECTIVES: To ensure adherence to all grant compliance requirements for the CDBG, HOME, HOPWA, and Emergency Shelter Grant Programs.

ACTIVITIES: Coordinate the preparation of the annual Consolidated Plan. Prepare the annual Comprehensive Annual Performance Report for CDBG activities, as well as the performance reports for other grants. Ensure compliance with applicable Federal, State, and local requirements including environmental, historic preservation and Davis-Bacon, acquisitions/relocation and other grant eligibility activities.

PROGRAM NAME: CONTRACT ADMINISTRATION

OBJECTIVES: To provide the City with additional social services through social service planning and development programs.

ACTIVITIES: Review and evaluate proposals from agencies seeking funding. Provide workshops and hearings throughout the funding cycle; prepare third party contracts and scopes of service. Review monthly performance reports, process requests for payments, and make site visits to monitor performance. Provide technical assistance to agencies where needed. Evaluate the effectiveness and overall contract compliance. Assist recipient agencies in development accounting systems that correspond with the contracted scope of services consistent with program requirements. Audit, review and assist in improving the overall administrative controls over sub-grantees, and review all financial records of such sub-grantees in preparation for audits.

PROGRAM NAME: MANAGEMENT INFORMATION SERVICES

OBJECTIVES: To provide data processing technical assistance to all of the Divisions within the Department.

ACTIVITIES: Design, implement and manage the local area network computer system. Train all departmental staff in usage of the new system. Maintain and upgrade the system on a continuous basis.

PROGRAM NAME: GENERAL ADMINISTRATION

OBJECTIVES: To provide administrative management and support for the rest of the department. To provide personnel and labor relations services to the department. To ensure that EEO and Affirmative Action goals are met.

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

DIVISION OF ADMINISTRATIVE SERVICES

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	414,132	\$	585,045	\$	516,211	\$	532,570
LONGEVITY		1,275		15,225		15,700		16,000
SEPARATION PAYMENT		22,337		6,630		-		-
OVERTIME		-		-		131		-
TOTAL	\$	437,744	\$	606,900	\$	532,042	\$	548,570
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	48,755	\$	85,962	\$	74,202	\$	71,980
DENTAL		6,388		7,785		6,273		4,950
VISION CARE		90		1,298		822		700
PERS		52,371		45,061		76,328		72,290
FICA-MEDICARE		2,029		3,522		3,058		7,730
WORKERS COMPENSATION		397		5,138		3,950		14,927
LIFE INSURANCE		369		909		708		520
TOTAL	\$	110,399	\$	149,675	\$	165,341	\$	173,097
TRAINING AND DUES								
TRAVEL	\$	1,572	\$	81	\$	-	\$	-
TUITION AND FEES		130		540		-		-
OTHER TRAINING SUPPLIES		47		-		-		-
PROFESSIONAL DUES		1,661		3,277		2,500		2,500
TOTAL	\$	3,410	\$	3,898	\$	2,500	\$	2,500
UTILITIES								
ELECTRICITY-CPP	\$	888	\$	6,843	\$	2,201	\$	2,200
ELECTRICITY-OTHER		3,101		3,859		2,799		2,800
TOTAL	\$	3,989	\$	10,702	\$	5,000	\$	5,000
CONTRACTUAL SERVICES								
TRAVEL - NON-TRAINING	\$	11	\$	110	\$	-	\$	-
MILEAGE (PRIVATE AUTO)		680		-		16		-
SECURITY SERVICES		-		950		-		-
ADVERTISING & PUBLIC NOTICE		1,658		4,428		267		500
PARKING IN CITY FACILITIES		5,031		1,100		919		1,000
INSURANCE AND OFFICIAL BONDS		-		100		100		-
TAXES		-		8,345		6,662		6,000
PHOTOCOPY MACHINE RENTAL		8,341		3,679		10,049		10,000
OTHER CONTRACTUAL		4,073		15,439		4,481		5,000
STATE AUDITOR EXAMINATION		3,518		-		-		-
TOTAL	\$	23,312	\$	34,151	\$	22,493	\$	22,500



DIVISION OF ADMINISTRATIVE SERVICES

EXPENDITURES - CONTINUED

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
MATERIAL AND SUPPLIES							
OFFICE SUPPLIES	\$ 1,153	\$	44	\$	251	\$	-
POSTAGE	15		114		-		-
COMPUTER SUPPLIES	808		278		-		-
COMPUTER HARDWARE	406		-		-		-
HARDWARE & SMALL TOOLS	75		62		-		-
OFFICE FURNITURE & EQUIP	865		2,711		492		500
PHOTOGRAPHIC SUPPLIES	4,252		6,387		1,597		1,600
OTHER SUPPLIES	4,904		2,212		1,417		2,000
JUST IN TIME OFFICE SUPPLIES	2,518		9,012		6,143		5,800
TOTAL	\$ 14,996	\$	20,820	\$	9,900	\$	9,900
MAINTENANCE							
MAINTENANCE OFFICE EQUIP	\$ 7,332	\$	1,458	\$	1,000	\$	2,500
MAINTENANCE CONTRACTS	1,560		15,017		8,746		9,000
COMPUTER HARDWARE MAINT	500		-		-		-
COMPUTER SOFTWARE MAINT	1,360		-		4,424		4,500
CAR WASHES	200		325		-		-
MAINTENANCE MISC. EQUIPMENT	300		2,200		230		-
TOTAL	\$ 11,252	\$	19,000	\$	14,400	\$	16,000
CLAIMS, REFUNDS, MISC.							
COURT COSTS	\$ 840	\$	376	\$	600	\$	600
TOTAL	\$ 840	\$	376	\$	600	\$	600
INTERDEPARTMENTAL CHARGES							
CHARGES FROM TELEPHONE EXCH	\$ 30,132	\$	58,414	\$	26,181	\$	27,000
CHARGES FROM PRINTING	(15,167)		18,875		11,739		9,000
CHARGES FROM STOREROOM	-		16,230		9,494		7,000
CHARGES FROM MOTOR VEHICLES	8,198		10,460		873		5,500
CHARGES FROM DATA PROCESSING	3,084		-		-		-
TOTAL	\$ 26,247	\$	103,979	\$	48,286	\$	48,500
TOTAL DIVISION	\$ 632,189	\$	949,501	\$	800,562	\$	826,667

DIVISION OF ADMINISTRATIVE SERVICES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Admin. Services	40,314	119,646
1	1	1			
PROFESSIONALS					
1	1	1	Administrative Officer	20,093	48,000
2	2	2	Analyst, Budget	20,093	48,028
10	10	10	Analyst, Financial	9.66 Hr.	19.69 Hr.
1	1	1	Analyst, Information Control	9.66 Hr.	18.79 Hr.
2	2	2	Analyst, Senior Budget & Management	26,274	70,909
1	1	1	Asst. Personnel Administrator	20,093	50,543
1	1	1	Budget Management Analyst	20,093	50,543
1	1	1	City Planner	30,000	55,000
1	1	1	Director, Deputy Project	19,785	56,930
4	5	5	Director, Project	22,333	72,735
1	1	1	Financial Counselor	9.66 Hr.	20.71 Hr.
2	2	2	Monitoring, Auditing & Eval. Coord.	13.65 Hr.	19.99 Hr.
2	2	2	Redevelopment Coordinator	9.66 Hr.	24.33 Hr.
1	1	1	Supervisor, Application Development	39,937	78,810
1	1	1	Supervisor of Computer Operations	30,215	80,774
31	32	32			
32	33	33	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF NEIGHBORHOOD SERVICES

LOUISE V. JACKSON, COMMISSIONER

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

Mission Statement

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

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

	2003		2004			2005			
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
Rehab. Program Administration	\$ 1,497	22	\$ 1,456	20	\$ 1,523	25			
Community Services	233	3	233	3	233	3			
	\$ 1,730	25	\$ 1,689	23	\$ 1,756	28			
FUNDING SOURCE:									
Community Development Block Grant	\$ 686	13	\$ 686	11	\$ 724	16			
State Weatherization Grant	82	2	82	2	89	2			
HOME Grant	500	9	500	9	560	9			
Tax Support	462	1	421	1	383	1			
	\$ 1,730	25	\$ 1,689	23	\$ 1,756	28			

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

PROGRAM NAME: REPAIR-A-HOME (RAH) AND SENIOR HOUSING ASSISTANCE PROGRAM (SHAP) AND LEAD HAZARD REDUCTION GRANT

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. Control lead-based paint hazards to limit lead exposure to residents. Notify and inform residents of the dangers of lead. Manage the construction project to ensure quality work.

DIVISION OF NEIGHBORHOOD SERVICES**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

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

ACTIVITIES: To provide review of specifications, monitor and close out 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: COMMUNITY SERVICES - CITYWORKS, SUMMER SPROUT COMMUNITY GARDENING, HOME MAINTENANCE

OBJECTIVES: To coordinate programs and projects that encourage and support volunteer efforts to improve Cleveland neighborhoods.

ACTIVITIES: Coordinate the Summer Sprout Urban Gardening Program; service approximately 172 community gardening sites. Implement the Home Maintenance program to assist homeowners and tenants in home maintenance basics at convenient, neighborhood locations.



DIVISION OF NEIGHBORHOOD SERVICES

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 471,384	\$ 343,732	\$ 325,621	\$ 279,000
PART-TIME PERMANENT	1,646	-	-	-
LONGEVITY	11,448	13,550	8,161	13,000
TOTAL	\$ 484,478	\$ 357,282	\$ 333,782	\$ 292,000
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 40,543	\$ 62,174	\$ 36,307	\$ 42,700
DENTAL	5,805	4,689	2,754	3,100
VISION CARE	41	856	580	400
PERS	58,596	32,047	51,948	39,508
FICA-MEDICARE	3,647	2,284	2,560	4,200
WORKERS COMPENSATION	(9,127)	2,354	(9,803)	1,138
LIFE INSURANCE	472	686	409	300
CLOTHING ALLOWANCE	3,713	-	-	-
CLOTHING MAINTENANCE	1,200	-	2,246	-
TOTAL	\$ 104,890	\$ 105,090	\$ 87,001	\$ 91,346
TOTAL DIVISION	\$ 589,368	\$ 462,372	\$ 420,783	\$ 383,346



DIVISION OF NEIGHBORHOOD SERVICES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Neighborhood Services	42,758	115,292
1	1	1	Commissioner, Asst. - Neighborhood Services	26,274	80,967
2	2	2			
OFFICE & CLERICAL					
1	0	1	Secretary, Private	9.66 Hr.	18.83 Hr.
1	1	1	Senior Clerk	10.29 Hr.	14.74 Hr.
2	1	2			
PROFESSIONALS					
2	1	1	Administrator, Assistant	20,231	58,093
1	0	0	Administrative Officer	20,093	48,000
1	1	1	Chief City Planner	30,000	75,000
2	1	2	Coordinator, Project	27,326	81,807
3	3	3	Counselor, Financial	9.66Hr.	20.71 Hr.
1	2	2	Director, Project	22,333	72,735
3	3	4	Director, Deputy Project	20,093	56,930
1	1	1	Rehabilitation Supervisor, Chief	20,231	56,401
14	12	14			
TECHNICIAN					
8	6	8	Rehabilitation Inspector	14.60 Hr.	24.33 Hr.
1	1	1	C.D. Code Enf. Insp. Elect.I	14.83 Hr.	21.84 Hr.
1	1	1	C.D. Code Enf. Insp. Heating I	14.08 Hr.	21.84 Hr.
10	8	10			
28	23	28	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF NEIGHBORHOOD DEVELOPMENT

JOE SIDOTI, COMMISSIONER

The Division of Neighborhood Development administers City programs intended to encourage the development or improvement of residential and commercial property in Cleveland's neighborhoods, manages public acquisition of real estate to be used in furtherance of the City's neighborhood development activities, manages, and proposes allocation of the City's capital resources to provide incentives for private investment in residential and commercial development within the City, plans and implements City programs intended to foster the construction of safe, high-quality market rate and affordable housing for low income residents and shall perform such other duties as may from time-to-time be required by ordinance or by the Director of Community Development.

Mission Statement

To promote the revitalization of neighborhoods through planning, program and project development in conjunction with neighborhood-based organizations in the areas of housing and local commercial retail activities, public right-of-way and public facilities improvements, and other related community development activities

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Neighborhood Planning	\$ 410	7		\$ 409	7		\$ 422	7	
Real Estate	610	6	1	609	5	1	279	5	1
Commerical Revitalization	234	4		233	4		272	4	
General Administration	410	5		409	6		645	7	
Housing Construction	469	8		469	8		540	8	
	\$ 2,133	30	1	\$ 2,129	30	1	\$ 2,158	31	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,104	3	-	\$ 862	3	-	\$ 934	3	-
	\$ 1,104	3	-	\$ 862	3	-	\$ 934	3	-
Community Development Block Grant	\$ 1,029	27	1	\$ 1,267	27	1	\$ 1,094	26	1
HOME	-	-		-	-		130	2	
	\$ 2,133	30	1	\$ 2,129	30	1	\$ 2,158	31	1

*Funding sources include General Fund costs for four months, CDBG costs for eight months

DIVISION OF NEIGHBORHOOD DEVELOPMENT**PROGRAM NAME: NEIGHBORHOOD PLANNING**

OBJECTIVES: To provide assistance in revitalizing/redeveloping local neighborhoods by planning and implementing CDBG eligible activities and other development projects, and by assisting and coordinating the efforts of neighborhood based agencies.

ACTIVITIES: Develop annual budgets and serve as liaison for CDBG funded projects and activities. Coordinate the delivery of services and resources at the neighborhood level in conjunction with the CDBG Consolidated Plan. Plan and monitor the delivery of CDBG Capital Improvements in each of the Community Development Planning Regions. Assist in the identification and assembly of land for subsequent redevelopment. Conduct research pertaining to Neighborhood Planning and Community Development related issues.

PROGRAM NAME: REAL ESTATE (CITYWIDE AND CDBG FUNDED ACTIVITIES)

OBJECTIVES: To implement CDBG Programs that pertain to acquisition, disposition and temporary reuse of real property including, but not limited to: reuse of vacant tax delinquent land through the Land Re-utilization Program; land acquisition for public purpose, and acquisition/disposition for new construction or redevelopment. To administer federal, state and local requirements relating to acquisition, disposition and relocation; conduct Community Development Plan administrative duties such as coordinating Slum and Blight Studies, as required.

ACTIVITIES: Acquire, dispose and manage the Land Bank Property Inventory. Administer a land marketing program promoting the availability of city owned land for redevelopment. Serve as a source of public information and provide technical assistance to developers, neighborhood groups, and individuals; coordinate a comprehensive inventory system of properties under the Land Bank's control. Acquire and transfer real property as needed; observe applicable relocation requirements for any businesses, families or persons displaced by CDBG or Urban Renewal activities. Establish and maintain accurate ledgers on properties generating income to the department; review and monitor all lease agreements. Assist other Departments with property inquiries, acquisitions and dispositions. Undertake creation of Community Development Plans for various areas, as required, by coordinating necessary Slum/Blight Studies. Undertake Community Reinvestment Area Analysis/Designation as required. Administer the CRA residential tax abatement program.

PROGRAM NAME: COMMERCIAL REVITALIZATION

OBJECTIVES: To keep Cleveland's neighborhood retail districts strong, visually attractive, and economically competitive in a regional shopping market.

ACTIVITIES: The Storefront Renovation Program (SRP) provides financial and design assistance, in the form of rebates and low interest loans, to commercial property owners/business in targeted neighborhood retail areas who comprehensively rehabilitate their buildings' exterior surfaces and surrounding sites. These renovations are completed in accordance with design standards established by the program in "The Cleveland Storefront Renovation Program Design Manual." Applicants receive free design and technical assistance as provided by the City's SRP Design Specialists, along with programmatic and procedural assistance by the Community Development Corporations' SRP staff coordinators.

DIVISION OF NEIGHBORHOOD DEVELOPMENT**PROGRAM NAME: CARTOGRAPHY AND GRAPHICS**

OBJECTIVES: To provide Mapping Services and Graphics Support for the Division of Neighborhood Development, the Department of Community Development, other City Departments, the Mayor's Office, City Council, and Neighborhood Based Development Agencies. To provide mapping assistance to for-profit developers and local agencies for a fee.

ACTIVITIES: Create project and plan area maps for small area planning activities, proposed or potential development activities, and land assembly/inventory activities, as requested. Create graphic displays, charts, poster boards and other presentation projects, as requested. Maintain database maps of housing stock, code enforcement activities, structure conditions surveys, and land/parcel inventories. As part of the overall Geographic Information System (GIS) Project Team, create a digitized base map of the City's proposed Target Pilot Area; program and utilize the Target Pilot Area to test potential Community Development and City-wide development applications of the GIS.

PROGRAM NAME: HOUSING CONSTRUCTION

OBJECTIVES: To promote and facilitate new housing construction, building construction and substantial rehabilitation activities in the City of Cleveland. To serve as the primary contact within City Hall for all housing development citywide.

ACTIVITIES: Review and evaluate prospective redevelopment plans, Housing Trust Fund, NDIF, and Core City project proposals. Negotiate and coordinate preparation of contracts and monitor the construction of new housing and rehabilitation activities.

DIVISION OF NEIGHBORHOOD DEVELOPMENT

EXPENDITURES

	2002 Actual		2003 Actual		2004 Unaudited		2005 Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 213,169	\$	698,748	\$	512,879	\$	544,952
PART-TIME PERMANENT	2,855		5,589		5,558		-
LONGEVITY	1,032		16,100		17,358		19,000
SEPARATION PAYMENTS	-		2,091		1,766		-
TOTAL	\$ 217,056	\$	722,528	\$	537,561	\$	563,952
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 30,426	\$	100,572	\$	71,939	\$	76,600
DENTAL	3,640		8,732		5,610		5,300
VISION CARE	123		1,226		858		700
PERS	43,522		61,285		38,355		76,986
FICA-MEDICARE	2,240		4,385		3,296		8,200
WORKERS COMPENSATION	(141)		4,031		3,916		1,936
LIFE INSURANCE	573		909		691		500
TOTAL	\$ 80,383	\$	181,140	\$	124,665	\$	170,222
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 6,815	\$	810	\$	600	\$	1,000
APPRAISAL FEES	7,120		6,810		10,000		9,000
TAXES	172,644		192,217		189,400		190,000
SPECIAL ASSESSMENT	9,533		-		-		-
TOTAL	\$ 196,112	\$	199,837	\$	200,000	\$	200,000
MATERIALS & SUPPLIES							
PHOTOGRAPHIC SUPPLIES	\$ 3,562	\$	-	\$	-	\$	-
POSTAGE	-		155		-		-
TOTAL	\$ 3,562	\$	155	\$	-	\$	-
MAINTENANCE							
MAINTENANCE MISC. EQUIPMENT	\$ 280	\$	-	\$	-	\$	-
TOTAL	\$ 280	\$	-	\$	-	\$	-
TOTAL DIVISION	\$ 497,393	\$	1,103,660	\$	862,226	\$	934,174

DIVISION OF NEIGHBORHOOD DEVELOPMENT

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
4	3	3	Assistant Administrator	20,231	58,093
1	0	1	Commissioner, Asst-Neighborhood Development	26,274	80,967
1	1	1	Commissioner, Neighborhood Development	40,315	110,442
6	4	5			
OFFICE & CLERICAL					
1	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
1	1	1	Senior, Clerk	10.29 Hr.	14.74 Hr.
2	2	2			
PROFESSIONALS					
2	2	2	Administrative Officer	20,093	48,000
1	1	1	Analyst, Information Control	9.66 Hr.	18.79 Hr.
1	1	1	Bureau Manager - Housing	26,797	74,430
1	1	1	Construction Technician	12.02 Hr.	20.71 Hr.
2	1	1	Coordinator, Project	27,326	81,807
3	3	3	Coordinator, Redevelopment	9.66 Hr.	24.33 Hr.
5	6	6	Director, Project	22,333	72,735
1	1	1	Deputy Project Director	20,093	56,930
1	1	1	Officer, Senior Development	12.63 Hr.	31.91 Hr.
7	7	7	Planner, Community Development	9.87 Hr.	26.11 Hr.
24	24	24			
32	30	31	TOTAL FULL TIME		
1	1	1	TOTAL PART TIME		
33	31	32	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DEPARTMENT OF BUILDING AND HOUSING

JAMES G. WILLIAMS, DIRECTOR

This Department was established to administer and enforce the provisions of the Cleveland Building, Housing and Zoning Codes plus the National Electrical Code and the Ohio Building, Mechanical , Plumbing and Elevator Codes. The Department has two primary functions - Plan Examination and Code Enforcement and is divided into two divisions, Construction Permitting and Code Enforcement, and the Director's Office. The Department registers building contractors, issues permits, inspects all new construction and major rehabilitation, engages in a systematic and complaint-driven code enforcement program for existing properties and provides nuisance abatement to unsafe and/or condemned properties.

Mission Statement

To contribute to Cleveland's urban renaissance by preserving and strengthening neighborhoods through ambitious code enforcement and knowledgeable and customer-friendly permit processing.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Code Enforcement	\$ 5,945	148		\$ 7,315	124		\$ 7,586	126	
Director's Office	2,071	30	2	2,020	29		2,129	30	
Construction Permitting	4,014	27		1,595	24		1,525	25	
	\$ 12,030	205	2	\$ 10,930	177		\$ 11,240	181	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,127	-		\$ -			\$ 219		
Self Generated*	9,462	-		10,409			10,580		
	\$ 11,589	196	2	\$ 10,409	166		\$ 10,799	172	
Community Development Block Grant	\$ 441	9		\$ 521	11		\$ 441	9	
	\$ 12,030	205	2	\$ 10,930	177		\$ 11,240	181	

*Revenue generated in 2004 exceeded expenditures
See divisions revenue summary for total estimated receipts



**DEPARTMENT OF BUILDING AND HOUSING
DIRECTOR'S OFFICE**

PROGRAM NAME: DIRECTOR'S OFFICE

OBJECTIVES: To provide supervision and management assistance to the Code Enforcement and Permit Sections.

ACTIVITIES: Monitor Department expenditures and revenues and other accounting activities. Maintain records and provide information services. Perform personnel and labor relations functions. Monitor nuisance abatement activities. Oversee and coordinate activities of state-certified staff in both divisions in accordance with State requirements.

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

FUNDING SOURCE:	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund:									
Self Generated	\$ 2,071			\$ 2,020			\$ 2,129		
	\$ 2,071	30	2	\$ 2,020	29		\$ 2,129	30	

DEPARTMENT OF BUILDING AND HOUSING

DIRECTOR'S OFFICE

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ -	\$ 945,264	\$ 1,167,141	\$ 1,284,910
PART-TIME PERMANENT	-	8,071	442	-
INJURY PAY	-	8,958	-	-
LONGEVITY	-	77,150	-	10,775
SEPARATION PAYMENTS	-	40,759	-	-
OVERTIME	-	60,036	-	-
TOTAL	\$ -	\$ 1,140,238	\$ 1,167,582	\$ 1,295,685
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ 99,132	\$ 316,017	\$ 169,107
DENTAL	-	5,938	34,214	11,381
VISION CARE	-	932	5,169	1,759
PERS	-	219,820	117,145	175,566
FICA-MEDICARE	-	21,204	12,588	14,268
WORKERS COMPENSATION	-	2,861	22,114	13,014
LIFE INSURANCE	-	617	3,726	1,318
UNEMPLOYMENT COMPENSATION	-	1,827	699	-
CLOTHING ALLOWANCE	-	20,000	318	350
CLOTHING MAINTENANCE	-	94	-	-
TOTAL	\$ -	\$ 372,426	\$ 511,990	\$ 386,763
TRAINING AND DUES				
TRAVEL	\$ -	\$ 356	\$ 104	\$ 100
TUITION & REGISTRATION FEES	-	818	515	900
OTHER TRAINING SUPPLIES	-	7,109	1,755	1,060
MILEAGE (PRIV AUTO) TRNG PRPS	-	339	16	600
PROFESSIONAL DUES	-	1,752	1,626	1,500
TOTAL	\$ -	\$ 10,374	\$ 4,016	\$ 4,160
CONTRACTUAL SERVICES				
TRAVEL - NON-TRAINING	\$ -	\$ 235	\$ 2	\$ -
MILEAGE (PRIV AUTO)	-	-	174	-
MEDICAL SERVICES	-	40	-	-
PARKING IN CITY FACILITIES	-	3,270	2,942	1,800
PARKING TAX	-	25	-	-
PHOTOCOPY MACHINE RENTAL	-	1,960	7,668	3,800
REFUNDS & MISCELLANEOUS	-	5,844	-	-
OTHER CONTRACTUAL	-	-	8,282	1,700
CREDIT CARD PROCEESSING FEES	-	2,106	5,469	10,000
TOTAL	\$ -	\$ 13,480	\$ 24,536	\$ 17,300

DEPARTMENT OF BUILDING AND HOUSING

DIRECTOR'S OFFICE

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 334	\$ 524	\$ 700
COMPUTER SUPPLIES	-	4,882	136	300
COMPUTER HARDWARE	-	133,749	684	700
COMPUTER SOFTWARE	-	8,379	867	900
FUEL	-	21	-	-
SMALL EQUIPMENT	-	8,909	-	-
OFFICE FURNITURE & EQUIPMENT	-	2,672	1,144	500
FOOD	-	-	72	-
PHOTOGRAPHIC SUPPLIES	-	2,033	145	300
PRINTED MATERIALS	-	379	-	-
OTHER SUPPLIES	-	1,131	1,082	1,400
BATTERIES	-	623	6	-
JUST IN TIME OFFICE SUPPLIES	-	11,910	8,038	7,217
TOTAL	\$ -	\$ 175,022	\$ 12,698	\$ 12,017
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 37,475	\$ 31,739	\$ 6,700
MAINTENANCE CONTRACTS	-	3,274	3,706	-
COMPUTER HARDWARE MAINT	-	950	-	31,100
COMPUTER SOFTWARE MAINT	-	5,940	-	29,000
CAR WASHES	-	500	-	250
MAINTENANCE MISC EQUIPMENT	-	-	162	250
TOTAL	\$ -	\$ 48,138	\$ 35,607	\$ 67,300
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ 129,240	\$ 136,819	\$ 180,152
CHARGES FROM RADIO SYSTEM	-	10,012	1,668	1,810
CHARGES FROM PRINTING	-	72,498	48,513	68,120
CHARGES FROM STOREROOM	-	67,469	58,658	70,992
CHARGES FROM MAILROOM	-	897	-	-
CHARGES FROM MOTOR VEHICLES	-	30,755	18,221	25,060
TOTAL	\$ -	\$ 310,871	\$ 263,878	\$ 346,134
TOTAL DIVISION	\$ -	\$ 2,070,549	\$ 2,020,307	\$ 2,129,359

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ -	\$ 9,451,947	\$ 12,123,269	\$ 10,500,000
SALES & CHARGES FOR SERVICES	-	(15,631)	(8,048)	-
MISCELLANEOUS REVENUE	-	25,948	86,900	80,000
EXPENDITURE RECOVERIES	-	64	381	-
TOTAL DIVISION	\$ -	\$ 9,462,328	\$ 12,202,502	\$ 10,580,000

DEPARTMENT OF BUILDING AND HOUSING
DIRECTOR'S OFFICE
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
2	2	2	Administrator, Assistant	20,231	58,093
1	1	1	Director, Building & Housing	50,796	160,115
1	1	1	Deputy Director, Building & Housing	36,590	124,900
4	4	4			
			OFFICE & CLERICAL		
2	2	2	Cashier, Senior	9.66 Hr.	17.95 Hr.
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
5	6	7	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Messenger	9.66 Hr.	13.54 Hr.
1	1	1	Legal Secretary	20,093	41,600
1	1	1	Public Information Officer	9.66 Hr.	20.71 Hr.
11	12	13			
			PROFESSIONALS		
5	4	4	Administrative Officer	19,427	48,000
1	1	1	Analyst, Data Base	30,214	80,774
1	1	1	Analyst, Budget & Management	20,093	50,543
1	1	1	Analyst, Senior Budget & Management	26,274	70,909
4	4	4	Assistant Director of Law I	26,250	72,800
1	1	1	Supervisor Data Process	20,231	54,494
13	12	12			
			TECHNICIAN		
1	1	1	Inspector, Housing	14.60 Hr.	17.82 Hr.
1	1	1			
29	29	30	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



**DEPARTMENT OF BUILDING AND HOUSING
CODE ENFORCEMENT**

TYRONE JOHNSON, COMMISSIONER

PROGRAM NAME: DIVISION OF CODE ENFORCEMENT

OBJECTIVES: To inspect structures for the purpose of enforcing the City of Cleveland Building, Housing and Zoning Codes and the Ohio Building Code and referenced standards. Maintain uniform standards and requirements of residential, commercial, and industrial buildings.

ACTIVITIES: Cite, condemn board up and secure, abate, or demolish those structures not in compliance with these Codes, which constitute a nuisance and/or a hazard to the general public. Prosecute code enforcement cases and represent the City in all civil matters.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,150			\$ -			\$ 219		
Self Generated*	3,354			6,794			6,926		
	<u>\$ 5,504</u>	<u>139</u>		<u>\$ 6,794</u>	<u>113</u>		<u>\$ 7,145</u>	<u>117</u>	
Community Development Block Grant	\$ 441	9		\$ 521	11		\$ 441	9	
	<u>\$ 5,945</u>	<u>148</u>		<u>\$ 7,315</u>	<u>124</u>		<u>\$ 7,586</u>	<u>126</u>	

DEPARTMENT OF BUILDING AND HOUSING

CODE ENFORCEMENT

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ -	\$ 4,100,647	\$ 4,940,574	\$ 5,071,398
PART-TIME PERMANENT	-	-	1,214	-
LONGEVITY	-	-	75,875	50,875
SEPARATION PAYMENTS	-	-	21,941	20,000
OVERTIME	-	-	8,350	14,985
TOTAL	\$ -	\$ 4,100,647	\$ 5,047,954	\$ 5,157,258
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ 572,600	\$ 564,314	\$ 826,022
DENTAL	-	52,268	32,040	54,663
VISION CARE	-	8,152	5,429	8,696
PERS	-	551,031	762,350	696,099
FICA-MEDICARE	-	38,601	53,532	51,469
WORKERS COMPENSATION	-	10,509	39,078	104,396
LIFE INSURANCE	-	5,315	3,501	5,233
UNEMPLOYMENT COMPENSATION	-	-	41,318	-
CLOTHING ALLOWANCE	-	-	20,055	28,350
CLOTHING MAINTENANCE	-	-	1,050	-
TOTAL	\$ -	\$ 1,238,476	\$ 1,522,669	\$ 1,774,928
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 540	\$ 700
TUITION & REGISTRATION FEES	-	1,124	3,441	5,700
OTHER TRAINING SUPPLIES	-	-	6,433	4,300
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	303	500
PROFESSIONAL DUES	-	723	122	500
TOTAL	\$ -	\$ 1,847	\$ 10,840	\$ 11,700
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 4,750	\$ 3,750
TRAVEL - NON-TRAINING	-	1,288	3,073	3,600
MILEAGE (PRIVATE AUTO)	-	109,563	116,602	130,000
MEDICAL SERVICES	-	-	141	-
PARKING IN CITY FACILITIES	-	8,461	17,761	16,000
PHOTOCOPY MACHINE RENTAL	-	3,830	7,753	8,000
OTHER CONTRACTUAL	-	-	6,400	3,963
CREDIT CARD PROCESSING FEES	-	-	434	-
TOTAL	\$ -	\$ 123,142	\$ 156,914	\$ 165,313

**DEPARTMENT OF BUILDING AND HOUSING**
CODE ENFORCEMENT

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 1,324	\$ 118	\$ 1,000
COMPUTER SUPPLIES	-	-	64	-
COMPUTER HARDWARE	-	-	354	-
HARDWARE & SMALL TOOLS	-	-	197	-
SMALL EQUIPMENT	-	-	120	-
OFFICE FURNITURE & EQUIPMENT	-	17,914	3,700	-
FOOD	-	-	200	-
PHOTOGRAPHIC SUPPLIES	-	-	120	4,000
OTHER SUPPLIES	-	1,500	1,626	1,000
BATTERIES	-	-	369	-
JUST IN TIME OFFICE SUPPLIES	-	19,197	33,218	30,000
TOTAL	\$ -	\$ 39,935	\$ 40,085	\$ 36,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 15,250	\$ -
TOTAL	\$ -	\$ -	\$ 15,250	\$ -
TOTAL DIVISION	\$ -	\$ 5,504,046	\$ 6,793,712	\$ 7,145,199

**DEPARTMENT OF BUILDING AND HOUSING
CODE ENFORCEMENT
COMPARISON OF STAFFING**

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Bureau Manager - Building	26,797	74,430
1	1	1	Bureau Manager - Demolition	26,797	74,430
1	1	1	Commissioner, Code Enforcement	42,758	124,900
3	3	3			
OFFICE & CLERICAL					
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
11	10	10	Clerk, Senior	10.29 Hr.	14.74 Hr.
12	11	11			
PROFESSIONALS					
3	3	3	Administrative Officer	20,093	48,000
4	4	4	Assistant Chief Building Inspector	20,093	53,217
6	6	6	Chief Building Inspector	20,231	57,652
1	1	1	Inspector, Chief Electrical	20,231	54,494
1	1	1	Inspector, Chief Elevator	20,231	54,494
1	1	1	Inspector, Chief Heating	20,231	55,508
1	2	2	Inspector, Chief Housing	20,231	56,401
1	1	1	Inspector, Chief Plumbing	20,231	54,494
1	1	1	Project Director	22,333	72,735
19	20	20			
TECHNICIAN					
2	4	4	C.D. Code Enforce. Inspector III	15.70 Hr.	24.33 Hr.
10	9	9	C.D. Code Enforce. Inspector II	14.89 Hr.	23.08 Hr.
13	11	11	C.D. Code Enforce. Inspector I	14.08 Hr.	21.84 hr.
3	2	2	C.D. Code Enforce. Inspector/Electric II	15.66 Hr.	23.08 Hr.
3	4	4	C.D. Code Enforce. Inspector/Electric III	16.49 Hr.	24.32 Hr.
3	2	2	C.D. Code Enforce. Inspector/Heating I	14.08 Hr.	21.84 hr.
2	3	3	C.D. Code Enforce. Inspector/Heating II	14.89 Hr.	23.08 Hr.
1	1	1	C.D. Code Enforce. Inspector/Heating III	15.70 Hr.	24.33 Hr.
1	1	1	C.D. Code Enforce. Inspector/Plumbing I	14.83 Hr.	21.84 hr.
3	1	1	C.D. Code Enforce. Inspector/Plumbing II	15.66 Hr.	23.08 Hr.
0	2	2	C.D. Code Enforce. Inspector/Plumbing III	16.49 Hr.	24.32 Hr.
6	5	5	Inspector, Elevator	14.23 Hr.	21.84 Hr.
45	44	46	Inspector, Housing	14.60 Hr.	17.82 Hr.
1	1	1	Site Inspector	9.66 Hr.	20.71 Hr.
1	0	0	Senior Site Inspector	9.66 Hr.	23.07 Hr.
94	90	92			
128	124	126	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING
TIMOTHY R. WOLOSZ, COMMISSIONER

PROGRAM NAME: CONSTRUCTION PERMITTING

OBJECTIVES: To insure that standards are met which involve the construction, alterations, and repairs of residential, commercial, and industrial buildings. Administer contractor's registrations.

ACTIVITIES: Update procedures for plan examinations and permit issuances. Review and process permit applications and plan reviews in accordance with City and State standards.

OPERATING SUMMARY
(000'S OMITTED)

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
FUNDING SOURCE:								
General Fund:								
Self Generated*	\$ 4,014	27	\$ 1,595	24	\$ 1,525	25		
	\$ 4,014	27	\$ 1,595	24	\$ 1,525	25		

DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING

EXPENDITURES

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
SALARIES AND WAGES				
FULL-TIME PERMANENT	\$ -	\$ 3,131,889	\$ 1,231,644	\$ 1,117,473
PART-TIME PERMANENT	-	-	662	-
LONGEVITY	-	-	-	10,525
SEPARATION PAYMENTS	-	-	4,971	3,000
OVERTIME	-	-	-	5,000
TOTAL	\$ -	\$ 3,131,889	\$ 1,237,278	\$ 1,135,998
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ 350,782	\$ 158,611	\$ 176,881
DENTAL	-	32,020	13,981	12,695
VISION CARE	-	4,994	1,342	1,675
PERS	-	337,568	152,699	153,521
FICA-MEDICARE	-	23,648	10,804	9,668
WORKERS COMPENSATION	-	6,438	1,273	13,014
LIFE INSURANCE	-	3,256	1,098	1,093
CLOTHING MAINTENANCE	-	-	(1,050)	-
TOTAL	\$ -	\$ 758,706	\$ 338,758	\$ 368,547
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ 3,177	\$ -	\$ 2,000
OTHER TRAINING SUPPLIES	-	-	944	2,000
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	-	500
PROFESSIONAL DUES	-	501	187	500
TOTAL	\$ -	\$ 3,678	\$ 1,131	\$ 5,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 15,270	\$ 5,847	\$ 3,000
TRAVEL - NON-TRAINING	-	1,325	-	-
MILEAGE (PRIVATE AUTO)	-	46,923	-	-
PARKING IN CITY FACILITIES	-	10,356	-	-
OTHER CONTRACTUAL	-	11,106	2,000	2,000
PHOTOCOPY MACHINE RENTAL	-	3,117	2,446	6,500
TOTAL	\$ -	\$ 88,097	\$ 10,293	\$ 11,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 611	\$ -	\$ 500
OFFICE FURNITURE & EQUIPMENT	-	13,048	1,550	-
OTHER SUPPLIES	-	1,042	163	-
JUST IN TIME OFFICE SUPPLIES	-	13,321	5,713	3,200
TOTAL	\$ -	\$ 28,022	\$ 7,426	\$ 3,700
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ 3,466	\$ -	\$ -
TOTAL	\$ -	\$ 3,466	\$ -	\$ -
TOTAL DIVISION	\$ -	\$ 4,013,859	\$ 1,594,886	\$ 1,524,745

**DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING**

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Administrator, Assistant	20,231	58,093
1	1	1	Commissioner, Construction Permitting	42,758	124,900
3	3	3			
OFFICE & CLERICAL					
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
5	5	5	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Stenographer III	9.66 Hr.	16.37 Hr.
7	7	7			
PROFESSIONALS					
3	2	3	Architect, Chief	23,647	70,740
1	1	1	Civil Engineer, Chief	23,647	76,635
1	1	1	Engineer, Chief Mechanical	23,647	76,635
1	1	1	Engineer, Consulting	36,000	82,062
1	1	1	Engineer, Electrical	9.54 Hr.	27.63 Hr.
4	3	3	Examiner, Plan	9.34 Hr.	23.42 Hr.
4	4	4	Examiner, Plan Asst.	13.42 Hr.	20.71 Hr.
1	1	1	Deputy Project Director	20,093	56,930
16	14	15			
26	24	25	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

BOARD OF BUILDING STANDARDS AND APPEALS

The five member Board meets bi-weekly to hear appeals and product approvals in the areas of Building, Housing, Fire Prevention, Air Pollution and Ohio Building Code violations.

Mission Statement

To maintain and ensure high quality and safe standards in building construction by enforcing the Ohio Building Code, the Cleveland Building, Housing, Fire Prevention and Air Pollution Codes.

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

	2003 ACTUAL		2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Board Meetings:								
Appeal Review	\$ 12		\$ 12		\$ 13			
O.B.B.C. Review	13	5	13		14		5	
Cleveland Bldg. & Rehab Codes	14		13		15			
Permits & Cases	-		-		5			
Record Maintenance	60	1	60	1	59	1		
	\$ 99	1 5	\$ 98	1 5	\$ 106	1 5		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 84	1 5	\$ 84	1 5	\$ 92	1 5		
Self-Generated	15		14		14			
	\$ 99	1 5	\$ 98	1 5	\$ 106	1 5		

BOARD OF BUILDING STANDARDS AND APPEALS**PROGRAM NAME: PERMITS AND CASES**

OBJECTIVES: To fairly and objectively hear and decide on cases involving the issuance of violation notices, condemnation orders, adjudication orders, notices of nonconformance and similar administrative actions issued against City codes.

ACTIVITIES: To conduct bi-weekly meetings, hear testimony by applications, City officials and members of the public regarding the appeal of administrative action, interpret the relevant codes, and adjudicate each case before the Board.

PROGRAM NAME: OHIO BASIC BUILDING CODE REVIEW

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

ACTIVITIES: To hear testimony, interpret the OBC, and adjudicate each case before the Board at its bi-weekly meetings.

PROGRAM NAME: APPEALS REVIEW

OBJECTIVES: To maintain high standards of Code interpretation and administration of the City's Building, Housing, Fire Prevention and Air Pollution Codes.

ACTIVITIES: To conduct bi-weekly interdepartmental staff review of all Code related cases, meet with applicants and affected City officials, and recommend actions to the Board.

PROGRAM NAME: RECORD MAINTENANCE

OBJECTIVES: To maintain detailed records of Proceedings of the Board of Building Standards and Building Appeals as required by Charter and laws of the State of Ohio.

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

BOARD OF BUILDING STANDARDS AND APPEALS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 32,949	\$ 36,073	\$ 36,288	\$ 36,288
BOARD MEMBERS	-	-	-	36,920
PART TIME PERMANENT	31,380	33,640	32,090	-
LONGEVITY	475	575	575	575
TOTAL	\$ 64,804	\$ 70,288	\$ 68,953	\$ 73,783
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,909	\$ 6,533	\$ 7,514	\$ 8,499
DENTAL	549	597	603	613
VISION	33	49	49	49
PERS	8,488	9,485	9,459	9,998
FICA-MEDICARE	814	902	887	1,070
WORKERS COMPENSATION	72	171	201	227
LIFE INSURANCE	44	47	46	45
UNEMPLOYMENT	797	-	2	-
TOTAL	\$ 16,706	\$ 17,784	\$ 18,761	\$ 20,501
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ 279	\$ -	\$ -	-
OTHER TRAINING SUPPLIES	-	-	-	200
PROFESSIONAL DUES	189	35	116	200
TOTAL	\$ 468	\$ 35	\$ 116	\$ 400
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 93	\$ -	\$ -	-
COURT REPORTER	3,180	2,936	3,108	2,000
PARKING IN CITY FACILITIES	542	1,055	612	700
PHOTOCOPY MACHINE RENTAL	2,179	587	722	-
TOTAL	\$ 5,994	\$ 4,578	\$ 4,442	\$ 2,700
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 67	\$ 70	\$ -	\$ 300
OTHER SUPPLIES	36	61	-	-
JUST IN TIME SUPPLIES	249	153	337	-
TOTAL	\$ 352	\$ 284	\$ 337	\$ 300

BOARD OF BUILDING STANDARDS AND APPEALS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ -	200
MAINTENANCE CONTRACTS	-	-	-	200
TOTAL	\$ -	\$ -	\$ -	400
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,007	\$ 4,199	\$ 4,147	5,489
CHARGES FROM PRINTING	1,527	1,250	631	886
CHARGES FROM STOREROOM	1,033	922	869	1,052
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ 9,792	\$ 6,371	\$ 5,647	7,427
TOTAL DIVISION	\$ 98,116	\$ 99,340	\$ 98,256	105,511

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 14,075	\$ 14,710	\$ 14,215	14,000
TOTAL DIVISION	\$ 14,075	\$ 14,710	\$ 14,215	14,000

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			PROFESSIONALS		
1	1	1	Administrative Officer	20,093	48,000
1	1	1	TOTAL FULL TIME		
1	1	1	Board Chairman	9,545	9,545
4	4	4	Board Members	7,300	7,592
5	5	5	TOTAL BOARD MEMBERS		
6	6	6	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

BOARD OF EXAMINERS OF PLUMBERS AND ELECTRICIANS

These Boards evaluate applications relating to the competency of tradesmen and approve processing for the issuance of Certificates of Competency. Both Boards hear and decide appeals from the public, private companies, unions and any other governing administrative official or agency of the City relating to licensing, applications, alleged violations or examinations pertaining to plumbers and electricians.

PROGRAM NAME: PERMITS AND LICENSES

OBJECTIVES: To ensure that the quality of contracted work and the responsiveness to public complaints are maintained through the efficient handling of violations related to worker competency.

ACTIVITIES: Investigate, monitor, and respond to license and permit violations as brought to the attention of the Board.

PROGRAM NAME: EXAMINATIONS

OBJECTIVES: To make certain that the applicants for plumbing and electrical work are thoroughly screened through rigorous testing so as to provide professional plumbing and electrical services for the public.

ACTIVITIES: Compile, assemble, distribute and administer examinations to applicants in various job skill/craft areas; notify applicants of grades.



BOARD OF EXAMINERS OF PLUMBERS AND ELECTRICIANS

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 29,486	\$	-	\$	-	\$	-
PART TIME PERMANENT	27,516		-		-		-
LONGEVITY	575		-		-		-
TOTAL	\$ 57,576	\$	-	\$	-	\$	-
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 2,423	\$	-	\$	-	\$	-
DENTAL	196		-		-		-
PERS	8,496		-		-		-
FICA-MEDICARE	744		-		-		-
WORKERS COMPENSATION	338		-		-		-
LIFE INSURANCE	44		-		-		-
TOTAL	\$ 12,295	\$	-	\$	-	\$	-
CONTRACTUAL SERVICES							
PARKING IN CITY FACILITIES	\$ 774	\$	-	\$	-	\$	-
PHOTOCOPY MACHINE RENTAL	85		-		-		-
TOTAL	\$ 859	\$	-	\$	-	\$	-
MATERIAL AND SUPPLIES							
JUST IN TIME SUPPLIES	\$ 13	\$	-	\$	-	\$	-
TOTAL	\$ 13	\$	-	\$	-	\$	-
INTER-DEPARTMENTAL CHARGES							
CHARGES FROM TELEPHONE EXCH	\$ 785	\$	-	\$	-	\$	-
CHARGES FROM PRINTING	429		-		-		-
CHARGES FROM STOREROOM	93		-		-		-
CHARGES FROM DATA PROCESSING	225		-		-		-
TOTAL	\$ 1,532	\$	-	\$	-	\$	-
TOTAL DIVISION	\$ 72,276	\$	-	\$	-	\$	-

BOARD OF ZONING APPEALS

The five-member Board hears and decides all appeals and zoning decisions made by City officials. The Board is empowered by the Charter to grant, refuse, or revoke the required permits issued by the Director of Building and Housing or any other administrative officer. The function of the staff is to prepare case data for hearing purposes and maintain city records of zoning variations granted.

Mission Statement

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

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

	2003 ACTUAL		2004 UNAUDITED			2005 BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
		FT PT		FT PT		FT PT		
PROGRAMS:								
Permits & Cases	\$ 52	5	\$ 54	5	\$ 43		5	
Appeals Review & Records Maintenance	214	3	216	3	174	3		
	\$ 266	3 5	\$ 270	3 5	\$ 217	3 5		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 240		\$ 240		\$ 193			
Self-Generated	26		30		24			
	\$ 266	3 5	\$ 270	3 5	\$ 217	3 5		

PROGRAM NAME: PERMITS & CASES

OBJECTIVES: To fairly and objectively hear and decide on cases involving the interpretations of the City's Zoning Code and any appeal of an administrative action brought before it.

ACTIVITIES: To hear the testimony by applicants, City Officials and members of the public regarding the appeals of interpretations of the Zoning Code or any other administrative action and adjudicate each case.

PROGRAM NAME: APPEALS REVIEW AND RECORDS MAINTENANCE

OBJECTIVES: To maintain high standards of Code interpretations and administration of the City's Zoning Code and to maintain detailed records of the proceedings of the Board of Zoning Appeals as required by the Charter and the Laws of the State of Ohio.

ACTIVITIES: To conduct weekly inter-departmental staff review of all Code related cases, meet with applicants and affected City Officials, and recommend actions to the Board; to maintain minutes and case files for all appeals and to commence conversion of records to digital form.

BOARD OF ZONING APPEALS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT BOARD MEMBERS	\$ 155,716	\$ 158,814	\$ 161,721	\$ 121,247
PART TIME PERMANENT LONGEVITY	1,420	-	-	-
SEPARATION PAYMENTS	1,250	1,825	1,525	1,525
	530	4,992	-	-
TOTAL	\$ 194,548	\$ 202,171	\$ 201,308	\$ 162,447
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 10,467	\$ 10,446	\$ 18,464	\$ 11,009
DENTAL	942	867	3,544	690
VISION	113	228	304	211
PERS	25,636	29,456	28,580	21,805
FICA-MEDICARE	2,799	2,915	3,053	2,347
WORKERS COMPENSATION	246	510	616	569
LIFE INSURANCE	131	164	183	135
UNEMPLOYMENT COMPENSATION	-	-	44	2,304
TOTAL	\$ 40,334	\$ 44,585	\$ 54,787	\$ 39,070
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ -	\$ 350
PROFESSIONAL DUES	-	-	4	100
OHIO MUNICIPAL LEAGUE	-	2,504	-	-
TOTAL	\$ -	\$ 2,504	\$ 4	\$ 450
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 86	\$ -	\$ -	\$ -
COURT REPORTER	6,108	3,583	4,318	4,500
PARKING IN CITY FACILITIES	2,101	2,757	2,870	2,700
PHOTOCOPY MACHINE RENTAL	-	59	718	-
OTHER CONTRACTUAL	115	-	-	-
TOTAL	\$ 8,410	\$ 6,399	\$ 7,906	\$ 7,200

BOARD OF ZONING APPEALS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 79	\$ 796	\$ -	\$ 100
COMPUTER SUPPLIES	-	-	-	350
COMPUTER HARDWARE	-	1,207	-	-
JUST IN TIME SUPPLIES	1,036	1,740	107	-
TOTAL	\$ 1,115	\$ 3,743	\$ 107	\$ 450
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 38	\$ 20
TOTAL	\$ -	\$ -	\$ 38	\$ 20
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 5,069	\$ 1,431	\$ 2,086	\$ 2,663
CHARGES FROM PRINTING	1,984	1,617	1,353	1,900
CHARGES FROM STOREROOM	2,283	2,839	2,076	2,513
CHARGES FROM MOTOR VEHICLES	2,194	561	235	323
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ 11,755	\$ 6,448	\$ 5,749	\$ 7,399
TOTAL DIVISION	\$ 256,162	\$ 265,850	\$ 269,899	\$ 217,036

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ 100	\$ -	\$ -	-
SALES & CHARGES FOR SERVICES	14,620	26,320	29,855	24,000
MISCELLANEOUS REVENUES	-	42	-	-
TOTAL DIVISION	\$ 14,720	\$ 26,362	\$ 29,855	\$ 24,000

BOARD OF ZONING APPEALS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
1	0	0	Secretary, Board of Zoning Appeals	23,647	75,000
<u>2</u>	<u>1</u>	<u>1</u>			
OFFICE & CLERICAL					
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
<u>1</u>	<u>1</u>	<u>1</u>			
PROFESSIONALS					
1	1	1	Project Coordinator	27,326	81,807
<u>1</u>	<u>1</u>	<u>1</u>			
4	3	3	TOTAL FULL TIME		
1	1	1	Board Chairman	7,300	7,592
4	4	4	Board Members	6,800	7,820
<u>5</u>	<u>5</u>	<u>5</u>	TOTAL PART TIME		
<u>9</u>	<u>8</u>	<u>8</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



LANDMARKS COMMISSION

ROBERT KEISER, SECRETARY

The Landmarks Commission is an eleven-member board established in 1972 by City Council, establishing historic preservation as public policy. The Landmarks Commission recommends buildings, sites or districts of historical or architectural significance that are eligible for local designation as landmarks. The Landmarks Commission reviews exterior changes to individual landmarks and to properties within historic districts. The Commission conducts an ongoing survey of historic buildings and sites for Landmark and National Register designation. The Landmarks Commission is a Certified Local Government, acting in cooperation with the State Historic Preservation Office and the National Park Service on issues regarding National Register listing and cases involving Section 106 environmental reviews.

Mission Statement

Identify architecturally and historically significant buildings, sites and districts as local landmarks. Protect those landmarks from demolition and inappropriate alterations. Work with local neighborhoods, city departments, city council and the administration on historic preservation issues.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
PROGRAMS:									
Permits & Cases	\$ -			\$ -			\$ 56		
Survey	19			29			31		
Design Review	38	2		48	2		63	2	
Administration	74		7	84		7	15		7
Landmark Designation	4			4			6		
	\$ 135	2	7	\$ 165	2	7	\$ 171	2	7
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 124			\$ 143			\$ 156		
Self-Generated	11			22			15		
	\$ 135	2	7	\$ 165	2	7	\$ 171	2	7

LANDMARKS COMMISSION**PROGRAM NAME: PERMITS AND CASES**

OBJECTIVES: Provide staff support to the Landmarks Commission and manage Commission records. Carry out the administrative procedures of the Landmarks Commission.

ACTIVITIES: Prepare Landmarks Commission agendas, minutes and maintain Commission case files. Meets with applicants about proposed changes to buildings that have been locally designated. Advise the Commission regarding design issues for Certificates of Appropriateness.

PROGRAM NAME: SURVEY

OBJECTIVES: Identify buildings, sites, and historic districts for the purpose of Cleveland Landmark and National Register designation.

ACTIVITIES: Conduct architectural surveys to assess the significance of historic buildings, sites and districts and promote historic significance of Cleveland neighborhoods.

PROGRAM NAME: DESIGN REVIEW

OBJECTIVES: Provide staff support to neighborhood - based design review committees.

ACTIVITIES: Prepare agendas and minutes of local design review committees. Prepare staff review of plans submitted to local design review committees. Provide training and staff support to design review committee.

LANDMARKS COMMISSION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 87,044	\$ 106,630	\$ 102,559	\$ 88,056
BOARD MEMBERS	-	2,979	25,969	46,075
LONGEVITY	875	875	1,175	1,175
TOTAL	\$ 87,919	\$ 110,484	\$ 129,702	\$ 135,306
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 4,831	\$ 5,359	\$ 8,408	\$ 6,573
DENTAL	393	427	1,564	438
VISION	66	98	130	98
PERS	11,966	13,507	17,267	18,334
FICA-MEDICARE	526	852	1,115	1,962
WORKERS COMPENSATION	101	223	307	341
LIFE INSURANCE	87	94	110	90
TOTAL	\$ 17,970	\$ 20,560	\$ 28,900	\$ 27,836
TRAVEL AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ -	\$ 531
PROFESSIONAL DUES	-	-	-	400
TOTAL	\$ -	\$ -	\$ -	\$ 931
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 70	\$ -
ADVERTISING AND PUBLIC NOTICE	218	-	816	750
PARKING IN CITY FACILITIES	539	696	487	1,000
PHOTOCOPY MACHINE RENTAL	684	145	473	300
TOTAL	\$ 1,441	\$ 841	\$ 1,847	\$ 2,050
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 116	\$ 4	\$ -	\$ 750
JUST IN TIME SUPPLIES	659	323	1,474	500
TOTAL	\$ 775	\$ 327	\$ 1,474	\$ 1,250
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 2,966	\$ 1,685	\$ 1,788	\$ 2,313
CHARGES FROM PRINTING	217	221	605	850
CHARGES FROM STOREROOM	540	597	695	841
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ 3,948	\$ 2,503	\$ 3,087	\$ 4,004
TOTAL DIVISION	\$ 112,053	\$ 134,715	\$ 165,011	\$ 171,377



LANDMARKS COMMISSION

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ 25,841	\$ 10,304	\$ 22,489	\$ 15,000
MISCELLANEOUS REVENUES	1,214	341	-	-
TOTAL DIVISION	\$ 27,055	\$ 10,645	\$ 22,489	\$ 15,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			PROFESSIONALS		
1	1	1	City Planner	30,000	55,000
1	1	1	City Planner, Chief	30,000	75,000
<u>2</u>	<u>2</u>	<u>2</u>			
2	2	2	TOTAL FULL TIME		
1	1	1	Chairman, Landmarks Commission	7,075	7,075
6	6	6	Board Members	6,500	6,500
<u>7</u>	<u>7</u>	<u>7</u>	TOTAL BOARD MEMBERS		
<u>9</u>	<u>9</u>	<u>9</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



FAIR CAMPAIGN FINANCE COMMISSION

The three-member board is responsible for overseeing the financing of campaigns for Mayor and Cleveland City Council. The Fair Campaign Finance Commission was created following passage by Cleveland voters of the Charter amendment in the November 1994 general election.

Mission Statement

To oversee compliance with the City of Cleveland's Campaign finance laws. To review the Campaign finance reports filed by candidates to assure that relevant campaign contribution and spending limits are adhered to, monitor the timeliness of candidate filings of required reports, cite those in violation of the campaign finance laws, conduct public hearings of candidate appeals, and levy fines for unremediated violations. To provide information on the City's campaign finance laws, release to the public a list of all candidates who accept voluntary expenditure limitations, and maintain records of all declarations and reports filed by candidates.

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

	2003		2004				2005		
	COST	ACTUAL	COST	UNAUDITED		COST	BUDGET		
		STAFF		STAFF	PT		STAFF	PT	
	FT	PT	FT	PT	FT	PT	PT		
PROGRAMS:									
Information Services	\$ -		\$ -		\$		3		
	\$ -		\$ -		\$		3		
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ -		\$ -		\$		3		
	\$ -		\$ -		\$		3		



FAIR CAMPAIGN FINANCE COMMISSION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 449	\$ -	\$ -	2,500
COURT REPORTER	-	490	-	-
TOTAL DIVISION	\$ 449	\$ 490	\$ -	2,500

DEPARTMENT OF ECONOMIC DEVELOPMENT

GREG HUTH, DIRECTOR

Major responsibilities include the following: manage the overall operations of the Department; plan a comprehensive economic development program; operate major commercial/institutional development and redevelopment programs; develop and implement a comprehensive industrial development strategy; operate business investment lending programs; serve as an ombudsman for small businesses within City government; coordinate small business assistance groups; organize local neighborhood based retention and expansion plans; provide business development and marketing resources; and planning and economic policy support.

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.

OPERATING SUMMARY (000'S OMITTED)

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 390	7	\$ 320	5	\$ 469	6		
Business Retention & Expansion	360	6	308	4	300	5		
Business Development	370	4	310	3	326	4		
Empowerment Zone	695	14	695	13	779	14		
Youth Opportunity	62	1	52	0	115	3		
Railroad Coordination	77	1	67	3	163	3		
	\$ 1,954	33	\$ 1,752	28	\$ 2,152	35		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 945	17	\$ 812	12	\$ 1,095	15		
Self-Generated	175		126		-			
	\$ 1,120	17	\$ 938	12	\$ 1,095	15		
Grants	\$ 757	15	\$ 747	13	\$ 894	17		
Railroad Agreements Revenue	77	1	67	3	163	3		
	\$ 1,954	33	\$ 1,752	28	\$ 2,152	35		

DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide day-to-day management of staff assignments, program development legislative affairs, program policy and planning. To provide a development strategy for Cleveland in cooperation with other city departments and provide economic development support to the Mayor, City Council, city departments and the business community. Also, perform capital and operating budget management, loan portfolio and compliance management, grantor agency financial reporting, and coordinate programs audits and management information services.

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

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

FUNDING SOURCE:	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
	FT	PT	FT	PT	FT	PT	FT	PT	
General Fund:									
Tax Support	\$ 215	7	\$ 194	5	\$ 469	6			
Self-Generated	175		126		-				
	\$ 390	7	\$ 320	5	\$ 469	6			

PROGRAM NAME: BUSINESS RETENTION & EXPANSION

OBJECTIVES: To provide assistance to commercial, industrial, and residential business or projects using federal, state local and private resources to foster economic development in the City of Cleveland.

ACTIVITIES: Market loan programs to the business and the lending community as viable sources of fixed asset financing; package low interest long term loans and tax incentives to businesses; package loans and grants to local development corporations to support for -profit and non-profit neighborhood development; secure federal funds for commercial lending; utilize the Cleveland Citywide Development Corporation to review proposed development projects. Coordinate small business assistance groups; organize local neighborhood based retention and expansion plans.

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

FUNDING SOURCE:	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
	FT	PT	FT	PT	FT	PT	FT	PT	
General Fund:									
Tax Support	\$ 360	6	\$ 308	4	\$ 300	5			
	\$ 360	6	\$ 308	4	\$ 300	5			



DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: BUSINESS DEVELOPMENT

OBJECTIVES: To assist in the development of real estate opportunities for new businesses as well as assist area businesses with City regulatory, licensing, zoning and building code procedures and clearances. Also, provide assistance in real estate and site location and drafts of expansion plans for area businesses. To develop strategies to promote Cleveland as a good place to live and work.

ACTIVITIES: Collect and make available pertinent real estate and city data. Produce site and expansion plans. Implement interdepartmental programs. Implement and administer the Neighborhood Development Investment Fund (NDIF). Produce marketing brochures promoting both Cleveland and Economic Development assistance programs.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
General Fund:								
Tax Support	\$ 370	4	\$ 310	3	\$ 326	4		
	\$ 370	4	\$ 310	3	\$ 326	4		

FUNDING SOURCE:

PROGRAM NAME: EMPOWERMENT ZONE

OBJECTIVES: To provide for economic development, labor force development and community building utilizing an Economic Development Initiative Grant Title XX and HUD Section 108 Loan pool within the Empowerment Zone designated area.

ACTIVITIES: The ten year links jobs and job training with genuine economic opportunities and business needs, while neighborhood centers help families gain access to the resources they need to make constructive changes in their lives.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
Grants	\$ 695	14	\$ 695	13	\$ 779	14		
	\$ 695	14	\$ 695	13	\$ 779	14		

FUNDING SOURCE:



DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: EMPOWERMENT ZONE -YOUTH OPPORTUNITY GRANT

OBJECTIVES: To implement a program that will increase the school graduation rates and facilitate the placement of Empowerment Zone youths between the ages of 14-21 into entry-level jobs.

ACTIVITIES: A Youth Opportunity Center will be created in the Empowerment Zone to save its at risk in school and out-of-school youth by providing computer, recreation, counseling, job placement and retention assistance and other services in a non school like setting.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
Grants	\$ 62	1		\$ 52	0		\$ 115	3	
	\$ 62	1		\$ 52	0		\$ 115	3	



DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: RAILROAD COORDINATION

OBJECTIVES: To oversee the design, development, construction, and implementation of various mitigation measures for the purpose of safeguarding the people and the neighborhoods of Cleveland from the impacts of the increased freight train traffic by CSX and Norfolk Southern in our community.

ACTIVITIES: Implement a noise mitigation plan that will reduce noise levels in affected areas and protect the citizens of the City of Cleveland.

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

	2003 ACTUAL		2004 UNAUDITED			2005 BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
		FT PT		FT PT		FT PT		
FUNDING SOURCE:								
Railroad Agreements Revenue	\$ 77	1	\$ 67	3	\$ 163	3		
	\$ 77	1	\$ 67	3	\$ 163	3		



DEPARTMENT OF ECONOMIC DEVELOPMENT

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 787,799	\$	840,840	\$	661,217	\$	773,047
LONGEVITY	3,250		3,075		2,350		4,150
SEPARATION PAYMENTS	10,075		4,295		15,759		-
OVERTIME	123		-		-		-
TOTAL	\$ 801,247	\$	848,210	\$	679,326	\$	777,197
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 72,633	\$	80,336	\$	70,068	\$	127,206
DENTAL	5,812		6,540		6,117		6,562
VISION CARE	651		1,008		727		706
PERS	113,791		109,135		102,137		105,310
FICA-MEDICARE	10,544		11,386		9,726		11,269
WORKERS COMPENSATION	1,068		2,109		2,379		2,618
LIFE INSURANCE	763		792		682		643
UNEMPLOYMENT	5,743		-		17,675		-
TOTAL	\$ 211,005	\$	211,306	\$	209,511	\$	254,314
TRAINING AND DUES							
TRAVEL	\$ -	\$	3,595	\$	-	\$	-
TOTAL	\$ -	\$	3,595	\$	-	\$	-
UTILITIES							
ELECTRICITY-OTHER	\$ 1,390	\$	1,011	\$	-	\$	-
TOTAL	\$ 1,390	\$	1,011	\$	-	\$	-
CONTRACTUAL SERVICES							
MILEAGE (PRIVATE AUTO)	\$ 643	\$	913	\$	700	\$	1,000
PARKING IN CITY FACILITIES	8,405		10,224		7,216		10,000
PHOTOCOPY MACHINE RENTAL	2,720		1,475		2,684		2,500
OTHER CONTRACTUAL	315		-		-		-
TOTAL	\$ 12,083	\$	12,612	\$	10,600	\$	13,500



DEPARTMENT OF ECONOMIC DEVELOPMENT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
COMPUTER SOFTWARE	\$ -	\$ 2,245	\$ -	\$ -
OFFICE SUPPLIES	-	72	-	1,000
OTHER SUPPLIES	-	282	-	-
JUST IN TIME SUPPLIES	1,782	3,285	3,522	2,500
TOTAL	\$ 1,782	\$ 5,884	\$ 3,522	\$ 3,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 18,495	\$ 24,792	\$ 25,265	\$ 33,637
CHARGES FROM PRINTING	2,580	5,107	4,075	5,722
CHARGES FROM STOREROOM	1,493	3,694	4,134	5,003
CHARGES FROM MOTOR VEHICLES	4,399	3,416	1,468	2,019
CHARGES FROM DATA PROC	1,233	-	-	-
TOTAL	\$ 28,200	\$ 37,009	\$ 34,942	\$ 46,381
TOTAL DIVISION	\$ 1,055,707	\$ 1,119,627	\$ 937,901	\$ 1,094,892

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICES	\$ -	\$ 25	\$ 600	\$ -
MISCELLANEOUS REVENUES	400,000	175,040	125,014	-
EXPENDITURE RECOVERIES	-	123	353	-
TOTAL DIVISION	\$ 400,000	\$ 175,188	\$ 125,966	\$ -



DEPARTMENT OF ECONOMIC DEVELOPMENT

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director, Economic Development	50,795	160,115
1	0	1	Executive Assistant	50,795	134,810
2	1	2			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	43,080
1	1	1	Secretary	9.66 Hr.	15.71 Hr.
2	2	2			
PROFESSIONALS					
1	1	1	Accountant 4	20,093	53,834
1	0	1	Administrative Manager	27,194	80,967
1	1	1	Contract Compliance Officer	26,274	64,151
2	1	2	Coordinator, Project	27,326	81,807
1	0	1	Development Officer	9.66 Hr.	24.32 Hr.
5	6	5	Director, Project	22,333	72,735
11	9	11			
15	12	15	TOTAL GENERAL FUND		
20	16	20	TOTAL GRANT POSITIONS		
35	28	35	TOTAL DEPARTMENT		

*Salary Schedule effective October 4, 2004



DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT

The Division of Workforce Development is responsible for operations under the Workforce Investment Act of 1998 (WIA) Law 105-220, a comprehensive reform legislation that supersedes the Job Training Partnership Act (JTPA). It is the purpose of this Act to establish programs, to create a new comprehensive, workforce investment system. The reformed system is to be customer-focused, to help individuals access the tools they need to manage their careers through information and high quality services, and to help companies find skilled workers. The goals of the act are to increase employment retention and earnings of participants, to improve the quality of the workforce to sustain economic growth, to enhance productivity and competitiveness, and to reduce welfare dependency. Satisfaction of these goals will aid in improving the quality of the workforce and enhancing the productivity and competitiveness of the Nation. As a New Federalism program, the U.S. Department of Labor transmits funds (Title I) to the Governors. In Ohio, The Governor has designated Ohio Workforce Areas (OWA's) throughout the State. The geographic boundaries of the City of Cleveland have been designated as OWA #3. In accordance with an agreement between the Mayor, the Chief and (local) Elected Official in OWA #3, One Stop, WIA Grant Recipient and Administrative Entity.

Mission Statement

The Cleveland Career Centers strives to attract a customer mix consisting of a variety of individual and business groups to provide as many options for customers as possible. Recognizing that work is integral to an individual's dignity and one's sense of self within the community, the purpose of the Cleveland Career Centers is to address the employment, reemployment, retention, and workplace needs of our community through career counseling, development, and training. We will establish and maintain strong partnerships, with businesses, the public sector, and local educational institutions to ensure that we supply the necessary skills that employers seek. All of us benefit with each successful entry to the world of work.

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
Administration	\$ 1,587	20		\$ 1,783	16		\$ 1,093	18	1
Training Services for the Disadvantage	15,088	44		12,658	45		10,815	54	
Pros Ex- Offenders	-			875	6		875	8	
Cuyahoga County Project	-			95	2		95	2	
EPA Brownfield	-			-			200		
Second Chance	-			-			40		
	\$ 16,675	64		\$ 15,411	69		\$ 13,118	82	1
FUNDING SOURCE:									
Workforce Investment Act	\$ 15,870			\$ 14,537			\$ 11,155	72	1
Empowerment Zone	805			779			546		
PROES Ex-Offender Project	-			-			875	8	
Cuyahoga County EFS Project	-			95			95	2	
EPA-Brownfield	-			-			200		
Second Chance-Cuyahoga County	-			-			40		
Program Income:									
Memorandum of Understanding-Partners	-			-			190		
Program Income	-			-			17		
	\$ 16,675	64		\$ 15,411	69		\$ 13,118	82	1

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To comply with the responsibilities of the Grant Recipient and Administrative Entity as required under the status of the Workforce Investment Act, the attendant federal regulations and administrative policies of the Ohio Department of Job & Family Services (ODJFS).

ACTIVITIES: To carry out Planning and Development, Contract Administration, Customer Tracking and Reporting, Financial Management and Reporting, Program Evaluation, Audit Resolution, Human Resources & Personnel in an efficient and effective manner.

PROGRAM NAME: TRAINING SERVICES FOR ADULTS, DISLOCATED WORKERS & YOUTH

OBJECTIVES: To design a comprehensive network of training and educational resources to ensure job seekers and employers maximum access to information and services for basic skill remediation, skill upgrade, and skill-set enhancement for adults and dislocated workers.

ACTIVITIES: Providing the following services to adults & dislocated workers: Provide Central Intake, Objective Assessment, Referral of Participants to Appropriate Training, Supportive Services, Case Management, Basic Education Skills Training, Occupational Skills, On-The-Job Training, Pre-Employment and Work Maturity Skills Training, Work Experience, and Job Search Assistance. Utilization of an Individual Training Account (ITA) system for adults and dislocated workers to ensure customers choice for upgrading training skills and development. Providing employers in the community with On-The-Job and Customized training opportunities for new and/or current employees and to use funds to recruit and retain Cleveland businesses. Administration for year-round comprehensive services for youth and young adults, ages 14-21, which emphasize strong connections between academic and occupational learning. Programs must include access to each of the following activities:

- Paid and Unpaid Work Experience
- Citizenship and Leadership Development Activities
- Support Services
- Adult Mentoring
- Occupational Skills Training
- Comprehensive Guidance & Counseling
- Summer Work Experience
- Tutoring/Study Skills Training
- Alternative Secondary School Services
- Follow-up Services (at least 12 months)

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

**PROGRAM NAME: EX-OFFENDER PROJECT PROVIDING REAL OPPORTUNITIES FOR
EX-OFFENDERS TO SUCCEED (PROES)**

OBJECTIVES: The PROES Program is a statewide pilot designed to reduce the rate of recidivism by utilizing intensive life management and job readiness skills training and provide a holistic approach to bring services and training to individuals in a One-Stop environment.

ACTIVITIES: The PROES program includes the following activities: Goals & Objectives, Life Skills, Anger Management, Behavior Modification, Effective Communication, Basic Needs, Critical Thinking, Job Search, Critical Thinking, Referral to Community Agencies, Job Search, Introduction to the World of Work, Labor Market Information, Job Preparation, and Learning from Rejection.

PROGRAM NAME: CUYAHOGA COUNTY NEIGHBORHOOD CENTER STAFFING

OBJECTIVES: The Cuyahoga County Neighborhood Center staffing project is to provide on-site staff from the Cleveland Career Centers at two local Neighborhood Centers (Glenville & Ohio City) and develop a direct connection between the Neighborhood Center and the Cleveland Career Center services.

ACTIVITIES: Provide information about City of Cleveland programs and/or One Stop Center; Conduct an initial assessment and/or initial eligibility determination to determine which services customer may be eligible; Make referrals to partner/community support services or other City of Cleveland programs; Serve as a resource room attendant in EFS' Career Centers, and assist with developing an employment plan, provide job search assistance and/or connect customers to possible job opportunities.

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Chief Personnel Management	30,214	94,105
2	2	2			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	43,080
1	1	1	Office Manager	20,093	45,000
3	3	3	Principal Clerk	11.93 Hr.	17.85 Hr.
0	1	0	Junior Clerk	9.89 Hr.	12.57 Hr.
11	10	11	Senior Clerk	10.29 Hr.	14.74 Hr.
16	16	16			
PROFESSIONALS					
1	1	1	Accountant III	9.66Hr.	21.83Hr.
2	2	2	Accountant IV	20,093	53,834
2	1	2	Administrative Officer	20,093	48,000
1	0	1	Assistant Mgr HR Planning	22,333	57,628
1	1	1	Budget and Management Analyst	20,093	50,543
1	1	1	Budget Administrator	30,215	94,105
5	1	2	Caseworker I	9.66 Hr.	16.37 Hr.
11	9	11	Caseworker II	9.66 Hr.	17.95 Hr.
4	3	4	Chief Caseworker Supervisor	22,427	41,623
6	5	8	Deputy Project Director	20,093	56,930
2	2	2	Fiscal Manager	21,851	73,043
0	1	1	HR Contract Administrator	20,231	72,735
3	2	3	HR Contract Specialist	9.73 Hr.	27.13 Hr.
5	3	5	HR On the Job Training Specialist	10.21 Hr.	23.07 Hr.
2	1	1	HR Monitoring & Evaluation Manager	30,215	94,105
2	1	1	HR Planner	10.74 Hr.	28.66 Hr.
4	4	4	HR Prop Mgmt Mgr	26,274	74,739
3	3	3	Job Retraining Assistant	9.66 Hr.	19.69 Hr.
1	1	1	Personnel Administrator	26,274	74,739
1	2	2	Personnel Analyst I	21,000	42,816
3	4	4	Project Director	22,333	72,735
1	1	1	Public Information Officer	9.66 Hr.	20.71 Hr.
1	0	1	Senior Programmer Analyst	23,647	62,844
1	1	1	Systems Analyst	20,093	56,000
63	50	63			
SERVICE AND MAINTENANCE					
1	1	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
1	1	1			
82	69	82	TOTAL FULL TIME		
1	0	1	TOTAL PART-TIME		
83	69	83			

* Salary Schedule effective October 4, 2004



NOTES



OFFICE OF EQUAL OPPORTUNITY

COLLETTE APPOLITO, DIRECTOR

The Office administers and monitors the City's Minority and Female-Owned Business Enterprise, and Fannie M. Lewis Resident Employment Law program, Chapters 187 and 188 of the Codified Ordinances of the City, respectively. The Office of Equal Opportunity is administered by an Executive Assistant to the Mayor. Goals are to increase participation for program enterprises in procurement of City contracts and to evaluate the workforce of all contractors to determine compliance with affirmative action goals. Managerial and technical assistance is provided to develop, support and promote business development for program participants in the city of Cleveland. Outreach is conducted through business summits, workshops and seminars on doing business with the City, matchmakers' events, and networking events.

Mission Statement

To advance the principles of Equal Opportunity and Affirmative Action in the contracting arena by promoting procurement opportunities for minority and female businesses on City contracts and to ensure all contractors meet Affirmative Action goals.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
MBE/FBE Program	\$ 14	5	\$ 14	5		\$ 363	7	
Monitoring Unit	599	7	619	4		-		
Outreach Program	-		-			110	2	
Fannie M. Lewis Employment & Res. Program	-		120	3		320	6	
	\$ 613	12	\$ 753	12		\$ 793	15	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 600	12	\$ 737	12		\$ 779	15	
Self-Generated	13		16			14		
	\$ 613	12	\$ 753	12		\$ 793	15	



OFFICE OF EQUAL OPPORTUNITY

PROGRAM NAME: MINORITY AND FEMALE BUSINESS ENTERPRISE

OBJECTIVES: To assist minority and female businesses in procuring city contracts.

ACTIVITIES: Certify program businesses and monitor their participation on city contracts. Evaluate bids. Monitor Affirmative Action Compliance in companies doing business with the city.

PROGRAM NAME: OUTREACH

OBJECTIVES: To increase the visibility and involvement and serve as a clearinghouse.

ACTIVITIES: "Business After Hours" events, "How to do Business with the City" seminars, certification workshops, business summits, James H. Walker Construction Management Courses.

PROGRAM NAME: FANNIE M. LEWIS EMPLOYMENT AND RESIDENCY PROGRAM

OBJECTIVES: To increase participation of City residents in construction projects awarded by the City in excess of \$100,000.

ACTIVITIES: Implement the Fannie M. Lewis Resident Employee Law (Chapter 188) effective January 1, 2004, requiring twenty percent city residents. Monitor compliance of contractors. Report to City Council.

OFFICE OF EQUAL OPPORTUNITY

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES				
FULL TIME PERMANENT	\$ 409,618	\$ 460,180	\$ 497,107	\$ 577,196
LONGEVITY	2,025	2,200	2,500	2,625
SEPARATION PAYMENTS	1,725	-	21,177	-
TOTAL	\$ 413,368	\$ 462,380	\$ 520,784	\$ 579,821
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 40,526	\$ 48,115	\$ 52,973	\$ 75,638
DENTAL	3,542	3,856	3,952	5,064
VISION CARE	330	553	478	576
PERS	52,273	58,942	70,716	78,566
FICA-MEDICARE	4,115	4,781	5,548	8,407
WORKERS COMPENSATION	471	1,050	1,270	1,366
LIFE INSURANCE	397	484	517	611
UNEMPLOYMENT COMPENSATION	-	-	4,199	-
TOTAL	\$ 101,654	\$ 117,779	\$ 139,654	\$ 170,228
TRAINING AND DUES				
PROFESSIONAL DUES	\$ 258	\$ -	\$ -	\$ -
TOTAL	\$ 258	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 889	\$ 7	\$ -
MILEAGE (PRIVATE AUTO)	81	211	138	500
PROGRAM PROMOTION	-	-	-	3,000
PARKING IN CITY FACILITIES	997	3,864	2,270	2,300
PHOTOCOPY MACHINE RENTAL	4,988	1,849	3,430	3,000
OTHER CONTRACTUAL	238	267	60,000	500
TOTAL	\$ 6,304	\$ 7,080	\$ 65,844	\$ 9,300
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 48	\$ 70	\$ -	\$ -
JUST IN TIME OFFICE SUPPLIES	2,222	3,775	4,302	3,500
TOTAL	\$ 2,270	\$ 3,846	\$ 4,302	\$ 3,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,599	\$ 8,509	\$ 9,436	\$ 12,444
CHARGES FROM PRINTING	2,705	5,613	6,515	9,148
CHARGES FROM STOREROOM	4,721	5,755	3,995	4,835
CHARGES FROM MOTOR VEHICLES	2,521	1,573	2,372	3,262
CHARGES FROM DATA PROCESSING	1,091	-	-	-
TOTAL	\$ 18,637	\$ 21,449	\$ 22,318	\$ 29,689
TOTAL DIVISION	\$ 542,491	\$ 612,534	\$ 752,903	\$ 792,538



OFFICE OF EQUAL OPPORTUNITY

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	2	2	Administrative Manager	27,194	80,967
1	0	0	Assistant Administrator	20,231	58,093
0	1	1	Gen Mgr. Of Admin Services	26,273	80,967
1	1	1	Executive Assistant to the Mayor	50,796	134,810
3	4	4			
OFFICE & CLERICAL					
2	0	1	Data Control Clerk	9.66 Hr.	15.09 Hr.
1	0	1	Chief Clerk	22,500	43,080
1	1	1	Private Secretary to the Director	20,093	43,080
4	1	3			
PROFESSIONALS					
10	6	7	Assistant Contract Compliance Officer	20,093	51,504
0	1	1	Contract Compliance Officer	26,274	64,151
1	0	0	Assistant Personnel Administrator	20,093	50,543
11	7	8			
18	12	15	TOTAL DIVISION		

*Salary Schedule effective October 4, 2004

CITY PLANNING COMMISSION

ROBERT BROWN, DIRECTOR

The City Planning Commission is comprised of seven members, six of whom are mayoral appointments and the seventh is an appointment of City Council. The Planning Commission is responsible for adopting and maintaining a General Plan for the City, maintaining the City's Zoning Map and Code, undertaking capital improvements planning, and conducting design review in the neighborhood and downtown districts. The Commission is responsible for reviewing and acting upon all legislation regarding planning, zoning, capital improvements, and physical development.

The City Planning department is staff to the City Planning Commission and provides a variety of planning services to the mayor, City Council, City departments, neighborhood organizations, and the general public.

Mission Statement

The mission of the City Planning Commission is to ensure continued physical development for the City through long-range planning and capital improvements planning, and to provide a coordinating role with regard to physical development projects and public improvements.

OPERATING SUMMARY (000'S OMITTED)

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administrative Services	\$ 146	4		\$ 146	4		\$ 154	4	
Planning Administration	364	5	6	364	4	6	368	4	6
Zoning Administration	136	2	1	167	2	2	182	2	2
Urban Design	300	4		300	4		313	4	
Citywide Planning	514	9		514	8		534	8	
	\$ 1,460	24	7	\$ 1,491	22	8	\$ 1,551	22	8
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,436	24	7	\$ 1,456	22	8	\$ 1,520	22	8
Self-Generated	24			35			31		
	\$ 1,460	24	7	\$ 1,491	22	8	\$ 1,551	22	8

CITY PLANNING COMMISSION

PROGRAM NAME: ADMINISTRATIVE SERVICES

OBJECTIVES: To provide financial, personnel and logistical support to the operating sections of City Planning Commission staff.

ACTIVITIES: Preparation and monitoring of departmental budget, grant, and contract administration, personnel management, provision of drafting and secretarial services; maintenance of the City's street line and lot line base map series, and preparation of GIS computerized mapping products.

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

FUNDING SOURCE:	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
General Fund:									
Tax Support	\$ 146	4		\$ 146	4		\$ 154	4	
	\$ 146	4		\$ 146	4		\$ 154	4	

PROGRAM NAME: PLANNING ADMINISTRATION

OBJECTIVES: To ensure effective and expeditious action on all mandatory legislative referrals and design reviews within the City's Neighborhood Business Revitalization Districts, Public Land Protective Districts, Urban Renewal Areas, and Community Development Plan Areas.

ACTIVITIES: Review of all legislation referred to the Planning Commission; review of project design within the City's design review districts; provision of staff support to the City Planning Commission and its Design Review Advisory Committee.

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

FUNDING SOURCE:	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
General Fund:									
Tax Support	\$ 340	5	6	\$ 329	4	6	\$ 337	4	6
Self-Generated	24			35			31		
	\$ 364	5	6	\$ 364	4	6	\$ 368	4	6

CITY PLANNING COMMISSION

PROGRAM NAME: ZONING ADMINISTRATION

OBJECTIVES: To ensure that the City has an up-to-date Zoning Code and Zoning Map and to provide professional advice to the City Planning Commission, the Board of Zoning Appeals, and the City Council regarding matters pertaining to the Zoning Code and Zoning Map.

ACTIVITIES: Preparation of zoning studies and legislation amending the City's Zoning Code or Zoning Map; review of Zoning Appeals and Zoning Code and Zoning Map changes; provision of staff support to the City Planning Commission and the City Planning Committee of Council; maintenance of the City's official zoning map series.

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

	2003			2004			2005			
	ACTUAL			UNAUDITED			BUDGET			
	COST	STAFF		COST	STAFF		COST	STAFF		
	FT	PT		FT	PT		FT	PT		
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 136	2	1	\$ 167	2	2	\$ 182	2	2	
	<u>\$ 136</u>	<u>2</u>	<u>1</u>	<u>\$ 167</u>	<u>2</u>	<u>2</u>	<u>\$ 182</u>	<u>2</u>	<u>2</u>	

PROGRAM NAME: URBAN DESIGN

OBJECTIVES: To provide design services and to prepare urban design plans necessary to facilitate appropriate development principally in neighborhood business districts, the central business district, and along the lakefront.

ACTIVITIES: Preparation of the Lakefront Plan and assistance in preparation of the Euclid Corridor Plan and the Inner Belt Study; maintenance and updating of the Downtown Plan; preparation of project evaluations, project design specifications and design guidelines; preparation of design and planning studies in conjunction with transit projects; provision of design assistance to other City departments, City Council, neighborhood organizations and the general public.

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

	2003			2004			2005			
	ACTUAL			UNAUDITED			BUDGET			
	COST	STAFF		COST	STAFF		COST	STAFF		
	FT	PT		FT	PT		FT	PT		
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 300	4		\$ 300	4		\$ 313	4		
	<u>\$ 300</u>	<u>4</u>		<u>\$ 300</u>	<u>4</u>		<u>\$ 313</u>	<u>4</u>		

CITY PLANNING COMMISSION

PROGRAM NAME: CITYWIDE PLANNING

OBJECTIVES: To provide ongoing planning services necessary to facilitate appropriate development and revitalization, and to prepare comprehensive plans for the city and its districts.

ACTIVITIES: Preparation of the Connecting Cleveland 2020 Citywide Plan; coordination of planning activities for the Cleveland Lakefront, the Euclid Corridor, and the Inner Belt; analysis and dissemination of statistical information; coordination of the citywide streetscape improvements program; and assistance to the Office of Budget and Management in preparing of the City's Annual Capital Improvement Program.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT		FT	PT	FT	PT	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 514	9	\$ 514	8	\$ 534	8		
	\$ 514	9	\$ 514	8	\$ 534	8		

CITY PLANNING COMMISSION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 789,010	\$ 1,091,132	\$ 1,062,008	\$ 1,077,887
BOARD MEMBERS	37,683	34,000	29,240	41,280
PART TIME PERMANENT	22,895	16,742	36,211	62,006
STUDENT TRAINEES	3,808	1,269	-	-
LONGEVITY	7,875	7,300	7,625	7,125
SEPARATION PAYMENTS	9,382	-	43,816	-
TOTAL	\$ 870,652	\$ 1,150,443	\$ 1,178,898	\$ 1,188,298
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 50,119	\$ 75,652	\$ 76,206	\$ 92,640
DENTAL	4,216	8,055	2,748	7,799
VISION	604	1,231	1,140	1,672
PERS	117,544	147,905	154,667	161,014
FICA-MEDICARE	5,817	10,086	9,927	11,412
WORKERS COMPENSATION	1,263	2,594	3,242	3,188
LIFE INSURANCE	737	1,080	1,014	1,035
UNEMPLOYMENT COMPENSATION	-	362	212	-
TOTAL	\$ 180,301	\$ 246,965	\$ 249,157	\$ 278,760
TRAINING AND DUES				
TRAVEL	\$ -	\$ 944	\$ -	\$ 2,500
TUITION & REGISTRATION FEES	-	575	-	2,000
OTHER TRAINING SUPPLIES	628	-	-	500
TOTAL	\$ 628	\$ 1,519	\$ -	\$ 5,000
CONTRACTUAL SERVICES				
PARKING IN CITY FACILITIES	\$ 6,639	\$ 6,246	\$ 6,255	\$ 6,000
PHOTOCOPY MACHINE RENTAL	3,307	1,130	2,047	2,000
OTHER CONTRACTUAL	835	1,044	6,146	1,200
TOTAL	\$ 10,780	\$ 8,419	\$ 14,447	\$ 9,200

CITY PLANNING COMMISSION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 846	\$ 244	\$ -
COMPUTER SUPPLIES	-	198	-	-
JUST IN TIME OFFICE SUPPLIES	9,511	11,829	7,692	8,000
TOTAL	\$ 9,511	\$ 12,872	\$ 7,936	\$ 8,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 700	\$ 1,627	\$ 1,035	\$ 540
MAINTENANCE CONTRACTS	-	-	-	4,000
COMPUTER HARDWARE MAINT.	-	-	-	3,000
COMPUTER SOFTWARE MAINT.	-	-	-	1,685
CAR WASHES	-	-	-	200
TOTAL	\$ 700	\$ 1,627	\$ 1,035	\$ 9,425
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 22,490	\$ 22,882	\$ 24,294	\$ 31,596
CHARGES FROM PRINTING	7,415	7,123	8,847	12,423
CHARGES FROM STOREROOM	4,539	3,923	4,438	5,371
CHARGES FROM MOTOR VEHICLES	1,432	4,167	2,384	3,279
CHARGES FROM DATA PROCESSING	1,233	-	-	-
TOTAL	\$ 37,109	\$ 38,095	\$ 39,964	\$ 52,669
TOTAL DIVISION	\$ 1,109,681	\$ 1,459,940	\$ 1,491,437	\$ 1,551,352

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES & PERMITS	\$ 32,838	\$ 23,525	\$ 34,528	\$ 30,000
MISCELLANEOUS REVENUES	5,681	754	780	500
EXPENDITURE RECOVERIES	-	60	179	100
TOTAL DIVISION	\$ 38,519	\$ 24,339	\$ 35,487	\$ 30,600



CITY PLANNING COMMISSION

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Planning	50,796	160,115
1	1	1	Secretary to the Director	50,795	160,115
0	1	0	Special Asst to the Mayor	50,796	166,105
3	2	3	Administrator, Assistant	20,231	58,093
5	5	5			
OFFICE & CLERICAL					
1	1	1	Secretary	9.66 Hr.	15.71 Hr.
1	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
2	2	2			
PROFESSIONALS					
1	4	1	City Planner, Assistant Senior	9.66 Hr.	21.83 Hr.
7	3	6	City Planner	30,000	55,000
5	5	5	City Planner, Chief	30,000	75,000
2	2	2	Administrator, Engineering & Planning	30,215	101,948
1	1	1	Project Director	22,333	72,735
16	15	15			
23	22	22	TOTAL FULL TIME		
1	1	1	Administrative Officer	20,093	48,000
0	1	1	Chief City Planner	30,000	75,000
6	6	6	Member - City Planning Commission		
7	8	8	TOTAL PART TIME		
30	30	30	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF HARBORS

JOHN C. MOK, DIRECTOR

The Department of Port Control monitors leases for the various areas held by the City along the shores of Lake Erie and the Cuyahoga River. The primary objective of the Department's Division of Harbors was to improve the piers and docks under its jurisdiction by initiating a plan for capital expenditures.

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

FUNDING SOURCE:	2003 ACTUAL		2004 UNAUDITED			2005 BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
		FT PT		FT	PT		FT	PT
Self-Generated Revenue*	\$ 588		\$ 444			\$ 445		
	\$588		\$ 444			\$ 445		

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICE	\$ 547,364	\$ 588,493	\$ 443,950	\$ 445,000
TOTAL DIVISION	\$ 547,364	\$ 588,493	\$ 443,950	\$ 445,000

DEPARTMENT OF PUBLIC HEALTH

MATT CARROLL, DIRECTOR

The Department of Public Health works to ensure the health and well being of Cleveland residents through clinical programs and health education, including the support of primary care services, mental health and substance abuse programs, lead poisoning prevention programs, air pollution monitoring and enforcement, health promotion, other environmental health initiatives, and the operation of the House of Correction.

The Department consists of five cost centers: Administration, and the Divisions of Health, Environment, Air Quality, and Correction. In total, the Department employs approximately 270 employees and will have an operating budget in excess of \$24 million in 2005. Grants and revenue from federal, state, and local sources will support more than \$11 million in programs in 2005.

OPERATING SUMMARY (000'S OMITTED)

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
DIVISIONS:									
Administration	\$ 715	10		\$ 724	9		\$ 727	10	
Correction	6,361	85	2	6,410	89		6,762	90	
Health	9,089	68	3	8,871	68	3	8,574	67	2
Environment	4,275	56		6,159	56		5,402	56	
Air Quality	3,503	43		3,137	43		3,180	43	
	\$ 23,943	262	5	\$ 25,301	265	3	\$ 24,645	266	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 10,712			\$ 10,588			\$ 10,748		
Self - Generated	1,907			1,365			1,599		
	\$ 12,619	164	5	\$ 11,953	162	2	\$ 12,347	162	1
Categorical Grants	\$ 8,574	81		\$ 10,543	83	1	\$ 9,796	84	1
Community Development Block Grant	1,596	1		1,587	2		1,297	2	
Special Revenue	1,154	16		1,218	18		1,205	18	
	\$ 23,943	262	5	\$ 25,301	265	3	\$ 24,645	266	2

DIVISION OF HEALTH ADMINISTRATION

MATT CARROLL, DIRECTOR

Mission Statement

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

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide policy formulation, fiscal supervision and personnel services to the Department's operating divisions.

ACTIVITIES: Process all personnel requests. Provide fiscal monitoring and coordination. Oversee operational activities.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Administration	\$ 715	10		\$ 724	9		\$ 727	10	
	\$ 715	10		\$ 724	9		\$ 727	10	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 715			\$ 705			\$ 697		
Self-Generated				19			30		
	\$ 715	10		\$ 724	9		\$ 727	10	

DIVISION OF HEALTH ADMINISTRATION

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	494,414	\$	505,592	\$	485,566	\$	519,144
LONGEVITY		3,525		2,725		4,025		3,375
SEPARATION PAYMENTS		8,624		-		37,632		-
OVERTIME		-		815		154		-
TOTAL	\$	506,564	\$	509,133	\$	527,378	\$	522,519
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	51,826	\$	53,855	\$	46,815	\$	39,867
DENTAL		4,651		4,658		3,541		3,943
VISION CARE		403		572		461		492
PERS		65,804		62,884		68,095		71,479
FICA-MEDICARE		5,173		5,026		5,316		7,649
WORKERS COMPENSATION		744		1,319		1,379		1,593
LIFE INSURANCE		479		503		441		450
UNEMPLOYMENT COMPENSATION		-		-		1,580		-
TOTAL	\$	129,081	\$	128,817	\$	127,627	\$	125,473
TRAINING AND DUES								
TRAVEL	\$	75	\$	-	\$	840	\$	-
TUITION AND REGISTRATION FEES		510		379		482		1,000
MILEAGE (PRIV AUTO) TRNG PRPS		-		-		251		-
PROFESSIONAL DUES		241		3,862		4,515		5,000
TOTAL	\$	826	\$	4,241	\$	6,088	\$	6,000
UTILITIES								
GAS	\$	2,888	\$	(17,573)	\$	-	\$	-
TOTAL	\$	2,888	\$	(17,573)	\$	-	\$	-
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	-	\$	-	\$	23,400	\$	-
MILEAGE (PRIVATE AUTO)		134		6		226		200
SECURITY SERVICES		2,945		3,932		19,983		12,500
PARKING IN CITY FACILITIES		2,964		4,174		5,574		4,500
INSURANCE AND OFFICIAL BONDS		-		100		85		-
FREIGHT EXPENSE		-		-		18		-
PROPERTY RENTAL		13,000		41,033		-		41,033
PHOTOCOPY MACHINE RENTAL		10,093		2,945		408		1,000
OTHER CONTRACTUAL		38,750		7,226		-		-
STATE AUDITOR EXAMINATION		-		5,527		4,740		5,000
TOTAL	\$	67,886	\$	64,943	\$	54,434	\$	64,233

DIVISION OF HEALTH ADMINISTRATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 11	\$ 2	\$ -	\$ -
COMPUTER SUPPLIES	115	5	-	-
COMPUTER HARDWARE	-	349	-	-
SMALL EQUIPMENT	-	18,000	-	-
OTHER SUPPLIES	120	4,371	148	500
JUST IN TIME OFFICE SUPPLIES	932	2,088	7,013	6,500
TOTAL	\$ 1,178	\$ 24,815	\$ 7,162	\$ 7,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ (1,477)	\$ 583	\$ 1,254	\$ 1,761
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ (1,252)	\$ 583	\$ 1,254	\$ 1,761
TOTAL DIVISION	\$ 707,170	\$ 714,958	\$ 723,943	\$ 726,986

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
EXPENDITURE RECOVERIES	\$ -	\$ -	\$ 19,442	\$ 30,000
TOTAL DIVISION	\$ -	\$ -	\$ 19,442	\$ 30,000

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Health	50,796	160,115
0	0	1	Secretary to the Director	36,590	128,960
1	1	2			
OFFICE & CLERICAL					
1	1	1	Clerk, Stock	9.66 Hr.	16.19 Hr.
1	1	1	Clerk, Chief	22,050	43,080
1	1	1	Private Secretary to Director	20,092	43,080
3	3	3			
PROFESSIONALS					
1	1	1	Chief Systems Analyst	27,326	88,624
1	1	1	Chief, Computer Operations	23,647	76,635
1	1	1	Systems Analyst	20,092	56,000
1	0	0	Deputy Project Director	20,092	56,930
1	1	1	Project Director	22,333	72,735
1	1	1	Senior Budget and Management Analyst	26,274	70,909
6	5	5			
10	9	10	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

HOUSE OF CORRECTIONS

ROBERT TASKEY, COMMISSIONER

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

Mission Statement

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

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Custodial Care	\$ 6,148	83	2	\$ 6,141	87		\$ 6,487	88	
Rehabilitation	213	2		269	2		275	2	
	\$ 6,361	85	2	\$ 6,410	89		\$ 6,762	90	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 6,356			\$ 6,409			\$ 6,762		
Self - Generated	5			1			-		
	\$ 6,361	85	2	\$ 6,410	89		\$ 6,762	90	

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: REHABILITATION

OBJECTIVES: To influence a change in inmates' behavior so that, upon release, individuals can become productive members of the community.

ACTIVITIES: Develop a treatment plan for each inmate based upon an assessment of the individual's care. Provide vocational education for the inmates in the areas of building maintenance and auto repair, along with exposure to educational institutions.

HOUSE OF CORRECTIONS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 2,621,023	\$ 2,974,552	\$ 2,848,610	\$ 2,974,305
SEASONAL	16,524	-	-	-
PART TIME PERMANENT	8,894	16,524	-	-
INJURY PAY	-	-	1,907	-
LONGEVITY	23,750	25,275	25,425	27,800
WAGE SETTLEMENTS	6,725	1,943	-	-
SEPARATION PAYMENTS	60,556	5,057	12,759	-
OVERTIME	752,432	715,978	638,519	653,011
TOTAL	\$ 3,489,902	\$ 3,739,328	\$ 3,527,220	\$ 3,655,116
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 393,985	\$ 467,806	\$ 552,980	\$ 648,551
DENTAL	35,149	40,384	41,346	43,496
VISION CARE	2,582	4,591	4,337	4,305
PERS	459,160	499,070	479,732	501,366
FICA-MEDICARE	36,234	41,787	40,356	46,717
WORKERS COMPENSATION	100,785	221,237	276,215	259,011
LIFE INSURANCE	3,499	4,021	3,917	4,034
UNEMPLOYMENT COMPENSATION	11,603	1,454	-	-
CLOTHING ALLOWANCE	21,805	25,000	25,205	24,600
CLOTHING MAINTENANCE	11,575	13,200	13,225	13,280
TOTAL	\$ 1,076,375	\$ 1,318,550	\$ 1,437,312	\$ 1,545,360
TRAINING AND DUES				
TUITION AND REGISTRATION FEES	\$ 50	\$ -	\$ -	\$ 6,000
PROFESSIONAL DUES	160	(70)	1,290	350
TOTAL	\$ 210	\$ (70)	\$ 1,290	\$ 6,350
UTILITIES				
GAS	\$ (30,436)	\$ 45,526	\$ 54,907	\$ 62,060
ELECTRICITY - OTHER	125,808	105,254	101,540	109,140
TOTAL	\$ 95,372	\$ 150,780	\$ 156,447	\$ 171,200

HOUSE OF CORRECTIONS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 77,417	\$ 164,206	\$ 187,922	\$ 225,000
BANK SERVICE FEES	-	493	535	500
MEDICAL SERVICES	227,293	281,214	266,926	300,000
PARKING IN CITY FACILITIES	1,575	1,451	1,421	1,300
PROPERTY RENTAL	-	18,787	53,623	65,352
PHOTOCOPY MACHINE RENTAL	4,200	1,835	2,344	2,000
OTHER CONTRACTUAL	136,950	27,405	28,005	26,000
TOTAL	\$ 447,435	\$ 495,391	\$ 540,776	\$ 620,152
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,821	\$ 1,147	\$ 2,109	\$ 2,000
POSTAGE	-	14	-	-
COMPUTER SUPPLIES	393	-	1,161	-
CLOTHING	28,306	4,598	18,054	29,800
HARDWARE AND SMALL TOOLS	4,165	598	1,438	1,639
SMALL EQUIPMENT	3,535	268	3,902	-
OFFICE FURNITURE AND EQUIP	-	2,305	1,856	2,000
ELECTRICAL SUPPLIES	1,220	639	706	1,500
HYGIENE AND CLEANING SUPP	37,561	34,841	49,114	55,000
PAINTING EQUIPMENT AND SUPP	-	280	482	1,000
DOORS, SHUTTERS & WINDOWS	-	-	1,145	-
MEDICAL SUPPLIES	12,010	45,549	9,306	10,000
FOOD	285,676	285,000	350,707	310,000
PHOTOGRAPHIC SUPPLIES	7,425	7,125	7,605	12,000
OTHER SUPPLIES	21,937	20,325	9,116	20,000
PHARMACEUTICAL SUPPLIES	76,950	98,385	119,756	135,000
JUST IN TIME OFFICE SUPPLIES	7,063	7,273	6,161	5,000
BUILDING MAINT SUPPLIES	5,386	4,235	17,174	5,000
MISC MAINTENANCE SUPPLIES	2,253	1,621	943	1,500
TOTAL	\$ 495,702	\$ 514,203	\$ 600,737	\$ 591,439
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ 14,843	\$ 40,384	\$ 42,398	\$ 39,000
MAINTENANCE MISC EQUIPMENT	800	-	-	-
TOTAL	\$ 15,643	\$ 40,384	\$ 42,398	\$ 39,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS AND DAMAGES	\$ 120	\$ -	\$ 250	\$ -
TOTAL	\$ 120	\$ -	\$ 250	\$ -

HOUSE OF CORRECTIONS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 21,276	\$ 17,088	\$ 18,747	\$ 24,230
CHARGES FROM RADIO SYSTEM	20,951	21,781	23,208	23,711
CHARGES FROM PRINTING	5,416	14,437	8,446	11,860
CHARGES FROM STOREROOM	124	542	2,016	2,440
CHARGES FROM MOTOR VEHICLES	35,230	40,521	42,744	58,788
CHARGES FROM DATA PROCESSING	4,725	-	-	-
CHARGES FROM WASTE	6,288	8,312	8,386	12,000
TOTAL	\$ 94,010	\$ 102,681	\$ 103,547	\$ 133,029
TOTAL DIVISION	\$ 5,714,770	\$ 6,361,247	\$ 6,409,976	\$ 6,761,646

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 2,963	\$ -	\$ -
SALES AND CHARGES FOR SERVICES	4,230	1,650	-	-
MISCELLANEOUS REVENUE	75	217	-	-
EXPENDITURE RECOVERIES	-	-	1,080	-
TOTAL DIVISION	\$ 4,305	\$ 4,830	\$ 1,080	\$ -

HOUSE OF CORRECTIONS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Correction	40,315	110,331
1	1	1			
OFFICE & CLERICAL					
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
1	1	1	Storekeeper	9.66 Hr.	18.44 Hr.
4	4	4			
PROFESSIONALS					
2	2	2	Analyst, Budget	20,092	48,028
2	2	2	Caseworker II	9.66 Hr.	17.95 Hr.
1	1	1	Recreational Instructor III	9.66 Hr.	17.02 Hr.
2	2	2	Nurse, Practical	13.88 Hr.	15.88 Hr.
1	1	1	Public Health Nurse III	39,099	46,600
8	8	8			
PROTECTIVE SERVICE					
66	65	66	Correctional Officer	12.18 Hr.	15.45 Hr.
6	6	6	Supervisor, Correctional	20,092	46,377
72	71	72			
SERVICE & MAINTENANCE					
2	2	2	Cook	11.38 Hr.	14.18 Hr.
1	1	1	Cook, Head	9.66 Hr.	15.68 Hr.
2	2	2	Mechanical Handyman	14.54 Hr.	16.54 Hr.
5	5	5			
90	89	90	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF HEALTH**ANJOU PAREKH, COMMISSIONER**

The Division of Health is responsible for a broad array of programs and services designed to promote, maintain and improve the health status of Clevelanders. The objective of the Health Division is to interpret and enforce those sections of the State and City law which pertain to public health and disease control. Specific activities of the Health Division include direct medical services, public health nursing, communicable disease surveillance, sexually transmitted disease control, inspection and licensure of medical facilities, laboratory services, health education and health promotion, mental health and substance abuse prevention and treatment, AIDS education, and HIV testing and counseling.

The Health Division is responsible for the Mayor's Health Advisory Committee, a 25-member committee of community leaders selected to advise the Mayor on issues affecting the public's health and disparities in health status. The Health Division also operates the Bureau of Vital Statistics, which is responsible for the issuance of all birth and death certificates and for keeping, collecting and maintaining those statistics which reflect the general health status of Cleveland.

BUDGET COMMENTS

Grant funding supplements General Fund monies and enables the Health Division to provide a wide range of health services throughout the community. These services include immunization activities, preventive health services to residents in public housing, substance abuse treatment services to inmates in the House of Corrections, and infant mortality reduction. The MomsFirst (formerly known as Healthy Family/Healthy Start) program adds funds to the Division's budget for use by a community-wide consortium of providers and residents to reduce the infant mortality rates in Cleveland.

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.

DIVISION OF HEALTH

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Health Administration	\$ 3,733	20	1	\$ 3,997	23		\$ 3,814	24	
Miles-Broadway	110	1		128	1		132	1	
J.Glen Smith	814	10		765	12	1	795	12	1
McCafferty	394	4	1	354	2	2	384	2	1
Tremont	359	3	1	247	3		-		
Vital Statistics	669	14		595	11		601	11	
Mental Health & Substance Abuse	512	8		462	10		448	11	
Healthy Family/Healthy Start	2,498	8		2,323	6		2,400	6	
	\$ 9,089	68	3	\$ 8,871	68	3	\$ 8,574	67	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,582			\$ 2,042			\$ 1,814		
Self - Generated	1,849			1,229			1,502		
	\$ 3,431	44	3	\$ 3,271	42	2	\$ 3,316	40	1
Categorical Grants	\$ 4,061	23		\$ 4,013	24	1	\$ 3,961	25	1
Community Develop Block Grant	1,596	1		1,587	2		1,297	2	
	\$ 9,089	68	3	\$ 8,871	68	3	\$ 8,574	67	2

DIVISION OF HEALTH

PROGRAM NAME: HEALTH ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing and evaluation of all Division of Health components and activities to ensure that all resources are utilized to the benefit of the Citizens of Cleveland.

ACTIVITIES: Manage general fund and grant budgets, personnel management and administration. Supervise and evaluate Division of Health programs and activities at the four Cleveland Health Centers. Coordinate with other agencies and departments on public health issues, initiatives and enforcement actions.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 1,155	14	2	\$ 1,160	12		\$ 1,412	13	
Categorical Grants	982	5		1,250	9		1,105	9	
Community Develop Block Grant	1,596	1		1,587	2		1,297	2	
	\$ 3,733	20	2	\$ 3,997	23		\$ 3,814	24	

PROGRAM NAME: NEIGHBORHOOD HEALTH CENTERS - Miles-Broadway, J. Glen Smith, Thomas McCafferty and Tremont

OBJECTIVES: To provide the public with personal health care programs within their own neighborhoods.

ACTIVITIES: Immunize children to reduce the incidence of preventable childhood diseases. Provide education and treatment programs to identify and decrease the incidence of sexually transmitted diseases. Provide laboratory testing, medical treatment and direct referral of both adult and child patients. Provide HIV/AIDS prevention activities, testing, supportive services and case management. Provide public health nursing home visitations.

MILES-BROADWAY HEALTH CENTER

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 110	1		\$ 128	1		\$ 132	1	
	\$ 110	1		\$ 128	1		\$ 132	1	



DIVISION OF HEALTH

J. GLEN SMITH HEALTH CENTER

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
General Fund	\$ 728	8		\$ 700	11	1	\$ 712	11	1
Categorical Grants	86	2		65	1		83	1	
\$ 814	10		\$ 765	12	1	\$ 795	12	1	

FUNDING SOURCE:

THOMAS MCCAFFERTY HEALTH CENTER

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
General Fund	\$ 305	2	1	\$ 289	2	1	\$ 301	2	
Categorical Grants	89	2		65		1	83		1
\$ 394	4	1	\$ 354	2	2	\$ 384	2	1	

FUNDING SOURCE:

TREMONT HEALTH CENTER

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
General Fund	\$ 359	3	1	\$ 247	3		\$ -		
\$ 359	3	1	\$ 247	3		\$ -			

FUNDING SOURCE:



DIVISION OF HEALTH

PROGRAM NAME: VITAL STATISTICS

OBJECTIVES: To maintain an accurate record of all births and deaths occurring in Cleveland and 22 suburbs and keep those statistics which reflect upon the general health status of the City.

ACTIVITIES: Register birth and death certificates for Cleveland and 22 surrounding suburbs. Distribute, for a fee, records of births, death and stillbirths. Provide indigent burial services.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
General Fund	\$ 669	14		\$ 595	11		\$ 601	11	
	\$ 669	14		\$ 595	11		\$ 601	11	

FUNDING SOURCE:

PROGRAM NAME: MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT SERVICES

OBJECTIVES: To offer help and guidance to those citizens suffering from mental health or drug dependency problems, and to support initiatives that address substance abuse prevention and mental health promotion.

ACTIVITIES: Provide counseling and prevention activities for adults, youth, individuals, families and groups in the area of alcoholism and drug abuse. Promote initiatives that address mental health and well being.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
General Fund	\$ 106	2		\$ 152	2		\$ 158	2	
Categorical Grants	406	6		310	8		290	9	
	\$ 512	8		\$ 462	10		\$ 448	11	

FUNDING SOURCE:



DIVISION OF HEALTH

PROGRAM NAME: MOMSFIRST

OBJECTIVES: To reduce racial disparities in maternal/child health, provide interconceptional care, and address parental depression within the City of Cleveland.

ACTIVITIES: Provide outreach and case finding, case management, health education, and interconceptional care activities through home visits to ensure early and continuous prenatal care for participants.

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

	2003		2004				2005	
	ACTUAL		UNAUDITED				BUDGET	
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT

FUNDING SOURCE:

Categorical Grants	\$	2,498	8	\$	2,323	6	\$	2,400	6
	\$	2,498	8	\$	2,323	6	\$	2,400	6

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.

DIVISION OF HEALTH**PROGRAM NAME: COMMUNICABLE DISEASES UNIT**

OBJECTIVES: To oversee all communicable disease and public health infrastructure activities, including bioterrorism preparedness, for the City of Cleveland.

ACTIVITIES: Participate in countywide disease reporting system. Conduct communicable disease investigation, including surveillance and outbreak investigations. Improve training for health department staff on communicable diseases and investigations. Improve infrastructure, including information technology capabilities, in order to more efficiently handle outbreak investigations.

PROGRAM NAME: HEALTH PROMOTION UNIT

OBJECTIVES: To help citizens of the City of Cleveland change their lifestyle to move toward a state of optimal health through enhanced awareness, behavior change and the creation of environments that support good health practices.

ACTIVITIES: Participate in two county-wide youth tobacco surveillance checks; promote clean indoor air policy; promote smoking cessation programs for adults; coordinate health promotion and health education programming to support tobacco-related chronic disease prevention. 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: STD CLINICS

OBJECTIVES: To reduce the incidence of sexually transmitted diseases (STDs) in Cleveland and surrounding areas.

ACTIVITIES: Provide medical and laboratory services for diagnosis and treatment in two STD clinics. Conduct STD surveillance and provide outbreak response. Affect community and individual behavior change through education. Provide testing, treatment, counseling and education toward STD prevention.

DIVISION OF HEALTH

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,724,514	\$ 1,785,815	\$ 1,836,838	\$ 1,706,461
PART TIME PERMANENT	94,377	100,327	41,129	16,047
LONGEVITY	14,225	14,000	13,938	14,475
WAGE SETTLEMENTS	13,560	12,868	-	-
SEPARATION PAYMENTS	15,377	27,635	5,511	-
OVERTIME	118	3,964	107	-
TOTAL	\$ 1,862,171	\$ 1,944,608	\$ 1,897,523	\$ 1,736,983
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 177,881	\$ 205,509	\$ 231,245	\$ 249,821
DENTAL	16,296	18,355	18,150	17,611
VISION CARE	1,999	2,718	2,564	2,606
PERS	249,408	247,664	277,080	235,361
FICA-MEDICARE	17,224	19,266	19,304	16,978
WORKERS COMPENSATION	2,167	4,908	6,853	10,359
LIFE INSURANCE	1,808	1,967	1,883	1,800
UNEMPLOYMENT COMPENSATION	14,760	8,029	16,745	-
CLOTHING ALLOWANCE	600	1,060	600	600
CLOTHING MAINTENANCE	300	-	300	300
TOTAL	\$ 482,443	\$ 509,474	\$ 574,724	\$ 535,436
TRAINING AND DUES				
TRAVEL	\$ 3,515	\$ 638	\$ 813	\$ 1,000
TUITION & REGISTRATION FEES	858	542	804	1,000
PROFESSIONAL DUES	-	-	25	-
REGIONAL PLAN COMMISSION	-	-	5	-
MILEAGE (PRV AUTO) TRNG PRPS	-	-	123	-
TOTAL	\$ 4,373	\$ 1,180	\$ 1,769	\$ 2,000
UTILITIES				
GAS	\$ 52,523	\$ 28,092	\$ 22,917	\$ 24,610
ELECTRICITY - CPP	183,567	174,094	191,897	205,440
ELECTRICITY - OTHER	6,048	5,591	1,463	2,140
SECURITY & MONITORING SYSTEM	1,752	5,403	4,063	5,000
TOTAL	\$ 243,889	\$ 213,180	\$ 220,340	\$ 237,190



DIVISION OF HEALTH

EXPENDITURES - CONTINUED

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 21,043	\$	32,015	\$	-	\$	151,200
BANK SERVICE FEES	-		877		526		750
MILEAGE (PRIVATE AUTO)	2,592		3,104		1,652		3,004
WASTE DISPOSAL	7,212		4,171		5,132		4,704
SECURITY SERVICES	55,348		47,490		22,963		12,500
ADVERTISING AND PUBLIC NOTICE	3,650		-		-		-
PARKING IN CITY FACILITIES	2,497		1,346		1,512		1,500
PROPERTY RENTAL	80,760		47,709		-		45,861
PHOTOCOPY MACHINE RENTAL	8,504		3,501		10,206		10,000
OTHER CONTRACTUAL	174,355		197,903		138,004		137,400
INDIGENT RELIEF	74,000		10,000		-		-
STATE AUDITOR EXAMINATIONS	3,518		-		-		-
LOCAL MATCH-GRANT PROGRAMS	33,000		-		-		-
CREDIT CARD PROCESSING FEES	-		18,934		10,356		12,500
TOTAL	\$ 466,478	\$	367,050	\$	190,350	\$	379,419
MATERIAL AND SUPPLIES							
OFFICE SUPPLIES	\$ 9,966	\$	10,174	\$	6,507	\$	5,000
POSTAGE	1,297		955		957		1,000
COMPUTER SUPPLIES	-		713		711		750
COMPUTER HARDWARE	1,998		1,585		-		-
COMPUTER SOFTWARE	80		-		-		-
FUEL	-		-		8		-
OFFICE FURNITURE & EQUIP	-		783		-		-
ELECTRICAL SUPPLIES	686		464		-		-
HYGIENE AND CLEANING SUPP	1,933		1,590		3,580		3,500
MEDICAL SUPPLIES	12,659		23,595		14,479		10,000
OTHER SUPPLIES	11,676		16,175		3,142		3,000
PHARMACEUTICAL SUPPLIES	6,626		26,236		11,673		16,500
LABORATORY SUPPLIES	25,359		13,827		18,968		20,000
JUST IN TIME OFFICE SUPPLIES	11,621		19,454		21,703		13,000
TOTAL	\$ 83,900	\$	115,551	\$	81,728	\$	72,750
MAINTENANCE							
MAINTENANCE OFFICE EQUIP	\$ 213	\$	74	\$	111	\$	500
MAINTENANCE CONTRACTS	1,278		2,575		15,215		10,000
COMPUTER SOFTWARE MAINT	2,854		-		-		-
CAR WASHES	-		390		-		-
TOTAL	\$ 4,345	\$	3,039	\$	15,326	\$	10,500



DIVISION OF HEALTH

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 155,258	\$ 195,902	\$ 184,928	\$ 234,941
CHARGES FROM PRINTING	11,596	48,850	44,835	72,810
CHARGES FROM STOREROOM	29,743	18,186	21,894	21,492
CHARGES FROM MOTOR VEHICLES	35,052	13,951	12,217	12,160
CHARGES FROM STREET CONST	-	-	25,260	-
CHARGES FROM DATA PROCESSING	5,337	-	-	-
TOTAL	\$ 236,986	\$ 276,889	\$ 289,134	\$ 341,403
TOTAL DIVISION	\$ 3,384,586	\$ 3,430,972	\$ 3,270,893	\$ 3,315,681

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICE	\$ 1,422,338	\$ 1,666,145	\$ 1,113,507	\$ 1,359,500
MISCELLANEOUS REVENUE	8,496	59,760	6,926	2,500
EXPENDITURE RECOVERIES	158,630	123,127	108,519	140,000
TOTAL DIVISION	\$ 1,589,464	\$ 1,849,032	\$ 1,228,952	\$ 1,502,000

DIVISION OF HEALTH
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Health	45,021	132,782
1	1	1			
OFFICE & CLERICAL					
1	1	1	Clerk, Chief	22,050	43,080
4	4	4	Clerk, Junior	9.89 Hr.	12.57 Hr.
3	3	3	Clerk Principal	11.93 Hr.	17.85 Hr.
6	6	6	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
15	15	15			
PROFESSIONALS					
1	1	1	Analyst, Budget & Management	20,092	50,543
1	1	1	Chief, Clinical Laboratories	23,647	72,800
2	2	2	Coordinator, Project	27,326	81,807
3	3	2	Project Director	20,092	56,930
4	3	3	Examiner, Medical	21.40 Hr.	58.61 Hr.
0	1	0	Preventive Health Counsel	13.59 Hr.	20.03 Hr.
1	1	1	Health Center Director	22,333	68,109
1	1	1	Nurse, Public Health Director	26,274	74,739
4	4	4	Nurse, Public Health III	39,099	46,600
1	1	1	Public Information Officer	9.66 Hr.	20.71 Hr.
1	1	1	Computer Operator	9.66 Hr.	20.71 Hr.
1	1	1	Supervisor, Vital Statistics	19,427	50,543
20	20	18			
PARAPROFESSIONALS					
2	2	2	Aide, Community Health	9.66 Hr.	14.53 Hr.
2	2	2			
SERVICE & MAINTENANCE					
1	1	1	Mechanical Handyman	14.54 Hr.	16.54 Hr.
1	1	1			
TECHNICIAN					
2	2	2	Clinical Laboratory Technician II	9.66 Hr.	21.10 Hr.
1	1	1	Nurse, Practical	13.88 Hr.	15.88 Hr.
3	3	3			
42	42	40	TOTAL FULL TIME		
1	1	1	Clinical Laboratory Technician II	9.66 Hr.	21.10 Hr.
1	1	0	Chief of Pharmacy Services	26,274	80,967
4	2	1	TOTAL PART TIME		
46	44	41	TOTAL GENERAL FUND		
28	27	28	TOTAL GRANT POSITIONS		
74	71	69	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF ENVIRONMENT

WILLIE BESS, COMMISSIONER

The Division of Environmental Health includes 3 Bureaus, which administer some 17 environmental program activities, most of which are mandated by City codes or State of Ohio statutes. The Bureau of Environmental Health Services' objective is to provide programmatic activities (inspections, surveillance and investigations) at a sufficient level to protect the health of the public as it relates to the programs charged to the Bureau through existing codes. Duties of the Bureau consist of nuisance complaint investigations, rodent and vector control activities, school environment inspections, solid and infectious waste inspections and the approval of various license applications as imposed by City and State codes, and allied duties which may be imposed by ordinance or statute.

The Bureau of Childhood Lead Poisoning Prevention's objection is to reduce the incidence of lead poisoning in children and early identification and action to reduce blood lead levels in children diagnosed with lead poisoning. The Bureau's activities include providing educational outreach services as a regional resource center for 19 Northeastern Ohio Counties; screening children ages 1-5 for blood lead levels through direct outreach and cooperation with health care providers; operating a laboratory to analyze blood lead samples; providing medical monitoring and follow-up of lead poisoned children; inspecting residences of lead poisoned children to identify and reduce lead hazards; and contracting with local organizations to perform abatement activities to reduce lead hazards in homes of low-income families.

Mission Statement

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

OPERATING SUMMARY (000'S OMITTED)

	2003		2004			2005		
	COST	ACTUAL	COST	UNAUDITED		COST	BUDGET	
STAFF		STAFF		FT	PT		STAFF	FT
		FT		FT	PT		FT	PT
PROGRAMS:								
Environment Administration	\$ 335	6	\$ 341	6		\$ 345	6	
Childhood Lead Poisoning Prevent	1,561	14	3,729	15		2,995	15	
Environment Health	2,379	36	2,089	35		2,062	35	
	\$ 4,275	56	\$ 6,159	56		\$ 5,402	56	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 1,422		\$ 1,091			\$ 1,088		
Self - Generated	27		39			29		
	\$ 1,449	24	\$ 1,130	21		\$ 1,117	21	
Categorical Grants	\$ 1,672	16	\$ 3,811	17		\$ 3,080	17	
Special Revenue - Food Protection	1,154	16	1,218	18		1,205	18	
	\$ 4,275	56	\$ 6,159	56		\$ 5,402	56	

DIVISION OF ENVIRONMENT

PROGRAM NAME: ENVIRONMENT ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing, and evaluation of all Division of Environment components to ensure that all resources are utilized to the benefit of City of Cleveland residents.

ACTIVITIES: Management of General Fund and Grant Budgets. Facilitate daily field activity of all staff. Collection of applicable performance data. Management of operations and maintenance of City Personnel Policies and Procedures. Participation in citizen events relating to environmental Health issues.

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

2003		2004		2005	
ACTUAL		UNAUDITED		BUDGET	
COST	STAFF	COST	STAFF	COST	STAFF
FT	PT	FT	PT	FT	PT

FUNDING SOURCE:

General Fund:

Tax Support

\$ 335	6	\$ 341	6	\$ 345	6
\$ 335	6	\$ 341	6	\$ 345	6

PROGRAM NAME: AIR POLLUTION CONTROL- 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.



DIVISION OF ENVIRONMENT

PROGRAM NAME: CHILDHOOD LEAD POISONING PREVENTION

OBJECTIVES: To reduce the incidence of lead poisoning in children and to identify early, and reduce the blood levels in, children diagnosed with lead poisoning.

ACTIVITIES: Test over 18,000 children ages 1-5 for lead poisoning through health care providers and outreach. Analyze blood samples in clinical laboratory medical services. Provide and monitor medical follow-up to lead poisoned children. Inspect residences of lead-poisoned children to identify and reduce lead hazards.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
Categorical Grants	\$ 1,561	14		\$ 3,729	15		\$ 2,995	15	
	\$ 1,561	14		\$ 3,729	15		\$ 2,995	15	

DIVISION OF ENVIRONMENT

PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES

OBJECTIVES: To ensure sanitary conditions in all neighborhoods and reduce the potential of rodent-borne, vector-borne and food-borne illness.

ACTIVITIES: Conduct food service operation and food establishment inspections. Inspect premises for rodent infestation and provide necessary treatment. Approve and issue licenses as mandated by law. Inspect schools, jails, hotels/motels, public laundries, swimming pools, marinas, manufactured home parks and barbershops. Larvicide catch basins and standing water to control vector borne diseases. Investigate environmental health nuisances reported by the public. Follow up on code violations to ensure they are corrected. Prosecute health code cases. Enforce the Ohio Environmental Protection Agency regulations pertaining to solid waste and infectious management.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund:									
Tax Support	\$ 1,087			\$ 750			\$ 743		
Self - Generated	27			39			29		
	\$ 1,114	18		\$ 789	15		\$ 772	15	
Categorical Grants	\$ 111	2		\$ 82	2		\$ 85	2	
Special Revenue - Food Protection	1,154	16		1,218	18		1,205	18	
	\$ 2,379	36		\$ 2,089	35		\$ 2,062	35	



DIVISION OF ENVIRONMENT

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	914,968	\$	944,684	\$	736,134	\$	678,866
LONGEVITY		8,383		8,585		7,315		6,873
SEPARATION PAYMENTS		1,560		-		541		-
WAGE SETTLEMENTS		-		1,503		-		-
OVERTIME		18,480		7,972		1,941		-
TOTAL	\$	943,391	\$	962,745	\$	745,930	\$	685,739
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	127,486	\$	119,599	\$	101,228	\$	96,697
DENTAL		11,359		10,598		7,485		9,112
VISION CARE		2,017		1,581		1,079		1,462
PERS		131,127		137,876		100,228		95,424
FICA-MEDICARE		4,435		4,902		2,880		10,211
WORKERS COMPENSATION		(17,094)		(14,406)		(16,916)		2,390
LIFE INSURANCE		946		992		769		900
UNEMPLOYMENT COMPENSATION		-		1,260		-		-
TOTAL	\$	260,276	\$	262,402	\$	196,752	\$	216,196
TRAINING AND DUES								
TRAVEL	\$	774	\$	75	\$	145	\$	-
TUITION AND REGISTRATION FEES		605		416		250		1,200
PROFESSIONAL DUES		1,488		1,124		317		900
TOTAL	\$	2,867	\$	1,615	\$	712	\$	2,100
UTILITIES								
GAS	\$	167	\$	-	\$	-	\$	-
ELECTRICITY - CPP		9,085		12,218		24,612		26,429
ELECTRICITY - OTHER		989		1,267		2,416		2,675
TOTAL	\$	10,241	\$	13,485	\$	27,027	\$	29,104
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	20,384	\$	61	\$	-	\$	-
MILEAGE (PRIVATE AUTO)		14,538		15,155		1,491		2,570
SECURITY SERVICES		9,439		2,350		7,500		7,500
ADVERTISING AND PUBLIC NOTICE		-		-		-		1,000
PARKING IN CITY FACILITIES		2,885		2,147		3,775		2,000
PROPERTY RENTAL		71,100		53,853		-		17,632
PHOTOCOPY MACHINE RENTAL		3,099		1,378		7,090		3,000
OTHER CONTRACTUAL		73,198		28,487		71,224		68,963
LOCAL MATCH - GRANT PROGRAMS		241,501		-		-		-
TOTAL	\$	436,144	\$	103,430	\$	91,081	\$	102,665



DIVISION OF ENVIRONMENT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 2	\$ -	\$ -
DISCOUNTS LOST	-	29	-	-
POSTAGE	14	-	-	-
COMPUTER SUPPLIES	1,890	693	-	-
COMPUTER HARDWARE	-	208	-	-
COMPUTER SOFTWARE	-	2,191	-	-
CHEMICAL	26,051	44,953	5,502	10,000
HARDWARE AND SMALL TOOLS	-	14	-	-
SEED, FERTILIZER AND HERBICIDE	40,477	-	-	-
SMALL EQUIPMENT	1,647	1,482	255	-
OFFICE FURNITURE AND EQUIP	-	841	-	-
AQUATICS (POOL) SUPPLIES	-	430	3,500	-
FOOD	-	-	12	-
PHOTOGRAPHIC SUPPLIES	-	935	1,999	-
OTHER SUPPLIES	5,357	3,738	1,296	1,000
TIRES	-	460	-	-
JUST IN TIME OFFICE SUPPLIES	7,826	11,059	3,006	4,000
TOTAL	\$ 83,262	\$ 67,033	\$ 15,569	\$ 15,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ -	\$ 100
MAINTENANCE CONTRACTS	-	-	-	100
COMPUTER SOFTWARE MAINT	674	-	2,001	500
CAR WASHES	-	300	-	500
MAINTENANCE MISC EQUIPMENT	-	-	-	100
TOTAL	\$ 674	\$ 300	\$ 2,001	\$ 1,300
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 11,219	\$ 19,008	\$ 33,651	\$ 44,595
CHARGES FROM RADIO SYSTEM	653	810	3,182	1,197
CHARGES FROM PRINTING	(5,816)	9,223	3,025	4,248
CHARGES FROM STOREROOM	(2,744)	8,831	4,348	5,262
CHARGES FROM MOTOR VEHICLES	5,758	-	7,061	9,711
CHARGES FROM DATA PROC	1,625	-	-	-
TOTAL	\$ 10,694	\$ 37,872	\$ 51,268	\$ 65,013
TOTAL DIVISION	\$ 1,747,550	\$ 1,448,881	\$ 1,130,341	\$ 1,117,117



DIVISION OF ENVIRONMENT

REVENUE

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
INTERGOVERNMENTAL REVENUES	\$	-	\$	840	\$	-	\$	-
LICENSES AND PERMITS		13,419		24,489		22,778		21,000
SALES AND CHARGES FOR SERVICE		14,792		500		150		-
FINES AND FORFEITURES		500		-		-		-
MISCELLANEOUS REVENUE		13,633		1,025		2,919		8,000
EXPENDITURE RECOVERIES		-		34		13,349		-
TOTAL DIVISION	\$	42,344	\$	26,888	\$	39,195	\$	29,000

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Environment	42,758	124,900
1	1	1			
			OFFICE & CLERICAL		
1	1	1	Manager, Office	20,092	45,000
1	1	1	Secretary, Private	9.66 Hr.	18.83 Hr.
2	2	2			
			PROFESSIONALS		
1	1	1	Analyst, Budget & Management	20,092	50,543
1	1	1	Supervisor, District-Environment Health	20,092	55,000
2	2	2			
			TECHNICIAN		
2	2	2	Sanitarian I, Public Health	12.78 Hr.	19.44 Hr.
9	9	9	Sanitarian II, Public Health	14.35 Hr.	20.96 Hr.
3	3	3	Sanitarian III, Public Health	15.49 Hr.	21.78 Hr.
2	2	2	Sanitarian IV, Public Health	9.66 Hr.	26.50 Hr.
16	16	16			
21	21	21	TOTAL GENERAL FUND		
17	17	17	TOTAL ENVIRONMENTAL GRANT POSITIONS		
18	18	18	TOTAL FOOD PROTECTION FUND		
56	56	56	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF AIR QUALITY

RICHARD NEMETH, COMMISSIONER

The Division of Air Quality serves as Ohio EPA's Delegated Agent for air pollution control for all of Cuyahoga County. The objective of the Division is to bring all industrial and commercial sources of air pollution into compliance with the City Air Pollution Code and Ohio Air Pollution regulations. This will result in lower levels of air pollution and continue progress in meeting Federal Clean Air Standards. The Bureau is composed of three sections that work together to achieve the objective of meeting Federal clean air standard. The Field Monitoring Section measures air pollution levels at more than 21 sites in Cuyahoga County for six National Ambient air Criteria Pollutants. These measurements determine the overall air quality in the city and county. The Engineering Section operates the permit system, which requires all industrial sources of air pollution to register and obtain permits. The permit system identifies sources and establishes limits on the amount of emissions released into the atmosphere. The Enforcement Section maintains surveillance on pollution sources and responds to complaints from the public about a variety of air pollution issues.

Mission Statement

To ensure that emissions of regulated air pollutants from industrial sources in Cleveland and Cuyahoga County are in compliance with federal, state and local regulations and to monitor ambient air quality within the Greater Cleveland area meets Federal Clean Air standards each day of the year.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Air Quality Administration	\$ 140	1	\$ 135	1	\$ 140	1		
Air Quality Program (OH EPA)	3,363	42	3,002	42	3,040	42		
	\$ 3,503	43	\$3,137	43	\$3,180	43		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 637		\$ 359		\$ 387			
Self - Generated	26		59		38			
	\$ 663	1	\$ 418	1	\$ 425	1		
Categorical Grants	\$ 2,840	42	\$ 2,719	42	\$ 2,755	42		
	\$ 3,503	43	\$3,137	43	\$3,180	43		



DIVISION OF AIR QUALITY

PROGRAM NAME: AIR QUALITY- OHIO EPA CONTRACT

OBJECTIVES: To ensure that air emissions from industrial sources are in compliance with federal, state, and local Regulations and to monitor air pollution levels throughout Cleveland and Cuyahoga County.

ACTIVITIES: Operate an ambient air-monitoring network to collect air samples at over 21 locations to determine concentrations of particular matter, sulfur dioxide, ozone, carbon monoxide, lead, and nitrogen oxides. Issue installation, operation and renewal permits for industrial air pollution sources. Issue permits for open burning, sandblasting, and asbestos abatement. Inspect industrial air pollution sources to determine compliance with regulations and permit conditions. Inspect asbestos abatement projects to ensure compliance through additional inspections, and forward enforcement actions to the Ohio EPA. Investigate citizen complaints concerning air pollution.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
General Fund:									
Tax Support	\$ 637			\$ 359			\$ 387		
Self - Generated	26			59			38		
	\$ 663	1		\$ 418	1		\$ 425	1	
Categorical Grants	\$ 2,840	42		\$ 2,719	42		\$ 2,755	42	
	\$ 3,503	43		\$ 3,137	43		\$ 3,180	43	



DIVISION OF AIR QUALITY

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME WAGES	\$ -	\$ 89,672	\$ 81,731	\$ 85,000
OVERTIME	-	2,110	-	-
TOTAL	\$ -	\$ 91,782	\$ 81,731	\$ 85,000
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ 11,946	\$ 9,204	\$ 9,039
DENTAL	-	155	706	613
VISION CARE	-	12	4	49
PERS	-	842	10,631	11,517
FICA-MEDICARE	-	1,179	1,179	1,233
WORKERS COMPENSATION	-	-	263	227
LIFE INSURANCE	-	8	53	45
UNEMPLOYMENT COMPENSATION	-	-	41	-
TOTAL	\$ -	\$ 14,142	\$ 22,081	\$ 22,723
TRAINING AND DUES				
TRAVEL	\$ -	\$ 235	\$ 1,679	\$ 1,000
TUITION AND REGISTRATION FEES	-	-	12	2,000
PROFESSIONAL DUES	-	200	3,944	-
TOTAL	\$ -	\$ 435	\$ 5,635	\$ 3,000
UTILITIES				
ELECTRICITY - OTHER	\$ -	\$ -	\$ 3	\$ -
TOTAL	\$ -	\$ -	\$ 3	\$ -
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ -	\$ -	\$ 7	\$ 2,000
ADVERTISING AND PUBLIC NOTICE	-	-	-	1,000
PARKING IN CITY FACILITIES	-	-	-	1,000
PHOTOCOPY MACHINE RENTAL	-	-	-	500
OTHER CONTRACTUAL	-	-	15,168	-
LOCAL MATCH - GRANT PROGRAMS	-	556,880	286,357	305,120
TOTAL	\$ -	\$ 556,880	\$ 301,532	\$ 309,620
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 500
POSTAGE	-	-	-	300
COMPUTER HARDWARE	-	-	-	1,000
OFFICE FURNITURE AND EQUIP	-	-	-	2,000
OTHER SUPPLIES	-	-	500	700
JUST IN TIME OFFICE SUPPLIES	-	-	6,389	682
TOTAL	\$ -	\$ -	\$ 6,889	\$ 5,182
TOTAL DIVISION	\$ -	\$ 663,240	\$ 417,870	\$ 425,525



DIVISION OF AIR QUALITY

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICE	\$ -	\$ 26,257	\$ 57,652	\$ 38,000
EXPENDITURE RECOVERIES	-	-	1,385	-
TOTAL DIVISION	\$ -	\$ 26,257	\$ 59,037	\$ 38,000

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Air Quality	42,758	124,900
1	1	1			
1	1	1	TOTAL GENERAL FUND		
42	42	42	TOTAL AIR QUALITY GRANT POSITIONS		
43	43	43	TOTAL DIVISION		

Salary Schedule effective October 4, 2004



NOTES



DEPARTMENT OF AGING

JANE FUMICH, DIRECTOR

The Department of Aging is a planning, coordinating, and direct service agency dedicated to increasing, improving, and delivering a variety of services intended to enhance the quality of life for Cleveland's elders and enable them to remain independent in their own homes while preserving their dignity and independence.

Mission Statement

To ensure Cleveland is an elder-friendly community by enhancing the quality of life for Cleveland seniors through advocacy, planning, service coordination, and the delivery of needed services.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	
PROGRAMS:									
Supportive Services/Outreach/Admin	\$ 380	6	2	\$ 411	6	1	\$ 512	7	3
Grant Programs	496	9	3	402	9	5	439	9	3
	\$ 876	15	5	\$ 813	15	6	\$ 951	16	6
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 379			\$ 410			\$ 512		
Self - Generated	1			1			-		
	\$ 380	6	2	\$ 411	6	1	\$ 512	7	3
Grants	\$ 496	9	3	\$ 402	9	5	\$ 439	9	3
	\$ 876	15	5	\$ 813	15	6	\$ 951	16	6

DEPARTMENT OF AGING**PROGRAM NAME: SUPPORTIVE SERVICES/COMMUNITY OUTREACH**

OBJECTIVES: To identify and assist seniors in accessing services, benefits, and programs to ensure they receive adequate assistance in emergencies, the benefits to which they are entitled, and programs to help maintain independence.

ACTIVITIES: Participate in a variety of outreach activities to identify seniors in need of assistance. Conduct assessments of older persons in their homes. Link seniors with the services, benefits, and programs needed to maintain safety and independence. Assist seniors with utility shut off (i.e. gas, electric, water, etc.) and provide assistance with emergency food from hunger centers, access to home delivered meals, personal care and homemaker services, job assistance, home repairs, and chore services. Serve as a liaison with other City departments and agencies concerning services for the elderly. Serve as an advocate for seniors to ensure they receive fair and equal treatment and the services they need.

PROGRAM NAME: CHORE

OBJECTIVES: Enhance the quality of life for Cleveland elders (60+) and enable them to remain independent in their own homes.

ACTIVITIES: Assist seniors with interior and exterior household chores including lawn cutting.

PROGRAM NAME: SENIOR STRIDES

OBJECTIVES: To assist Cleveland seniors (55+) in securing employment.

ACTIVITIES: Provide career and employment counseling, resume preparation, training, job search and job placement.

PROGRAM NAME: SENIOR HOMEOWNERS ASSISTANCE PROGRAM

OBJECTIVES: To assist Cleveland seniors in obtaining critical repairs for their homes.

ACTIVITIES: Provide financial assistance to elderly, low-income homeowners with critical health, safety, and maintenance home repairs.

DEPARTMENT OF AGING

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 203,478	\$ 222,215	\$ 266,957	\$ 298,102
SEASONAL	-	2,857	-	-
PART TIME PERMANENT	8,848	24,272	-	36,142
STUDENT TRAINEES	5,542	11,210	13,561	-
LONGEVITY	2,100	1,800	1,800	1,800
SEPARATION PAYMENTS	16,254	1,718	-	-
TOTAL	\$ 236,222	\$ 264,071	\$ 282,319	\$ 336,044
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 19,737	\$ 11,066	\$ 22,372	\$ 33,223
DENTAL	1,498	953	1,615	2,580
VISION CARE	193	168	268	424
PERS	28,776	33,996	38,391	45,534
FICA-MEDICARE	2,833	3,209	3,252	4,873
WORKERS COMPENSATION	200	642	1,464	3,076
LIFE INSURANCE	225	164	260	299
TOTAL	\$ 53,462	\$ 50,197	\$ 67,622	\$ 90,009
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ 30	\$ 1,149	\$ 380	\$ 1,000
PROFESSIONAL DUES	435	-	331	500
TOTAL	\$ 465	\$ 1,149	\$ 711	\$ 1,500
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 213	\$ 311	\$ 628	\$ 700
TRAVEL- NON-TRAINING	-	-	-	1,500
MILEAGE (PRIVATE AUTO)	1,995	548	374	500
PARKING IN CITY FACILITIES	4,382	3,700	3,906	4,750
PHOTOCOPY MACHINE RENTAL	2,592	750	1,116	1,200
TOTAL	\$ 9,182	\$ 5,309	\$ 6,023	\$ 8,650
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 87	\$ 100	\$ 1,500
COMPUTER HARDWARE	9,362	-	1,121	-
COMPUTER SOFTWARE	450	150	-	-
OFFICE FURNITURE & EQUIPMENT	-	152	208	-
OTHER SUPPLIES	1,181	963	323	-
SPECIAL EVENTS SUPPLIES	1,036	4,733	2,854	8,000
JUST IN TIME SUPPLIES	4,322	8,713	5,977	6,800
TOTAL	\$ 16,351	\$ 14,797	\$ 10,583	\$ 16,300



DEPARTMENT OF AGING

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
COMPUTER HARDWARE MAINTENANCE	\$ -	\$ -	\$ 500	\$ -
CAR WASHES	250	-	250	250
TOTAL	\$ 250	\$ -	\$ 750	\$ 250
CLAIMS, REFUNDS, MISCELLANEOUS				
JUDGEMENTS AND DAMAGES	\$ 181	\$ -	\$ -	\$ -
TOTAL	\$ 181	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCHANGE	\$ 17,032	\$ 13,759	\$ 14,746	\$ 19,365
CHARGES FROM PRINTING	5,661	8,275	5,838	8,197
CHARGES FROM STOREROOM	2,159	4,955	6,309	7,636
CHARGES FROM MAILROOM	-	-	(1,251)	-
CHARGES FROM MOTOR VEHICLES	24,083	17,397	17,562	24,154
CHARGES FROM DATA PROCESSING	450	-	-	-
TOTAL	\$ 49,385	\$ 44,386	\$ 43,204	\$ 59,352
TOTAL DIVISION	\$ 365,498	\$ 379,909	\$ 411,212	\$ 512,105

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES AND CHARGES FOR SERVICES	\$ -	\$ 1,000	\$ -	\$ -
MISCELLANEOUS REVENUES	-	240	-	-
EXPENDITURE RECOVERIES	18	53	1,290	-
TOTAL DIVISION	\$ 18	\$ 1,293	\$ 1,290	\$ -



DEPARTMENT OF AGING

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Director of Aging	50,796	160,115
1	1	1			
			PROFESSIONALS		
1	1	1	Budget & Management Analyst	20,093	50,543
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Deputy Project Director	20,093	56,930
3	3	3			
			PARAPROFESSIONALS		
2	2	3	Geriatric Outreach Worker	9.66 Hr.	19.69 Hr.
2	2	3			
6	6	7	TOTAL FULL TIME		
			PART TIME		
1	1	1	Intake Specialist	9.66 Hr.	14.54 Hr.
0	0	2	Project Director	22,333	72,735
1	1	3	TOTAL PART TIME		
7	7	10	TOTAL GENERAL FUND		
13	14	12	TOTAL GRANT POSITIONS		
20	21	22	TOTAL DEPARTMENT		

* Salary Schedule effective October 4, 2004



NOTES

DEPARTMENT OF FINANCE

ROBERT H. BAKER, DIRECTOR

The Department of Finance consists of twelve divisions. Its specific goals and objectives are as follows:

- To maintain an adequate financial base to sustain a sufficient level of municipal services
- To maintain a good credit rating in the financial community and assure taxpayers that the City of Cleveland is well managed by using prudent financial management practices and maintaining a sound fiscal condition
- To have the ability to withstand local and regional economic trauma, to adjust to changes in the service requirements of the community and to respond to changes in State and Federal priorities and funding
- To initiate systemic change by examining existing procedures, technology needs and financial results of various departments
- To provide value added service to all other departments

OPERATING SUMMARY
(000'S OMITTED)

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Finance Administration	\$ 567	5		\$ 702	7		\$ 794	8	
Accounts	1,485	19	1	1,343	19		1,749	19	
Assessments & Licenses	1,384	26		1,323	24		1,504	25	
Treasury	647	10		493	6		516	7	
Purchases & Supplies									
General Fund	534	9		526	7		623	10	
Internal Service (Storeroom)	859	1		815	2		967	2	
Internal Audit	902	8		698	5		670	5	
Central Collection Agency	7,569	100	6	8,053	99	9	9,507	114	15
Printing & Reproduction	1,220	12		1,363	12		1,499	14	
Sinking Fund	52,290	2		53,292	2		60,340	2	
Financial Reporting & Control	1,536	18		1,117	16		1,298	16	
Information Technology Planning	-			210	2		279	3	
Information Technology & Services									
Data Center	2,813	36		2,647	22		2,737	30	
Telecommunications	4,976	12		5,471	15		6,346	16	
	\$ 76,782	258	7	\$ 78,053	238	9	\$ 88,829	271	15

FUNDING SOURCE:

General Fund:

Tax Supported	\$ 7,778			\$ 7,216			\$ 8,130		
Self Generated	2,090			1,843			2,040		
	\$ 9,868	131	1	\$ 9,059	108		\$ 10,170	123	
Internal Service*	\$ 7,055	25		\$ 7,649	29		\$ 8,812	32	
Debt Service*	52,290	2		53,292	2		60,340	2	
Central Collection Agency*	7,569	100	6	8,053	99	9	9,507	114	15
	\$ 76,782	258	7	\$ 78,053	238	9	\$ 88,829	271	15

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

FINANCE ADMINISTRATION

ROBERT H. BAKER, DIRECTOR

Mission Statement

To provide professional financial management services as mandated by law and required by City Council, the Mayor's Office, City departments and those in other governmental units.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To supervise the activities of the twelve operational divisions of the Department of Finance.

ACTIVITIES: Maintain and improve the fiscal integrity of the City of Cleveland and improve the efficiency of the various divisions of the Department of Finance.

PROGRAM NAME: RISK MANAGEMENT

OBJECTIVES: To protect the fiscal integrity of the City by assuring the availability of financial resources in the event of a claim against the City.

ACTIVITIES: Maintain adequate loss records and utilize those records in the development of adequate cash reserves. Purchase adequate property and casualty insurance to protect the City's assets in the event of loss. Manage contracts with insurance consultants hired to assist in the selection of insurance carriers. Provide advice regarding specific insurance related questions.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 567	5	\$ 588	6	\$ 679	7		
Risk Management	-		114	1	115	1		
	\$ 567	5	\$ 702	7	\$ 794	8		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 566		\$ 701		\$ 794	8		
Self Generated	1		1		-			
	\$ 567	5	\$ 702	7	\$ 794	8		



FINANCE ADMINISTRATION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 344,460	\$ 422,568	\$ 540,133	\$ 584,322
LONGEVITY	1,150	475	875	1,175
SEPARATION PAYMENTS	-	-	-	11,000
TOTAL	\$ 345,610	\$ 423,043	\$ 541,008	\$ 596,497
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 13,998	\$ 18,753	\$ 30,258	\$ 40,298
DENTAL	1,160	1,636	1,737	2,103
VISION CARE	209	258	369	394
PERS	36,648	54,315	67,717	79,335
FICA-MEDICARE	2,973	5,575	8,346	8,649
WORKERS COMPENSATION	309	1,008	1,173	1,138
LIFE INSURANCE	158	230	357	360
TOTAL	\$ 55,455	\$ 81,775	\$ 109,957	\$ 132,277
TRAINING AND DUES				
TRAVEL	\$ -	\$ 3,350	\$ 1,843	\$ 4,000
TUITION & REGISTRATION FEES	20	590	1,104	1,500
PROFESSIONAL DUES	2,690	444	995	1,000
TOTAL	\$ 2,710	\$ 4,384	\$ 3,942	\$ 6,500
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 928	\$ 20,000	\$ -	\$ -
PARKING IN CITY FACILITIES	3,324	2,717	2,650	3,000
INSURANCE & OFFICIAL BONDS	-	155	155	200
PHOTOCOPY MACHINE RENTAL	943	-	1,695	1,500
TOTAL	\$ 5,195	\$ 22,872	\$ 4,500	\$ 4,700
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 11	\$ -	\$ -
POSTAGE	19	48	267	400
COMPUTER SUPPLIES	-	-	446	-
PAPER AND OTHER SUPPLIES	-	170	-	-
OTHER SUPPLIES	2,340	-	716	-
JUST IN TIME SUPPLIES	2,049	2,229	2,086	2,500
TOTAL	\$ 4,408	\$ 2,458	\$ 3,514	\$ 2,900



FINANCE ADMINISTRATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH \$	33,995	\$ 26,091	\$ 33,301	\$ 44,362
CHARGES FROM PRINTING	(2,880)	1,395	1,154	1,620
CHARGES FROM STOREROOM	17,250	5,078	4,444	5,378
TOTAL	\$ 48,365	\$ 32,564	\$ 38,900	\$ 51,360
TOTAL DIVISION	\$ 461,743	\$ 567,096	\$ 701,821	\$ 794,234

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES \$	68	\$ 745	(180)	\$ -
EXPENDITURE RECOVERIES	-	466	346	-
TOTAL DIVISION	\$ 68	\$ 1,211	\$ 166	\$ -



FINANCE ADMINISTRATION

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Finance	50,796	160,115
1	1	1	Assistant Director of Budget & Capital	36,590	128,960
1	1	1	Secretary to Director of Departments	36,590	128,960
1	1	1	Assistant Administrator	20,231	58,093
<u>4</u>	<u>4</u>	<u>4</u>			
PROFESSIONALS					
0	0	1	Administrative Manager	27,194	80,967
1	1	1	Budget & Management Analyst	20,093	50,543
1	1	1	Risk Manager	27,326	88,624
<u>2</u>	<u>2</u>	<u>3</u>			
OFFICE & CLERICAL					
1	1	1	Private Secretary to Director	20,093	43,080
<u>1</u>	<u>1</u>	<u>1</u>			
<u><u>7</u></u>	<u><u>7</u></u>	<u><u>8</u></u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DIVISION OF ACCOUNTS

ROBERT DOLAN, ACTING COMMISSIONER

The Division of Accounts maintains the City's financial accounting records and facilitates the timely payment of the City's liabilities. Also, the Division serves as the collection point for all payroll data and monitors the processing of the City's payrolls and related reports. The division records cash receipts, performs reviews of cash disbursements and processes encumbrances and maintains the City's document storage.

Mission Statement

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

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
PROGRAMS:									
General Accounting	\$ 811	6	1	\$ 297	5		\$ 387	5	
Payroll	647	7		796	7		1,037	7	
Accounts Payable	27	6		212	6		276	6	
Records Management	-			38	1		49	1	
	\$ 1,485	19	1	\$ 1,343	19		\$ 1,749	19	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,484			\$ 1,343			\$ 1,749		
Self Generated	1			-			-		
	\$ 1,485	19	1	\$ 1,343	19		\$ 1,749	19	



DIVISION OF ACCOUNTS

PROGRAM NAME: GENERAL ACCOUNTING

OBJECTIVES: To maintain the City's records utilizing the PeopleSoft financial system.

ACTIVITIES: To process the encumbrances of contracts, to verify the pre-encumbrance of legislation and to record receivables.

PROGRAM NAME: PAYROLL

OBJECTIVES: To provide accurate and timely payroll data and reports on a bi-weekly basis.

ACTIVITIES: Collect and disburse data and reports.

PROGRAM NAME: ACCOUNTS PAYABLE

OBJECTIVES: To pay the City's vendors in a timely and accurate manner.

ACTIVITIES: To verify the accuracy of payment documentation received and to process payments to the City's vendors.

PROGRAM NAME: RECORDS MANAGEMENT

OBJECTIVES: To maintain the integrity of the Division's document files.

ACTIVITIES: To file and retrieve the various documents within the responsibility of the Division.

DIVISION OF ACCOUNTS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 696,459	\$ 776,824	\$ 708,091	\$ 806,986
SEASONAL	12,457	22,031	1,920	-
LONGEVITY	3,375	5,025	4,225	5,175
SEPARATION PAYMENTS	14,080	8,931	-	-
OVERTIME	47,244	15,723	6,480	10,400
TOTAL	\$ 773,615	\$ 828,534	\$ 720,715	\$ 822,561
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 84,997	\$ 97,506	\$ 105,925	\$ 143,000
DENTAL	7,703	8,851	7,931	9,857
VISION CARE	777	1,318	1,137	1,285
PERS	112,269	106,024	108,559	111,457
FICA-MEDICARE	8,074	8,310	7,918	10,759
WORKERS COMPENSATION	904	2,008	2,282	2,277
LIFE INSURANCE	774	878	791	855
UNEMPLOYMENT COMPENSATION	-	-	810	-
TOTAL	\$ 215,498	\$ 224,895	\$ 235,353	\$ 279,490
TRAINING AND DUES				
TRAVEL	\$ -	\$ 3,080	\$ 163	\$ 50
TUITION & REGISTRATION FEES	450	636	550	650
MILEAGE (PRIV AUTO) TRNG PRPS	67	-	67	-
PROFESSIONAL DUES & SUBSCRIPT	-	-	310	-
TOTAL	\$ 517	\$ 3,716	\$ 1,090	\$ 700
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 155	\$ -	\$ -
WASTE DISPOSAL	-	2,773	-	-
ADVERTISING AND PUBLIC NOTICE	-	-	920	-
PARKING IN CITY FACILITIES	43	79	2	-
INSURANCE AND OFFICIAL BONDS	340	400	200	500
PHOTOCOPY MACHINE RENTAL	2,393	1,736	5,573	5,000
OTHER CONTRACTUAL	456,218	380,000	340,200	596,800
STATE AUDITOR EXAMINATION	(9,261)	-	-	-
TOTAL	\$ 449,733	\$ 385,143	\$ 346,895	\$ 602,300



DIVISION OF ACCOUNTS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 62	\$ 88	\$ -	\$ 1,000
POSTAGE	963	979	1,095	1,200
COMPUTER SUPPLIES	-	90	130	500
COMPUTER HARDWARE	412	2,279	-	-
COMPUTER SOFTWARE	-	135	-	-
OFFICE FURNITURE & EQUIP	-	-	-	500
OTHER SUPPLIES	202	1,305	120	-
JUST IN TIME OFFICE SUPPLIES	26,793	12,325	15,901	13,000
TOTAL	\$ 28,432	\$ 17,201	\$ 17,245	\$ 16,200
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 4,576	\$ -	\$ -	\$ -
COMPUTER SOFTWARE MAINT	2,200	540	-	-
TOTAL	\$ 6,776	\$ 540	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 15,827	\$ 9,830	\$ 11,904	\$ 15,444
CHARGES FROM PRINTING	1,728	4,261	6,727	9,446
CHARGES FROM STOREROOM	8,630	10,387	2,618	3,168
CHARGES FROM DATA PROCESSING	15,336	-	-	-
TOTAL	\$ 41,521	\$ 24,478	\$ 21,249	\$ 28,058
TOTAL DIVISION	\$ 1,516,092	\$ 1,484,507	\$ 1,342,548	\$ 1,749,309

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 61,750	\$ -	\$ -	\$ -
MISCELLANEOUS REVENUES	234,604	611	-	-
TOTAL DIVISION	\$ 296,354	\$ 611	\$ -	\$ -



DIVISION OF ACCOUNTS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Accounts	40,315	119,646
1	1	1	Deputy Commissioner Accounts	26,274	80,080
2	2	2			
OFFICE & CLERICAL					
5	3	3	Clerk, Accountant II	9.66 Hr.	15.71 Hr.
1	1	1	Clerk, Chief	22,050	43,080
3	4	4	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
10	9	9			
PROFESSIONALS					
1	1	1	Auditor	20,093	53,307
1	2	2	Accountant II	9.66 Hr.	19.69 Hr.
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Assistant Administrator	20,231	58,093
0	1	1	Central Payroll Supervisor	20,231	78,000
4	6	6			
TECHNICIANS					
1	1	1	Information Control Analyst	9.66 Hr.	18.79 Hr.
1	0	0	Senior System Analyst	20,231	74,000
0	1	1	Software Analyst	30,215	80,774
2	2	2			
18	19	19	TOTAL FULL TIME		
1	0	0	Student Aide	9.66 Hr.	9.66 Hr.
1	0	0	TOTAL PART TIME		
19	19	19	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF ASSESSMENTS AND LICENSES

DEDRICK C. STEPHENS, COMMISSIONER

The Division of Assessments and Licenses 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). Its 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 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 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'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 cities, counties 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.

DIVISION OF ASSESSMENTS AND LICENSES

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.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT	FT	PT	FT	PT		
PROGRAMS:								
Licenses	\$ 247	5	\$ 277	5	\$ 356	6		
Tax Collection	109	2	112	2	120	2		
Special Assessment	77	2	65	2	60	1		
Billing	612	10	572	9	608	10		
Weights & Measures	195	4	171	3	180	3		
Citizen Assistance	92	2	126	2	180	3		
Transportation Administration	52	1	-	1	-	0		
	\$ 1,384	26	\$ 1,323	24	\$ 1,504	25		
FUNDING SOURCE:								
General Fund:								
Self Generated*	\$ 1,384	26	\$ 1,323	24	\$ 1,504	25		
	\$ 1,384	26	\$ 1,323	24	\$ 1,504	25		

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

PROGRAM NAME: LICENSES

OBJECTIVES: To ensure that proper city licenses are applied for and revenue is received.

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: TAX COLLECTION

OBJECTIVES: To ensure compliance with and accurate collection of the City's Admission Tax, Transient Occupancy (Hotel/Motel) Tax, Motor Vehicle Lessor Tax, Parking Tax and Coin Operated Amusement Tax.

ACTIVITIES: Collect and reconcile the above taxes.

DIVISION OF ASSESSMENTS AND LICENSES**PROGRAM NAME: SPECIAL ASSESSMENT**

OBJECTIVES: To timely and accurately prepare and certify all special assessments.

ACTIVITIES: Serve legal notices for various City assessments (special improvement districts, paving, sidewalks, downtown tree, etc.), appropriation of property and street vacations. Invoice for special assessments, special improvement districts and City expense recoveries (board-up, demolitions, vacant lots and structures). Apply payments and certify unpaid accounts to the County for collection on property tax bills.

PROGRAM NAME: BILLING

OBJECTIVES: To maximize revenue for the City through the efficient billing for services provided by Emergency Medical Service; Streets; Waste Collection; Building and Housing; Parks, Recreation and Properties; Police and Fire unnecessary alarms and alarm registration.

ACTIVITIES: Pre-billing research and organization; data entry of all source documents; generate and distribute invoices; bill appropriate medical insurance carriers for the Emergency Medical Service and Health Record payments; manage accounts receivable; collect delinquent accounts; 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 on at least an annual basis. Investigate complaints concerning the accuracy of weighing devices. Issue violations, condemn instruments, and ensure that all violations are corrected.

PROGRAM NAME: CITIZEN AND BUSINESS ASSISTANCE

OBJECTIVES: To provide information and assistance to businesses and citizens seeking licenses, permits and inspections of weighing devices.

ACTIVITIES: Work with businesses, citizens and internal Divisions to efficiently issue licenses and permits and ensure compliance with the Codified Ordinances of the City.

PROGRAM NAME: TRANSPORTATION ADMINISTRATION

OBJECTIVES: To administer a safe, quality, customer focused transportation services that benefits the community and enhances the image of the City.

ACTIVITIES: License taxicabs, inspect taxicabs, and ensure that each driver abides by the Codified Ordinance of the City.



DIVISION OF ASSESSMENTS AND LICENSES

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 815,052	\$	934,037	\$	887,264	\$	949,050
LONGEVITY	9,500		9,700		9,800		9,525
WAGE SETTLEMENTS	-		126		-		-
SEPARATION PAYMENTS	3,796		1,808		1,771		44,825
OVERTIME	3,478		16,552		6,141		8,000
TOTAL	\$ 831,826	\$	962,223	\$	904,975	\$	1,011,400
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 93,633	\$	112,566	\$	116,628	\$	134,631
DENTAL	8,377		9,798		8,852		9,147
VISION CARE	1,233		1,994		1,657		1,835
PERS	111,942		126,477		124,532		130,971
FICA-MEDICARE	7,837		9,219		8,603		14,666
WORKERS COMPENSATION	933		2,169		2,708		2,618
LIFE INSURANCE	1,080		1,236		1,079		1,093
UNEMPLOYMENT COMPENSATION	6,180		-		3,277		-
CLOTHING ALLOWANCE	360		398		-		750
TOTAL	\$ 231,575	\$	263,857	\$	267,335	\$	295,711
TRAINING AND DUES							
TRAVEL	\$ 3,292	\$	3,615	\$	3,018	\$	3,050
TUITION & REGISTRATION FEES	1,165		1,718		1,275		1,950
MILEAGE (PRIV AUTO) TRNG PRPS	-		-		107		-
PROFESSIONAL DUES	100		185		480		1,900
TOTAL	\$ 4,557	\$	5,518	\$	4,880	\$	6,900
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 17,914	\$	-	\$	9,474	\$	14,675
MILEAGE (PRIVATE AUTO)	25		-		528		-
WASTE DISPOSAL	-		-		48		-
ADVERTISING AND PUBLIC NOTICE	9,878		9,691		4,299		8,000
PARKING IN CITY FACILITIES	164		374		751		600
PHOTOCOPY MACHINE RENTAL	1,732		1,234		2,694		1,479
OTHER CONTRACTUAL	4,793		950		950		1,500
TOTAL	\$ 34,506	\$	12,249	\$	18,743	\$	26,254

DIVISION OF ASSESSMENTS AND LICENSES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 5,877	\$ 5,897	\$ 275	\$ 4,672
POSTAGE	-	-	2,034	-
COMPUTER SUPPLIES	103	31	537	3,000
SMALL EQUIPMENT	2,882	-	-	-
OFFICE FURNITURE & EQUIP	1,095	-	-	-
MEDICAL SUPPLIES	1,349	-	-	-
PRINTED MATERIALS	587	734	819	1,000
OTHER SUPPLIES	10,142	15,085	11,796	17,350
JUST IN TIME SUPPLIES	3,901	5,338	5,098	5,500
TOTAL	\$ 25,936	\$ 27,085	\$ 20,559	\$ 31,522
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ 798	\$ 874	\$ 5,611	\$ 3,495
COMPUTER HARDWARE MAINT	-	1,942	-	-
TOTAL	\$ 798	\$ 2,816	\$ 5,611	\$ 3,495
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 9,570	\$ 9,590	\$ 10,638	\$ 13,839
CHARGES FROM PRINTING	5,235	23,335	20,644	28,987
CHARGES FROM STOREROOM	46,554	65,238	61,050	73,886
CHARGES FROM MOTOR VEHICLES	7,859	12,581	8,967	12,333
CHARGES FROM DATA PROCESSING	1,179	-	-	-
TOTAL DIVISION	\$ 70,397	\$ 110,744	\$ 101,299	\$ 129,045
TOTAL DIVISION	\$ 1,199,595	\$ 1,384,492	\$ 1,323,401	\$ 1,504,327

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LOCAL TAXES	\$ 24,907,962	\$ 23,179,000	\$ 22,542,091	\$ 22,550,000
LICENSES & PERMITS	155,498	324,141	225,747	327,520
SALES & CHARGES FOR SERVICES	89,070	141,216	170,942	142,000
MISCELLANEOUS REVENUES	1,217	2,076	9,955	-
EXPENDITURE RECOVERIES	59,842	101,665	119,094	-
TOTAL DIVISION	\$ 25,213,588	\$ 23,748,098	\$ 23,067,828	\$ 23,019,520



DIVISION OF ASSESSMENTS AND LICENSES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Assessments & Licenses	40,315	110,442
1	1	1	Commissioner, Assessments & Licenses, Asst.	23,647	76,635
2	2	2			
OFFICE & CLERICAL					
3	3	3	Cashier, Principal	9.66 Hr.	21.10 Hr.
3	2	3	Cashier, Senior	9.66 Hr.	17.95 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Secretary	9.66 Hr.	15.71 Hr.
8	7	8			
PROFESSIONALS					
2	2	2	Administrator, Assistant	20,231	58,093
2	2	2			
TECHNICIAN					
2	2	2	Inspector of Weights & Measures	9.66 Hr.	16.37 Hr.
1	1	2	Miscellaneous Inspector	9.66 Hr.	16.54 Hr.
1	1	0	Operator, Computer	9.66 Hr.	20.71 Hr.
8	8	8	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
1	1	1	Supervisor of Weights & Measures	20,093	57,652
13	13	13			
25	24	25	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



TREASURY DIVISION

ALGERON A. WALKER, TREASURER

The City Treasurer is the custodian of all public money of the City. Treasury is the central office through which all banking, treasury management and related auxiliary services are provided to City departments and divisions. Treasury receives and disburses all public money of the City on warrants issued by the Commissioner of Accounts in accordance with the City Charter and Codified Ordinances. Funds are held in approved depositories protected by pledge collateral or invested in accordance with the City's Cash Management and Investment Policy. Treasury is the paymaster for all City employees and as such coordinates the distribution of payroll checks, manages employee direct deposit and administers the US Savings Bond program.

PROGRAM NAME: CASH COLLECTION AND DEPOSITORY SERVICES

OBJECTIVES: To safeguard the City's cash resources from the time of collection to deposit.

ACTIVITIES: Receive and prepare funds for deposit; open and monitor bank accounts; provide City departments and divisions with access to banking and other depository services.

PROGRAM NAME: CASH MANAGEMENT SERVICES

OBJECTIVES: To provide cash management services consistent with approved policies/procedures and prudent business practices.

ACTIVITIES: Determine cash requirements and maintain appropriate cash flow; process wire and ACH transfers; administer city wide petty cash and requests for special change funds; identify and collect unclaimed funds due to the City.

PROGRAM NAME: INVESTMENT SERVICES

OBJECTIVES: To maximize investment returns and maintain a portfolio that provides safety of principal and sufficient liquidity to meet the operating needs of the City.

ACTIVITIES: Initiate and record investment transactions; analyze investment activities; and prepare/maintain the investment portfolio, records and reports.

PROGRAM NAME: EMPLOYEE PAYROLL SERVICES

OBJECTIVES: To safeguard employee payroll and direct deposit information and provide for secure and efficient distribution of employee payroll checks and vouchers.

ACTIVITIES: Setup and maintain direct deposit of employee payroll; sort and distribute payroll checks, stubs and express vouchers; manage the reissue of lost checks and direct deposit rejects; administer the employee US Savings Bond program; and coordinate the distribution of approved payroll inserts.

TREASURY DIVISION

PROGRAM NAME: DISBURSEMENT SERVICES

OBJECTIVES: To maintain secure control over disbursement warrants and provide for the prompt distribution of warrants to payees.

ACTIVITIES: Print and distribute warrants for vendor payments, employee reimbursements, jury vouchers and CCA refunds. Monitor and process checks held by or returned to the City.

Mission Statement

To oversee the receipt, deposit, disbursement and investment of all public money of the City.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Cash Collection / Depository Services	\$ -			\$ -			\$ 141		2
Cash Management	269	5		250	4		78		1
Direct Deposit	242	2		243	2		-		
Investment Services	-			-			78		1
Employee Payroll Services	-			-			78		1
Disbursement Services	-			-			141		2
Parking Meter	136	3		-			-		
	\$ 647	10		\$ 493	6		\$ 516		7

FUNDING SOURCE:

General Fund:

Self Generated*

\$ 647			\$ 493			\$ 516		
\$ 647	10		\$ 493	6		\$ 516		7

* Most interest earned by the General Fund is attributed to this Division and, therefore, revenue for the Division exceeds expenditures. See Division's Revenue summary for total receipts.

TREASURY DIVISION

EXPENDITURES

	2002 Actual		2003 Actual		2004 Unaudited		2005 Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 393,292	\$	419,238	\$	333,466	\$	343,258
LONGEVITY	3,200		3,500		1,975		2,450
SEPARATION PAYMENTS	-		-		3,760		-
OVERTIME	7,081		919		-		-
TOTAL	\$ 403,573	\$	423,657	\$	339,200	\$	345,708
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 45,043	\$	52,013	\$	40,481	\$	44,800
DENTAL	4,017		4,438		3,008		2,974
VISION CARE	368		619		349		360
PERS	54,196		57,599		46,938		46,843
FICA-MEDICARE	4,167		4,445		3,622		3,798
WORKERS COMPENSATION	440		1,062		1,192		1,138
LIFE INSURANCE	420		468		315		299
CLOTHING ALLOWANCE	854		900		-		-
TOTAL	\$ 109,505	\$	121,544	\$	95,906	\$	100,212
TRAINING AND DUES							
TRAVEL	\$ 800	\$	638	\$	410	\$	-
TUITION AND REGISTRATION	-		-		-		4,800
PROFESSIONAL DUES	700		1,020		737		1,000
TOTAL	\$ 1,500	\$	1,658	\$	1,147	\$	5,800
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 24	\$	-	\$	-	\$	-
BANK SERVICE FEES	-		-		24		-
PARKING IN CITY FACILITIES	2,092		1,515		79		400
INSURANCE AND OFFICIAL BONDS	4,244		4,244		4,244		4,244
PHOTOCOPY MACHINE RENTAL	768		247		1,401		1,080
OTHER CONTRACTUAL	19,680		37,199		2,311		-
TOTAL	\$ 26,808	\$	43,205	\$	8,058	\$	5,724
MATERIAL AND SUPPLIES							
OFFICE SUPPLIES	\$ 2,947	\$	85	\$	153	\$	1,600
POSTAGE	318		239		188		-
SMALL EQUIPMENT	1,760		2,617		4,124		4,000
OFFICE FURNITURE & EQUIP	240		-		-		1,000
OTHER SUPPLIES	16,313		11,942		3,802		3,000
JUST IN TIME OFFICE SUPPLIES	3,312		2,428		1,270		2,000
TOTAL	\$ 24,890	\$	17,311	\$	9,535	\$	11,600



TREASURY DIVISION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 3,875	\$ 1,244	\$ 3,405	4,400
MAINTENANCE CONTRACTS	2,527	1,361	1,394	-
CAR WASHES	12	6	-	-
TOTAL	\$ 6,414	\$ 2,611	\$ 4,799	4,400
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 5,240	\$ 4,780	\$ 5,738	7,418
CHARGES FROM PRINTING	3,683	3,849	3,516	4,937
CHARGES FROM STOREROOM	20,834	20,323	24,834	30,056
CHARGES FROM MOTOR VEHICLES	11,393	7,950	-	-
CHARGES FROM DATA PROCESSING	450	-	-	-
TOTAL	\$ 41,600	\$ 36,902	\$ 34,089	42,411
TOTAL DIVISION	\$ 614,290	\$ 646,888	\$ 492,734	515,855

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ (56,495)	\$ (31,421)	\$ -	-
MISCELLANEOUS REVENUES	705,551	1,210,397	1,005,374	1,000,000
TOTAL DIVISION	\$ 649,056	\$ 1,178,976	\$ 1,005,374	1,000,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	City Treasurer	42,758	115,292
1	1	1			
OFFICE & CLERICAL					
1	1	1	Principal Cashier	9.66 Hr.	21.10 Hr.
1	1	1	Senior Personnel Assistant	20,093	45,446
2	2	2			
PROFESSIONALS					
1	1	1	Budget & Management Analyst	20,093	50,543
2	2	2	Fiscal Manager	23,647	76,635
1	0	1	Investment Manager	23,647	76,635
4	3	4			
7	6	7	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DIVISION OF PURCHASES AND SUPPLIES

JAMES HARDY, COMMISSIONER

General Purchasing is the central office through which all competitively bid purchases for the city are provided, under such regulations provided by ordinance and by the direction of the Board of Control, sell 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 are processed through the submission of requisitions and/or competitive bidding as authorized by legislation.

Mission Statement

To coordinate the procurement and distribution of goods, services and materials to the various divisions of City Government, as authorized, through competitive bidding procedures.

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

	2003			2004			2005		
	COST	ACTUAL STAFF		COST	UNAUDITED STAFF		COST	BUDGET STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Purchasing	\$ 534	9		\$ 526	7		\$ 623	10	
Storeroom	859	1		815	2		967	2	
	\$ 1,393	10		\$ 1,341	9		\$ 1,590	12	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 487			\$ 487			\$ 603		
Self Generated	47			39			20		
	\$ 534	9		\$ 526	7		\$ 623	10	
User Fees - Internal Serv Fund*	\$ 859	1		\$ 815	2		\$ 967	2	
	\$ 1,393	10		\$ 1,341	9		\$ 1,590	12	

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

PROGRAM NAME: PURCHASES & SUPPLIES

OBJECTIVES: To procure quality goods, services and materials through competitive bidding as it relates to pricing, delivery and compliance to specifications and adherence to Chapter 181 of the Codified Ordinances of the City of Cleveland.

ACTIVITIES: Administers competitive bidding processes for both formal and non-formal bids, (requisitioned and telephone quoted items) evaluates and reviews recommendations for contract award, prepares and processes contract recommendations for Board of Control approval, executes competitively bid contract documents, processes petty cash vouchers and sells property, real and personal as required by the City.



DIVISION OF PURCHASES AND SUPPLIES

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 339,537	\$	353,318	\$	326,822	\$	372,821
LONGEVITY	2,100		3,025		2,575		2,725
SEPARATION PAYMENTS	3,185		-		5,332		-
OVERTIME	1,296		-		2,349		-
TOTAL	\$ 346,118	\$	356,343	\$	337,077	\$	375,546
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 38,296	\$	44,437	\$	46,559	\$	63,490
DENTAL	3,399		3,801		3,470		3,890
VISION CARE	339		579		514		587
PERS	46,152		47,399		46,909		50,887
FICA-MEDICARE	4,552		4,443		4,411		5,446
WORKERS COMPENSATION	473		894		996		1,366
LIFE INSURANCE	416		449		407		418
UNEMPLOYMENT COMPENSATION	11,294		-		-		-
TOTAL	\$ 104,921	\$	102,002	\$	103,266	\$	126,084
TRAINING AND DUES							
TRAVEL	\$ -	\$	158	\$	25	\$	-
TUITION & REGISTRATION FEES	525		-		-		15,000
MILEAGE (PRIV AUTO) TRNG PRPS	-		-		-		100
PROFESSIONAL DUES	525		525		525		600
TOTAL	\$ 1,050	\$	683	\$	550	\$	15,700
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 8,901	\$	12,006	\$	700	\$	27,000
MILEAGE (PRIVATE AUTO)	-		-		113		100
JANITORIAL SERVICES	-		-		211		-
ADVERTISING & PUBLIC NOTICE	-		-		2,195		-
SECURITY SERVICES	1		-		-		-
PARKING IN CITY FACILITIES	-		-		5		-
PHOTOCOPY MACHINE RENTAL	16,333		6,335		11,092		10,000
OTHER CONTRACTUAL	13		7		6,908		9,500
TOTAL	\$ 25,248	\$	18,348	\$	21,223	\$	46,600



DIVISION OF PURCHASES AND SUPPLIES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,264	\$ 24	\$ 1,993	\$ 3,000
COMPUTER SUPPLIES	1,965	-	-	-
COMPUTER HARDWARE	-	-	14,690	-
FUEL	-	-	1	-
SMALL EQUIPMENT	-	-	1,734	-
OFFICE FURNITURE & EQUIPMENT	-	-	5,781	-
ELECTRICAL SUPPLIES	-	-	1	-
HYGIENE & CLEANING SUPPLIES	-	-	285	-
LUMBER, GLASS, & DRYWALL	-	-	1	-
JUST IN TIME OFFICE SUPPLIES	4,397	16,614	251	5,000
CEMENT SAND & GRAVEL	-	-	1	-
TOTAL	\$ 7,631	\$ 16,646	\$ 24,739	\$ 8,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 275	\$ 1,025	-	-
TOTAL	\$ 275	\$ 1,025	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 8,409	\$ 7,893	\$ 8,850	\$ 11,473
CHARGES FROM PRINTING	11,848	6,661	10,870	15,263
CHARGES FROM STOREROOM	12,940	24,697	19,838	24,009
CHARGES FROM DATA PROCESSING	1,125	-	-	-
TOTAL	\$ 34,322	\$ 39,251	\$ 39,557	\$ 50,745
TOTAL DIVISION	\$ 519,565	\$ 534,298	\$ 526,412	\$ 622,675

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ (300)	\$ (200)	\$ 16,833	-
MISCELLANEOUS REVENUES	46,725	47,641	21,936	20,000
TOTAL DIVISION	\$ 46,425	\$ 47,441	\$ 38,768	\$ 20,000



DIVISION OF PURCHASES AND SUPPLIES

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	0	1	Commissioner, Purchases & Supplies	42,758	115,292
0	0	1	Deputy Commissioner of Purchasing and Supplies	22,333	68,109
1	0	2			
OFFICE & CLERICAL					
2	2	2	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1	Typist	9.92 Hr.	13.68 Hr.
3	3	3			
PROFESSIONALS					
4	3	4	Buyer	20,093	43,910
1	1	1	Contract Administrator / Purchasing Supervisor	23,647	60,719
5	4	5			
9	7	10	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



**DIVISION OF PURCHASES AND SUPPLIES
STOREROOM**

The Mailroom provides postage for City issued, out-going mail and a delivery site for incoming/interoffice mail for the various divisions of City Government. The Mailroom is a part of the Division of Purchases & Supplies.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT	FT	PT	FT	PT	PT	
PROGRAMS:								
Purchasing	\$ 534	9	\$ 526	7	\$ 663		10	
Storeroom	859	1	815	2	967		2	
	\$ 1,393	10	\$ 1,341	9	\$ 1,630		12	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 487		\$ 487		\$ 643			
Self Generated	47		39		20			
	\$ 534	9	\$ 526	7	\$ 663		10	
User Fees - Internal Serv Fund*	\$ 859	1	\$ 815	2	\$ 967		2	
	\$ 1,393	10	\$ 1,341	9	\$ 1,630		12	

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

PROGRAM NAME: MAILROOM

OBJECTIVES: To provide a mail delivery/pick-up site accessible to all divisions of City Government while providing postage to out-going City issued mail.

ACTIVITIES: Process out-going mail timely. Sorts and distributes interoffice mail via in-house divisional mailboxes. Serve as a delivery point for mail delivered from the United States Postal Service- i.e. certified mail, non-deliverable mail, postage due items, etc. Prepares City issued mail for outside pre-sort mailing services and pick up by the United States Postal Services. Processes monthly interdepartmental billing to divisions of City Government for all postage disbursed.

DIVISION OF PURCHASES AND SUPPLIES

STOREROOM

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 22,721	\$ 27,257	\$ 47,210	\$ 60,590
LONGEVITY	-	-	300	-
OVERTIME	59	-	-	-
TOTAL	\$ 22,780	\$ 27,257	\$ 47,510	\$ 60,590
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,909	\$ 6,533	\$ 8,463	\$ 15,000
DENTAL	603	597	659	832
VISION CARE	54	527	101	162
PERS	3,088	3,420	5,650	8,210
FICA-MEDICARE	322	387	679	879
WORKER'S COMPENSATION	30	61	78	114
LIFE INSURANCE	44	51	57	90
TOTAL	\$ 10,050	\$ 11,576	\$ 15,687	\$ 25,287
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 16,848	\$ 8,448	\$ -	\$ -
TOTAL	\$ 16,848	\$ 8,448	\$ -	\$ -
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 863	\$ 300
POSTAGE	719,225	807,552	738,000	867,493
MISC MAINTENANCE SUPPLIES	1,000	-	-	-
TOTAL	\$ 720,225	\$ 807,552	\$ 738,863	\$ 867,793
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 4,286	\$ 4,500
MAINTENANCE CONTRACTS	4,000	4,400	8,448	8,448
TOTAL	\$ 4,000	\$ 4,400	\$ 12,734	\$ 12,948
TOTAL DIVISION	\$ 773,903	\$ 859,233	\$ 814,795	\$ 966,618

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 78	\$ 16	\$ 156	\$ -
EXPENDITURE RECOVERIES	769,408	859,445	814,946	966,618
TRANSFERS IN	80,000	-	-	-
TOTAL DIVISION	\$ 849,486	\$ 859,461	\$ 815,102	\$ 966,618



DIVISION OF PURCHASES AND SUPPLIES
STOREROOM

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			OFFICE & CLERICAL		
1	1	1	Clerk, Accountant I	9.66 Hr.	14.54 Hr.
1	1	1	Storekeeper	9.66 Hr.	18.44 Hr.
<u>2</u>	<u>2</u>	<u>2</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

INTERNAL AUDIT

FRANK BADALAMENTI, MANAGER

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.

Mission Statement

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

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Financial, Compliance & Op Audit	\$ 902	8	\$ 698	5		\$ 670	5	
	\$ 902	8	\$ 698	5		\$ 670	5	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 901		\$ 697			\$ 670		
Self Generated	1		1			-		
	\$ 902	8	\$ 698	5		\$ 670	5	

PROGRAM NAME: FINANCIAL & OPERATIONAL AUDITING

OBJECTIVES: To improve management's internal, financial and administrative controls.

ACTIVITIES: Investigate actual and potential lapses of control and incidents of risk and assist State-required external auditor during the annual citywide audit.



INTERNAL AUDIT

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 516,709	\$ 512,886	\$ 312,861	\$ 308,856
LONGEVITY	-	-	-	600
SEPARATION PAYMENTS	1,296	-	-	-
TOTAL	\$ 518,005	\$ 512,886	\$ 312,861	\$ 309,456
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 29,431	\$ 26,265	\$ 25,734	\$ 28,084
DENTAL	3,483	3,247	2,054	1,884
VISION CARE	385	500	262	246
PERS	71,507	71,926	44,748	41,932
FICA-MEDICARE	7,607	7,336	4,482	4,487
WORKERS COMPENSATION	522	1,354	1,452	1,480
LIFE INSURANCE	439	464	267	225
UNEMPLOYMENT COMENSATION	991	625	8,190	-
TOTAL	\$ 114,365	\$ 111,717	\$ 87,189	\$ 78,338
TRAINING AND DUES				
TRAVEL	\$ -	\$ 2,731	\$ -	\$ -
TUITION & REGISTRATION FEES	2,950	12,760	-	2,400
OTHER TRAINING SUPPLIES	-	-	-	500
PROFESSIONAL DUES	1,662	1,578	1,230	1,400
TOTAL	\$ 4,612	\$ 17,069	\$ 1,230	\$ 4,300
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 25,000	\$ -	\$ -
MILEAGE (PRIVATE AUTO)	336	257	-	-
PARKING IN CITY FACILITIES	-	1,100	1,320	1,320
PHOTOCOPY MACHINE RENTAL	1,624	559	2,394	2,000
STATE AUDITOR EXAMINATION	203,826	217,652	274,924	250,000
TOTAL	\$ 205,786	\$ 244,568	\$ 278,638	\$ 253,320



INTERNAL AUDIT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 108	\$ 31	\$ -	\$ 1,000
COMPUTER HARDWARE	-	1,360	-	-
POSTAGE	45	-	11	-
COMPUTER SOFTWARE	2,090	-	-	-
OFFICE FURNITURE & EQUIPMENT	-	157	-	-
OTHER SUPPLIES	-	-	3,848	3,200
BATTERIES	-	14	-	-
JUST IN TIME OFFICE SUPPLIES	3,005	5,092	3,323	6,000
TOTAL	\$ 5,248	\$ 6,654	\$ 7,182	\$ 10,200
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 480	\$ 2,691	\$ 6,724	\$ 8,690
CHARGES FROM PRINTING	337	4,796	3,159	4,436
CHARGES FROM STOREROOM	35	70	452	547
CHARGES FROM MOTOR VEHICLES	807	1,485	346	476
CHARGES FROM DATA PROCESSING	225	-	-	-
TOTAL	\$ 1,884	\$ 9,042	\$ 10,681	\$ 14,149
TOTAL DIVISION	\$ 849,900	\$ 901,936	\$ 697,782	\$ 669,763

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ -	\$ 86	\$ -
EXPENDITURE RECOVERIES	-	12	1,175	-
TOTAL DIVISION	\$ -	\$ 12	\$ 1,260	\$ -



INTERNAL AUDIT
COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			PROFESSIONALS		
2	2	2	In-Charge Senior Internal Auditor	49,500	76,440
1	1	1	Manager Internal Audit	40,315	110,442
2	2	2	Senior Internal Auditor	23,647	60,719
5	5	5			
5	5	5	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

CENTRAL COLLECTION AGENCY

NASSIM M. LYNCH, ADMINISTRATOR

The Division of Taxation was established by Ordinance No. 2393-66 effective November 28, 1966. As provided in the Ordinance, the Division operates a centralized collection facility known as the Central Collection Agency for purposes of collecting the municipal income tax for the City of Cleveland and any other municipalities that wish to join the tax agency for purposes of administering their municipal income tax ordinances. The contract between the City of Cleveland and other member communities provides that the general policy of the Agency is established under an Executive Board made up of the Finance Director of the City of Cleveland and four members elected by the members of the agency.

The Income Tax Administrator is charged with the responsibility of receiving, recording and maintaining accurate records of the taxes collected for the forty-two member municipalities of the Central Collection Agency. This includes enforcement of the ordinance, making and enforcing regulations, determining tax due and investigating persons or corporations who the Administrator has reason to believe owe taxes.

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		COST	BUDGET STAFF FT PT	
PROGRAMS:									
Collection	\$ 1,941	24 3		\$ 2,065	25 6		\$ 2,438	28 9	
Audit	1,720	22		1,830	18		2,160	27	
Compliance	2,154	33		2,292	33		2,705	36	
Data Entry	765	7 2		814	8 1		961	8 4	
Record Retention	264	6		281	6		332	6	
Taxpayer Assistance	725	8 1		771	9 2		911	9 2	
	\$ 7,569	100 6		\$ 8,053	99 9		\$ 9,507	114 15	
FUNDING SOURCE:									
Collection Fees:									
Cleveland*	\$ 4,348			\$ 4,626			\$ 5,461		
Suburbs	3,221			3,427			4,046		
	\$ 7,569	100 6		\$ 8,053	99 9		\$ 9,507	114 15	

* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

CENTRAL COLLECTION AGENCY**PROGRAM NAME: COLLECTION**

OBJECTIVES: To process municipal income tax collections on a daily basis.

ACTIVITIES: Pre-audit and process incoming municipal income tax returns, withholding reports and estimates daily upon receipt. Balance and deposit all cash and checks.

PROGRAM NAME: AUDIT

OBJECTIVES: To ensure that all taxpayers file correctly and pay the correct amount of income taxes for each year a return is due.

ACTIVITIES: Conduct audits to ensure compliance with the income tax ordinances.

PROGRAM NAME: COMPLIANCE

OBJECTIVES: To enforce strict compliance of the municipal income tax ordinances.

ACTIVITIES: Verify that all individuals and businesses subject to the tax file returns and pay all taxes due, including penalties and interest due for late payment of taxes.

PROGRAM NAME: DATA ENTRY

OBJECTIVES: To generate accurate daily additions to the income tax records.

ACTIVITIES: Key or translate all tax forms, returns, source documents, and employers' supplied W-2's into machine-readable language.

PROGRAM NAME: RECORD RETENTION

OBJECTIVES: To provide retention filing and legally secure storage of all tax records by the municipal income tax ordinance.

ACTIVITIES: Maintenance of tax records, assuring accessibility to Central Collection Agency staff.

PROGRAM NAME: TAXPAYER ASSISTANCE

OBJECTIVES: To provide information and assistance to all taxpayers in the area served by CCA.

ACTIVITIES: Work with the member communities to reduce the number of errors on returns filed through individual assistance and tax educational programs.



CENTRAL COLLECTION AGENCY

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 3,251,498	\$ 3,502,211	\$ 3,671,406	\$ 4,352,125
PART-TIME PERMANENT	83,665	124,204	74,445	13,410
STUDENT TRAINEES	-	-	-	110,492
LONGEVITY	29,750	29,625	31,525	35,800
SEPARATION PAYMENTS	23,994	18,332	6,136	25,000
OVERTIME	185,674	137,488	179,682	182,700
TOTAL	\$ 3,574,581	\$ 3,811,860	\$ 3,963,194	\$ 4,719,527
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 393,721	\$ 457,058	\$ 518,613	\$ 700,889
DENTAL	36,122	40,769	40,267	48,804
VISION CARE	4,669	6,602	6,552	8,005
PERS	475,538	501,074	534,801	636,109
FICA-MEDICARE	35,881	40,084	42,326	68,433
WORKER'S COMPENSATION	3,795	9,126	10,563	130,346
LIFE INSURANCE	4,127	4,641	4,598	5,130
UNEMPLOYMENT COMPENSATION	-	650	-	10,000
TOTAL	\$ 953,852	\$ 1,060,005	\$ 1,157,720	\$ 1,607,716
TRAINING & PROFESS DUES				
TRAVEL	\$ 2,109	\$ 684	\$ 872	\$ 600
TUITION & REGISTRATION FEES	350	380	380	2,900
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	142	-
PROFESSIONAL DUES	13,051	5,146	5,250	500
TOTAL	\$ 15,510	\$ 6,210	\$ 6,644	\$ 4,000
UTILITIES				
GAS	\$ 8,092	\$ -	\$ 47,707	\$ -
ELECTRICITY - CPP	43,125	43,110	25	51,047
ELECTRICITY - OTHER	33	30	-	27
SECURITY & MONITORING SYSTEM	400	5,364	1,352	5,000
TOTAL	\$ 51,650	\$ 48,504	\$ 49,084	\$ 56,074
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 770,946	\$ 854,754	\$ 718,949	\$ 808,000
COURT REPORTER	-	120	1,600	2,000
TRAVEL- NON-TRAINING	144	618	-	-
MILEAGE (PRIVATE AUTO)	3,662	4,081	3,834	5,000
ADVERTISING AND PUBLIC NOTICE	639	639	1,570	5,000
PARKING IN CITY FACILITIES	2,773	3,027	2,786	3,000
INSURANCE AND OFFICIAL BONDS	-	257	-	-
PHOTOCOPY MACHINE RENTAL	8,986	2,727	5,193	5,000
EQUIPMENT RENTAL	-	8,102	9,584	3,000
OTHER CONTRACTUAL	480	480	2,778	1,000
STATE AUDITOR EXAMINATION	27,369	27,258	33,172	-
BANK SERVICE FEES	25,575	209,677	218,861	-
CREDIT CARD PROCESSING FEES	-	43,756	26,657	-
TOTAL	\$ 840,574	\$ 1,155,495	\$ 1,024,984	\$ 832,000

CENTRAL COLLECTION AGENCY

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ 462,400	\$ 326,595	\$ 282,440	\$ 600,000
POSTAGE	361,374	314,742	249,566	335,000
COMPUTER SUPPLIES	1,913	-	-	15,000
COMPUTER SOFTWARE	7,837	11,946	29,183	50,000
OFFICE FURNITURE & EQUIPMENT	16,497	16,093	243,006	25,000
HYGIENE AND CLEANING SUPPLIES	4,014	4,008	2,030	10,000
MEDICAL SUPPLIES	-	1,400	-	1,000
PAPER AND OTHER SUPPLIES	-	-	-	3,000
PRINTED MATERIALS	-	-	-	5,000
OTHER SUPPLIES	622	678	570	900
BATTERIES	-	-	-	200
JUST IN TIME OFFICE SUPPLIES	16,183	7,087	11,319	12,000
BUILDING MAINTENANCE SUPPLY	6,577	3,542	8,040	5,000
TOTAL	\$ 877,416	\$ 686,091	\$ 826,154	\$ 1,062,100
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 5,825	\$ 4,286	\$ 1,000	\$ 10,000
MAINTENANCE CONTRACTS	8,428	11,883	10,580	40,000
COMPUTER HARDWARE MAINT	26,172	41,111	2,200	75,000
COMPUTER SOFTWARE MAINT	-	-	25,294	-
MAINTENANCE VEHICLES	-	-	-	100
CAR WASHES	-	500	-	500
MAINTENANCE BUILDING	6,988	607	1,607	3,000
CHARGES FROM MAINT	1,067	-	-	10,000
TOTAL	\$ 48,479	\$ 58,387	\$ 40,681	\$ 138,600
CLAIMS, REFUNDS, MISCELLANEOUS				
COURT COSTS	\$ 3,471	\$ 6,102	\$ 8,615	\$ 20,000
INDIRECT COST	244,190	384,185	401,748	401,748
TOTAL	\$ 247,661	\$ 390,287	\$ 410,363	\$ 421,748
INTERDEPART SERVICE CHARGES				
CHARGES FROM GENERAL FUND	\$ 164,592	\$ 164,592	\$ 164,592	\$ 350,000
CHARGES FROM TELEPHONE	35,639	54,042	54,755	71,191
CHARGES FROM PRINTING	7,317	32,716	24,632	34,587
CHARGES FROM MOTOR VEHICLE	4,968	7,075	5,620	7,729
CHARGES FROM DATA PROC	4,950	-	-	-
CHARGES FROM WASTE	2,491	1,699	1,863	2,000
TOTAL	\$ 219,957	\$ 260,123	\$ 251,463	\$ 465,507



CENTRAL COLLECTION AGENCY

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CAPITAL OUTLAY				
BUILDING BETTERMENTS	\$ -	\$ 2,000	\$ 322,334	\$ 10,000
OFFICE EQUIPMENT	15,193	-	-	190,000
AUTOMOBILES	60,001	-	-	-
TRANSFER TO CAPITAL PROJECT	-	90,000	-	-
TOTAL	\$ 75,194	\$ 92,000	\$ 322,334	\$ 200,000
TOTAL DIVISION	\$ 6,904,874	\$ 7,568,962	\$ 8,052,621	\$ 9,507,272

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LOCAL TAXES	\$ 4,620,000	\$ 3,640,000	\$ 5,460,000	\$ 9,450,676
SALES & CHARGES FOR SERVICES	-	(27)	750	-
MISCELLANEOUS REVENUES	2,208,002	161,711	178,934	120,000
TRANSFERS IN	-	-	1,500	-
EXPENDITURE RECOVERIES	1,982,061	1,562,844	2,341,769	-
TOTAL DIVISION	\$ 8,810,063	\$ 5,364,528	\$ 7,982,953	\$ 9,570,676



CENTRAL COLLECTION AGENCY

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrator, Asst. Income Tax	26,274	80,967
1	1	1	Administrator, Income Tax	42,758	124,900
1	0	1	Comptroller	30,215	101,948
1	0	1	Chief, Bureau of Accounts & Collection	22,333	57,628
1	1	1	Chief, Tax Auditing Bureau	22,333	59,645
1	1	1	Chief, Tax Records Bureau	22,333	57,628
6	4	6			
OFFICE & CLERICAL					
3	3	3	Cashier, Junior	9.66 Hr.	15.08 Hr.
9	8	9	Clerk, Accountant II	9.66 Hr.	15.71 Hr.
1	1	1	Messenger	9.66 Hr.	13.54 Hr.
1	1	1	Receptionist	9.66 Hr.	13.86 Hr.
25	23	25	Tracer, Income Tax	10.04 Hr.	15.87 Hr.
39	36	39			
PROFESSIONALS					
13	11	13	Auditor	20,093	53,307
3	3	3	Assistant Director of Law	26,250	72,800
21	18	21	Auditor, Tax I	10.60 Hr.	16.66 Hr.
14	10	14	Auditor, Tax II	12.41 Hr.	18.42 Hr.
1	1	1	Personnel Assistant	20,093	42,978
1	1	1	Project Leader / Application	30,215	80,774
3	2	3	Supervisor, Asst. Income Tax Financial	22,333	57,628
7	7	7	Supervisor, Income Tax	20,093	51,504
63	53	63			
PARAPROFESSIONALS					
2	2	2	Chief Legal Investigator	23,647	60,719
2	2	2	Paralegal	20,093	39,593
4	4	4			
TECHNICIANS					
1	1	1	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
1	1	1	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
2	2	2			
114	99	114	TOTAL FULL TIME		
1	1	1	Income Tax Tracer	10.04 Hr.	15.87 Hr.
14	8	14	Student Aide	9.66 Hr.	9.66 Hr.
15	9	15	TOTAL PART TIME		
129	108	129	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

PRINTING AND REPRODUCTION

MICHAEL HEWETT, COMMISSIONER

The duties of the Commissioner of Printing & Reproduction are as follows: to administer and control the affairs of the division; to supervise the printing, photocopying or other reproduction of material required for use by the City of Cleveland; to develop specifications, evaluate bids, recommend the lease, rental or purchase of all photocopiers; and to perform any duties which may arise by codified ordinance or by the Director of Finance.

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

The Division of Printing & Reproduction operates a production facility at 1735 Lakeside Ave. The division also maintains a full-service copy center at City Hall.

Mission Statement

This Division provides printing and reproduction services as required by various City Departments.

(000'S OMITTED)

	2003		2004			2005	
	COST	ACTUAL	COST	UNAUDITED		COST	BUDGET
		STAFF		STAFF	PT		STAFF
	FT	PT	FT	PT	FT	PT	
PROGRAMS:							
Printing Services	\$ 1,129	12	\$ 1,261	11	\$ 1,387	13	
Copy Center	91		102	1	112	1	
	\$ 1,220	12	\$ 1,363	12	\$ 1,499	14	
FUNDING SOURCE:							
User Fees:							
Internal Service Fund*	\$ 1,220	12	\$ 1,363	12	\$ 1,499	14	
	\$ 1,220	12	\$ 1,363	12	\$ 1,499	14	

* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

PROGRAM NAME: PRINTING SERVICES

OBJECTIVES: To provide comprehensive reprographic services to the City of Cleveland.

ACTIVITIES: Print materials requested by various city divisions. Administer the city's photocopier contracts.

PROGRAM NAME: COPY CENTER

OBJECTIVES: Provide a variety of photocopying services from a centralized location at City Hall.

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



PRINTING AND REPRODUCTION

EXPENDITURES

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	411,460	\$	450,378	\$	476,996	\$	537,280
LONGEVITY		4,800		4,225		4,700		4,225
SEPARATION PAYMENTS		-		-		3,544		-
OVERTIME		14,308		23,110		20,983		32,000
TOTAL	\$	430,568	\$	477,713	\$	506,223	\$	573,505
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	55,460	\$	56,183	\$	76,664	\$	99,509
DENTAL		4,985		5,419		6,018		5,564
VISION CARE		530		775		806		796
PERS		58,757		60,945		68,128		77,710
FICA-MEDICARE		4,005		4,975		5,678		8,316
WORKER'S COMPENSATION		517		1,139		1,359		1,480
LIFE INSURANCE		480		507		578		540
UNEMPLOYMENT COMPENSATION		5,047		-		-		-
CLOTHING ALLOWANCE		-		545		-		600
CLOTHING MAINTENANCE		1,993		729		2,009		2,000
TOTAL	\$	131,773	\$	131,217	\$	161,240	\$	196,515
TRAINING & PROFESS DUES								
TRAVEL	\$	-	\$	-	\$	-	\$	500
TUITION & REGISTRATION FEES		500		-		-		2,000
OTHER TRAINING SUPPLIES		-		-		-		500
PROFESSIONAL DUES		96		642		1,228		1,500
TOTAL	\$	596	\$	642	\$	1,228	\$	4,500
UTILITIES								
GAS	\$	102	\$	2,477	\$	2,902	\$	3,105
ELECTRICITY - CPP		32,821		27,993		28,890		31,500
SECURITY & MONITORING SYSTEM		-		264		439		900
TOTAL	\$	32,922	\$	30,734	\$	32,231	\$	35,505
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	714	\$	-	\$	3,605	\$	500
WASTE DISPOSAL		-		-		-		1,000
ADVERTISING AND PUBLIC NOTICE		-		-		920		-
PROGRAM PROMOTION		-		-		(3,000)		-
PARKING IN CITY FACILITIES		22		36		13		500
PHOTOCOPY MACHINE RENTAL		133,293		172,435		202,875		174,000
OTHER CONTRACTUAL		-		-		-		500
TOTAL	\$	134,029	\$	172,471	\$	204,413	\$	176,500



PRINTING AND REPRODUCTION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ 1,037	\$ 4,470	\$ 1,960	\$ 2,500
DISCOUNTS LOST	-	-	38	-
POSTAGE	-	-	2,915	3,000
COMPUTER SUPPLIES	483	-	-	1,000
COMPUTER HARDWARE	-	9,011	4,765	6,000
COMPUTER SOFTWARE	-	1,977	-	3,000
SMALL EQUIPMENT	5,650	10,686	23,318	15,000
ELECTRICAL SUPPLIES	2,074	4,218	-	1,000
HYGIENE AND CLEANING SUPP	1,000	1,933	695	1,250
PAPER AND OTHER SUPPLIES	412,213	336,527	385,706	425,500
PRINTED MATERIALS	2,658	-	-	-
SHOP SUPPLIES	-	-	881	-
OTHER SUPPLIES	1,084	399	1,261	1,000
JUST IN TIME OFFICE SUPPLIES	2,038	3,492	3,988	2,000
TOTAL	\$ 428,236	\$ 372,713	\$ 425,526	\$ 461,250
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 2,744	\$ -	\$ -	\$ 2,000
MAINTENANCE CONTRACTS	14,555	9,870	9,550	20,000
COMPUTER HARDWARE MAINT	8,500	-	-	2,000
MAINTENANCE MACHINERY	6,825	2,670	12,061	10,000
CAR WASHES	-	-	150	250
CHARGES FROM MAINTENANCE	6,000	9,678	3,061	7,000
TOTAL	\$ 38,624	\$ 22,217	\$ 24,823	\$ 41,250
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 5,841	\$ 11,010	\$ 6,653	\$ 8,596
CHARGES FROM MOTOR VEHICLE	3,561	1,249	956	1,315
CHARGES FROM DATA PROC.	730	-	-	-
TOTAL	\$ 10,132	\$ 12,259	\$ 7,609	\$ 9,911
TOTAL DIVISION	\$ 1,206,881	\$ 1,219,965	\$ 1,363,292	\$ 1,498,936

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 1,350	\$ -	\$ -
MISCELLANEOUS REVENUES	10,025	9,383	11,574	-
EXPENDITURE RECOVERIES	617,710	1,206,113	1,100,128	1,355,849
TOTAL DIVISION	\$ 627,735	\$ 1,216,846	\$ 1,111,702	\$ 1,355,849



PRINTING AND REPRODUCTION

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Printing Reproduction	40,315	119,646
1	1	1	Commissioner, Printing Reproduction, Asst.	23,647	76,635
2	2	2			
OFFICE & CLERICAL					
2	1	3	Copy Center Operator, Offset Duplicating Machine	9.66 Hr.	16.64 Hr.
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
1	1	1	Principal Clerk	11.93 Hr.	17.85 Hr.
1	0	0	Head Storekeeper	9.66 Hr.	19.70 Hr.
5	3	5			
PARAPROFESSIONALS					
2	2	2	Print Shop Helper	10.61 Hr.	13.30 Hr.
2	2	2			
PROFESSIONAL					
1	1	1	Desktop Publishing Specialist	20,231	52,651
1	1	1			
SKILLED CRAFT					
1	1	1	First Press Operator	12.00 Hr.	19.76 Hr.
2	2	2	Second Press Operator	10.00 Hr.	17.68 Hr.
1	1	1	Printing Foreman	28,405	47,197
4	4	4			
14	12	14	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

**DEBT SERVICE
SINKING FUND COMMISSION**

JANE L. CAMPBELL, PRESIDENT

ROBERT H. BAKER, SECRETARY

FRANK G. JACKSON, MEMBER

ELIZABETH C. HRUBY, ASSISTANT SECRETARY

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.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Bond/Coupon Record Maintenance	\$ 49	1		\$ 48	1		\$ 54	1	
Debt Administration	509	1		504	1		651	1	
Bond & Notes	51,732			52,740			59,635		
	\$ 52,290	2		\$ 53,292	2		\$ 60,340	2	
FUNDING SOURCE:									
Local Taxes	\$ 24,768			\$ 25,956			\$ 25,912		
Self Generated	103			386			427		
Bond Proceeds	7,612			1,997			6,029		
Old Bond Funds	114			350			-		
Other Proceeds	-			-			3,000		
Restricted Tax	16,000			20,000			13,000		
Subordinated Income Tax	4,329			1,619			4,700		
Transfers	458			3,979			2,470		
Reserve*	(1,094)			(995)			3,544		
Issue 2	-			-			1,258		
	\$ 52,290	2		\$ 53,292	2		\$ 60,340	2	

* Includes drawdown (additions) and use of Fund balance. Refer to Fund structure section of this document for details.



DEBT SERVICE SINKING FUND COMMISSION

DEBT MANAGEMENT POLICY

The Sinking Fund Commission is responsible for maintaining detailed records of the City's outstanding debt obligations until their maturity and ensuring that all debt is paid when due. The Sinking Fund Commission's duties are outlined in the covenants of the General Bond Ordinance and the Sinking Fund Ordinance and the Commission continuously monitors its performance so as to ensure compliance with said covenants.

The Sinking Fund Commission acts as the citywide coordinator for all debt issuance and monitoring activities. This includes the sale of all general obligation, special obligation and enterprise (revenue) bonds and notes. In addition the Commission deposits on behalf of itself and the Enterprise Funds any moneys to be applied to the payment of debt charges. This includes money and investments derived from ad valorem property taxes, restricted income tax, enterprise reimbursements, non-tax revenues and the proceeds of renewal bonds or notes. The Commission maintains and reconciles all bank accounts for General Obligation, Special Obligation and Enterprise (Proprietary) Obligations of the City.

The City issues its general obligation bonds in connection with its overall Capital Improvement Program. Programs that have benefited from the issuance of general obligation debt include, but are not limited to, public service improvements, bridge and roadway improvements, recreation facilities, and urban redevelopment.

The City's Enterprise Funds develop their own individual capital improvement programs and issue revenue debt as is necessary to assist with the implementation of said programs. The Sinking Fund Commission works jointly with each individual Enterprise Fund when issuing revenue debt.

PROGRAM NAME: BOND/NOTE RECORD MAINTENANCE/RECONCILIATION

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.

PROGRAM NAME: DEBT ADMINISTRATION

OBJECTIVES: To ensure that the City complies with all covenants in the General Bond Ordinance, the Sinking Fund ordinance and in all revenue or special obligation bond indentures and also ensure that it complies with all federal regulations governing the issuance of debt.

ACTIVITIES: 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. 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.

**DEBT SERVICE
SINKING FUND COMMISSION****2004 ACTIVITY**

In April 2004, the City entered into an equipment lease agreement with Minority Alliance Capital, LLC. As a result of this transaction, the City will purchase approximately \$6,603,000 of heavy duty vehicles and apparatus for the Departments of Public Safety, Public Service and Parks, Recreation & Properties and will make lease payments from its Restricted Income Tax for the next seven years.

On August 10, 2004, the City issued \$175,000,000 of Water Revenue Bonds, Series M. The Bonds were issued to advance refund \$163,305,000 of outstanding Series H, Series I and Series K Bonds. The Bonds were issued as variable rate debt and, at the time of issuance, were swapped to a fixed rate of 3.533%. As a result of this refunding, the Water System expects to achieve savings of \$11.3 million or 6.9%.

On November 4, 2004, the City issued \$1,000,000 of Economic Development Revenue Bonds, Series 2003B-2 for the Lower Euclid Avenue Project. These bonds were issued to provide the last piece of City funding to be made available to the owners of properties on Euclid Avenue for the construction and renovation of commercial restaurant and retail facilities (the House of Blues).

Effective November 10, 2004 the City issued \$16,760,000 Series 2004 Various Purpose General Obligation Bonds. These bonds were issued to finance a variety of permanent improvement projects in the areas of bridges and roadways (primarily the Euclid Corridor project) and parks and recreation facilities.

Also on November 10, 2004 the City issued \$19,280,000 of Taxable Economic and Community Development Revenue Bonds, Series 2004. This was the second series of bonds issued for the Core City Fund which will provide funds for industrial, commercial, distribution and research facilities and residential housing in the City, including providing money to make loans to others for such purposes.

Effective December 16, 2004, the City issued \$14,835,000 of Nontax Revenue Refunding Bonds for the Cleveland Stadium Project. These bonds refunded the outstanding \$9,999,637.55 Series 1999A&B Nontax Revenue Bonds which were issued in 1999 as capital appreciation bonds. This refunding achieved savings of 11.6% or \$1.6 million.

DEBT SERVICE
SINKING FUND COMMISSION
2005 ACTIVITY

In 2005, the City is planning or reviewing the feasibility of the following financings:

- General Obligation Bonds for various permanent improvement projects;
- Refund or retire the 2003 Urban Renewal Notes;
- A heavy duty equipment lease transaction; and
- Refunding or other financing alternatives which meet the City's financial and operational goals.

BOND RATINGS

As of December 31, 2004 the City's Bond Ratings for general obligation bonds, revenue bonds, notes and certificates of participation were as follows:

	Moody's Investors Service	Standard & Poor's	Fitch Investors
General Obligation Bonds	A2	A	A+
Core City Bonds	A3	A-	N/A
Waterworks Revenue Bonds	Aa3	AA-	N/A
Cleveland Public Power Revenue Bonds	A2	A-	N/A
Airport Revenue Bonds	A3	A-	N/A
Certificates of Participation Series 1997	A3	A-	N/A
Parking Revenue Bonds+	Aaa	AAA	AAA
Urban Renewal Notes	N/A	SP-1	N/A

+ Insured ratings

**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2003 Actual		2004 Unaudited		2005 Budget
Unvoted Tax Supported Obligations					
Bonds Redeemed	\$ 26,285,000	\$	26,960,000	\$	29,185,000
Interest on Bonds	16,474,353		17,083,822		17,775,438
	\$ 42,759,353	\$	44,043,822	\$	46,960,438
Subordinated Income Tax Bonds					
Bonds Redeemed	\$ 1,400,000	\$	1,500,000	\$	1,600,000
Interest on Bonds	3,227,303		3,149,818		3,100,000
	\$ 4,627,303	\$	4,649,818	\$	4,700,000
Subordinated Income Tax Reserve					
Other	\$ -	\$	119,301	\$	-
Transfer to Other Subclasses	-		3,324,838		-
	\$ -	\$	3,444,139	\$	-
Urban Renewal Debt Retirement Fund					
Other	\$ -	\$	22,815	\$	-
Notes Redeemed	4,250,000		-		4,300,000
Interest on Notes	95,625		108,714		106,640
	\$ 4,345,625	\$	131,529	\$	4,406,640
2003 Core City Fund					
Other	\$ -	\$	72,761	\$	74,433
Interest on Bonds *	-		397,117		1,108,178
	\$ -	\$	469,878	\$	1,182,611
Lower Eudid TIF Bonds					
Bonds Redeemed	\$ -	\$	-	\$	45,000
Interest on Bonds	-		-		159,778
	\$ -	\$	-	\$	204,778
Nontax Revenue Refunding Bonds - Stadium					
Interest on Bonds	\$ -	\$	-	\$	621,222
	\$ -	\$	-	\$	621,222
2004 Core City Bonds					
Bonds Redeemed	\$ -	\$	-	\$	585,000
Interest on Bonds	-		-		973,463
	\$ -	\$	-	\$	1,558,463

**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2003 Actual		2004 Unaudited		2005 Budget
Sinking Fund Operations					
Personnel	\$ 137,621	\$	149,297	\$	157,133
Other	419,909		403,026		548,231
	\$ 557,530	\$	552,323	\$	705,364
Total Expenditures	\$ 52,289,811	\$	53,291,509	\$	60,339,516

* Paid by capitalized interest from the proceeds of the bonds

REVENUE

	2002 Actual		2003 Actual		2004 Unaudited		2005 Budget
PROPERTY TAXES	\$ 24,463,716	\$	24,768,435	\$	25,955,669	\$	25,912,044
RESTRICTED INCOME TAX	15,000,000		16,000,000		20,000,000		13,000,000
SUBORDINATED INCOME TAX	4,274,821		4,329,426		1,618,740		4,700,000
INVESTMENT EARNINGS	162,409		103,219		206,422		250,000
BOND FEES & SERVICES	8,100		-		179,580		176,580
NOTE / BOND PROCEEDS	33,384,883		7,611,621		1,997,104		6,029,400
TRANSFERS FROM OTHER SUBFUNDS	-		113,774		3,865,060		1,632,896
OTHER PROCEEDS	-		-		-		3,000,000
EXPENDITURE RECOVERY ISSUE 2	-		-		-		1,257,888
GENERAL FUND TRANSFER	802,500		457,465		463,464		837,202
DRAW/(ADD) OF FUND BALANCE	(2,489,608)		(1,094,129)		(994,530)		3,543,506
TOTAL RECEIPTS	\$ 75,606,821	\$	52,289,811	\$	53,291,509	\$	60,339,516

EXPENDITURES

	2003 Actual		2004 Unaudited		2005 Budget
WATER REVENUE BONDS+					
EXPENDITURES:					
Principal	\$ 23,990,000	\$	25,160,000	\$	26,545,000
Interest	38,516,240		40,089,278		38,383,098
Total Expenditures	\$ 62,506,240	\$	65,249,278	\$	64,928,098
RECEIPTS					
Utility Reimbursement	\$ 62,506,240	\$	65,249,278	\$	64,928,098
Total Receipts	\$ 62,506,240	\$	65,249,278	\$	64,928,098

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.

**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2003 Actual		2004 Unaudited		2005 Budget
EXPENDITURES:					
Airport System Revenue Bonds and Notes +					
Principal	\$ 100,645,781	\$	11,104,214	\$	9,372,719
Interest	44,528,723		43,233,602		54,142,398
Total Expenditures	\$ 145,174,504	\$	54,337,816	\$	63,515,117
RECEIPTS					
Enterprise Reimbursement	\$ 145,174,504	\$	54,337,816	\$	63,515,117
Total Receipts	\$ 145,174,504 *	\$	54,337,816 **	\$	63,515,117 ***

* Includes \$20,598,153 of capitalized interest from the proceeds of the Series 2000 Bonds and \$1,157,309 of capitalized interest from the proceeds of the Series 2001 and 2003 Notes plus the maturity of the Series 2001 Notes and the Series 2003 Notes.

**Includes \$8,986,173 of capitalized interest from the proceeds of the Series 2000 Bonds and \$1,085,610 of capitalized interest from the Series 2003 Bonds.

***Includes \$3,834,119 of capitalized interest from the proceeds of the Series 2000 Bonds and \$3,699,908 of capitalized interest from the 2003 Bonds.

Ohio Water Development Authority Loans - Water +

EXPENDITURES:					
Principal	\$ 387,000	\$	592,290	\$	805,000
Interest	285,000		627,546		689,000
Total Expenditures	\$ 672,000	\$	1,219,836	\$	1,494,000
RECEIPTS					
Utility Reimbursement	\$ 672,000	\$	1,219,836	\$	1,494,000
Total Receipts	\$ 672,000	\$	1,219,836	\$	1,494,000

Ohio Water Development Authority Loans - Water Pollution Control+

EXPENDITURES:					
Principal	\$ 491,129	\$	353,684	\$	385,727
Interest	256,675		247,566		221,123
Total Expenditures	\$ 747,804	\$	601,250	\$	606,850
RECEIPTS					
Utility Reimbursement	\$ 747,804	\$	601,250	\$	606,850
Total Receipts	\$ 747,804	\$	601,250	\$	606,850

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2003 Actual		2004 Unaudited		2005 Budget
Public Power Improvement System - Revenue Bonds +					
EXPENDITURES:					
Principal	\$ 7,865,000	\$	9,410,000	\$	9,710,000
Interest	10,886,836		10,447,476		9,932,876
Total Expenditures	\$ 18,751,836	\$	19,857,476	\$	19,642,876
RECEIPTS					
Utility Reimbursement	\$ 18,751,836	\$	19,857,476	\$	19,642,876
Total Receipts	\$ 18,751,836	\$	19,857,476	\$	19,642,876
Parking Facilities Revenue Refunding Bonds +					
EXPENDITURES:					
Principal	\$ 2,075,000	\$	2,175,000	\$	2,305,000
Interest	4,104,025		3,995,088		3,864,588
Total Expenditures	\$ 6,179,025	\$	6,170,088	\$	6,169,588
RECEIPTS					
Enterprise Reimbursement	\$ 6,179,025	\$	6,170,088	\$	6,169,588
Total Receipts	\$ 6,179,025	\$	6,170,088	\$	6,169,588

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



DEBT SERVICE
SINKING FUND COMMISSION

UNVOTED TAX SUPPORTED OBLIGATIONS

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INT RATE	12/31/04 BALANCE	2005 PRINCIPAL	2005 INTEREST	TOTAL DUE
BRIDGE & ROADWAY	FEB./AUG.	1997	2014	VAR	7,080,000	550,000	399,438	949,438
BRIDGE & ROADWAY	APR/OCT	1998	2015	VAR	7,880,000	580,000	343,448	923,448
BRIDGES & ROADS	MAR/SEP	1993	2009	VAR	3,640,000	655,000	191,524	846,524
BRIDGES & ROADS	MAY/NOV.	1994	2005	VAR	1,450,000	1,450,000	88,450	1,538,450
BRIDGES & ROADS	MAR/SEP	1996	2013	VAR	11,255,000	1,010,000	599,126	1,609,126
BRIDGES & ROADS	MAY/NOV.	1999	2016	VAR	11,995,000	755,000	618,740	1,373,740
BRIDGES & ROADS	JUNE/DEC.	2002	2019	VAR	22,070,000	1,175,000	1,014,925	2,189,925
BRIDGES & ROADS	FEB./AUG.	2003	2020	VAR	28,045,000	1,355,000	1,178,475	2,533,475
BRIDGES & ROADS	JUNE/DEC.	2004	2024	VAR	13,735,000	455,000	619,780	1,074,780
BUILDINGS & FACILITIES	MAY/NOV.	1994	2005	VAR	345,000	345,000	21,045	366,045
CEMETERY IMPROVEMENT	APR/OCT	1998	2018	VAR	1,470,000	80,000	65,121	145,121
CONVENTION CENTER	MAR/SEP	1996	2015	VAR	1,385,000	95,000	74,296	169,296
FINAL JUDGMENT	JUNE/DEC.	2002	2027	VAR	6,265,000	60,000	312,419	372,419
FIRE APPARATUS	MAY/NOV.	1999	2009	VAR	465,000	85,000	22,150	107,150
NEIGHBORHOOD DEV.	MAR/SEP	1996	2014	VAR	700,000	55,000	37,413	92,413
PARKS & RECREATION	MAY/NOV.	1994	2005	VAR	220,000	220,000	13,420	233,420
PARKS & RECREATION	MAR/SEP	1996	2015	VAR	3,475,000	240,000	186,381	426,381
PARKS & RECREATION	FEB./AUG.	1997	2017	VAR	2,270,000	125,000	125,338	250,338
PARKS & RECREATION	APR/OCT	1998	2018	VAR	2,820,000	150,000	124,909	274,909
PARKS & RECREATION	MAY/NOV.	1999	2019	VAR	2,835,000	130,000	147,908	277,908
PARKS & RECREATION	JUNE/DEC.	2002	2022	VAR	10,055,000	420,000	504,575	924,575
PARKS & RECREATION	FEB./AUG.	2003	2023	VAR	9,885,000	370,000	438,413	808,413
PARKS & RECREATION	JUNE/DEC.	2004	2024	VAR	3,025,000	100,000	136,406	236,406
PUBLIC FACILITIES	APR/OCT	1998	2018	VAR	5,415,000	290,000	239,909	529,909
PUBLIC FACILITIES	MAR/SEP	1993	2013	VAR	5,580,000	500,000	296,776	796,776
PUBLIC FACILITIES	MAR/SEP	1996	2020	VAR	2,005,000	85,000	108,650	193,650
PUBLIC FACILITIES	FEB./AUG.	1997	2017	VAR	8,375,000	455,000	462,388	917,388
PUBLIC FACILITIES	MAY/NOV.	1999	2019	VAR	3,810,000	175,000	198,746	373,746
PUBLIC FACILITIES	JUNE/DEC.	2000	2020	VAR	8,040,000	340,000	416,095	756,095
PUBLIC FACILITIES	JUNE/DEC.	2002	2022	VAR	5,435,000	230,000	273,025	503,025
PUBLIC FACILITIES	FEB./AUG.	2003	2023	VAR	17,390,000	655,000	771,138	1,426,138
RECREATION FACILITIES	MAR/SEP	1993	2012	VAR	2,065,000	215,000	109,645	324,645
RECREATION FACILITIES	JUNE/DEC.	2000	2020	VAR	4,510,000	190,000	233,369	423,369
RESIDENT DEVELOPMENT	JUNE/DEC.	2000	2020	VAR	1,865,000	80,000	96,518	176,518
RESIDENTIAL AREA IMP.	FEB./AUG	1997	2017	VAR	760,000	40,000	41,963	81,963
RESIDENTIAL NEIGH. DEV.	APR/OCT	1998	2018	VAR	795,000	45,000	35,206	80,206
RESIDENTIAL NEIGH. DEV.	JUNE/DEC.	2002	2022	VAR	2,335,000	100,000	117,238	217,238
RESIDENTIAL NEIGHBORHC	MAY/NOV.	1999	2019	VAR	1,790,000	85,000	93,356	178,356
RESIDENTIAL NEIGHBORHC	FEB./AUG.	2003	2023	VAR	6,915,000	260,000	306,688	566,688
RESIDENTL. & REDVLPMENT.	MAY/NOV.	1994	2005	VAR	35,000	35,000	2,135	37,135
ROAD & BRIDGE IMP.	JUNE/DEC.	2000	2017	VAR	8,475,000	480,000	436,255	916,255
SERIES 1993 REFUNDING	MAR/SEP	1993	2011	VAR	55,460,000	8,805,000	2,922,325	11,727,325
SERIES 1997 REFUNDING	FEB./AUG.	1997	2018	VAR	44,400,000	2,505,000	2,475,613	4,980,613
SERIES 1998 REFUNDING	APR/OCT	1998	2007	VAR	7,665,000	3,045,000	310,088	3,355,088
URBAN RENEWAL	MAR/SEP	1993	2013	VAR	1,215,000	110,000	64,619	174,619
Total					346,700,000	29,185,000	17,275,438	46,460,438



**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 58,698	\$ 78,669	\$ 124,241	\$ 130,280
LONGEVITY	575	-	700	700
TOTAL	\$ 59,273	\$ 78,669	\$ 124,941	\$ 130,980
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 2,170	\$ 2,127	\$ 6,004	\$ 6,785
DENTAL	205	184	431	438
VISION CARE	-	46	98	98
PERS	7,788	12,918	16,862	17,749
FICA-MEDICARE	-	-	561	652
WORKER'S COMPENSATION	251	69	309	341
LIFE INSURANCE	75	40	91	90
TOTAL	\$ 10,488	\$ 15,384	\$ 24,356	\$ 26,153
TRAINING & PROFESS DUES				
TRAVEL	\$ -	\$ -	\$ 548	\$ 1,000
TUITION & REGISTRATION FEES	-	-	-	500
PROFESSIONAL DUES	1,897	1,997	2,187	2,200
TOTAL	\$ 1,897	\$ 1,997	\$ 2,735	\$ 3,700
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 65,610	\$ 28,967	\$ 21,009	\$ 194,000
INSURANCE AND OFFICIAL BONDS	-	100	-	-
COUNTY AUD & TREAS COLL FEE	320,467	279,903	378,658	350,000
TOTAL	\$ 386,077	\$ 308,970	\$ 399,667	\$ 544,000
MATERIALS & SUPPLIES				
POSTAGE	\$ 816	\$ 660	\$ 602	\$ 500
TOTAL	\$ 816	\$ 660	\$ 602	\$ 500
INTERDEPART SERVICE CHARGES				
CHARGES FROM PRINTING	\$ 90	\$ 54	\$ 23	\$ 31
CHARGES FROM DATA PROC.	300	225	-	-
TOTAL	\$ 390	\$ 279	\$ 23	\$ 31
TOTAL DIVISION	\$ 458,941	\$ 405,959	\$ 552,323	\$ 705,364



**DEBT SERVICE
SINKING FUND COMMISSION**

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 225	\$ 6	\$ -	\$ -
TRANSFERS IN	331,516	645,000	372,743	525,784
EXPENDITURE RECOVERIES	-	6,643	179,580	176,580
TOTAL DIVISION	\$ 331,741	\$ 651,649	\$ 552,323	\$ 702,364

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Secy, Asst. - Sinking Fund Commission	27,326	88,624
1	1	1	Budget Analyst	20,093	48,028
2	2	2			
2	2	2	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



FINANCIAL REPORTING AND CONTROL

JAMES E. GENTILE, CPA, CITY CONTROLLER

The Division of Financial Reporting and Control is the centralized accounting function for the City of Cleveland. The Division's primary responsibilities are:

- Performing reconciliation of cash and investments.
- Maintaining control over the City's accounting system and the integrity of the information submitted to it.
- Preparing and issuing numerous required financial reports including the Comprehensive Annual Financial Report.
- Performing certain accounting tasks that are not applicable to any outside division or department.
- Issuing best practice accounting policies and procedures throughout the city.

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.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Proprietary Fund Accounting	\$ 332	4		\$ 272	4		\$ 235	3	
General Accounting	311	4		218	3		177	2	
Cash Reconciliation	368	3		242	3		385	5	
Special Revenue	277	4		180	3		251	3	
Financial Systems/Data Entry	248	3		205	3		250	3	
	\$ 1,536	18		\$ 1,117	16		\$ 1,298	16	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,536	18		\$ 1,117	16		\$ 1,298	16	
	\$ 1,536	18		\$ 1,117	16		\$ 1,298	16	

FINANCIAL REPORTING AND CONTROL**PROGRAM NAME: PROPRIETARY/CAPITAL FUND ACCOUNTING**

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's:

- Capital projects activity for all fund types
- Fixed assets
- Internal service funds
- Enterprise funds

ACTIVITIES: Train user department financial personnel on accounting issues as needed. Coordinate and reconcile inter-fund receivable/payable accounts. Prepare and review the year-end work-papers needed for financial reporting purposes. Reconcile the minor enterprise and internal service funds' fixed assets. Maintain status of capital project activity for all city departments and divisions. Track and assess the adequacy of internal service billings and rates. Initiate drawdowns of capital funds. Periodically review system generated reports to help ensure data accuracy.

PROGRAM NAME: GENERAL ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's general fund, debt service funds, trust and agency funds.

ACTIVITIES: Review financial data for the general fund. Periodically review system generated reports to help ensure data accuracy. Train user department financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Assist in the closing activities and the preparation of the annual financial report. Monitor and ensure proper recording of City debt activity. Prepare certain journal entries that are not directly attributable to a specific department or division. Monitor and reconcile agency fund activity including allocating expenditures to the appropriate funds. Assist in the development of financial reports needed by user departments.

PROGRAM NAME: CASH RECONCILIATION

OBJECTIVES: To reconcile cash and investments on a monthly basis to the General Ledger.

ACTIVITIES: Develop procedures for reconciling and making corrections to general ledger cash and investments for all funds on a monthly basis. Account for the daily reimbursement of commingled cash from segregated funds. Reconcile the balances recorded in the general ledger to the portfolio prepared by the Treasurer. Perform reconciliation's on Municipal Court bank account activity. Assist in implementation of City's cash and investment policy. Monitor the timeliness of draw down activity. Prepare and review the year-end work papers needed for financial reporting purposes. Compile and ensure accuracy of all outstanding warrants. Calculate and distribute commingled interest.



FINANCIAL REPORTING AND CONTROL

PROGRAM NAME: SPECIAL REVENUE ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's grant and miscellaneous non-grant special review funds.

ACTIVITIES: Periodically review system generated reports to help ensure data accuracy. Train user department financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Establish procedures for closing out inactive grants in the accounting system. Assist grantees in preparing year-end audit schedules and analyses. Monitor cash drawn for all grants operating on a cash reimbursement basis. Reduce the time required to prepare and file cost reimbursement reports for grants. Monitor City grant personnel's compliance with grant agreements. Monitor the City utilization of grant funds to maximize usage. Establish and update citywide grant policies and procedures.

PROGRAM NAME: DATA ENTRY

OBJECTIVES: Input accurate data in the City's accounting system in a timely manner.

ACTIVITIES: Provide centralized data entry support for the City's accounting system. Enter various documents directly into the accounting system, including requisitions, receiving warrants, internal service billings and other documents as required.



FINANCIAL REPORTING AND CONTROL

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,063,331	\$ 879,820	\$ 824,684	\$ 828,869
STUDENT TRAINEES	-	-	3,143	5,600
LONGEVITY	5,275	4,750	4,750	5,950
SEPARATION PAYMENTS	6,267	1,820	7,200	-
OVERTIME	34,567	35,191	16,467	35,100
TOTAL	\$ 1,109,440	\$ 921,581	\$ 856,243	\$ 875,519
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 83,617	\$ 75,179	\$ 76,455	\$ 87,755
DENTAL	8,168	6,469	5,660	5,871
VISION CARE	841	1,006	867	946
PERS	150,662	119,110	116,112	118,632
FICA-MEDICARE	12,786	9,051	8,149	12,695
WORKERS COMPENSATION	1,125	2,716	2,620	2,732
LIFE INSURANCE	982	776	700	720
UNEMPLOYMENT COMPENSATION	7,074	16,280	7,564	10,000
TOTAL	\$ 265,255	\$ 230,587	\$ 218,128	\$ 239,351
TRAINING AND DUES				
TRAVEL	\$ 13,127	\$ 1,363	\$ -	\$ 10,000
TUITION & REGISTRATION FEES	41,135	995	1,050	25,000
OTHER TRAINING SUPPLIES	128	-	608	-
PROFESSIONAL DUES	1,780	1,541	1,445	2,000
TOTAL	\$ 56,170	\$ 3,899	\$ 3,103	\$ 37,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 425,365	\$ 30,478	\$ 739	\$ 62,863
ADVERTISING AND PUBLIC NOTICE	594	1,704	-	2,000
PARKING IN CITY FACILITIES	-	1,228	9	200
PHOTOCOPY MACHINE RENTAL	1,949	582	780	1,000
TOTAL	\$ 427,908	\$ 33,992	\$ 1,528	\$ 66,063
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 355	\$ 179	\$ 332	\$ 3,000
POSTAGE	78	244	-	-
COMPUTER SUPPLIES	-	-	-	2,000
COMPUTER HARDWARE	8,227	389	43	100
COMPUTER SOFTWARE	1,765	-	-	-
OFFICE FURNITURE & EQUIP	962	-	-	-
OTHER SUPPLIES	265	-	-	-
JUST IN TIME OFFICE SUPPLIES	6,414	3,728	3,151	10,000
TOTAL	\$ 18,066	\$ 4,540	\$ 3,526	\$ 15,100

FINANCIAL REPORTING AND CONTROL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 350	\$ -	\$ -	15,000
MAINTENANCE CONTRACTS	19,800	9,900	8,000	15,000
COMPUTER HARDWARE MAINT	5,000	-	-	-
COMPUTER SOFTWARE MAINT	268,241	285,417	-	-
TOTAL	\$ 293,391	\$ 295,317	\$ 8,000	\$ 30,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 29,320	\$ 27,617	\$ 15,885	\$ 20,703
CHARGES FROM PRINTING	16,990	18,009	10,161	14,268
CHARGES FROM STOREROOM	124	216	142	172
CHARGES FROM DATA PROCESSING	2,241	-	-	-
TOTAL	\$ 48,675	\$ 45,842	\$ 26,188	\$ 35,143
TOTAL DIVISION	\$ 2,218,905	\$ 1,535,758	\$ 1,116,717	\$ 1,298,176

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	City Comptroller	42,758	124,900
2	1	1	Assistant City Comptroller	41,312	102,960
0	1	1	Fiscal Manager	23,647	76,635
3	3	3			
PROFESSIONALS					
2	2	2	Accountant III	9.66 Hr.	21.83 Hr.
2	2	2	Accountant IV	20,093	53,834
1	1	1	Chief Clerk	22,050	43,080
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
4	4	4	Supervisor, Accountant	23,647	65,719
10	10	10			
TECHNICIANS					
1	1	1	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
1	1	1	Supervisor, Data Conversion	11.92 Hr.	16.08 Hr.
1	1	1	Supervisor, Data Processing	20,231	54,494
3	3	3			
16	16	16	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

INFORMATION TECHNOLOGY AND SERVICES

DOUG DIVISH, COMMISSIONER

The Division of Information Technology & Services mission is to provide information that is stored, transmitted, and/or processed by technology to all areas of the executive branch of City Government. The services include information technical planning, application development, and hardware and software acquisition, management of Telecommunication and technical support. The Division also manages the City's servers, operates data/voice communications network, the Customer Support Center and the office automation responsibilities.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Administration & Planning	\$ 1,110	14	\$ 1,044	8		\$ 1,079	8	
Application & Computer Network	1,125	19	1,059	12		1,096	20	
Technical Support Services	578	3	544	2		562	2	
Telecommunications Delivery Serv.	4,976	12	5,471	15		6,346	16	
	\$ 7,789	48	\$ 8,118	37		\$ 9,083	46	
FUNDING SOURCE:								
Tax Support	\$ 2,803		\$ 2,643			\$ 2,737		
Self Generated	10		4			-		
	\$ 2,813	36	\$ 2,647	22		\$ 2,737	30	
Internal Service User Charge								
Telecommunications	\$ 4,976	12	\$ 5,471	15		\$ 6,346	16	
	\$ 7,789	48	\$ 8,118	37		\$ 9,083	46	



INFORMATION TECHNOLOGY AND SERVICES

PROGRAM NAME: APPLICATION & COMPUTER NETWORK APPLICATIONS

OBJECTIVES: To develop, install, and maintain the application and network infrastructure for the citywide enterprise. Ensure the enterprise networks, servers, database, applications, and telecommunication switches are configured and maintained to obtain maximum performance, minimal downtime, and are secured.

ACTIVITIES: Provide development, implementation, maintenance and support for citywide applications and network infrastructure. Coordinate and support the implementation of new technologies and new systems to maximize the benefit and reliability to city services and departments.

PROGRAM NAME: TECHNICAL SUPPORT SERVICES

OBJECTIVES: To provide overall technical support for the planning, development, evaluation, installation, and maintenance and inventory of the IT hardware /software environment for the City of Cleveland.

ACTIVITIES: Provide daily monitoring and tuning of the system hardware/software environment including the maintenance and installation of hardware/software products, operating support for the recovery from the solution to major system problems and the management and control of technical resources for the City of Cleveland.

PROGRAM NAME: TELECOMMUNICATIONS DELIVERY SERVICES

OBJECTIVES: To provide effective and cost-efficient telecommunications services to the City of Cleveland. To provide installation, repair and maintenance services to telecommunications systems and equipment, infrastructure cabling, data networks and related equipment.

ACTIVITIES: Operate citywide desktop telephones, pagers, cell phone, voicemail messaging, and faxing. Research and implement improvements to the City's network communications systems. Research and implement equipment purchases. Ensure the City's network infrastructure is current and meets the changing technology needs of the City's Department and Divisions.



INFORMATION TECHNOLOGY AND SERVICES

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,223,805	\$ 1,726,952	\$ 1,337,051	\$ 1,647,884
PART-TIME PERMANENT	-	294	-	-
LONGEVITY	8,325	8,000	7,350	5,900
SEPARATION PAYMENTS	32,063	10,579	73,374	-
OVERTIME	21,623	-	11,628	10,000
TOTAL	\$ 1,285,816	\$ 1,745,825	\$ 1,429,402	\$ 1,663,784
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 121,070	\$ 161,744	\$ 160,940	\$ 207,883
DENTAL	10,666	14,704	12,506	13,636
VISION CARE	880	1,520	1,216	1,216
PERS	171,773	228,518	205,926	225,443
FICA-MEDICARE	9,752	16,850	13,590	19,530
WORKER'S COMPENSATION	1,691	3,374	48,474	5,236
LIFE INSURANCE	1,040	1,400	1,134	1,103
UNEMPLOYMENT COMPENSATION	2,029	16,749	382	-
TOTAL	\$ 318,901	\$ 444,860	\$ 444,167	\$ 474,047
TRAINING & PROFESS DUES				
TRAVEL	\$ 10,754	\$ 6,501	\$ 348	\$ -
TUITION & REGISTRATION FEES	4,143	8,198	375	1,000
PROFESSIONAL DUES	514	119	-	2,500
TOTAL	\$ 15,411	\$ 14,817	\$ 723	\$ 3,500
UTILITIES				
COMPUTER ROOM ELECTRICITY	\$ 15,131	\$ -	\$ -	\$ -
ELECTRICITY - OTHER	11,515	19,141	14,041	15,024
TOTAL	\$ 26,646	\$ 19,141	\$ 14,041	\$ 15,024
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 17,799	\$ 10,842	\$ 150,282	\$ 282,300
ADVERTISING AND PUBLIC NOTICE	-	-	920	-
PROGRAM PROMOTION	-	-	-	-
PARKING IN CITY FACILITIES	1,411	2,005	4,016	3,500
PROPERTY RENTAL	376,181	389,059	296,920	-
PHOTOCOPY MACHINE RENTAL	3,210	1,257	4,142	2,500
EQUIPMENT RENTAL	8,288	-	-	-
OTHER CONTRACTUAL	7,335	10,310	23,316	-
TOTAL	\$ 414,224	\$ 413,473	\$ 479,595	\$ 288,300

INFORMATION TECHNOLOGY AND SERVICES

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ 3,310	\$ 1,036	\$ 213	-
POSTAGE	610	435	217	485
COMPUTER SUPPLIES	1,156	7,088	9,846	5,564
COMPUTER HARDWARE	5,525	4,248	7,491	-
COMPUTER SOFTWARE	40	-	-	118,360
OFFICE FURNITURE & EQUIPMENT	600	4,431	153	2,000
ELECTRICAL SUPPLIES	-	-	5,000	-
HYGIENE AND CLEANING SUPPLIES	-	-	3,159	-
OTHER SUPPLIES	1,147	323	-	-
JUST IN TIME OFFICE SUPPLIES	4,191	4,752	6,207	6,000
TOTAL	\$ 16,579	\$ 22,314	\$ 32,285	\$ 132,409
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 36	\$ -	\$ -	-
COMPUTER HARDWARE MAINT	968	-	-	-
COMPUTER SOFTWARE MAINT	-	3,725	161,790	61,900
CAR WASHES	300	-	-	-
MAINTENANCE BUILDING	-	-	3,200	-
TOTAL	\$ 1,304	\$ 3,725	\$ 164,990	\$ 61,900
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 109,741	\$ 131,239	\$ 71,186	\$ 83,157
CHARGES FROM PRINTING	1,419	5,628	4,948	6,948
CHARGES FROM STOREROOM	77	62	90	109
CHARGES FROM MOTOR VEHICLE	2,657	12,129	5,673	7,802
TOTAL	\$ 113,894	\$ 149,058	\$ 81,898	\$ 98,016
TOTAL DIVISION	\$ 2,192,775	\$ 2,813,213	\$ 2,647,102	\$ 2,736,980

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 2,879	\$ -	-
SALES & CHARGES FOR SERVICES	-	5,932	-	-
MISCELLANEOUS REVENUES	81	33	-	-
EXPENDITURE RECOVERIES	480,494	1,432	4,217	250
TRANSFERS IN	2,055,000	-	-	-
TOTAL DIVISION	\$ 2,535,575	\$ 10,277	\$ 4,217	\$ 250



INFORMATION TECHNOLOGY AND SERVICES

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Administrative Officer	20,093	48,000
1	1	1	Application Delivery Services Manager	65,000	88,400
1	1	1	Commissioner, Information Systems	52,735	132,782
1	1	1	Commissioner, Information Systems, Asst.	23,647	77,853
1	1	1	Commissioner, Information Systems, Deputy	30,215	90,500
2	2	2	IT Project Director	22,333	72,735
1	0	0	IT Project Manager II	22,333	72,355
9	8	8			
PROFESSIONALS					
1	1	1	Assisant Manager Applications & Tech Support Serv.	46,225	113,093
1	0	1	Database Coordinator	30,214	73,494
1	0	1	IT Security Officer	30,215	73,207
1	1	1	IT Training Analyst	38,000	57,200
1	1	1	IT Training Coordinator	38,000	67,200
1	1	1	Information Tech Elec Data Auditor	35,000	72,800
0	0	1	Network Analyst II	30,214	81,774
0	1	1	Network and Data Center Ops Manager	55,000	87,426
0	0	2	PC Technicians	25,000	45,000
2	1	1	Project Lead Applications	30,215	80,774
0	2	2	Senior Systems Analyst	20,231	74,000
1	1	1	Sr. Budget and Management Analyst	26,274	70,909
1	1	1	Shift Supervisor Operations	20,231	54,494
2	1	1	Supervisor, Computer Operations	30,215	80,774
1	1	1	Supv. of Systems and Tech Support	55,000	78,000
3	1	1	Systems Analyst	20,093	56,000
0	0	1	Web Content Editor	20,093	55,005
1	1	2	Web Developer	30,215	75,769
0	0	1	Web Master	30,215	90,923
17	14	22			
TECHNICIANS					
1	0	0	Database Analyst	30,215	80,774
1	0	0			
27	22	30	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

INFORMATION TECHNOLOGY AND SERVICES
TELECOMMUNICATIONS

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 150,711	\$ 488,943	\$ 636,563	\$ 737,396
LONGEVITY	1,700	4,925	4,275	5,025
SEPARATION PAYMENTS	3,699	9,826	1,791	-
OVERTIME	189	64	1,118	5,456
TOTAL	\$ 156,299	\$ 503,758	\$ 643,747	\$ 747,877
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 25,678	\$ 54,158	\$ 65,291	\$ 109,744
DENTAL	2,270	4,654	4,857	6,440
VISION CARE	249	652	728	1,010
PERS	20,364	63,655	84,801	101,337
FICA-MEDICARE	1,800	4,157	5,544	6,775
WORKER'S COMPENSATION	318	409	1,429	1,366
LIFE INSURANCE	227	484	596	720
UNEMPLOYMENT COMPENSATION	5,192	4,180	3,541	-
CLOTHING ALLOWANCE	-	3,600	4,500	4,500
CLOTHING MAINTENANCE	-	1,575	2,625	2,625
TOTAL	\$ 56,097	\$ 137,523	\$ 173,912	\$ 234,517
TRAINING & PROFESS DUES				
TRAVEL	\$ -	\$ -	\$ -	\$ 10,000
TUITION & REGISTRATION FEES	-	-	-	45,000
TOTAL	\$ -	\$ -	\$ -	\$ 55,000
UTILITIES				
BROKERED GAS SUPPLY	\$ 2,277	\$ -	\$ -	-
CELLULAR SERVICES	523,193.02	286,027	511,803	464,660
TELEPHONE-OHIO BELL	4,854,813	3,564,374	3,606,567	3,616,207
TELEPHONE-LONG DISTANCE	154,465	68,595	68,107	33,000
TELEPHONE	68,480	126,151	181,437	275,446
TOTAL	\$ 5,603,228	\$ 4,045,147	\$ 4,367,913	\$ 4,389,313
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,100	\$ 7,959	\$ 4,350	\$ 9,600
ADVERTISING AND PUBLIC NOTICE	-	-	-	6,000
PROPERTY RENTAL	4,220	-	5,925	9,600
PHOTOCOPY MACHINE RENTAL	-	105	251	1,000
EQUIPMENT RENTAL	383	-	-	-
PAGER RENTAL	205,138	182,984	266,773	236,347
TOTAL	\$ 210,840	\$ 191,048	\$ 277,299	\$ 262,547



INFORMATION TECHNOLOGY AND SERVICES TELECOMMUNICATIONS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIALS & SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 9	\$ -	\$ 1,000
POSTAGE	-	124	49	100
COMPUTER SUPPLIES	-	-	-	2,000
COMPUTER HARDWARE	9,200	-	-	15,000
HARDWARE & SMALL TOOLS	-	-	5,000	5,000
OFFICE FURNITURE & EQUIPMENT	393	389	-	2,400
OTHER SUPPLIES	1,100	-	-	2,000
JUST IN TIME OFFICE SUPPLIES	862	5,182	437	1,500
TOTAL	\$ 11,555	\$ 5,704	\$ 5,486	\$ 29,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 18	\$ 749	\$ 1,500	\$ 400
MAINTENANCE CONTRACTS	21,791	70,148	-	238,000
MAINTENANCE MACHINERY	35,247	15,245	1,302	30,345
TOTAL	\$ 57,056	\$ 86,142	\$ 2,802	\$ 268,745
INTERDEPART SERVICE CHARGES				
CHARGES FROM TELEPHONE	\$ 78,682	\$ 6,267	\$ -	-
CHARGES FROM PRINTING	464	-	-	-
CHARGES FROM MOTOR VEHICLE	627	116	-	-
CHARGES FROM DATA PROC.	450	-	-	-
TOTAL	\$ 80,222	\$ 6,383	\$ -	-
INTERFUND SUBSIDIES				
TRANSFER TO OTHER SUBCLASSES	\$ -	\$ -	\$ -	\$ 359,116
TOTAL	\$ -	\$ -	\$ -	\$ 359,116
TOTAL DIVISION	\$ 6,175,299	\$ 4,975,705	\$ 5,471,159	\$ 6,346,115

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 30,602	\$ 173,862	\$ 134,581	\$ 130,000
MISCELLANEOUS REVENUES	140	560	17,502	5,000
TRANSFERS IN	1,330,000	-	359,116	-
EXPENDITURE RECOVERIES	5,078,587	4,888,008	4,878,941	6,187,385
TOTAL DIVISION	\$ 6,439,330	\$ 5,062,430	\$ 5,390,139	\$ 6,322,385



INFORMATION TECHNOLOGY AND SERVICES
TELECOMMUNICATIONS
COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget 2004	December 2004		Budget 2005	Minimum
ADMINISTRATORS & OFFICIALS					
1	1	1	Chief Safety Signal	18.60 Hr.	33.34 Hr.
1	1	1			
OFFICE AND CLERICAL					
2	2	2	Billing Clerk	9.89 Hr.	15.07 Hr.
1	1	1	Junior Clerk	9.89 Hr.	12.57 Hr.
3	3	3	Telephone Operator	9.66 Hr.	15.08 Hr.
6	6	6			
PROFESSIONALS					
5	5	5	Telecommunications Tech I	19.54 Hr.	27.98 Hr.
2	1	2	IT Telecom Analyst I	30,214	65,174
2	2	2	IT Telecom Analyst II	30,214	80,774
9	8	9			
16	15	16	TOTAL TELECOMMUNICATIONS		

* Salary Schedule effective October 4, 2004

OFFICE OF INFORMATION TECHNOLOGY PLANNING
DR. MELODIE MAYBERRY-STEWART, CHIEF TECHNOLOGY OFFICER (CTO)

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" online services which foster a stronger, smarter and safer community.

OPERATING SUMMARY
(000'S OMITTED)

	2003		2004			2005		
	COST	ACTUAL	COST	UNAUDITED		COST	BUDGET	
		STAFF		STAFF	PT		STAFF	PT
	FT	PT	FT	PT	FT	PT		
PROGRAMS:								
IT Strategic Planning & Program	\$ -		\$ 113	2	\$ 144		3	
IT Policy & Program Management	-		42		58			
Digital Divide Community Partner	-		55		77			
	\$ -		\$ 210	2	\$ 279		3	
FUNDING SOURCE:								
Tax Support	\$ -		\$ 210		\$ 279			
	\$ -		\$ 210	2	\$ 279		3	

PROGRAM NAME: IT STRATEGIC PLANNING AND PROGRAM REVIEW

OBJECTIVES: Develop and implement a Citywide IT Strategic Plan. Develop and implement a process to ensure all City Departments have technology plans. Strengthen IT planning skills of the City's IT leadership. Engage external community resources to assist with strategic plan development and review programs.

ACTIVITIES: Complete assessment for voice and data network infrastructure. Complete feasibility assessment for 311/reverse 911-like capabilities. Develop a common reporting template for monitoring and reporting progress on citywide high-impact strategic IT initiatives. Ensure the IT Strategic Council and the IT related Advisory Group are active and achieve their charge.

OFFICE OF INFORMATION TECHNOLOGY PLANNING**PROGRAM NAME: IT POLICY AND PROGRAM MANAGEMENT**

OBJECTIVES: Identify policy and program needs for policy development. Hold a workshop on IT Policy Development and Implementation. Conduct in-service training on IT Program Management "Best Practices." Develop a policy to implement the citywide IT Principles and IT Service Delivery Models as approved by the IT Strategic Council.

ACTIVITIES: Review and assess IT policies for appropriateness, completeness and relevancy.

PROGRAM NAME: IT LONG-RANGE CAPITAL AND OPERATING PLANNING PROGRAM

OBJECTIVES: Develop and implement a process for long-range IT capital planning that is used to leverage citywide initiatives and reduce redundancies and inefficiencies. Work with OBM to review and approve all IT capital and operating spending for all city departments and divisions.

ACTIVITIES: Schedule budget review sessions with OBM and review all budgets. Resurvey all divisions for the next three years capital IT needs and look for opportunities to combine and consolidate purchasing activities. Also look at rationalizing redundant IT procurement requests.

PROGRAM NAME: DIGITAL DIVIDE COMMUNITY-BASED PARTNERSHIP PROGRAM

OBJECTIVES: Design and implement a program, which engaged the community resources in a "best practice" citizen IT, certification program to close the digital divide gaps. Solicit assistance from major technology partners to adopt the program and ensure its future sustainability. Engage members of the administration and other key stakeholders to secure external funding for the community-based IT Initiative.

ACTIVITIES: Conduct a kick-off meeting of all identified and committed resources to prepare a funding packet for the community initiative. Meet with targeted stakeholders to secure external community IT funding.

PROGRAM NAME: IT INTERNAL AND EXTERNAL COMMUNICATIONS PROGRAM

OBJECTIVES: Continue to build strong media relationships on IT issues through the Press Office. Develop a formal program to keep internal and external resources informed regarding IT initiatives at the City. Develop strategies to effectively serve as the City's spokesperson on the city's strategic IT initiatives.

ACTIVITIES: Develop a quarterly electronic newsletter.



OFFICE OF INFORMATION TECHNOLOGY PLANNING

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ -	\$ -	184,000	\$ 222,405
LONGEVITY	-	-	575	575
TOTAL	\$ -	\$ -	184,575	\$ 222,980
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ -	3,574	\$ 13,486
DENTAL	-	-	270	521
VISION CARE	-	-	62	132
PERS	-	-	18,948	30,214
FICA-MEDICARE	-	-	2,130	3,233
WORKER'S COMPENSATION	-	-	-	341
LIFE INSURANCE	-	-	61	119
TOTAL	\$ -	\$ -	25,045	\$ 48,046
TRAINING & PROFESS DUES				
TRAVEL	\$ -	\$ -	-	\$ 1,500
TUITION & REGISTRATION FEES	-	-	75	1,500
OTHER TRAINING SUPPLIES	-	-	-	500
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	-	525
PROFESSIONAL DUES	-	-	-	400
TOTAL	\$ -	\$ -	75	\$ 4,425
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ -	\$ -	-	\$ 500
ADVERTISING AND PUBLIC NOTICE	-	-	-	2,100
TOTAL	\$ -	\$ -	-	\$ 2,600
MATERIALS & SUPPLIES				
POSTAGE	\$ -	\$ -	123	\$ 200
JUST IN TIME OFFICE SUPPLIES	-	-	-	500
TOTAL	\$ -	\$ -	123	\$ 700
TOTAL DIVISION	\$ -	\$ -	209,818	\$ 278,751



OFFICE OF INFORMATION TECHNOLOGY PLANNING

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Chief Technology Officer	45,000	140,400
0	0	1	Grant Writer	22,333	68,109
<u>2</u>	<u>2</u>	<u>3</u>			
<u>2</u>	<u>2</u>	<u>3</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



NOTES



OFFICE OF BUDGET AND MANAGEMENT

ROBERT DEVEREAUX, OPERATING BUDGET MANAGER

The Office of Budget and Management was established in 1965 to provide budget analysis and management consulting services to all departments of the City.

Mission Statement

To enhance the fiscal integrity of the City by preparing, implementing, and monitoring balanced budgets and financial plans that ensure the availability of required resources and enhance the quality of life for all citizens in the City of Cleveland.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Operating Budget	\$ 212	4	\$ 231	3	\$ 241	4		
Capital Budget	148	1	74	1	79	1		
Financial Planning	80	1	79	1	80	1		
Grant Compliance	-	1	88	1	93	1		
Audit Compliance	-	1	52	1	56	1		
Management Support	118	1	59	1	60	1		
	\$ 558	9	\$ 583	8	\$ 609	9		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 558	8	\$ 583		\$ 609			
	\$ 558	9	\$ 583	8	\$ 609	9		

PROGRAM NAME: OPERATING BUDGET

OBJECTIVES: To adequately plan for resources required for the City to deliver services approved and adopted via City appropriations.

ACTIVITIES: Mayor's Estimate prepared and submitted before February 1st. Quarterly comprehensive analyses of current budget vs. actual expenses. City Cost Allocation Plan (CAP Indirect Costs) updated.

OFFICE OF BUDGET AND MANAGEMENT**PROGRAM NAME: CAPITAL BUDGET**

OBJECTIVES: To ensure the City's ability to maintain the City's capital plan and to support the provision of cost-effective services through minimizing operating costs, renovating the City's neighborhoods and promoting economic development and job creation.

ACTIVITIES: Annual Restricted Income Tax and multi-year General Obligation Bond budgets developed. Prepare and distribute a monthly capital project assessment and a 10-year Financial Plan.

PROGRAM NAME: FINANCIAL PLANNING

OBJECTIVES: To project the City's financial and capital requirements.

ACTIVITIES: Monitor consumer spending, local employment trends and integrate results into financial projections for the Tax Budget. Perform ongoing analysis of appropriations by organization. Review Revenue and Expenditure estimates and project changes in fund balances. Generate a 3-Year Financial Plan and provide ongoing economic input to management for decision making.

PROGRAM NAME: MANAGEMENT SUPPORT

OBJECTIVES: To assist and advise the Mayor's Office, Division Managers and City Council in the efficient application of the resources available to them.

ACTIVITIES: City-wide Budget Analyst Training Sessions developed and conducted. OBM Policy & Procedures completed. Monthly budget status sessions conducted with City Managers. "E-Government" Budget Web Site developed.

PROGRAM NAME: AUDIT COMPLIANCE

OBJECTIVES: To establish effective, pro-active procedures for the Office of Budget and Management that result in properly resolving all current year audit findings, as well as minimizing and significantly reducing audit findings for the coming year.

ACTIVITIES: Develop and implement a comprehensive, "proactive", written audit compliance plan. All legal reports and filings prepared and submitted on time.

PROGRAM NAME: GRANT COMPLIANCE

OBJECTIVES: To aid in the effective administration of grant programs for the City of Cleveland in accordance with Federal and Local Department laws, regulations, policies, and procedures.

ACTIVITIES: Conduct City-Wide Grant Training. Revise and distribute grant policies & procedures. Create City-Wide Fiscal Monitoring Plan. Distribute monthly Notice of Funding Availabilities (NOFA) to all Departments.



OFFICE OF BUDGET AND MANAGEMENT

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 384,127	\$ 416,951	\$ 452,304	\$ 456,165
PART-TIME PERMANENT	8,642	-	-	-
1.6% RETRO PAY	-	172	-	-
LONGEVITY	700	1,000	1,000	1,400
SEPARATION PAYMENTS	1,218	3,038	1,435	-
OVERTIME	13,750	-	-	-
TOTAL	\$ 408,437	\$ 421,161	\$ 454,740	\$ 457,565
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 27,075	\$ 27,431	\$ 32,799	\$ 45,007
DENTAL	2,401	2,336	2,431	3,018
VISION CARE	276	437	411	427
PERS	58,108	55,178	63,214	62,000
FICA-MEDICARE	4,955	5,159	5,671	6,634
WORKERS COMPENSATION	2,159	4,109	4,625	4,506
LIFE INSURANCE	360	390	396	389
UNEMPLOYMENT COMPENSATION	4,266	4,280	2,928	7,056
TOTAL	\$ 99,600	\$ 99,319	\$ 112,474	\$ 129,037
TRAINING AND DUES				
TRAVEL	\$ 744	\$ 3,950	\$ 1,011	\$ 1,860
TUITION & REGISTRATION FEES	2,842	7,706	970	1,200
OTHER TRAINING SUPPLIES	328	-	-	-
PROFESSIONAL DUES	575	1,120	-	500
TOTAL	\$ 4,489	\$ 12,776	\$ 1,981	\$ 3,560
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 13,000	\$ -	\$ -
ADVERTISING AND PUBLIC NOTICE	-	238	424	450
PHOTOCOPY MACHINE RENTAL	5,110	2,001	2,190	3,200
TOTAL	\$ 5,110	\$ 15,240	\$ 2,614	\$ 3,650



OFFICE OF BUDGET AND MANAGEMENT

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 20	\$ -	\$ -
POSTAGE	250	194	47	50
COMPUTER SOFTWARE	-	3,782	-	-
OTHER SUPPLIES	-	-	1,322	1,499
JUST IN TIME OFFICE SUPPLIES	3,256	1,194	1,787	3,000
TOTAL	\$ 3,507	\$ 5,190	\$ 3,156	\$ 4,549
MAINTENANCE				
MAINTENANCE OFFICE EQUIP.	\$ -	\$ -	\$ -	\$ 750
COMPUTER HARDWARE MAINT.	-	-	1,439	-
TOTAL	\$ -	\$ -	\$ 1,439	\$ 750
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ 155	\$ 4,442	\$ 6,717	\$ 9,432
CHARGES FROM DATA PROCESSING	504	-	-	-
TOTAL	\$ 659	\$ 4,442	\$ 6,717	\$ 9,432
TOTAL DIVISION	\$ 521,801	\$ 558,127	\$ 583,120	\$ 608,543

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ -	\$ 25	\$ 75	\$ -
TOTAL DIVISION	\$ -	\$ 25	\$ 75	\$ -

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
PROFESSIONALS					
1	1	0	Administrative Manager	27,194	80,967
0	0	1	Assistant Administrator	20,231	58,093
4	3	4	Budget Analyst	20,093	48,028
1	1	1	Fiscal Grant Administrator	40,000	78,000
3	3	3	Senior Budget & Management Analyst	26,274	70,909
9	8	9			
9	8	9	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DEPARTMENT OF LAW

TERESA BEASLEY, DIRECTOR

The Department of Law is comprised of both a Civil and Criminal Division. The Civil Division represents the City in all civil proceedings and serves as legal advisor to the City, its officers, departments, and, in some instances, its employees. In doing so, the Civil Division prepares documents and instruments, drafts legislation, renders formal and informal legal opinions, and performs other services the law requires. The Department of Law also represents the City of Cleveland in all criminal proceedings in Cleveland Municipal Court.

Mission Statement

To promote the interests of the City of Cleveland and its residents by providing sound legal advice to the City, its departments, officials, and employees; to protect the City's legal rights and interests in all legal proceedings; and to fairly and aggressively prosecute all who undermine the quality of life in Cleveland by violating the City's laws.

OPERATING SUMMARY (000'S OMITTED)

	2003			2004			2005		
	COST	ACTUAL STAFF		COST	UNAUDITED STAFF		COST	BUDGET STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Civil	\$ 7,200	72	4	\$ 6,950	67		\$ 6,975	68	
Criminal	1,477	30	3	1,341	24	1	1,338	27	1
	\$ 8,677	102	7	\$ 8,291	91	1	\$ 8,313	95	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 7,796			\$ 7,480			\$ 8,083		
Self - Generated	646			668			10		
	\$ 8,442	100	6	\$ 8,148	89		\$ 8,093	93	
VAWA Grant	\$ 235	2	1	\$ 143	2	1	\$ 220	2	1
	\$ 8,677	102	7	\$ 8,291	91	1	\$ 8,313	95	1

DEPARTMENT OF LAW

PROGRAM NAME: CITY REPRESENTATION IN CIVIL LITIGATION

OBJECTIVES: To effectively represent the City of Cleveland in all civil proceedings and expedite the resolution of claims filed with the City.

ACTIVITIES: Defend and resolve civil lawsuits in which the City and its representatives are a party. Process personal injury and property damage claims for and against the City.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
FUNDING SOURCE:									
General Fund	\$ 7,200	72 4		\$ 6,950	67		\$ 6,975	68	
	\$ 7,200	72 4		\$ 6,950	67		\$ 6,975	68	

PROGRAM NAME: CRIMINAL INVESTIGATIONS, MEDIATION AND PROSECUTIONS

OBJECTIVES: To represent the City of Cleveland in misdemeanor criminal proceedings before the Cleveland Municipal Court, and process felony charges on behalf of the State of Ohio.

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

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
FUNDING SOURCE:									
General Fund	\$ 1,242	28 2		\$ 1,198	22		\$ 1,118	25	
VAWA Grant	235	2 1		143	2 1		220	2 1	
	\$ 1,477	30 3		\$ 1,341	24 1		\$ 1,338	27 1	



DEPARTMENT OF LAW

PROGRAM NAME: BUILDING, HOUSING, HEALTH, FIRE AND TAX CODE ENFORCEMENT

OBJECTIVES: To improve the quality of life in Cleveland by fairly and aggressively enforcing the City's building, housing, health, fire, and tax codes.

ACTIVITIES: Prosecute violations of the various City codes in the appropriate forum. Advise City officials and employees on the applicability and interpretation of the City's codes to particular situations.

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

	2003		2004			2005		
	ACTUAL		UNAUDITED			BUDGET		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
Community Development	\$ 284*	6*	\$ 284*	6*		\$ 332*	6*	
	<u>\$ 284*</u>	<u>6*</u>	<u>\$ 284*</u>	<u>6*</u>		<u>\$ 332*</u>	<u>6*</u>	

* Part of the Community Development Budget, but is under the direction of the Law Director.

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

OBJECTIVES: To serve as daily legal advisor to all City departments, officials, and employees.

ACTIVITIES: Provide legal advice and counsel to the administration and City Council on legal issues that arise out of City operations in all areas of the law, including labor and employment, real estate, health, environment, utilities, aviation, economic development, and all aspects of municipal law. Prepare contracts, legislation, legal opinions, and other legal documents.

PROGRAM NAME: DOMESTIC VIOLENCE PROGRAM

OBJECTIVES: To use a collaborative effort between prosecutors, safety forces, and witness/victim advocates in overseeing criminal investigations and prosecuting offenders of domestic violence and stalking crimes in the City's neighborhoods.

ACTIVITIES: Develop evidence and prosecute domestic violence and stalking crimes, even when the victim is unwilling to cooperate.

PROGRAM NAME: PUBLIC RECORDS MANAGEMENT

OBJECTIVES: To oversee a timely and complete response to requests for public records.

ACTIVITIES: Coordinate and monitor the timely collection and dissemination of documents responsive to requests for public records.



DEPARTMENT OF LAW

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME WAGES	\$ 4,300,837	\$ 5,245,663	\$ 4,710,112	\$ 4,810,109
PART TIME WAGES	20,121	21,909	648	-
STUDENT TRAINEES	42,457	70,537	4,766	-
UNIFORMED PERSONNEL	-	(1,329)	-	-
LONGEVITY	14,275	14,950	14,275	17,675
SEPARATION PAYMENTS	72,775	12,186	18,506	12,000
OVERTIME	-	117	-	-
TOTAL	\$ 4,450,465	\$ 5,364,033	\$ 4,748,307	\$ 4,839,784
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 313,148	\$ 443,960	\$ 448,022	\$ 507,171
DENTAL	28,747	38,791	34,162	34,382
VISION	3,018	5,426	4,408	4,248
PERS	539,472	737,064	655,115	654,165
FICA-MEDICARE	52,143	65,365	56,783	70,177
WORKERS COMPENSATION	2,291	11,003	17,384	22,520
LIFE INSURANCE	3,858	4,817	4,071	4,153
UNEMPLOYMENT COMPENSATION	21,400	34,314	23,981	5,000
TOTAL	\$ 964,077	\$ 1,340,739	\$ 1,243,926	\$ 1,301,816
TRAINING AND DUES				
TRAVEL	\$ 3,881	\$ 6,511	\$ 6,557	\$ 2,000
TUITION & REGISTRATION FEES	34,911	58,720	1,980	17,600
OTHER TRAINING SUPPLIES	-	1,985	-	-
MILEAGE (PRIVATE AUTO)	256	87	160	500
PROFESSIONAL DUES	109,535	80,960	168,930	169,000
TOTAL	\$ 148,583	\$ 148,263	\$ 177,627	\$ 189,100
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,285,068	\$ 1,007,506	\$ 1,203,689	\$ 1,000,000
COURT REPORTER	78,297	94,512	96,385	75,000
TRAVEL - NON-TRAINING	411	-	-	-
MILEAGE (PRIVATE AUTO)	1,432	245	521	1,000
ADVERTISING AND PUBLIC NOTICE	3,682	695	679	1,000
PARKING IN CITY FACILITIES	4,003	5,441	4,400	4,000
INSURANCE AND OFFICIAL BONDS	284	20	-	-
PHOTOCOPY MACHINE RENTAL	20,746	11,525	13,704	-
OTHER CONTRACTUAL	58,046	35,830	38,973	12,000
LOCAL MATCH-GRANT PROGRAMS	-	64,983	55,000	52,679
TOTAL	\$ 1,451,969	\$ 1,220,757	\$ 1,413,351	\$ 1,145,679

DEPARTMENT OF LAW

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 7,812	\$ 7,995	\$ 10,885	\$ 15,000
POSTAGE	2,990	555	1,535	3,000
COMPUTER SUPPLIES	8,558	922	-	-
COMPUTER HARDWARE	150	-	-	-
OFFICE FURNITURE & EQUIP	1,633	152	-	-
PHOTOGRAPHIC SUPPLIES	66,334	44,008	5,327	6,000
PRINTED MATERIALS	242	-	-	-
OTHER SUPPLIES	30	-	-	-
BATTERIES	-	81	-	-
JUST IN TIME OFFICE SUPPLIES	27,536	28,710	29,645	25,000
DUMMY	-	200	-	-
TOTAL	\$ 115,285	\$ 82,623	\$ 47,392	\$ 49,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 2,143	\$ 5,090	\$ 4,510	\$ 4,320
MAINTENANCE CONTRACTS	320	130	130	500
TOTAL	\$ 2,463	\$ 5,220	\$ 4,640	\$ 4,820
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 13,728	\$ 15,689	\$ 10,198	\$ 20,000
JUDGEMENTS, DAMAGES & CLAIMS	265,231	159,695	384,577	384,334
TOTAL	\$ 278,959	\$ 175,383	\$ 394,775	\$ 404,334
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 78,497	\$ 58,159	\$ 84,965	\$ 114,399
CHARGES FROM PRINTING	21,987	32,495	23,110	32,450
CHARGES FROM STOREROOM	7,733	9,959	7,806	9,447
CHARGES FROM MOTOR VEHICLES	4,193	4,822	1,813	2,493
CHARGES FROM DATA PROCESSING	5,112	-	-	-
TOTAL	\$ 117,522	\$ 105,435	\$ 117,693	\$ 158,789
TOTAL DIVISION	\$ 7,529,323	\$ 8,442,454	\$ 8,147,711	\$ 8,093,322

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ -	\$ 820	\$ (1,684)	\$ -
MISCELLANEOUS REVENUES	97,157	12,095	17,354	10,000
EXPENDITURE RECOVERIES	-	633,485	652,271	-
TOTAL DIVISION	\$ 97,157	\$ 646,400	\$ 667,941	\$ 10,000

DEPARTMENT OF LAW
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Law	50,796	160,115
1	1	1	Chief Counsel	36,750	125,931
2	2	2	Chief Trial Counsel	36,750	125,931
1	1	0	Chief Corporate Counsel	36,750	125,931
7	5	6	Director of Law, Chief Assistant	31,500	114,400
1	1	1	Prosecutor, Chief Assistant	36,750	125,931
<u>13</u>	<u>11</u>	<u>11</u>			
OFFICE & CLERICAL					
2	2	2	Administrator, Assistant	20,231	58,083
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Clerk, Docket	20,093	32,909
1	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
3	3	3	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Clerk, Chief	22,050	43,080
1	2	2	Deputy Project Director	20,093	56,930
1	2	3	Misdemeanor Investigator	20,093	43,069
1	1	1	Personnel Administrator	20,093	74,739
0	1	1	Personnel Assistant	19,427	42,978
1	1	1	Public Information Officer	9.66 Hr.	20.71 Hr.
1	1	1	Receptionist	9.66 Hr.	13.86 Hr.
8	8	8	Secretary, Legal	20,093	41,600
1	0	1	Supervisor of Hardware Evaluation	30,215	80,774
<u>23</u>	<u>25</u>	<u>27</u>			
PROFESSIONALS					
26	28	29	Director of Law I, Asst.	26,250	72,800
4	4	4	Director of Law I (s), Asst.	26,250	78,000
1	1	1	Director of Law II, Asst.	31,500	88,400
17	15	16	Prosecutor, Assistant	23,100	88,400
1	1	1	Prosecutor, First Assistant	31,500	114,400
<u>49</u>	<u>49</u>	<u>51</u>			
PARAPROFESSIONALS					
1	1	1	Examiner, Claims	9.66 Hr.	20.71 Hr.
2	2	2	Legal Investigator, Chief - Civil Branch	23,647	60,719
2	1	1	Paralegal	20,093	39,593
<u>5</u>	<u>4</u>	<u>4</u>			
<u>90</u>	<u>89</u>	<u>93</u>	TOTAL FULL TIME		
1	0	0	Law Clerk	9.66 Hr.	12.48 Hr.
<u>1</u>	<u>0</u>	<u>0</u>	TOTAL PART TIME		
<u>3</u>	<u>3</u>	<u>3</u>	TOTAL GRANT POSITIONS		
<u>94</u>	<u>92</u>	<u>96</u>	TOTAL DEPARTMENT		

* Salary Schedule effective October 4, 2004



DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL
GINA L. ROUTEN, DIRECTOR

The Department of Personnel and Human Resources is a service department designed to meet the employment and training needs of the City of Cleveland residents and local businesses. The Department's purpose is to be a reliable and effective resource for those seeking employment and to help empower people to become self-sufficient so they contribute to an improved local economy. In addition, the Department provides current City employees with a wide range of personnel services in the areas of recruitment, wage and salary administration, employee benefits, employee safety and rehabilitation, labor relations, education and research, affirmative action, and employee health.

Mission Statement

The Department of Personnel & Human Resources is committed to providing quality, uniform and cost effective services to 10,000 diverse city employees in the areas of Personnel Administration, Training, Employee Benefits & Relations, Affirmative Action and Equal Employment Opportunity, Employee Safety, Labor Relations, and Workers' Compensation in order to better serve the employees and the citizenry of the City of Cleveland.

OPERATING SUMMARY
(000'S OMITTED)

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
General Administration	\$ 1,232	9		\$ 1,201	9		\$ 1,250	9	
Employee Health & Benefits	127	3	1	98	3		98	3	
Employee Safety & Rehabilitation	179	4		150	4		161	4	
Education & Research	99	3		71	3		82	3	
Labor Relations & Affirm. Action	170	3		100	3		110	3	
	\$ 1,807	22	1	\$ 1,620	22		\$ 1,701	22	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,807			\$ 1,620			\$ 1,701		
	\$ 1,807	22	1	\$ 1,620	22		\$ 1,701	22	

DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL**PROGRAM NAME: GENERAL ADMINISTRATION**

OBJECTIVES: To provide support and assistance in coordinating Personnel programs and acting as a liaison with staff, other City Departments and the general public with regard to City personnel and human resources services.

ACTIVITIES: Develop and implement work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Serves as the point of contact for federal and state agencies, municipalities, local businesses and outside agencies seeking employment and statistical data concerning the City of Cleveland's workforce; processing questionnaires, surveys, requests for information, etc. Administer the ADA Accommodation Review Committee. Provide leadership and support to collective bargaining negotiations and contract management. Assist departments in filling vacancies by providing qualified candidates in a means consistent with Affirmative Action and Equal Employment Opportunity principles (EEO). Advertise vacant positions and conduct searches to recruit for professional positions. Conduct preliminary interviews and refer qualified candidates to divisions. Recruit individuals for summer, seasonal and other programs. Administer background checks for new hires and others, as appropriate. Coordinate selection of individuals from Civil Services List.

PROGRAM NAME: EMPLOYEE HEALTH AND BENEFITS

OBJECTIVES: To administer, coordinate and promote an understanding of the Employee Benefits Programs to all employee.

ACTIVITIES: Conduct departmental benefits reviews. Distribute literature regarding benefits/programs. Counsel employees on benefits-related issues. Monitor and appeal disrupted unemployment compensation claims through hearing process. Arrange for outsourcing of pre-employment physicals, as well as return to work physicals. Conduct information sessions and benefit fairs to assist employee with enrollment process.

PROGRAM NAME: EMPLOYEE SAFETY AND REHABILITATION

OBJECTIVES: To provide an effective program for promoting worker safety, reducing injuries and accidents and to provide a mechanism whereby injuries employees may voluntarily participate in rehabilitation programs for a timely return to work.

ACTIVITIES: Conduct on-the-job briefing and seminars on safety awareness. Monitor injuries on a case-by-case basis and process consenting candidates through state-sponsored rehabilitations programs. Conduct announced and unannounced inspections of work sites. Review and process Worker's Compensation claims and forward to the State Bureau of Worker's Compensation. Review yearly claims experience and process refund claims. Administer Motor Vehicle Accident Review Committee and policy. Monitor departmental compliance with the Right-To-Know Ordinance.



DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES

DIVISION OF PERSONNEL

PROGRAM NAME: EDUCATION AND RESEARCH

OBJECTIVES: To increase the knowledge and skills of City of Cleveland government with the resources of the academic community.

ACTIVITIES: Conduct citywide management training program. Coordinate educational programs to meet specific and requested training needs of the City of Cleveland departments. Hire student interns and co-op students. Create educational and research opportunities for employees.

PROGRAM NAME: LABOR RELATIONS AND EQUAL EMPLOYMENT OPPORTUNITY

OBJECTIVES: To negotiate and administer City of Cleveland labor agreements and to enforce affirmative action and Equal Opportunity requirements of the law.

ACTIVITIES: Address union issues and handle union grievance issues properly. Interpret and enforce EEO principles in City of Cleveland departments. Compile and monitor data within City of Cleveland departments for EEO compliance. Prepare various compliance reports for governmental agencies. Act as an ADA liaison. Investigate complaints of discrimination and harassment to expedite resolution. Provide leadership and support to collective bargaining contract negotiations and in all contracts administration.

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES**
DIVISION OF PERSONNEL

EXPENDITURES

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 924,020	\$ 974,819	\$ 995,713	\$ 997,291
PART TIME PERMANENT	18,135	16,044	-	-
LONGEVITY	5,525	4,250	4,650	5,225
SEPARATION PAYMENTS	32,295	1,490	-	-
TOTAL	\$ 979,975	\$ 996,603	\$ 1,000,363	\$ 1,002,516
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 86,218	\$ 92,594	\$ 109,443	\$ 125,631
DENTAL	8,596	8,995	8,154	8,324
VISION CARE	755	1,234	1,078	1,033
PERS	129,283	126,847	135,418	135,841
FICA-MEDICARE	11,068	11,754	11,758	11,952
WORKERS COMPENSATION	1,095	2,593	2,807	2,732
LIFE INSURANCE	873	987	992	990
UNEMPLOYMENT COMPENSATION	-	-	9,932	-
TOTAL	\$ 237,888	\$ 245,003	\$ 279,581	\$ 286,503
TRAINING AND DUES				
TRAVEL	\$ 641	\$ 5,301	\$ 1,486	\$ 100
TUITION & REGISTRATION FEES	3,718	553	1,305	1,000
OTHER TRAINING SUPPLIES	3,644	1,582	-	-
MILEAGE (PRIVATE AUTO)	-	160	-	-
PROFESSIONAL DUES	15,591	-	11,600	800
TOTAL	\$ 23,594	\$ 7,596	\$ 14,391	\$ 1,900
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 404,822	\$ 502,501	\$ 250,000	\$ 320,000
COBRA - MEDICAL COVERAGE	35,000	-	35,000	35,000
JURY & WITNESS FEES	-	(75)	-	-
MEDICAL SERVICES	11,086	-	-	-
ADVERTISING AND NOTICE	-	15,902	3,580	1,000
PROGRAM PROMOTION	-	293	-	-
PARKING IN CITY FACILITIES	1,682	1,652	1,642	1,500
PHOTOCOPY MACHINE RENTAL	7,095	1,904	3,936	3,000
TOTAL	\$ 459,685	\$ 522,176	\$ 294,158	\$ 360,500



DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 655	\$ 2,126	\$ -	\$ 2,000
COMPUTER SUPPLIES	-	-	-	345
COMPUTER SOFTWARE	-	-	-	251
SMALL EQUIPMENT	-	-	-	100
MEDICAL SUPPLIES	37	-	-	-
FOOD	38	-	-	-
PHOTOGRAPHIC SUPPLIES	-	(25)	-	-
OTHER SUPPLIES	-	293	-	100
JUST IN TIME OFFICE SUPPLIES	13,975	3,023	3,427	9,000
ARTS & CRAFTS SUPPLIES	264	-	-	-
TOTAL	\$ 14,969	\$ 5,417	\$ 3,427	\$ 11,796
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 500	\$ -	\$ -	\$ 250
COMPUTER HARDWARE MAINT	-	-	114	100
TOTAL	\$ 500	\$ -	\$ 114	\$ 350
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 19,646	\$ 15,569	\$ 16,340	\$ 21,401
CHARGES FROM PRINTING	(7,839)	11,586	9,450	13,269
CHARGES FROM STOREROOM	3,439	3,104	2,036	2,464
CHARGES FROM MOTOR VEHICLES	1,093	8	-	-
CHARGES FROM DATA PROCESSING	1,017	-	-	-
TOTAL	\$ 17,356	\$ 30,267	\$ 27,826	\$ 37,134
TOTAL DIVISION	\$ 1,733,967	\$ 1,807,063	\$ 1,619,860	\$ 1,700,699

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 9,434	\$ -	\$ 150	\$ -
TOTAL DIVISION	\$ 9,434	\$ -	\$ 150	\$ -



DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Personnel and Human Resources	50,796	160,115
1	1	1	Secretary to Director of Department	36,590	128,960
2	2	2			
OFFICE & CLERICAL					
1	1	1	Administrative Officer	20,093	48,000
1	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
2	3	3	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	0	0	Clerk, Chief	22,050	43,080
1	1	1	Data Control Clerk	9.66 Hr.	15.09 Hr.
1	1	1	Private Secretary to Director	20,093	43,080
1	0	0	Receptionist	9.66 Hr.	13.86 Hr.
8	7	7			
PROFESSIONALS					
1	2	2	Administrator, Assistant Personnel	20,093	50,543
1	1	2	Administrator, Personnel	26,274	74,739
1	1	1	Assistant, Personnel	20,093	42,978
1	1	1	Labor Relations Officer	27,326	70,218
1	1	1	Manager, Labor Relations	30,215	101,948
1	1	1	Manager of Education & Research	27,326	81,807
1	1	1	Manager of Employee Accident Control	27,326	81,807
1	1	1	Manager of Employee Relations	27,326	81,807
1	1	0	Manager of Equal Employment Opportunity	27,326	81,807
1	1	1	Project Director, Deputy	20,093	56,930
1	1	1	Personnel Analyst I	21,000	42,816
1	1	1	Senior Systems Analyst	20,231	74,000
12	13	13			
22	22	22	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



CIVIL SERVICE COMMISSION

JONALYN M. KRUPKA, SECRETARY

The Civil Service Commission is a five (5) member Board appointed by the Mayor, with each member serving a six (6) year term. The Commission meets in public session and is responsible for: creating and monitoring rules and policies for the civil service of the City of Cleveland; conducting hearings relative to disciplinary action for employees; developing new job classifications and duty statements, and abolishing obsolete classifications and duty statements; testing and certification of all individuals in the classified service; managing and maintaining civil service records for employees; and enforcing the residency requirement pursuant to Charter Amendment 74.

Mission Statement

To create and implement policies and procedures to acquire and promote qualified candidates for employment with the City of Cleveland and to ensure compliance with the residency requirements of the City Charter.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Policy-Making	\$ 115	1	5	\$ 100	1	5	\$ 104	1	5
Testing	362	5		301	4		348	5	
Record Maintenance	240	4		200	4		209	3	
Residency Investigation	138	2		108	0	2	95	0	2
	\$ 855	12	5	\$ 709	9	7	\$ 756	9	7
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 851			\$ 700			\$ 755		
Self Generated	4			9			1		
	\$ 855	12	5	\$ 709	9	7	\$ 756	9	7

CIVIL SERVICE COMMISSION**PROGRAM NAME: POLICY-MAKING**

OBJECTIVES: To promulgate and maintain Civil Service rules and policies and to conduct meetings and administrative hearings.

ACTIVITIES: Conduct regular board meetings to discuss and act upon related issues; hold hearings for disciplinary actions and other administrative actions.

PROGRAM NAME: TESTING

OBJECTIVES: To conduct fair and valid examinations based on job responsibilities and qualifications and identify qualified candidates for employment.

ACTIVITIES: Conduct job analysis and develop and prepare examinations; prepare and distribute bulletins for test announcements; accept applications for test filings; test candidates, grade examination, and notify individuals of results.

PROGRAM NAME: RECORD MAINTENANCE

OBJECTIVES: To maintain accurate information regarding tests and certain personnel transactions for employees in the classified Civil Service and to certify qualified candidates to appointing authorities for employment with the City.

ACTIVITIES: Prepare eligible lists from examination results; certify candidates for vacant positions; maintain seniority records for promotional purposes.

PROGRAM NAME: RESIDENCY INVESTIGATION

OBJECTIVES: To conduct investigations pursuant to Section 137 of the City Charter and Section 74, Residency Requirements, and the general condition of the City's Civil Service.

ACTIVITIES: Examine and determine validity of documents submitted as proof of residency; conduct investigations as needed to determine compliance and obtain evidence for hearings of individuals found to be out of compliance; ascertain compliance at the end of 6 months of employment.



CIVIL SERVICE COMMISSION

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 509,757	\$ 510,772	\$ 359,457	\$ 366,973
BOARD MEMBERS	29,613	32,518	39,645	39,675
PART TIME PERMANENT	-	-	54,306	56,478
LONGEVITY	1,175	1,275	1,575	2,700
SEPARATION PAYMENTS	-	3,535	3,208	-
OVERTIME	-	-	2,313	-
TOTAL	\$ 540,545	\$ 548,100	\$ 460,506	\$ 465,826
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 55,187	\$ 59,478	\$ 48,647	\$ 53,258
DENTAL	4,743	5,097	3,635	3,549
VISION CARE	437	716	487	443
PERS	70,170	72,697	64,210	63,120
FICA-MEDICARE	7,242	7,243	5,979	6,754
WORKERS COMPENSATION	640	1,427	1,541	1,480
LIFE INSURANCE	536	581	409	405
TOTAL	\$ 138,955	\$ 147,239	\$ 124,908	\$ 129,009
TRAINING AND DUES				
PROFESSIONAL DUES	\$ -	\$ -	\$ -	\$ 100
TOTAL	\$ -	\$ -	\$ -	\$ 100
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 30,089	\$ 9,360	\$ 89	\$ 11,000
COURT REPORTER	15,727	7,000	7,000	25,000
REFEREE SERVICES	24,000	13,000	10,000	25,000
TRAVEL - NON -TRAINING	-	2	-	-
MILEAGE (PRIVATE AUTO)	65	132	47	300
ADVERTISING AND NOTICE	-	-	-	500
PARTICIPATION FEE	-	-	55	-
PARKING IN CITY FACILITIES	1,076	645	429	1,019
PHOTOCOPY MACHINE RENTAL	5,002	1,898	2,218	3,700
OTHER CONTRACTUAL	95,150	91,621	77,950	58,000
REFUNDS & MISCELLANEOUS	-	-	-	150
TOTAL	\$ 171,109	\$ 123,657	\$ 97,788	\$ 124,669



CIVIL SERVICE COMMISSION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 9	\$ -	\$ 100
COMPUTER HARDWARE	1,780	-	84	-
PHOTOGRAPHIC SUPPLIES	-	-	43	-
OTHER SUPPLIES	54	489	37	100
JUST IN TIME OFFICE SUPPLIES	3,674	3,738	1,448	3,500
MISC MAINTENANCE SUPPLIES	118	-	-	-
TOTAL	\$ 5,626	\$ 4,235	\$ 1,612	\$ 3,700
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ 571	\$ 500
MAINTENANCE CONTRACTS	386	-	-	100
REPAIR PARTS	90	-	-	-
CAR WASHES	-	-	10	-
TOTAL	\$ 476	\$ -	\$ 581	\$ 600
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 8,894	\$ 12,648	\$ 9,684	\$ 12,703
CHARGES FROM PRINTING	2,346	3,735	3,630	5,097
CHARGES FROM STOREROOM	2,010	4,113	3,384	4,096
CHARGES FROM MOTOR VEHICLES	5,976	11,095	7,311	10,055
CHARGES FROM DATA PROCESSING	952	-	-	-
TOTAL	\$ 20,178	\$ 31,592	\$ 24,009	\$ 31,951
TOTAL DIVISION	\$ 876,889	\$ 854,824	\$ 709,404	\$ 755,855

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUES	\$ 6,388	\$ 4,318	\$ 8,940	\$ 500
TOTAL DIVISION	\$ 6,388	\$ 4,318	\$ 8,940	\$ 500



CIVIL SERVICE COMMISSION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Secretary of the Civil Service Commission	25,012	90,000
1	1	1			
OFFICE & CLERICAL					
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
1	1	1	Senior Clerk	10.29 Hr.	14.74 Hr.
2	2	2			
PROFESSIONALS					
1	1	1	Chief Civil Service Examiner	26,274	64,151
1	1	1	Civil Service Examiner II	20,093	36,814
1	1	1	Civil Service Examiner III	20,093	45,446
1	1	1	Civil Service Examiner IV	23,607	56,401
1	1	1	Supervisor of Civil Service Records	20,231	54,494
1	1	1	Personnel Administrator	26,274	74,739
6	6	6			
9	9	9	TOTAL FULL TIME		
1	1	1	Project Director	22,333	72,735
1	1	1	Deputy Project Director	20,093	56,930
2	2	2	TOTAL PART TIME		
5	5	5	TOTAL BOARD MEMBERS		
16	16	16	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



NOTES

DEPARTMENT OF PUBLIC UTILITIES

JULIUS CIACCIA, JR., DIRECTOR

The Department of Public Utilities is comprised of the following cost centers: General Administration, Radio Communication, Fiscal Control, Water, Water Pollution Control, and Cleveland Public Power. The Department is self-supporting but participates in obtaining Federal and State grants for various improvements when these monies are available.

The Division of Public Utilities Administration is specifically designed to have administrative charge, control, and supervision over the Divisions of Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communication. Functions and duties of the various Divisions are treated separately under their respective headings.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
DIVISIONS:									
Utilities Administration	\$ 1,222	12		\$ 1,577	19		\$ 1,869	19	
Radio Communication	1,783	1		2,018	2		2,345	2	
Fiscal Control	2,021	40		2,626	46		2,826	49	
Water	219,578	1,159	9	230,372	1,186	16	235,480	1,240	20
Water Pollution Control	22,214	138		22,800	148		23,770	157	
Cleveland Public Power	134,932	338		144,568	344		167,052	368	
	\$ 381,750	1,688	9	\$ 403,961	1,745	16	\$ 433,342	1,835	20
FUNDING SOURCE:									
Self Generated Revenue*	\$ 376,724	1,635	9	\$ 397,740	1,678	16	\$ 426,302	1,765	20
Expenditure Recovery*	5,026	53		6,221	67		7,040	70	
	\$ 381,750	1,688	9	\$ 403,961	1,745	16	\$ 433,342	1,835	20

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



DIVISION OF UTILITIES ADMINISTRATION

JULIUS CIACCIA, JR., DIRECTOR

Mission Statement

To provide administrative control and supervision over the Divisions of Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communication CATV 23.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administration	\$ 472	5		\$ 775	10		\$ 915	10	
Marketing	189	2		192	2		230	2	
Cable Television	561	5		610	7		724	7	
	\$ 1,222	12		\$ 1,577	19		\$ 1,869	19	
FUNDING SOURCE:									
Sales & Charges for Services	\$ 8			\$ 8			\$ -		
Miscellaneous Revenue*	227			959			1,145		
Expenditure Recovery	987			610			724		
	\$ 1,222	12		\$ 1,577	19		\$ 1,869	19	

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



DIVISION OF UTILITIES ADMINISTRATION

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To coordinate and manage the activities of the Department of Public Utilities.

ACTIVITIES: Monitor the promotion of Minority Business Enterprise and Female Business Enterprise involvement in the procurement process. Direct operating and financial performance of Water, Water Pollution, Cleveland Public Power, and the Office of Radio Communication. Manage priorities and oversee capital improvement plans.

PROGRAM NAME: MARKETING

OBJECTIVES: To promote the City of Cleveland - its dedicated employees; its progressive economic and community development programs and initiatives; its high-quality and low cost public services, public utilities, infrastructure and transportation services.

ACTIVITIES: Develop and create promotional and advertising publications and support consumer and speakers programs.

PROGRAM NAME: CABLE TELEVISION

OBJECTIVES: To ensure cable television franchisee's compliance with the franchise agreement.

ACTIVITIES: Monitor compliance in financial, technical, personnel and construction areas. Develop rules, procedures and regulations for the construction, operation, maintenance and use of the cable television system. Investigate and mediate disputes between the operator and subscribers. Operate City access channel.



DIVISION OF UTILITIES ADMINISTRATION

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 532,660	\$	691,322	\$	901,431	\$	1,010,283
LONGEVITY	3,725		4,400		3,875		5,600
SEPARATION PAYMENTS	3,694		6,726		41,645		-
OVERTIME	25,202		18,054		17,852		15,000
TOTAL	\$ 565,280	\$	720,501	\$	964,804	\$	1,030,883
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 49,391	\$	73,719	\$	94,656	\$	130,048
DENTAL	4,403		6,318		7,154		8,893
VISION CARE	377		664		784		967
PERS	73,182		98,564		124,457		139,685
FICA-MEDICARE	6,082		8,875		11,147		14,948
WORKERS COMPENSATION	2,491		7,049		9,920		11,324
LIFE INSURANCE	467		624		728		855
UNEMPLOYMENT COMPENSATION	-		950		5,224		4,000
TOTAL	\$ 136,393	\$	196,762	\$	254,068	\$	310,720
TRAINING AND DUES							
TRAVEL	\$ 2,021	\$	1,166	\$	-	\$	10,000
TUITION & REGISTRATION FEES	2,552		1,323		-		3,000
PROFESSIONAL DUES	240		149		2,969		9,000
TOTAL	\$ 4,813	\$	2,638	\$	2,969	\$	22,000
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 7,225	\$	13,685	\$	16,713	\$	2,000
CABLE PROFESSIONAL SERVICES	147		232		-		-
MILEAGE (PRIVATE AUTO)	-		-		140		-
ADVERTISING AND NOTICE	-		4,854		-		2,000
PROGRAM PROMOTION	-		-		18,844		50,000
PARKING IN CITY FACILITIES	12,386		15,252		17,242		11,000
INSURANCE AND OFFICIAL BONDS	-		200		100		-
PROPERTY RENTAL	80,028		80,028		80,028		120,000
PHOTOCOPY MACHINE RENTAL	1,739		250		4,615		4,000
OTHER CONTRACTUAL	219		22,411		65,743		65,000
TOTAL	\$ 101,744	\$	136,912	\$	203,425	\$	254,000

DIVISION OF UTILITIES ADMINISTRATION

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 71	\$ 1,855	\$ 7,041	\$ 6,000
COMPUTER HARDWARE	104	-	7,500	16,000
COMPUTER SOFTWARE	-	-	2,450	8,000
CLOTHING	414	-	-	-
HARDWARE & SMALL TOOLS	-	-	-	1,000
OFFICE FURNITURE & EQUIPMENT	419	-	-	4,000
PHOTOGRAPHIC SUPPLIES	-	-	1,004	10,000
OTHER SUPPLIES	85	1,765	400	4,000
JUST IN TIME OFFICE SUPPLIES	3,016	2,270	1,942	7,000
TOTAL	\$ 4,109	\$ 5,890	\$ 20,336	\$ 56,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ 740	\$ 10,000
MAINTENANCE CONTRACTS	-	-	2,907	3,000
MAINTENANCE UTILITY SYSTEMS	147,675	91,726	23,049	25,000
TOTAL	\$ 147,675	\$ 91,726	\$ 26,695	\$ 38,000
CLAIMS, REFUNDS AND MISC.				
INDIRECT COST	\$ 18,653	\$ 49,798	\$ 61,008	\$ 61,008
TOTAL	\$ 18,653	\$ 49,798	\$ 61,008	\$ 61,008
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 18,295	\$ 13,310	\$ 16,683	\$ 21,660
CHARGES FROM RADIO SYSTEM	250	455	330	365
CHARGES FROM PRINTING	4,100	2,465	7,007	9,839
CHARGES FROM STOREROOM	371	292	198	240
CHARGES FROM MOTOR VEHICLES	1,283	1,125	2,963	4,075
CHARGES FROM DATA PROCESSING	954	-	-	-
TOTAL	\$ 25,253	\$ 17,647	\$ 27,180	\$ 36,179
CAPITAL OUTLAY				
COMPUTER HARDWARE	\$ 15,776	\$ -	\$ -	\$ -
TELECOMMUNICATIONS EQUIP	-	-	7,046	50,000
OTHER EQUIPMENT	-	-	9,469	10,000
TOTAL	\$ 15,776	\$ -	\$ 16,515	\$ 60,000
TOTAL DIVISION	\$ 1,019,698	\$ 1,221,875	\$ 1,576,999	\$ 1,868,790

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICES	\$ 20,803	\$ 8,284	\$ 8,406	\$ -
MISCELLANEOUS REVENUES	569,836	548,652	819,133	1,144,000
EXPENDITURE RECOVERIES	-	986,713	609,955	724,000
TOTAL DIVISION	\$ 590,639	\$ 1,543,649	\$ 1,437,494	\$ 1,868,000



DIVISION OF UTILITIES ADMINISTRATION

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Administrative Manager	27,194	80,967
0	3	3	Administrative Officer	20,093	48,000
1	1	1	Assistant Administrator	20,231	58,093
1	1	1	Director of Public Utilities	50,796	160,115
1	1	1	Secretary to the Director	36,590	128,960
3	7	7			
TECHNICIAN					
1	1	1	Photographer	9.66 Hr.	19.69 Hr.
1	1	1	Photographer, Chief	20,093	46,377
2	2	2			
OFFICE & CLERICAL					
0	1	1	Junior Clerk	9.89 Hr.	12.57 Hr.
1	0	0	Private Secretary to the Director	20,093	43,080
1	1	1			
PROFESSIONALS					
1	1	1	Assistant Contract Compliance Officer	20,093	51,504
1	2	2	Deputy Project Director	20,093	56,930
1	1	1	Labor Relations Officer	27,326	70,218
2	2	2	Manager of Marketing	30,215	94,105
1	0	0	Manager of Telecommunications	30,215	94,105
1	0	0	Personnel Assistant	20,093	42,978
1	1	1	Project Director	22,333	72,735
3	2	2	Telecommunications Specialist	30,215	61,917
11	9	9			
17	19	19	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

OFFICE OF RADIO COMMUNICATIONS

BRAD A. HANDKE, ADMINISTRATIVE MANAGER

Mission Statement

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

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

	2003		2004				2005	
	ACTUAL		UNAUDITED				BUDGET	
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Radio Communications	\$ 1,783	1	\$ 2,018	2		\$ 2,345	2	
	\$ 1,783	1	\$ 2,018	2		\$ 2,345	2	
FUNDING SOURCE:								
Expenditure Recovery*	\$ 1,783	1	\$ 2,018	2		\$ 2,345	2	
	\$ 1,783	1	\$ 2,018	2		\$ 2,345	2	

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

PROGRAM NAME: RADIO SYSTEM MAINTENANCE

OBJECTIVES: To maintain the City's 800 MHz system in a reliable condition, suitable for use by all City divisions including Police, Fire and EMS.

ACTIVITIES: Ensure that maintenance contracts are in place for infrastructure as well as ancillary facilities, administer maintenance contracts, respond to alarms, system problems and user problems in an effort to coordinate maintenance efforts.

PROGRAM NAME: CAPITAL INFRASTRUCTURE

OBJECTIVES: Make improvements to the infrastructure to ensure sufficient system capacity to meet the communication needs of City divisions.

ACTIVITIES: Obtain necessary system hardware and or system software to continually upgrade system to keep it in condition to serve the needs of the users.

PROGRAM NAME: WIRELESS COMMUNICATIONS BUILDING PERMIT APPLICATIONS

OBJECTIVES: Ensure that wireless communications providers utilize existing and new poles and structures in an efficient and non-blocking manner.

ACTIVITIES: Review building permit applications and conduct site visits.

PROGRAM NAME: LEASE OF FACILITIES FOR WIRELESS COMMUNICATIONS USE

OBJECTIVES: Ensure that leases for city property by wireless communications providers provide City Divisions with fair compensation for use.

ACTIVITIES: Negotiate leases with wireless communications providers in conjunction with the Law Department and the City Division that owns the property or facility.



OFFICE OF RADIO COMMUNICATIONS

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME WAGES	\$ 31,778	\$	39,534	\$	72,096	\$	94,944
LONGEVITY	300		300		300		775
OVERTIME	86		1,883		4,663		14,242
TOTAL	\$ 32,164	\$	41,717	\$	77,059	\$	109,961
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 6,281	\$	5,636	\$	10,057	\$	18,078
DENTAL	549		546		699		1,227
VISION CARE	54		78		62		130
PERS	4,408		3,395		10,286		14,900
FICA-MEDICARE	458		596		1,085		1,594
WORKERS COMPENSATION	191		418		587		566
LIFE INSURANCE	44		43		57		90
CLOTHING ALLOWANCE	-		-		-		325
CLOTHING MAINTENANCE	-		-		-		260
TOTAL	\$ 11,985	\$	10,712	\$	22,832	\$	37,170
TRAINING AND DUES							
TRAVEL	\$ -	\$	-	\$	-	\$	1,000
TUITION & REGISTRATION FEES	-		-		-		1,000
PROFESSIONAL DUES	-		-		-		90
TOTAL	\$ -	\$	-	\$	-	\$	2,090
UTILITIES							
GAS	\$ 1,091	\$	1,444	\$	176	\$	188
ELECTRICITY - CPP	22,909		23,698		23,548		25,196
ELECTRICITY - OTHER	24,159		24,028		25,675		27,472
TOTAL	\$ 48,159	\$	49,169	\$	49,400	\$	52,856
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ -	\$	-	\$	-	\$	1,000
TRAVEL - NON - TRAINING	-		-		-		1,000
MILEAGE (PRIVATE AUTO)	-		46		-		1,000
PARKING IN CITY FACILITIES	1,320		1,320		1,210		1,320
PROPERTY RENTAL	115,906		110,320		110,700		114,770
TOTAL	\$ 117,226	\$	111,687	\$	111,910	\$	119,090

OFFICE OF RADIO COMMUNICATIONS

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 452	\$ 284	\$ 339	\$ 2,000
COMPUTER HARDWARE	-	-	4,903	-
HARDWARE & SMALL TOOLS	227	-	150	5,000
SMALL EQUIPMENT	7,284	2,584	2,657	15,000
OFFICE FURNITURE & EQUIPMENT	-	-	-	2,000
HYGIENE AND CLEANING SUPP	-	-	-	200
OTHER SUPPLIES	44,758	40,502	57,314	60,000
PHARMACEUTICAL SUPPLIES	-	-	4,565	-
JUST IN TIME OFFICE SUPPLIES	256	2,228	44	1,000
TOTAL	\$ 52,977	\$ 45,598	\$ 69,973	\$ 85,200
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ -	\$ -	\$ 5,000
MAINTENANCE CONTRACTS	859,163	920,129	922,115	941,323
MAINTENANCE UTILITY SYSTEMS	39,549	67,005	87,210	150,000
TOTAL	\$ 898,712	\$ 987,134	\$ 1,009,325	\$ 1,096,323
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 9,481	\$ 9,611	\$ 9,799	\$ 12,661
CHARGES FROM LIGHT AND POWER	76,350	127,020	-	-
CHARGES FROM WATER	11,432	76,771	108,118	475,000
CHARGES FROM PRINTING	-	-	280	393
CHARGES FROM MOTOR VEHICLES	725	901	746	1,026
TOTAL	\$ 97,987	\$ 214,303	\$ 118,944	\$ 489,080
CAPITAL OUTLAY				
OTHER EQUIPMENT	\$ 50,446	\$ 20,772	\$ 47,187	\$ 50,000
TRANSFER TO CAPITAL PROJECT	309,440	301,786	211,257	303,477
TRANSFER TO WATER CAP PROJECT	-	-	300,000	-
TOTAL	\$ 359,886	\$ 322,559	\$ 558,444	\$ 353,477
TOTAL DIVISION	\$ 1,619,095	\$ 1,782,877	\$ 2,017,886	\$ 2,345,247
REVENUE				
	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERGOVERNMENTAL REVENUES	\$ -	\$ 232	\$ -	\$ -
SALES & CHARGES FOR SERVICES	102,188	124,769	141,123	146,400
MISCELLANEOUS REVENUE	3,122	10,450	14,991	1,400
EXPENDITURE RECOVERIES	1,838,129	1,732,226	1,773,836	2,007,989
TOTAL DIVISION	\$ 1,943,439	\$ 1,867,676	\$ 1,929,950	\$ 2,155,789



OFFICE OF RADIO COMMUNICATIONS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Administrative Manager	27,194	80,967
1	0	0	Assistant Administrator	20,231	58,093
2	1	1			
			TECHNICIANS		
0	1	1	Radio Technician	16.38 Hr.	18.66 Hr.
0	1	1			
2	2	2	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF FISCAL CONTROL

DENNIS A. NICHOLS, COMMISSIONER

This Division is responsible for the financial reports of the Divisions of Water, Water Pollution Control and Cleveland Public Power. Utilities Fiscal Control is the financial arm of the Department of Public Utilities and thus has been set apart as a separate Division with a separate budget. Our functions include but are not limited to the monitoring and reporting of the operating results of the Divisions of the Department Public Utilities.

Mission Statement

To provide financial reporting and control, coordination, and supervision to the Divisions of Water, Water Pollution Control, and Cleveland Public Power.

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
Utilities Fiscal Control	\$ 2,021	40		\$ 2,626	46		\$ 2,826	49	
	\$ 2,021	40		\$ 2,626	46		\$ 2,826	49	
FUNDING SOURCE:									
Miscellaneous Revenue*	\$ 2,021	40		\$ 2,626	46		\$ 2,826	49	
	\$ 2,021	40		\$ 2,626	46		\$ 2,826	49	

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

PROGRAM NAME: UTILITIES FISCAL CONTROL

OBJECTIVES: To provide financial reporting services through the collection and reporting of cash receipts to the Department of Public Utilities and NEORS D Agency.

ACTIVITIES: Perform and coordinate all accounting functions of the Department of Public Utilities. Prepare and analyze financial statements. Monitor budgets. Assist Divisions with budget preparation. Process cash receipts, reconcile customers' accounts receivable, process payroll, bill miscellaneous charges.



DIVISION OF FISCAL CONTROL

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 1,351,291	\$	1,418,825	\$	1,800,893	\$	1,894,552
INJURY PAY	-		682		-		-
LONGEVITY	15,025		14,700		14,850		15,850
SEPARATION PAYMENTS	5,488		927		4,905		75,000
OVERTIME	59,135		64,113		64,906		50,024
TOTAL	\$ 1,430,939	\$	1,499,248	\$	1,885,555	\$	2,035,426
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 149,664	\$	169,663	\$	236,177	\$	273,520
DENTAL	13,637		15,253		18,234		17,655
VISION CARE	1,563		2,638		2,842		3,041
PERS	187,501		198,025		245,728		265,638
FICA-MEDICARE	10,430		11,802		17,039		29,514
WORKERS COMPENSATION	1,719		3,664		4,191		22,647
LIFE INSURANCE	1,595		1,786		2,125		2,205
UNEMPLOYMENT COMPENSATION	-		1,312		6,460		20,000
TOTAL	\$ 366,109	\$	404,143	\$	532,797	\$	634,220
TRAINING AND DUES							
TRAVEL	\$ 7,984	\$	5,872	\$	1,380	\$	2,000
TUITION & REGISTRATION FEES	7,580		8,530		650		3,000
PROFESSIONAL DUES	677		1,573		680		1,000
TOTAL	\$ 16,241	\$	15,974	\$	2,710	\$	6,000
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 500	\$	-	\$	26	\$	2,000
ADVERTISING & PUBLIC NOTICE	-		-		-		1,000
PARKING IN CITY FACILITIES	1,325		1,370		1,320		1,500
PHOTOCOPY MACHINE RENTAL	7,894		3,271		8,315		7,000
SPECIAL ASSESSMENT	-		807		1,296		1,500
OTHER CONTRACTUAL	9,000		827		4,780		7,000
STATE AUDITOR EXAMINATION	31,045		-		-		-
TOTAL	\$ 49,764	\$	6,275	\$	15,736	\$	20,000



DIVISION OF FISCAL CONTROL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 6,604	\$ 6,076	\$ 7,169	\$ 4,000
COMPUTER SUPPLIES	-	-	-	1,000
COMPUTER HARDWARE	-	-	-	5,000
COMPUTER SOFTWARE	-	-	-	15,000
OFFICE FURNITURE & EQUIPMENT	2,548	5,220	36,742	15,000
OTHER SUPPLIES	3,538	1,040	2,244	5,500
GREENHOUSE MAINT SUPPLIES	-	876	-	-
JUST IN TIME OFFICE SUPPLIES	4,694	7,827	10,287	5,000
TOTAL	\$ 17,384	\$ 21,039	\$ 56,442	\$ 50,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,740	\$ 1,427	\$ 435	\$ 5,000
MAINTENANCE CONTRACTS	19,731	18,266	70,513	10,000
TOTAL	\$ 21,471	\$ 19,693	\$ 70,949	\$ 15,000
CLAIMS, REFUNDS AND MISC.				
INDIRECT COST	\$ 27,698	\$ 43,577	\$ 54,967	\$ 54,967
TOTAL	\$ 27,698	\$ 43,577	\$ 54,967	\$ 54,967
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ 4,304	\$ 8,479	\$ 6,964	\$ 9,779
CHARGES FROM DATA PROCESSING	2,079	-	-	-
TOTAL	\$ 6,383	\$ 8,479	\$ 6,964	\$ 9,779
CAPITAL OUTLAY				
OFFICE EQUIPMENT	\$ 3,648	\$ 3,066	\$ -	\$ -
TOTAL	\$ 3,648	\$ 3,066	\$ -	\$ -
TOTAL DIVISION	\$ 1,939,636	\$ 2,021,495	\$ 2,626,120	\$ 2,825,892

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MISCELLANEOUS REVENUE	\$ 2,186,994	\$ 1,777,381	\$ 2,622,300	\$ 2,825,892
TOTAL DIVISION	\$ 2,186,994	\$ 1,777,381	\$ 2,622,300	\$ 2,825,892



DIVISION OF FISCAL CONTROL

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Administrator	20,231	58,093
1	0	0	Assistant Commissioner of Utilities Fiscal Control	26,274	77,853
1	1	1	Commissioner of Utilities Fiscal Control	40,315	110,442
3	2	2	Utilities Comptroller	26,274	80,967
6	4	4			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	43,080
0	1	1	General Manager of Administrative Services	26,274	80,967
5	2	4	Junior Cashier	9.66 Hr.	15.08 Hr.
6	4	0	Junior Clerk	9.89 Hr.	12.57 Hr.
1	1	1	Principal Cashier	9.66 Hr.	21.10 Hr.
2	1	1	Principal Clerk	11.93 Hr.	17.85 Hr.
1	2	1	Senior Cashier	9.66 Hr.	17.95 Hr.
2	2	7	Senior Clerk	10.29 Hr.	14.74 Hr.
1	0	0	Senior Personnel Assistant	20,093	45,446
19	14	16			
PROFESSIONALS					
2	5	5	Accountant I	9.66 Hr.	17.95 Hr.
2	1	2	Accountant II	9.66 Hr.	19.69 Hr.
1	1	1	Accountant III	9.66 Hr.	21.83 Hr.
1	0	0	Accountant IV	20,093	53,834
2	4	4	Accountant Supervisor	23,647	65,719
1	1	1	Administrative Officer	20,093	48,000
3	3	3	Auditor	20,093	53,307
1	1	1	Budget Analyst	20,093	48,028
1	1	1	Chief Auditor - Utilities	23,647	76,635
0	1	1	Personnel Assistant	20,093	42,978
3	3	3	Senior Internal Auditor	23,647	60,719
1	1	1	Unit Supervisor	13.29 Hr.	20.69 Hr.
18	22	23			
TECHNICIANS					
3	3	3	Data Conversion Operator	9.92 Hr.	13.67 Hr.
2	2	2	Data Processing Supervisor	20,231	54,494
0	1	1	Senior Data Conversion Operator	10.80 Hr.	16.38 Hr.
5	6	6			
48	46	49	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF WATER

J. CHRISTOPHER NIELSON, COMMISSIONER

The Division of Water was created in 1853 and charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water service to customers within its service areas.

The Division of Water operates a major public water supply system, which services not only the City of Cleveland, but also seventy-three (73) suburban municipalities in Cuyahoga, Medina, Summit and Geauga counties. The present service area covers over 640 square miles and serves over 1.5 million people. The City is empowered to establish rates and charges for the service provided by its Water Division, acquire property and construct facilities to provide water services throughout the service area and 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.

Basically the Division of Water draws water from four (4) intake tunnels in Lake Erie, chemically treats the water to kill bacteria, passes it through mixing and settling basins, sand and gravel filters, 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 five (5) major pumping stations, four (4) treatment plants, ten (10) secondary pumping stations, twenty-six (26) storage facilities, and over 5,000 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.

Mission Statement

To serve the water needs of the Greater Cleveland area by providing a reliable supply of high quality, safe drinking water and efficient and cost effective services consistent with sound, environmental and safety practices. This is achieved through the collaborative efforts of our diverse and skilled workforce that is committed to the necessary work ethic, planning and utilization of appropriate new technology in order to meet the present and future needs of our customers.

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

	2003			2004			2005			
	COST	ACTUAL STAFF	PT	COST	UNAUDITED STAFF	PT	COST	BUDGET STAFF	PT	
		FT			FT			FT		
PROGRAMS:										
Water Operations	\$ 190,139	1,159	9	\$ 209,525	1,186	16	\$ 212,565	1,240	20	
Capital	29,439			20,847			22,915			
	\$ 219,578	1,159	9	\$ 230,372	1,186	16	\$ 235,480	1,240	20	
FUNDING SOURCE:										
Self Generated Revenue*	\$ 219,578	1,159	9	\$ 230,372	1,186	16	\$ 235,480	1,240	20	
	\$ 219,578	1,159	9	\$ 230,372	1,186	16	\$ 235,480	1,240	20	

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



DIVISION OF WATER

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 delivery system.

ACTIVITIES: Utilize engineering staff to design and undertake capital projects. Continue a multi-year, ongoing Capital Improvement Program.

DIVISION OF WATER

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 41,784,153	\$ 44,601,667	\$ 49,042,198	\$ 50,029,439
CRAFTS	892,686	985,233	976,559	1,032,658
SEASONAL	185,829	94,371	247,671	348,899
MILITARY LEAVE	-	-	2,000	-
PART TIME PERMANENT	73,699	99,101	107,168	146,904
INJURY PAY	811	104,945	110,324	-
STUDENT TRAINEES	35,236	13,077	-	31,382
LONGEVITY	482,825	490,225	518,950	537,525
WAGE SETTLEMENTS	71,143	882,307	3,680	-
SEPARATION PAYMENTS	222,484	263,806	415,955	400,000
BONUS INCENTIVE	-	-	500	-
OVERTIME	5,273,098	5,120,268	3,425,573	3,600,559
TOTAL	\$ 49,021,965	\$ 52,654,999	\$ 54,850,578	\$ 56,127,366
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,404,645	\$ 6,194,952	\$ 7,614,668	\$ 8,781,780
DENTAL	485,423	534,144	576,678	605,072
VISION CARE	41,406	70,025	71,311	77,145
PERS	6,567,602	7,020,294	7,235,730	7,551,058
PERS BUYBACK PRIOR SERVICE CITY	-	-	1,757	-
FICA-MEDICARE	450,057	512,293	562,536	609,754
WORKERS COMPENSATION	935,485	2,152,571	2,565,688	3,024,037
LIFE INSURANCE	45,413	51,415	54,959	55,800
UNEMPLOYMENT COMPENSATION	218,808	77,834	106,834	350,000
CLOTHING ALLOWANCE	269,635	216,680	251,178	247,010
TOOL INSURANCE	-	520	10,840	11,290
TOOL PURCHASE	-	-	600	-
CLOTHING MAINTENANCE	117,925	120,115	125,545	122,060
TOTAL	\$ 14,536,399	\$ 16,950,844	\$ 19,178,323	\$ 21,435,006
TRAINING AND DUES				
TRAVEL	\$ 80,519	\$ 100,286	\$ 68,695	\$ 97,046
TUITION & REGISTRATION FEES	51,946	46,365	42,683	66,484
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	307	-
PROFESSIONAL DUES	117,105	87,607	286,458	332,831
TOTAL	\$ 249,571	\$ 234,259	\$ 398,143	\$ 496,361
UTILITIES				
BROKERED GAS SUPPLY	\$ 405,244	\$ 447,616	\$ 435,354	\$ 465,829
SEWER - OTHER	1,094,501	1,334,934	1,229,037	1,368,000
TELEPHONE	198,637	563,302	649,394	986,350
GAS	986,655	1,173,842	1,174,000	1,256,180
ELECTRICITY - CPP	13,199,935	12,702,634	12,859,516	13,759,682
ELECTRICITY - OTHER	5,313,576	5,526,172	5,259,924	5,628,119
STEAM	39,000	36,000	8,241	35,000
SECURITY & MONITORING SYSTEM	3,194	29,970	-	-
TOTAL	\$ 21,240,742	\$ 21,814,470	\$ 21,615,466	\$ 23,499,160

DIVISION OF WATER

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 4,405,133	\$ 3,323,609	\$ 1,300,915	\$ 2,941,200
REFEREE SERVICES	427	-	-	-
CABLE PROFESSIONAL SERVICES	33	-	-	-
MILEAGE (PRIVATE AUTO)	908	398	148	750
WASTE DISPOSAL	50,000	23,225	-	-
ADVERTISING AND PUBLIC NOTICE	85,163	102,368	175,505	88,250
PARKING IN CITY FACILITIES	10,187	7,190	7,690	7,950
TAXES	239,706	228,157	194,177	230,000
PHOTOCOPY MACHINE RENTAL	47,789	18,679	33,068	56,500
EQUIPMENT RENTAL	78,375	-	80,302	105,450
SPECIAL ASSESSMENT	25,503	-	-	-
OTHER CONTRACTUAL	6,123,739	7,158,167	1,020,481	2,076,918
STATE AUDITOR EXAMINATION	97,835	-	27,404	50,000
LOCAL MATCH-GRANT PROGRAMS	-	-	-	18,554
BANK SERVICE FEES	42,519	215,209	225,941	230,000
CREDIT CARD PROCESSING FEE	-	-	20,523	30,000
TOTAL	\$ 11,207,318	\$ 11,077,001	\$ 3,086,152	\$ 5,835,572
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 174,548	\$ 19,793	\$ 8,311	\$ 18,530
POSTAGE	1,056,456	1,155,417	1,192,525	1,201,044
COMPUTER SUPPLIES	20,764	21,089	25,324	49,451
COMPUTER HARDWARE	135,050	84,759	8,057	55,300
COMPUTER SOFTWARE	22,120	141,034	47,669	81,400
CHEMICAL	1,886,582	2,878,442	2,575,977	2,879,400
SALT & DE-ICER	-	28,998	-	33,500
CLOTHING	67,861	47,230	1,793	16,400
HARDWARE & SMALL TOOLS	386,082	539,035	488,513	497,310
SMALL EQUIPMENT	63,998	513,116	227,108	261,800
OFFICE FURNITURE & EQUIPMENT	88,224	58,186	32,463	64,300
ELECTRICAL SUPPLIES	439,230	483,252	517,456	427,000
HYGIENE AND CLEANING SUPP	210,557	137,289	279,182	177,231
PAINTING EQUIPMENT AND SUPP	18,963	16,492	-	-
PLUMBING SUPPLIES AND EQUIP	1,928	-	-	-
MOTORS AND PUMPS	4,928	-	26,584	159,000
MEDICAL SUPPLIES	235,412	5,774	-	-
LABORATORY SUPPLIES	-	115,884	275,880	209,810
PAPER AND OTHER SUPPLIES	-	-	569,324	188,164
OTHER SUPPLIES	145,760	373,879	215,328	149,520
SAFETY EQUIPMENT	313,348	530,203	326,190	527,250
BATTERIES	-	5,000	-	-
JUST IN TIME OFFICE SUPPLIES	101,925	153,196	222,172	108,100
BUILDING MAINTENANCE SUPP	988,801	199,102	35,867	91,000
CEMENT, SAND & GRAVEL	46,844	660,000	1,751,949	2,200,000
MISC MAINTENANCE SUPPLIES	219,069	314,137	401,844	202,500
TOTAL	\$ 6,628,450	\$ 8,481,308	\$ 9,229,517	\$ 9,598,010

DIVISION OF WATER

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 41,465	\$ 56,012	\$ 76,905	\$ 87,497
MAINTENANCE CONTRACTS	82,112	388,268	151,399	414,450
COMPUTER HARDWARE MAINT	1,790	20,236	196,018	699,830
COMPUTER SOFTWARE MAINT	39,685	9,024	949,151	821,600
MAINTENANCE ELECTRICAL EQUIP	-	45	-	-
MAINTENANCE MACHINERY	390,446	962,136	667,521	402,300
MAINTENANCE VEHICLES	11,990	10,000	9,803	17,250
MAINTENANCE UTILITY SYSTEMS	6,826,545	8,968,442	10,711,695	14,368,100
MAINTENANCE MISC EQUIPMENT	226,237	146,228	107,431	215,152
AUTO & LIGHT TRUCK REPAIRS	-	9,995	-	-
ENGINE REPAIR	100,000	-	-	-
MAINTENANCE BUILDING	1,079,017	750,958	730,794	1,192,960
TOTAL	\$ 8,799,287	\$ 11,321,345	\$ 13,600,718	\$ 18,219,139
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 154,250	\$ 189,225	\$ 145,500	\$ 300,000
OTHER REFUNDS & ADJUSTMENTS	10,288	55,616	-	50,000
INDIRECT COST	1,098,750	1,673,524	1,743,286	1,743,286
TOTAL	\$ 1,263,288	\$ 1,918,365	\$ 1,888,786	\$ 2,093,286
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 677,940	\$ 734,303	\$ 612,174	\$ 795,638
CHARGES FROM UTILITIES ADMIN	398,000	413,309	650,473	650,473
CHARGES FROM FISCAL CONTROL	1,688,000	1,362,204	2,058,000	2,058,000
CHARGES FROM RADIO SYSTEM	163,156	180,134	208,832	249,230
CHARGES FROM LIGHT AND POWER	13,623	-	-	20,000
CHARGES FROM WATER POLL	-	15,716	-	20,000
CHARGES FROM PRINTING	27,887	82,404	126,845	178,111
CHARGES FROM MOTOR VEHICLES	1,925,966	2,244,341	1,709,049	2,350,530
CHARGES FROM DATA PROCESSING	67,617	-	-	-
CHARGES FROM STREET MAINT	793,193	1,678,410	1,477,642	2,000,000
CHARGES FROM TRAFFIC ENG	-	27,381	8,077	-
CHARGES FROM WASTE	74,921	45,408	40,263	75,000
TOTAL	\$ 5,830,302	\$ 6,783,610	\$ 6,891,354	\$ 8,396,982
DEBT SERVICE				
TRANSFER TO ESCROW AGENT	\$ -	\$ -	\$ 30,143,435	\$ -
ENTERPRISE DEBT SERVICE - PRIN	24,191,482	25,447,795	21,162,058	29,764,976
ENTERPRISE DEBT SERVICE - INT	30,486,694	33,455,115	27,480,280	37,099,132
TOTAL	\$ 54,678,176	\$ 58,902,910	\$ 78,785,774	\$ 66,864,108



DIVISION OF WATER

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CAPITAL OUTLAY				
LAND IMPROVEMENTS	\$ -	\$ -	237,498	\$ -
BUILDING BETTERMENTS	399,858	-	-	-
OFFICE EQUIPMENT	-	-	-	145,000
COMPUTER HARDWARE	-	67,280	-	592,000
COMPUTER SOFTWARE	-	7,200	-	245,400
FACSIMILE MACHINES (FAX)	1,917	-	-	-
MOTORIZED EQUIPMENT	-	-	-	305,000
AUTOMOBILES	-	-	-	52,000
TRUCKS	-	-	-	1,192,500
MACHINERY TOOLS INSTRUMENTS	9,100	17,976	47,942	383,000
OTHER EQUIPMENT	-	-	15,675	-
TRANSFER TO WATER CAP PROJECT	40,472,197	29,346,468	20,545,745	20,000,000
TOTAL	\$ 40,883,073	\$ 29,438,924	\$ 20,846,860	\$ 22,914,900
TOTAL DIVISION	\$ 214,338,571	\$ 219,578,033	\$ 230,371,670	\$ 235,479,890

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES AND PERMITS	\$ -	\$ -	\$ -	247,000
INTERGOVERNMENTAL REVENUES	-	165,911	-	-
SALES & CHARGES FOR SERVICES	213,365,137	208,321,905	207,466,862	212,701,003
MISCELLANEOUS REVENUES	10,417,933	7,760,906	7,816,189	6,000,000
EXPENDITURE RECOVERIES	-	20	543,450	1,997
REVENUE TRANSFERS	392,588	-	-	-
TOTAL DIVISION	\$ 224,175,658	\$ 216,248,742	\$ 215,826,501	\$ 218,950,000

DIVISION OF WATER
COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
5	6	4	Administrative Manager	27,194	80,967
22	16	16	Assistant Administrator	20,231	58,093
5	4	4	Assistant Chief of Water Distribution	23,647	78,520
7	6	6	Assistant Commissioner of Water	27,326	110,760
1	1	1	Commissioner of Water	45,201	156,000
1	1	1	Deputy Commissioner of Water	30,215	117,520
5	4	4	Superintendent of Distribution	20,231	67,600
46	38	36			
OFFICE & CLERICAL					
7	9	9	Chief Clerk	22,050	43,080
95	94	96	Customer Service Representative	10.03 Hr.	15.70 Hr.
4	4	4	Data Control Clerk	9.66 Hr.	15.09 Hr.
1	1	1	General Manager of Administrative Services	26,274	80,967
1	1	1	General Storekeeper	9.66 Hr.	21.38 Hr.
2	2	2	Head Storekeeper	9.66 Hr.	19.70 Hr.
1	0	0	Junior Clerk	9.89 Hr.	12.57 Hr.
7	0	1	Junior Personnel Assistant	20,093	35,666
1	1	1	Labor Relations Assistant	20,093	48,834
0	1	1	Office Manager	20,093	45,000
1	1	1	Personnel Analyst I	21,000	42,816
3	10	8	Personnel Assistant	20,093	42,978
31	26	25	Principal Clerk	11.93 Hr.	17.85 Hr.
2	0	0	Private Secretary	9.66 Hr.	18.83 Hr.
7	6	6	Secretary	9.66 Hr.	15.71 Hr.
21	19	21	Senior Clerk	10.29 Hr.	14.74 Hr.
1	1	1	Stock Clerk	9.66 Hr.	16.19 Hr.
10	9	9	Storekeeper	9.66 Hr.	18.44 Hr.
195	185	187			
PROFESSIONALS					
27	23	24	Administrative Officer	20,093	48,000
1	1	1	Assistant Contract Compliance Officer	20,093	51,504
3	4	4	Assistant Director of Law	26,250	72,800
0	1	1	Assistant Director of Law I	26,250	78,000
4	4	4	Assistant Manager-App. Dev. & Tech. Support	46,225	113,093
3	3	3	Assistant Personnel Administrator	20,093	50,543
0	1	1	Assistant Superintendent of Distribution	14.77 Hr.	23.11 Hr.
8	5	7	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Chief of Laboratories	23,647	72,800
1	1	1	Chief Legal Investigator-Civil	23,647	60,719
1	0	0	Chief of Pumping	26,274	80,080
2	2	2	Chief of Purification	23,647	78,520
3	3	3	Chief-Systems Analyst	27,326	88,624
1	1	1	Claims Examiner	9.66 Hr.	20.71 Hr.
12	10	11	Consulting Engineer	36,000	86,062



DIVISION OF WATER

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
2	1	1	Database Administrator	39,937	99,470
5	4	5	Database Coordinator	30,214	73,494
3	4	4	Deputy Project Director	20,093	56,930
3	4	4	Engineer	22.78 Hr.	30.90 Hr.
1	1	1	Engineer of Hydraulic Surveys	18.59 Hr.	25.76 Hr.
1	1	1	Environmental Programs Manager	45,000	79,040
0	1	1	GIS/IS Coordinator	52,000	85,000
0	1	1	Information Systems Coordinator	21,851	76,692
2	2	2	Manager of General Maintenance	23,647	70,740
0	1	1	Network Data Center Operations Manager	55,000	87,426
3	2	4	Project Coordinator	27,326	81,807
12	17	17	Project Director	22,333	72,735
3	1	1	Project Leader Applications	30,215	80,774
1	1	1	Regulatory Compliance Manager	50,000	88,624
1	0	0	Safety Programs Manager	45,000	79,040
0	2	1	Safety Programs Officer I	25,000	60,000
2	2	2	Senior Budget & Management Analyst	26,274	70,909
4	4	4	Senior Personnel Assistant	20,093	45,446
1	0	0	Senior Programmer Analyst	23,647	62,844
2	2	2	Senior Systems Analyst	20,231	74,000
1	1	1	Supervisor Applications Development	39,937	78,810
0	0	1	Supervisor of Quality Assurance	39,937	78,810
18	10	11	Systems Analyst	20,093	56,000
14	13	14	Unit Supervisor	13.29 Hr.	20.69 Hr.
1	1	1	Water Business Plan Manager	27,326	81,807
1	1	1	Water Business Plan Assistant Manager	22,233	72,735
4	3	3	Water Plant Manager	23,647	88,400
152	140	149			
PROTECTIVE SERVICE					
0	4	4	Assistant Security Manager	23,333	57,628
2	1	2	Guard	9.66 Hr.	15.45 Hr.
9	2	2	Security Manager	23,647	82,160
54	51	52	Security Officer	10.80 Hr.	18.56 Hr.
65	58	60			

DIVISION OF WATER

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
SKILLED CRAFT					
2	2	2	Asbestos Worker	32.22 Hr.	40.28 Hr.
3	2	1	Bricklayer	28.06 Hr.	35.08 Hr.
1	1	1	Bricklayer Foreman	28.86 Hr.	36.08 Hr.
2	1	1	Bricklayer Helper	22.14 Hr.	32.91 Hr.
4	3	4	Carpenter	27.76 Hr.	34.70 Hr.
1	1	1	Carpenter Foreman	28.76 Hr.	35.95 Hr.
8	9	9	Cement Finisher	28.13 Hr.	35.16 Hr.
2	2	2	Cement Finisher Foreman	28.93 Hr.	36.16 Hr.
2	2	2	Chief Building Stationary Engineer	12.37 Hr.	19.23 Hr.
16	17	16	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
20	17	18	Electrical Worker	33.87 Hr.	42.34 Hr.
1	1	1	Electrical Worker Foreman	34.67 Hr.	43.34 Hr.
2	2	2	Ironworker	32.37 Hr.	40.46 Hr.
7	7	7	Machinist Unit Leader	14.28 Hr.	22.65 Hr.
9	10	10	Painter	27.26 Hr.	34.08 Hr.
2	1	1	Painter Foreman	28.06 Hr.	35.08 Hr.
2	2	2	Pipefitter	33.52 Hr.	41.90 Hr.
7	6	6	Plumber	33.53 Hr.	41.91 Hr.
2	2	2	Plumber Foreman	34.33 Hr.	42.91 Hr.
5	5	4	Sheet Metal Worker	31.50 Hr.	39.37 Hr.
1	1	1	Sheet Metal Worker Foreman	32.30 Hr.	40.37 Hr.
1	0	0	Sign Painter	23.23 Hr.	29.40 Hr.
100	94	93			
SERVICE & MAINTENANCE					
14	17	19	Custodial Worker	9.66 Hr.	13.54 Hr.
4	3	4	Custodial Worker Supervisor	20,093	38,288
10	9	9	Labor Foreman	17.71 Hr.	19.71 Hr.
26	26	27	Machinist	15.83 Hr.	20.00 Hr.
15	13	15	Machinist Helper	13.72 Hr.	16.90 Hr.
1	1	1	Manager of Public Utilities-Building Maintenance	20,231	72,800
69	65	71	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
1	1	1	Small Equipment Repair Worker	12.26 Hr.	17.31 Hr.
35	28	30	Truck Driver	12.50 Hr.	17.58 Hr.
17	15	16	Water Hydraulic Repairman	14.99 Hr.	17.12 Hr.
2	1	1	Water Hydraulic Supervisor	15.96 Hr.	22.01 Hr.
7	6	7	Water Hydraulic Unit Leader	14.09 Hr.	19.47 Hr.
5	4	4	Water Meter Dept. Supervisor	15.96 Hr.	22.01 Hr.
17	14	14	Water Meter Dept. Unit Leader	14.09 Hr.	19.47 Hr.
64	50	54	Water Meter Repairman	14.99 Hr.	17.12 Hr.
14	13	13	Water Pipe Repair Supervisor	15.97 Hr.	22.36 Hr.
35	37	38	Water Pipe Repair Unit Leader	14.09 Hr.	19.82 Hr.
112	104	115	Water Pipe Repairman	13.58 Hr.	17.12 Hr.
16	16	15	Water System Construction Inspector	15.67 Hr.	21.39 Hr.
464	423	454			



DIVISION OF WATER

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			TECHNICIAN		
7	5	5	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
1	0	0	Application Delivery Services Manager	65,000	88,400
18	14	16	Assistant Water Plant Manager	9.66 Hr.	30.00 Hr.
5	4	4	Chemist	9.66 Hr.	23.85 Hr.
6	6	6	Chief Miscellaneous Investigator	9.66 Hr.	20.71 Hr.
2	2	2	Chief of Water Distribution	26,274	83,200
1	1	2	Chief Radio Dispatcher	15.12 Hr.	20.93 Hr.
1	1	1	Citizens Information Representative	9.66 Hr.	17.14 Hr.
2	3	4	Computer Operator	9.66 Hr.	20.71 Hr.
2	1	1	Data Processing Supervisor	20,231	54,494
3	3	3	Hazardous Materials Specialist	45,000	60,320
2	2	2	Help Desk Analyst	25,000	46,800
4	4	4	Instrumentation Technician II	18.83 Hr.	21.24 Hr.
3	0	0	Junior Draftsman	9.66 Hr.	15.41 Hr.
3	3	3	Laboratory Assistant	9.66 Hr.	17.14 Hr.
50	50	51	Meter Reader	12.82 Hr.	17.12 Hr.
5	5	4	Meter Reader Supervisor	14.47 Hr.	19.99 Hr.
15	13	14	Miscellaneous Investigator	9.66 Hr.	16.54 Hr.
3	4	6	Network Analyst I	30,214	65,174
2	1	1	Program Manager	30,214	75,769
1	0	0	Programmer	9.66 Hr.	24.33 Hr.
1	0	0	Programmer Analyst	9.73 Hr.	27.30 Hr.
14	9	10	Radio Dispatcher	17.33 Hr.	18.66 Hr.
1	1	1	Radio Technician	16.38 Hr.	18.66 Hr.
5	6	6	Senior Chemist	9.66 Hr.	20.71 Hr.
2	2	2	Senior Computer Operator	9.66 Hr.	24.33 Hr.
16	14	15	Senior Draftsman	9.66 Hr.	17.61 Hr.
1	1	1	Supervisor of Radio Service	15.13 Hr.	22.07 Hr.
1	1	1	Supervisor of Systems and Technical Support	55,000	78,000
0	2	2	Telecommunications Analyst I	30,215	80,774
50	52	57	Water Plant Operator I	15.70 Hr.	19.69 Hr.
36	37	36	Water Plant Operator II	17.73 Hr.	21.09 Hr.
0	1	1	Web Content Editor	20,093	55,005
<u>263</u>	<u>248</u>	<u>261</u>			
1,285	1,186	1,240	TOTAL FULL TIME		
4	4	4	TOTAL PART TIME		
19	12	9	TOTAL SEASONAL		
<u>27</u>	<u>0</u>	<u>7</u>	TOTAL STUDENT ASSISTANT		
50	16	20			
<u>1,335</u>	<u>1,202</u>	<u>1,260</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004

DIVISION OF WATER POLLUTION CONTROL

OLLIE SHAW, COMMISSIONER

The Division of Water Pollution Control is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Cleveland from their point of origin to the treatment facilities for treatment and disposal. The Division maintains, cleans, repairs and improves sewers and their appurtenances, including catch basins and relaying of sewer connections.

The Division also is responsible for the cleaning and maintenance of a network of approximately 100,000 catch basins and adjoining laterals. Utilizing Divisional equipment and manpower, they service approximately 13,000 catch basins per year. The Division is also charged with the responsibility of managing and supervising matters relating to the elimination, control or regulation of 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 has two TV inspection truck units, which are modern preventive maintenance vehicles that provide a safe method for inspection of sewers. The Division is also responsible for the maintenance of 18 lift stations.

To further enhance pump station maintenance, the Division installed a SCADA system to monitor these stations from our main facility. This system will assist us by discovering problems on a timelier basis and will reduce manpower needed to check lift stations 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.

The Division of Water Pollution Control previously implemented a computerized complaint and work order system to more efficiently provide service delivery, reduce back log and response time. Administrative efficiency was greatly improved as a result of installing this office information system, which is a network of data processing equipment that allows for sharing of existing information such as work records, production reports, budget information, personnel records, and other data. The system has now been replaced with an integrated work management system. The new system was activated this year in the summer of 2004. WPC now benefits from a new work management system that will link information from all sections within the division, eliminating the need to enter the same information more than once in different systems and enhances the division's ability to share vital information. A GIS interface is currently being developed and will be implemented and linked to the new work management system. This will give the division the ability to run queries and Geo-code infrastructure throughout the City's sewer system.

The Division plans to continue its test tee installation program, which is an improved level of service. Additionally, Water Pollution Control has in recent years expanded services by adding more crews, and upgrading service equipment. This has allowed Water Pollution Control to further enhance its pro-active preventive 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.

Mission Statement

To provide for the free-flow of surface water by cleaning and maintaining a network of sewer and sewer connections.



DIVISION OF WATER POLLUTION CONTROL

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

	2003 ACTUAL			2004 UNAUDITED			2005 BUDGET		
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT	
PROGRAMS:									
Water Pollution Control Operations	\$ 15,887	138		\$ 15,822	148		\$ 17,859	157	
Capital	6,327			6,978			5,911		
	\$ 22,214	138		\$ 22,800	148		\$ 23,770	157	
FUNDING SOURCE:									
Self Generated Revenue*	\$ 22,214	138		\$ 22,800	148		\$ 23,770	157	
	\$ 22,214	138		\$ 22,800	148		\$ 23,770	157	

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

PROGRAM NAME: MAINTENANCE OPERATIONS

OBJECTIVES: To maintain free-flow of sanitary and clear water by eliminating potential blockages and conditions that could result in loss of service, personal injury or property damages.

ACTIVITIES: Remove debris in right of ways and flush potential blockages. Clean catch basins, main sewers, house connections, and other appurtenances of the system. Repair damaged main sewers, catch basins, manholes and connections within the limits of the pavement. Repair, maintain and replace sewer pump stations. Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.

PROGRAM NAME: CAPITAL

OBJECTIVES: To maintain and improve the main sewers, pump stations, connections, and appurtenances.

ACTIVITIES: Purchase and repair motorized equipment related to upkeep of the system. Construct new storm water storage facilities, relief sewers, and replacement sewers and pump stations.

PROGRAM NAME: PERMITS AND INSPECTION

OBJECTIVES: To address customer concerns relative to basement flooding; maintain accurate sewer records and verify that construction of sewers meet the standards of the division.

ACTIVITIES: Respond to flooding complaints. Inspect construction of sewers. Identify and measure the location of new and existing lateral connections. Respond to Ohio Utilities Protection Service (OUPS) utility line marking requests.



DIVISION OF WATER POLLUTION CONTROL

PROGRAM NAME: MARKETING

OBJECTIVES: To provide Public Education and Community Participation.

ACTIVITIES: Work with various groups and organizations, school systems, environmental fairs and other media events to educate the public on important issues regarding services we provide to the public, environmental issues impacting the use of the sewer system such as, the Stormwater Phase II regulations.

PROGRAM NAME: WATER POLLUTION CONTROL TEST TEE PROGRAM

OBJECTIVES: To provide an improved level of service to our customers by determining if a problem exists in the City's portion of the sewer connection or the customers, without cost to the customer.

ACTIVITIES: Investigate sewer connections from existing test tee to the main sewer. If none exist, install a test tee in the treelawn and investigate sewer connections from new test tee excavation to the main sewer. Maintain annual contracts for installation and investigation of sewer connections.



DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 5,272,867	\$	5,370,811	\$	5,782,629	\$	7,304,770
CRAFTS	193,205		178,561		175,204		194,627
INJURY PAY	-		45,671		47,693		60,000
LONGEVITY	45,900		46,450		47,150		57,450
WAGE SETTLEMENTS	615		2,782		-		-
SEPARATION PAYMENTS	16,277		26,804		19,821		32,864
OVERTIME	221,982		235,086		172,292		250,000
TOTAL	\$ 5,750,845	\$	5,906,164	\$	6,244,789	\$	7,899,711
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 658,086	\$	719,864	\$	894,400	\$	1,050,150
DENTAL	58,973		71,045		67,247		73,948
VISION CARE	6,046		9,347		9,061		10,216
PERS	765,340		783,925		835,685		1,057,828
FICA-MEDICARE	62,650		64,460		71,872		113,676
WORKERS COMPENSATION	121,929		270,989		339,661		380,268
LIFE INSURANCE	6,073		6,423		6,696		6,930
UNEMPLOYMENT COMPENSATION	-		3,733		1,351		7,500
CLOTHING ALLOWANCE	19,560		19,860		19,380		19,880
TOOL INSURANCE	150		(260)		2,250		2,100
CLOTHING MAINTENANCE	17,941		17,127		19,320		18,820
TOTAL	\$ 1,716,748	\$	1,966,512	\$	2,266,922	\$	2,741,316
TRAINING AND DUES							
TRAVEL	\$ 6,383	\$	9,326	\$	7,189	\$	12,000
TUITION & REGISTRATION FEES	13,862		8,896		5,190		12,000
MILEAGE (PRIV AUTO) TRNG PRPS	-		-		98		-
PROFESSIONAL DUES	15,537		9,395		18,527		12,000
TOTAL	\$ 35,782	\$	27,617	\$	31,003	\$	36,000
UTILITIES							
SEWER - OTHER	\$ 955	\$	11,119	\$	6,708	\$	8,000
WATER	2,849		8,759		9,163		8,000
GAS	259,241		147,131		154,149		164,939
ELECTRICITY - CPP	187,401		165,986		208,480		223,074
ELECTRICITY - OTHER	53,733		76,678		53,383		57,120
TOTAL	\$ 504,179	\$	409,672	\$	431,883	\$	461,133

DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 366,659	\$ 507,812	\$ 325,726	\$ 275,000
MILEAGE (PRIVATE AUTO)	-	-	-	500
ADVERTISING AND NOTICE	250	250	42,863	50,000
PROGRAM PROMOTION	-	8,199	-	-
PARKING IN CITY FACILITIES	2,201	1,809	1,622	2,000
PROPERTY RENTAL	-	5	-	500
PHOTOCOPY MACHINE RENTAL	8,419	1,758	4,943	6,500
EQUIPMENT RENTAL	1,000	8,323	4,900	20,000
OTHER CONTRACTUAL	75,001	85,000	66,295	80,000
STATE AUDITOR EXAMINATION	20,621	22,107	6,320	23,500
BANK SERVICE FEES	11,775	78,206	75,780	-
TOTAL	\$ 485,926	\$ 713,468	\$ 528,449	\$ 458,000
MATERIALS AND SUPPLIES				
OFFICE SUPPLIES	\$ 5,341	\$ 2,000	\$ 2,000	\$ 8,000
DISCOUNTS LOST	-	163	-	-
COMPUTER SUPPLIES	5,106	-	156	5,000
COMPUTER HARDWARE	2,138	1,258	3,496	5,000
COMPUTER SOFTWARE	9,918	11,085	-	5,000
SALT & DE-ICER	-	-	-	1,000
CLOTHING	31,767	33,563	27,967	30,000
HARDWARE AND SMALL TOOLS	34,118	11,186	14,533	25,000
SMALL EQUIPMENT	31,730	20,454	16,714	25,000
OFFICE AND FURNITURE EQUIP	11,946	8,089	13,546	12,500
HYGIENE AND CLEANING SUPP	6,065	13,379	14,617	15,000
MEDICAL SUPPLIES	1,420	1,320	420	2,000
OTHER SUPPLIES	21,826	28,675	25,959	25,000
SAFETY EQUIPMENT	-	-	60,000	60,000
JUST IN TIME OFFICE SUPPLIES	7,750	16,221	10,577	10,000
BUILDING MAINTENANCE SUPP	116,892	219,585	161,868	175,000
MISC MAINTENANCE SUPPLIES	2,750	708	2,665	5,000
TOTAL	\$ 288,767	\$ 367,687	\$ 354,519	\$ 408,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 9,716	\$ 9,142	\$ 17,067	\$ 15,000
MAINTENANCE MACHINERY	29,731	13,171	5,715	15,000
MAINTENANCE VEHICLES	268,400	334,265	287,074	250,000
MAINTENANCE UTILITY SYSTEMS	1,252,218	1,403,342	1,272,853	1,200,000
MAINTENANCE MISC EQUIP	3,505	2,500	1,620	5,000
CONSTRUCTION EQUIP REPAIR	-	10,000	-	-
TOTAL	\$ 1,563,570	\$ 1,772,419	\$ 1,584,329	\$ 1,485,000



DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CLAIMS, REFUNDS AND MISC.				
COURTS COSTS	\$ -	\$ 195	\$ -	\$ -
JUDGMENTS, DAMAGES & CLAIMS	940,849	39,120	101,886	125,000
OTHER REFUNDS & ADJUSTMENTS	-	-	-	1,000
INDIRECT COST	181,183	285,056	302,182	302,182
TOTAL	\$ 1,122,032	\$ 324,371	\$ 404,067	\$ 428,182
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 27,737	\$ 27,200	\$ 30,760	\$ 40,428
CHARGES FROM UTILITIES ADMIN	46,144	36,408	38,210	-
CHARGES FROM FISCAL CONTROL	171,889	135,417	189,078	-
CHARGES FROM RADIO SYSTEM	36,435	35,409	40,223	48,232
CHARGES FROM WATER	2,107,207	2,660,793	2,564,417	2,500,000
CHARGES FROM PRINTING	5,060	11,062	15,813	22,204
CHARGES FROM MOTOR VEHICLES	263,938	414,365	306,340	421,323
CHARGES FROM DATA PROCESSING	7,254	-	-	-
CHARGES FROM STREET MAINT	227,779	326,848	187,116	300,000
CHARGES FROM TRAFFIC ENG	-	700	-	-
CHARGES FROM WASTE	250	2,815	2,189	2,500
CHARGES FROM PARKS	485	-	-	-
CHARGES FROM HEALTH DEPT	194,615	-	-	-
TOTAL	\$ 3,088,792	\$ 3,651,017	\$ 3,374,146	\$ 3,334,687
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRIN	\$ 590,641	\$ 491,129	\$ 353,684	\$ 385,727
ENTERPRISE DEBT SERVICE - INT	288,097	256,675	247,566	221,123
TOTAL	\$ 878,738	\$ 747,804	\$ 601,250	\$ 606,850
CAPITAL OUTLAY				
INFRASTRUCTURE	\$ -	\$ -	\$ 5,913	\$ -
OFFICE EQUIPMENT	-	-	-	15,000
MOTORIZED EQUIPMENT	-	-	-	485,000
MACHINERY TOOLS INSTRUMENTS	-	-	-	15,000
OTHER EQUIPMENT	-	-	-	35,000
TRANSFER TO CAPITAL PROJECT	255,948	-	-	-
TRANSFER TO WATER CAP PROJ	8,853	-	-	-
TRANSFER TO WPC CAP PROJECTS	7,364,009	6,327,300	6,972,357	5,360,878
TOTAL	\$ 7,628,809	\$ 6,327,300	\$ 6,978,271	\$ 5,910,878
TOTAL DIVISION	\$ 23,064,187	\$ 22,214,031	\$ 22,799,629	\$ 23,770,257

DIVISION OF WATER POLLUTION CONTROL

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALES & CHARGES FOR SERVICE	\$ 18,475,979	\$ 18,777,693	\$ 18,205,411	\$ 20,430,000
MISCELLANEOUS REVENUE	1,454,163	679,515	686,651	900,000
EXPENDITURE RECOVERIES	-	223	829	-
TOTAL DIVISION	\$ 19,930,142	\$ 19,457,432	\$ 18,892,891	\$ 21,330,000

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	1	2	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Water Pollution Control	40,315	119,646
1	1	1	Superintendent of Sewer Maintenance	20,093	67,600
2	2	2	Deputy Commissioner of Water Pollution Control	30,215	94,105
6	5	6			
OFFICE & CLERICAL					
1	1	1	Accountant Clerk II	9.66 Hr.	15.71 Hr.
4	4	4	Customer Service Representative	10.03 Hr.	15.70 Hr.
0	0	2	Data Control Clerk	9.66 Hr.	15.09 Hr.
1	1	1	Head Storekeeper	9.66 Hr.	19.70 Hr.
1	0	0	Junior Clerk	9.89 Hr.	12.57 Hr.
0	1	1	Junior Personnel Assistant	20,093	43,080
2	2	2	Senior Clerk	10.29 Hr.	14.74 Hr.
2	2	2	Stock Clerk	9.66 Hr.	16.19 Hr.
11	11	13			
PROFESSIONALS					
1	1	1	Assistant Manager Of Marketing	20,231	54,494
1	1	1	Administrative Manager	27,194	80,967
4	4	3	Administrative Officer	20,093	48,000
1	1	1	Assistant Director of Law	26,250	78,000
2	1	1	Assistant Personnel Administrator	20,093	50,543
3	3	3	Associate Engineer	17.83 Hr.	25.39 Hr.
3	3	3	Construction Technician	12.02 Hr.	20.71 Hr.
3	2	3	Consulting Engineer	36,000	86,062
1	1	1	Network Analyst II	30,214	81,774
1	2	2	Personnel Assistant	20,093	42,978
0	1	1	Safety Programs Manager	45,000	79,040
1	1	1	Senior Budget and Management Analyst	26,274	70,909
0	1	1	Systems Analyst	20,093	56,000
2	1	1	Unit Supervisor	13.29 Hr.	20.69 Hr.
23	23	23			



DIVISION OF WATER POLLUTION CONTROL

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
SKILLED CRAFT					
2	2	2	Bricklayer	28.06 Hr.	35.08 Hr.
2	2	2	Bricklayer Helper	22.14 Hr.	32.91 Hr.
1	1	1	Chief Building Stationary Engineer	12.37 Hr.	19.23 Hr.
3	3	3	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
1	1	1	Electrical Worker	33.87 Hr.	42.34 Hr.
9	9	9			
SERVICE & MAINTENANCE					
2	2	2	Custodial Worker	9.66 Hr.	13.54 Hr.
1	1	1	Custodial Worker Supervisor	20,093	38,288
1	1	1	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
1	1	1	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
6	5	6	House Connection Inspector	12.70 Hr.	16.74 Hr.
3	3	3	Machinist	15.83 Hr.	20.00 Hr.
3	2	2	Machinist Helper	13.72 Hr.	16.90 Hr.
2	2	2	Machinist Unit Leader	14.28 Hr.	22.65 Hr.
3	3	3	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
3	2	3	Sewer Construction Unit Leader	15.67 Hr.	22.01 Hr.
16	11	18	Sewer Maintenance Unit Leader	14.09 Hr.	19.47 Hr.
11	14	12	Sewer Maintenance Unit Leader Operator	14.09 Hr.	20.43 Hr.
53	51	50	Sewer Service Man	14.99 Hr.	17.12 Hr.
105	98	104			
TECHNICIAN					
2	2	2	Radio Dispatcher	17.33 Hr.	18.66 Hr.
2	2	2			
156	148	157	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



DIVISION OF CLEVELAND PUBLIC POWER

JAMES F. MAJER, COMMISSIONER

The Division of Cleveland Public Power is responsible for all electrical generation, transmission, and distribution facilities owned by the city. The Division provides electricity to about 80,000 residential, commercial, industrial, and governmental customers. In addition, the Division provides service to nearly 45,000 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 West 41st Street Substation.

Mission Statement

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

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

	2003			2004			2005		
	COST	ACTUAL		COST	UNAUDITED		COST	BUDGET	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Light & Power Operations	\$ 125,854	338		\$ 129,569	344		\$ 140,485	368	
Capital	9,078			14,999			26,567		
	\$ 134,932	338		\$ 144,568	344		\$ 167,052	368	
FUNDING SOURCE:									
Self Generated Revenue*	\$ 134,932	338		\$ 144,568	344		\$ 167,052	368	
	\$ 134,932	338		\$ 144,568	344		\$ 167,052	368	

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

PROGRAM NAME: CLEVELAND PUBLIC POWER OPERATIONS

OBJECTIVES: To generate, transmit and distribute electricity.

ACTIVITIES: Purchase power wholesale from diversified sources. Generate electricity from CPP's gas turbines and other potential sources. Distribute electricity through neighborhood substations. Respond to emergency calls 24 hours a day with trouble crews.

PROGRAM NAME: CAPITAL

OBJECTIVES: To reinforce and expand current systems through capital improvements.

ACTIVITIES: Connect new customers to the electrical system. Make improvements to land, buildings, and structures. Purchase and repair motorized equipment related to upkeep of electrical generation, transmission and distribution facilities.



DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES

	2002		2003		2004		2005
	Actual		Actual		Unaudited		Budget
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 16,011,769	\$	16,297,002	\$	17,090,357	\$	17,947,283
CRAFTS	80,669		59,451		58,154		134,243
INJURY PAY	-		27,938		452		-
LONGEVITY	147,700		149,325		160,150		173,000
WAGE SETTLEMENTS	1,244		8,975		480		-
SEPARATION PAYMENTS	73,668		122,891		116,806		110,000
OVERTIME	2,104,719		1,811,744		1,582,679		2,200,000
TOTAL	\$ 18,419,769	\$	18,477,326	\$	19,009,077	\$	20,564,526
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 1,691,441	\$	1,920,729	\$	2,295,144	\$	3,237,476
DENTAL	151,469		167,292		175,067		192,183
VISION CARE	11,686		18,614		18,746		20,554
PERS	2,509,858		2,449,019		2,575,082		2,771,588
PERS BUYBACK PRIOR SERVICE CITY	-		-		607		-
FICA-MEDICARE	159,328		168,164		179,675		298,186
WORKERS COMPENSATION	238,445		524,462		732,544		871,747
LIFE INSURANCE	14,302		16,312		15,958		16,560
UNEMPLOYMENT COMPENSATION	12,440		18,451		2,565		20,000
CLOTHING ALLOWANCE	294,040		209,920		14,395		100,000
TOOL INSURANCE	-		-		3,600		3,600
CLOTHING MAINTENANCE	89,200		92,560		246,355		300,000
TOTAL	\$ 5,172,210	\$	5,585,523	\$	6,259,738	\$	7,831,894
TRAINING AND DUES							
TRAVEL	\$ 9,130	\$	10,881	\$	18,054	\$	20,000
TUITION & REGISTRATION FEES	10,190		6,808		3,745		23,000
PROFESSIONAL DUES	56,657		56,499		64,495		72,000
TOTAL	\$ 75,976	\$	74,189	\$	86,293	\$	115,000

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

		2002		2003		2004		2005
		Actual		Actual		Unaudited		Budget
UTILITIES								
BROKERED GAS SUPPLY	\$	64,753	\$	60,889	\$	70,946	\$	75,912
SEWER - OTHER		19,976		25,034		16,543		30,000
WATER		12,242		12,151		7,851		25,000
GAS		457,082		453,010		537,827		575,475
STEAM		29,900		27,600		34,128		70,000
TOTAL	\$	583,953	\$	578,684	\$	667,294	\$	776,387
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	2,600,680	\$	616,111	\$	342,183	\$	1,100,000
COURT REPORTER		-		2,732		434		-
MILEAGE (PRIVATE AUTO)		6,489		14,477		5,030		7,000
MEDICAL SERVICES		-		318		2,744		-
ADVERTISING AND PUBLIC NOTICE		165,942		80,935		63,817		150,000
PROGRAM PROMOTION		45,040		158,495		107,711		150,000
PARKING IN CITY FACILITIES		2,895		1,845		1,436		3,000
INSURANCE AND OFFICIAL BONDS		400,750		360,000		-		450,000
TAXES		5,519		-		-		-
PROPERTY RENTAL		350,458		270,337		270,224		350,000
PHOTOCOPY MACHINE RENTAL		6,956		2,018		8,710		32,000
EQUIPMENT RENTAL		50,000		50,260		600		105,000
OTHER CONTRACTUAL		566,695		848,840		803,889		600,000
STATE AUDITOR EXAMINATION		42,250		40,530		9,480		42,000
BANK SERVICE FEES		17,708		94,959		75,751		1,000
CREDIT CARD PROCESSING FEES		-		1,125		15,168		10,000
TOTAL	\$	4,261,382	\$	2,542,983	\$	1,707,179	\$	3,000,000

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 23,613	\$ 27,512	\$ 10,003	\$ 30,000
DISCOUNTS LOST	-	-	5	-
POSTAGE	346,535	413,707	406,879	370,000
COMPUTER SUPPLIES	-	-	215	10,000
COMPUTER HARDWARE	37,683	29,610	24,939	65,000
COMPUTER SOFTWARE	42,286	25,652	39,380	45,000
FUEL	51,147	150,000	50,001	100,000
FUEL TAX	21,451	-	-	-
PURCHASED POWER	60,124,048	62,935,448	66,873,733	67,500,000
POWER TRANSMISSION COSTS	11,294,246	7,438,960	7,259,910	10,500,000
CLOTHING	37,495	60,052	10,980	25,000
HARDWARE & SMALL TOOLS	137,321	183,689	95,101	120,000
SMALL EQUIPMENT	16,897	40,346	16,817	40,000
OFFICE FURNITURE & EQUIPMENT	10,730	22,783	8,911	75,000
ELECTRICAL SUPPLIES	102,911	27,698	19,658	100,000
FENCE, POSTS & BARS	50,000	-	13,603	-
HYGIENE AND CLEANING SUPP	35,905	36,859	35,213	40,000
LUMBER, GLASS, AND DRYWALL	-	15,000	-	-
MEDICAL SUPPLIES	30,000	10,000	-	25,000
PHOTOGRAPHIC SUPPLIES	2,656	6,274	4,960	15,000
SHOP SUPPLIES	-	-	1,643	-
OTHER SUPPLIES	276,619	368,941	110,382	350,000
SAFETY EQUIPMENT	63,500	20,004	111,961	80,000
GREENHOUSE MAINTENANCE SUPP	-	9,079	-	-
MOTOR OIL & LUBRICANTS	-	780	2,187	-
CAPITAL IMPROVEMENT INVEN	2,836,167	2,218,868	2,473,111	2,500,000
JUST IN TIME OFFICE SUPPLIES	34,872	37,001	37,557	32,000
BUILDING MAINTENANCE SUPP	6,199	6,775	3,600	-
CEMENT, SAND & GRAVEL	95,000	91,000	33,800	200,000
MISC MAINTENANCE SUPPLIES	-	-	71	-
TOTAL	\$ 75,677,280	\$ 74,176,036	\$ 77,644,621	\$ 82,222,000

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 97,335	\$ 98,951	\$ 97,802	\$ 125,000
MAINTENANCE CONTRACTS	110,752	140,000	186,300	200,000
COMPUTER HARDWARE MAINT	10,000	-	10,000	30,000
MAINTENANCE MACHINERY	50,604	88,062	32,504	125,000
MAINTENANCE VEHICLES	535,823	726,521	345,478	555,000
MAINTENANCE UTILITY SYSTEMS	1,213,281	1,182,749	517,148	1,200,000
GLASS REPAIR	10,000	23,000	-	-
MAINTENANCE BUILDING	1,700	9,650	10,625	40,000
REPAIR OF OVERHEAD DOORS	-	-	25,000	25,000
TOTAL	\$ 2,029,495	\$ 2,268,933	\$ 1,224,856	\$ 2,300,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES & CLAIMS	\$ 21,018	\$ 135,771	\$ 66,182	\$ 200,000
POLICE CHIEF EXPENSE FUND	1,789	-	-	-
OTHER REFUNDS & ADJUSTMENTS	2,128	371	-	-
INDIRECT COST	936,606	1,473,566	1,524,353	1,524,353
TOTAL	\$ 961,541	\$ 1,609,708	\$ 1,590,534	\$ 1,724,353
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM GENERAL FUND	\$ 1,029,285	\$ 2,480	\$ 400	\$ -
CHARGES FROM TELEPHONE EXCH	589,774	393,304	443,433	575,885
CHARGES FROM UTILITIES ADMIN	118,000	97,700	130,000	160,000
CHARGES FROM FISCAL CONTROL	325,000	268,750	360,000	385,000
CHARGES FROM RADIO SYSTEM	92,775	60,476	53,827	67,070
CHARGES FROM WATER	493,021	380,169	363,356	400,000
CHARGES FROM WATER POLL	7,097	2,583	-	10,000
CHARGES FROM PRINTING	18,893	66,947	69,480	97,561
CHARGES FROM MOTOR VEHICLES	270,490	311,101	320,057	440,188
CHARGES FROM DATA PROCESSING	20,520	-	-	-
CHARGES FROM TRAFFIC ENG	-	100	8,000	-
CHARGES FROM WASTE	21,454	20,537	17,384	30,000
TOTAL	\$ 2,986,309	\$ 1,604,146	\$ 1,765,936	\$ 2,165,704



DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRINC	\$ 6,275,833	\$ 8,275,530	\$ 9,460,000	\$ 9,929,167
ENTERPRISE DEBT SERVICE - INT	12,202,230	10,660,580	10,153,543	9,856,375
TOTAL	\$ 18,478,063	\$ 18,936,110	\$ 19,613,543	\$ 19,785,542
CAPITAL OUTLAY				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 21,000	\$ -
OFFICE EQUIPMENT	9,255	-	-	-
UTILITY PLANT IN SERVICE	3,120	88,876	-	-
DEPRECIATION	-	7,350	-	-
TRANSFER TO WATER CAP PROJECT	-	145	-	-
TRANSFER TO CAPITAL PROJECT	500,000	-	-	-
TRANSFER TO LIGHT & POWER CAP	5,192,314	8,981,836	14,977,974	26,567,000
TOTAL	\$ 5,704,690	\$ 9,078,206	\$ 14,998,974	\$ 26,567,000
TOTAL DIVISION	\$ 134,350,668	\$ 134,931,843	\$ 144,568,046	\$ 167,052,406

REVENUE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LICENSES AND PERMITS	\$ -	\$ -	\$ 300	\$ -
INTERGOVERNMENTAL REVENUES	-	35,311	67,775	-
SALES & CHARGES FOR SERVICES	148,384,042	143,271,858	141,629,094	150,177,000
MISCELLANEOUS REVENUES	1,177,948	1,603,158	1,797,705	1,500,000
REVENUE TRANSFERS	283,952	1,558,603	(208,989)	-
EXPENDITURE RECOVERIES	-	122	418,912	-
TOTAL DIVISION	\$ 149,845,943	\$ 146,469,052	\$ 143,704,798	\$ 151,677,000

DIVISION OF CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
6	5	5	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Cleveland Public Power	45,201	132,782
3	2	3	Deputy Commissioner of Cleveland Public Power	46,225	104,393
10	8	9			
OFFICE & CLERICAL					
4	4	4	Chief Clerk	22,050	43,080
1	0	0	Junior Personnel Assistant	20,093	35,666
0	1	1	Personnel Assistant	20,093	42,978
3	3	3	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1	Private Secretary	9.66 Hr.	18.83 Hr.
7	8	8	Senior Clerk	10.29 Hr.	14.74 Hr.
16	17	17			
PROFESSIONALS					
1	1	1	Accountant III	9.66 Hr.	21.83 Hr.
3	3	5	Administrative Manager	27,194	80,967
3	3	4	Administrative Officer	20,093	48,000
1	1	1	Administrator of Engineering & Planning	30,215	101,948
1	0	1	Assistant Director of Law	26,250	72,800
1	1	1	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Chief Assistant Director of Law	31,500	114,400
1	1	1	Chief Auditor - Utilities	23,647	76,635
9	8	9	Consulting Engineer	36,000	86,062
3	3	4	Deputy Project Director	20,093	56,930
1	0	1	General Manager of Administrative Services	26,274	80,967
1	1	1	Legal Secretary	20,093	41,600
1	1	1	Manager of Electric System Operation	30,215	94,105
1	1	1	Manager of Marketing	30,215	94,105
1	1	1	Paralegal	20,093	39,593
1	1	1	Personnel Administrator	26,274	74,739
3	3	3	Project Coordinator	27,326	81,807
4	5	5	Project Director	22,333	72,735
0	1	0	Safety Coordinator	45,000	79,040
1	0	0	Safety Programs Manager	45,000	79,040
2	2	2	Senior Budget & Management Analyst	26,274	70,909
1	1	1	Supervisor of Computer Operations	30,215	80,774
2	2	2	Unit Supervisor	13.29 Hr.	20.69 Hr.
43	41	47			
PARA -PROFESSIONALS					
6	7	7	Chief Senior Elec. Switchboard Operator	22,333	59,645
28	26	28	Customer Service Representative	10.03 Hr.	15.70 Hr.
5	5	5	Dispatcher Electric System Operator	17.64 Hr.	25.24 Hr.
0	0	1	Junior Electric Switchboard Operator	14.86 Hr.	21.28 Hr.
2	0	0	Senior Electric Switchboard Operator	16.39 Hr.	23.45 Hr.
41	38	41			

DIVISION OF CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
SKILLED CRAFT					
4	9	15	Apprentice Lineman III	14.89 Hr.	22.95 Hr.
8	8	8	Asst. Supt. Of Elec. Trans. & Distribution	26,274	66,396
1	0	0	Automobile Repair Unit Leader	17.78 Hr.	22.83 Hr.
2	2	2	Cement Finisher	28.13 Hr.	35.16 Hr.
1	1	1	Cement Finisher Foreman	28.93 Hr.	36.16 Hr.
1	1	1	Chief of Street Lighting & Elec. Services	23,647	88,400
2	2	2	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
3	1	2	Electric Meter Industrial Installer	18.64 Hr.	26.70 Hr.
2	2	3	Elec. Mtr. Inst. Spec. & Gen. Tester	18.86 Hr.	27.00 Hr.
5	7	6	Electric Meter Service Installer I	17.38 Hr.	24.86 Hr.
10	8	9	Electric Meter Service Installer II	16.18 Hr.	23.17 Hr.
5	4	5	Electric Transmission & Dist. Inspector	18.72 Hr.	26.80 Hr.
1	1	1	Electrical Worker Foreman	34.67 Hr.	43.34 Hr.
11	10	10	Electric Worker	33.87 Hr.	42.34 Hr.
7	7	7	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
0	1	1	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
11	10	11	Lineman Leader	20.06 Hr.	28.71 Hr.
4	4	0	Low Tension Trouble Lineman	18.30 Hr.	28.41 Hr.
2	2	2	Meter Industrial Leader	26.02 Hr.	28.01 Hr.
2	2	2	Painter	27.26 Hr.	34.08 Hr.
33	30	30	Senior Lineman	19.71 Hr.	28.22 Hr.
1	1	1	Superintendent of Elec. Trans. & Dist.	30,215	80,774
3	3	3	Superintendent of Electric Trouble Operations	27,326	70,218
1	1	1	Superintendent of Purchased Power	27,326	67,842
14	13	14	Trouble Lineman	19.71 Hr.	28.22 Hr.
134	130	137			
SERVICE & MAINTENANCE					
1	1	1	Cable Foreman	20.92 Hr.	29.93 Hr.
7	5	6	Custodial Worker	9.66 Hr.	13.54 Hr.
2	2	2	Electric Meter Service Foreman	20.92 Hr.	29.93 Hr.
3	3	3	Electric Meterman Apprentice	14.55 Hr.	22.44 Hr.
2	2	2	Gas Turbine Mechanic	17.38 Hr.	24.86 Hr.
1	1	1	Gas Turbine Mechanic Apprentice	14.78 Hr.	22.77 Hr.
2	2	2	General Construction Foreman	27.93 Hr.	29.93 Hr.
1	1	1	Head Storekeeper	9.66 Hr.	19.70 Hr.
3	2	3	Line Clearance Man	14.62 Hr.	22.14 Hr.
7	6	7	Line Foreman	20.92 Hr.	29.93 Hr.
39	28	27	Line Helper Driver	12.44 Hr.	21.69 Hr.
3	2	3	Line Switchman	20.06 Hr.	28.71 Hr.
6	4	6	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
5	5	5	Stock Clerk	9.66 Hr.	16.19 Hr.
3	2	3	Storekeeper	9.66 Hr.	18.44 Hr.
1	1	1	Transformer Repairman Foreman	20.92 Hr.	29.93 Hr.
2	2	2	Underground Conduit Foreman	20.92 Hr.	29.93 Hr.
88	69	75			



DIVISION OF CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	December 2004	Budget 2005		Minimum	Maximum
			TECHNICIAN		
2	2	2	Apprentice Cable Splicer	14.78 Hr.	22.77 Hr.
11	0	0	Cable Splicer I	18.72 Hr.	26.80 Hr.
1	1	1	Computer Operator	9.66 Hr.	20.71 Hr.
21	19	20	Meter Reader	12.82 Hr.	17.12 Hr.
1	1	1	Meter Reader Supervisor	14.47 Hr.	19.99 Hr.
0	11	11	Senior Cable Splicer	19.71 Hr.	28.22 Hr.
1	1	1	Senior Computer Operator	9.66 Hr.	24.33 Hr.
2	2	2	Senior Draftsman	9.66 Hr.	17.61 Hr.
4	4	4	Senior Systems Analyst	20,231	74,000
<u>43</u>	<u>41</u>	<u>42</u>			
<u>375</u>	<u>344</u>	<u>368</u>	TOTAL DIVISION		

* Salary Schedule effective as of October 4, 2004



NOTES



DEPARTMENT OF PORT CONTROL

JOHN C. MOK, DIRECTOR

The Department of Port Control is responsible for the administration and control of all activities at Cleveland Hopkins International and Burke Lakefront Airports as well as the use of City owned land along Lake Erie and the Cuyahoga River.

Included in this responsibility are the planning, development and maintenance of airfields, terminal complexes and all related facilities. The Department manages the day-to-day operations at both airports; accepts and supervises the expenditure of grants from state and federal agencies. It sets and collects landing fees, rentals, concession fees, and other airport related charges. The Department represents the City in negotiations for airport related contracts. Additionally, the Department is responsible for providing safe, efficient, friendly, and professional service to the traveling public and other airport users.

The primary objectives of the Divisions of Cleveland Hopkins International and Burke Lakefront Airports will be to maintain the airfields, terminals, and other structures for the safety and comfort of the traveling public and other airport users, while keeping the cost increase at or below the rate of inflation. Planned capital improvements will allow for improved safety and increased capacity of the airfields. Promotional and air service programs will be continued to improve public awareness of airports' functions; environmental programs will be implemented to permit the greatest use of the airfields at the least discomfort to the surrounding residents.

Mission Statement

To maintain airfields, terminals, and other structures for the safety and comfort of the traveling public and to provide safe, efficient, courteous and professional service to all airport users.

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

	2003			2004			2005		
	ACTUAL			UNAUDITED			BUDGET		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Director	\$ 57,567	4		\$ 70,197	4		\$ 81,727	10	
Administration	8,075	14	2	8,189	14		10,483	17	
Engineering	4,761	27		5,656	29		2,553	29	
Finance / Concessions	2,412	16		2,893	16		1,177	13	
Planning	679	6		879	7		4,832	8	
(Airfield) Operations	30,252	254	10	31,403	261	8	46,652	295	9
Burke Operations	1,470	17		1,681	17		1,663	17	
	\$ 105,216	338	12	\$ 120,898	348	8	\$ 149,087	389	9

FUNDING SOURCE:

Self Generated Revenue:

Airport Fees*

\$ 105,216	\$ 120,898	\$ 149,087
\$ 105,216	\$ 120,898	\$ 149,087

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

Notes: Operating Summary reflects annually appropriated funds only. AIP Grants and Bond monies are not reflected here. See Fund Section for details.

DEPARTMENT OF PORT CONTROL**PROGRAM NAME: ADMINISTRATION**

OBJECTIVES: To provide administrative support for the divisions of Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Oversee lease preparation and management, procurement, contract administration, human resources, media relations, and governmental affairs, including both city and federal matters.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To provide a safe and efficient airfield.

ACTIVITIES: Oversee the daily operations of Cleveland Hopkins and Burke Lakefront Airports, including airfield operations, maintenance, custodial and ARFF.

PROGRAM NAME: ENGINEERING

OBJECTIVES: To provide oversight of all construction and environmental projects at the Airport.

ACTIVITIES: To manage the rehabilitation and expansion of the airport, including sound insulation. The Engineering Department is responsible for design, construction and inspection of the capital program; managing of environmental permitting, program implementation monitoring, and cleaning efforts.

PROGRAM NAME: FINANCE

OBJECTIVES: To provide financial reporting services and manage the concessions program at Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Perform and coordinate all financing functions for the Department of Port Control, including financial statements, budgeting, billing, accounts receivable, accounts payable, auditing and statistics. Finance also manages the concession program including all retail and food and beverage operations and parking.

PROGRAM NAME: PLANNING

OBJECTIVES: To provide for the future development of the Airport system.

ACTIVITIES: To manage the strategic direction of the Airport development and identify the infrastructure needed to satisfy customer needs; managing environmental compatibility, and monitoring and implementing applicable federal and state environmental incentives; and managing digital information needs and identify infrastructure needed to maintain effective e-commerce.

PROGRAM NAME: IT/INVENTORY

OBJECTIVES: To provide IT services and inventory controls.

ACTIVITIES: To manage all aspects of IT services and implement and manage an inventory control system for the Department of Port Control.

DEPARTMENT OF PORT CONTROL

EXPENDITURES

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 14,309,157	\$ 14,597,313	\$ 14,654,011	\$ 16,221,455
SEASONAL	44,624	76,170	224,901	182,497
PART TIME PERMANENT	11,955	43,994	19,593	18,119
INJURY PAY	-	7,892	14,444	15,000
LONGEVITY	113,375	116,150	120,700	130,000
WAGE SETTLEMENTS	61,401	76,964	1,254	3,000
SEPARATION PAYMENTS	97,457	111,595	62,135	188,623
OVERTIME	1,249,959	1,286,625	1,194,309	1,226,314
TOTAL	\$ 15,887,928	\$ 16,316,703	\$ 16,291,347	\$ 17,985,008
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,763,675	\$ 1,990,374	\$ 2,219,878	\$ 3,116,600
DENTAL	155,298	171,242	167,417	225,091
VISION	11,293	20,384	18,743	31,715
PERS	2,077,694	2,202,968	2,182,350	2,408,971
FICA-MEDICARE	169,705	179,337	183,852	260,521
WORKERS COMPENSATION	35,682	78,420	119,291	172,743
LIFE INSURANCE	15,488	16,817	15,934	18,005
UNEMPLOYMENT COMPENSATION	58,293	44,969	81,916	75,000
CLOTHING ALLOWANCE	190,237	72,790	29,438	61,250
TOOL INSURANCE	-	-	4,800	9,000
CLOTHING MAINTENANCE	35,386	44,150	44,575	49,600
TOTAL	\$ 4,512,751	\$ 4,821,450	\$ 5,068,194	\$ 6,428,496
TRAINING AND DUES				
TRAVEL	\$ 36,247	\$ 27,250	\$ 44,238	\$ 135,500
TUITION & REGISTRATION FEES	59,967	45,478	51,454	101,300
OTHER TRAINING SUPPLIES	775	1,939	-	750
PROFESSIONAL DUES	58,055	97,780	117,959	155,260
TOTAL	\$ 155,044	\$ 172,448	\$ 213,651	\$ 392,810
UTILITIES				
BROKERED GAS SUPPLY	\$ 296,266	\$ 348,900	\$ 379,267	\$ 550,000
TELEPHONE	-	18	-	-
SEWER-OTHER	20	245	-	-
WATER	647,714	570,513	747,423	903,000
GAS	644,039	382,574	609,122	815,000
ELECTRICITY - CPP	263,017	262,132	273,697	292,000
ELECTRICITY - OTHER	5,529,476	4,280,573	4,322,743	4,900,000
SECURITY & MONITORING SYSTEM	694,634	815,732	579,066	617,000
TOTAL	\$ 8,075,166	\$ 6,660,687	\$ 6,911,318	\$ 8,077,000



DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 2,852,898	\$ 2,027,772	\$ 4,044,598	\$ 6,801,950
COURT REPORTER	1,723	2,118	2,720	-
TRAVEL - NON-TRAINING	24,470	7,019	14,930	27,000
MILEAGE (PRIVATE AUTO)	261	-	-	-
WASTE DISPOSAL	4,238,727	3,027,767	3,936,862	3,935,000
ADVERTISING AND PUBLIC NOTICE	84,375	33,398	14,035	64,500
PROGRAM PROMOTION	61,903	11,570	23,806	41,000
PARKING IN CITY FACILITIES	4,508	4,186	4,054	4,300
INSURANCE AND OFFICIAL BONDS	882,285	446,971	1,893,754	2,000,000
TAXES	5,658,790	5,613,884	6,544,696	5,100,000
PHOTOCOPY MACHINE RENTAL	26,398	13,706	22,645	64,100
EQUIPMENT RENTAL	115,636	209,637	86,847	240,000
NON PRODUCTIVE LAND SALES	97	-	-	-
OTHER CONTRACTUAL	124,289	88,122	243,479	511,605
STATE AUDITOR EXAMINATION	92,206	47,899	15,800	40,000
TRANSFER TO OTHER PORT FUND	10,188,483	11,976,206	13,843,527	15,760,750
REFUNDS & MISCELLANEOUS	-	100,514	50,000	-
BANK SERVICE FEES	-	2,597	6,118	110
CREDIT CARD PROCESSING FEES	-	4,651	4,373	6,100
TOTAL	\$ 24,357,049	\$ 23,618,017	\$ 30,752,244	\$ 34,596,415
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 2,601	\$ 1,325	\$ 2,108	\$ 8,100
DISCOUNTS LOST	-	1,160	-	-
POSTAGE	21,005	15,594	14,500	22,100
COMPUTER SUPPLIES	4,375	-	3,223	50
COMPUTER HARDWARE	258,803	74,054	172,395	158,500
COMPUTER SOFTWARE	58,893	47,424	62,683	143,000
CHEMICAL	1,762,001	2,022,023	2,667,135	2,053,500
CLOTHING	1	25,052	168,212	181,820
HARDWARE & SMALL TOOLS	46,354	42,812	87,824	128,070
BOILERS & COOLING EQUIP	41,587	56,416	52,410	16,000
SEED, FERTILIZER & HERBICIDE	63,450	75,000	56,570	73,000
SMALL EQUIPMENT	138,084	17,000	15,321	138,500
OFFICE FURNITURE & EQUIPMENT	26,471	9,700	4,828	38,500
FENCE, POSTS & BARS	185,000	130,001	208,016	160,000
AMMUNITION	-	18	-	-
HYGIENE AND CLEANING SUPP	398,100	307,630	347,575	434,500
MEDICAL SUPPLIES	76,324	72,266	86,678	37,000
FOOD	33,550	13,944	28,089	37,000
PHOTOGRAPHIC SUPPLIES	-	-	599	2,050
OTHER SUPPLIES	525,946	439,700	642,614	951,500
SAFETY EQUIPMENT	-	-	-	40,100
JUST IN TIME OFFICE SUPPLIES	43,173	51,564	49,241	44,100
BUILDING MAINTENANCE SUPP	160,172	245,406	298,890	366,850
CEMENT, SAND & GRAVEL	243,001	315,934	153,012	203,000
MISC MAINTENANCE SUPPLIES	1	-	-	5,000
TOTAL	\$ 4,088,892	\$ 3,964,021	\$ 5,121,923	\$ 5,242,240

DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 2,899	\$ 3,322	\$ 3,287	\$ 29,450
COMPUTER HARDWARE MAINT	59,488	20,158	28,118	85,000
COMPUTER SOFTWARE MAINT	-	-	38,724	-
MAINTENANCE MACHINERY	1,021,853	940,284	1,211,731	1,357,500
MAINTENANCE FIRE APPARATUS	16,800	41,130	62,000	63,000
MAINTENANCE VEHICLES	804,108	757,458	734,364	705,000
MAINTENANCE UTILITY SYSTEMS	-	-	-	10,000
MAINTENANCE MISC EQUIP	695,094	1,428,495	1,750,818	2,114,850
MAINTENANCE BUILDING	-	-	7,830	-
AUTO & LIGHT TRUCK REPAIRS	-	25,000	-	-
CHARGES FROM MAINT	-	-	-	60,000
TOTAL	\$ 2,600,242	\$ 3,215,846	\$ 3,836,873	\$ 4,424,800
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ -	\$ -	\$ 69	\$ 100
JUDGEMENTS, DAMAGES, & CLAIMS	43,106	-	28,600	25,000
OTHER REFUNDS & ADJUSTMENTS	-	2,645	(128)	-
INDIRECT COST	594,618	594,618	598,412	598,412
TOTAL	\$ 637,724	\$ 597,263	\$ 626,953	\$ 623,512
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM GENERAL FUND	\$ 4,878,212	\$ 5,436,717	\$ 4,169,125	\$ 5,000,000
CHARGES FROM TELEPHONE EXCH	513,382	284,869	285,646	344,187
CHARGES FROM UTILITIES ADMIN	270,194	84,309	84,237	84,360
CHARGES FROM RADIO SYSTEM	48,199	126,771	62,258	111,137
CHARGES FROM WATER POLL	-	-	-	9,000
CHARGES FROM PRINTING	10,279	34,841	26,121	65,665
CHARGES FROM STOREROOM	3,067	15	-	16
CHARGES FROM MOTOR VEHICLES	223,336	324,978	232,456	381,491
CHARGES FROM TRAFFIC ENG	-	5,330	-	-
CHARGES FROM DATA PROCESSING	17,370	-	-	-
CHARGES FROM WASTE	63,386	81,359	81,972	95,000
TOTAL	\$ 6,027,425	\$ 6,379,188	\$ 4,941,814	\$ 6,090,856
CAPITAL OUTLAY				
LAND EXPENSE	\$ -	\$ -	\$ -	\$ 25,000
PROFESSIONAL SERVICES	-	18,200	-	-
CONTRACTUAL SERVICES	-	-	28,602	-
MOTORIZED EQUIPMENT	-	19,483	-	2,106,298
TELECOMMUNICATIONS EQUIP	-	-	61,284	-
OTHER EQUIPMENT	-	-	17,359	-
TRANSFER TO AIRPORT CAPITAL	1,500,000	1,359,000	1,166,968	10,000
RESERVE FOR CAPITAL PROJECT	-	-	55,387	-
TOTAL	\$ 1,500,000	\$ 1,396,683	\$ 1,329,600	\$ 2,141,298



DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
DEBT SERVICE				
TRANSFER TO OTHER SUBFUNDS	\$ -	\$ 1,434,573	\$ 269,374	\$ -
ENTERPRISE DEBT SERVICE - PRIN	7,877,636	11,104,214	9,372,719	12,608,600
ENTERPRISE DEBT SERVICE - INT	15,332,706	25,534,900	36,162,154	50,475,988
TOTAL	\$ 23,210,342	\$ 38,073,687	\$ 45,804,247	\$ 63,084,588
TOTAL DIVISION	\$ 91,052,563	\$ 105,215,992	\$ 120,898,164	\$ 149,087,023

REVENUE

	2002	2003	2004	2005
	Actual	Actual	Unaudited	Budget
INTERGOVERNMENTAL REVENUE	\$ 9,188,791	\$ 22,762,989	\$ 135,831	\$ 10,954,500
SALES & CHARGES FOR SERVICES	73,963,270	101,360,278	110,327,864	105,117,523
MISCELLANEOUS REVENUES	5,926,101	11,475,069	17,997,354	33,015,000
PROCEEDS FROM SALE OF DEBT	-	96,110	-	-
REVENUE TRANSFERS	-	153,130	-	-
TRANSFERS IN	-	32,284	950,923	-
EXPENDITURE RECOVERIES	16,596	409,550	8,261	-
TOTAL DIVISION	\$ 89,094,758	\$ 136,289,410	\$ 129,420,233	\$ 149,087,023

DEPARTMENT OF PORT CONTROL

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2004	December 2004	Budget 2005		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
7	4	5	Administrative Officer	20,093	48,000
4	3	3	Airport Project Director	60,000	124,800
6	5	6	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Burke Lakefront Airport	40,315	110,442
1	1	1	Commissioner of Cleve. Hopkins Int. Airport	42,758	133,780
2	2	2	Deputy Comm. Of Cleve. Hopkins Int. Airport	30,215	94,105
1	1	1	Director of Port Control	100,000	208,000
3	3	3	Fiscal Manager	21,851	73,043
1	0	1	Manager of Marketing	30,215	94,105
1	1	1	Security Manager	23,647	82,160
1	0	1	Secretaries to Directors of Departments	41,312	133,780
28	21	25			
OFFICE & CLERICAL					
4	4	5	Clerk, Junior	9.89 Hr.	12.57 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	0	1	Chief Clerk	22,050	43,080
2	3	3	Personnel Assistant, Junior	20,093	35,666
2	2	2	Secretary, Private	9.66 Hr.	18.83 Hr.
3	3	3	Storekeeper, Head	9.66 Hr.	19.70 Hr.
1	1	1	Storekeeper	9.66 Hr.	18.44 Hr.
15	15	17			
PROFESSIONALS					
1	1	1	Accountant III	9.66 Hr.	21.83 Hr.
4	4	4	Accountant IV	20,093	53,834
1	1	1	Airport Chief Engineer	30,215	101,948
4	5	6	Airport Maintenance Manager	26,274	80,967
4	3	3	Airport Maintenance Superintendent	20,093	57,200
1	1	1	Airport Operations Manager	26,274	80,967
1	1	1	Budget Analyst	20,093	48,028
1	1	1	Comptroller - Airports	30,215	101,948
1	1	1	Civil Engineer, Chief	23,647	76,635
6	4	6	Consulting Engineer	36,000	86,062
4	4	4	Deputy Project Director	20,093	56,930
1	1	1	Associate Engineer	17.83 Hr	25.39 Hr.
1	1	1	Personnel Adminstrator	26,274	74,739
1	1	1	Personnel Administrator, Asst.	20,093	50,543
1	1	1	Personnel Assistant	20,093	42,978
10	10	10	Project Coordinator	27,326	81,807
4	7	5	Project Director	22,333	72,735
1	0	1	Risk Manager	27,326	88,624
0	1	0	Safety Programs Manager	45,000	79,040
1	1	1	Senior Personnel Assistant	20,093	45,446
1	0	0	Warehouse Inventory Manager	22,333	72,735
1	0	1	Contract Compliance Officer	26,274	64,151
1	1	1	Contract Compliance Officer, Asst.	20,093	51,504
2	2	2	Assistant Director of Law	26,250	72,800
53	52	54			

DEPARTMENT OF PORT CONTROL

COMPARISON OF STAFFING - CONTINUED

Budget 2004	No. of Employees		Position	Salary Schedule*	
	Budget December 2004	Budget 2005		Minimum	Maximum
SKILLED CRAFT					
3	3	3	Carpenter	27.76 Hr.	34.70 Hr.
11	7	8	Electrical Worker	33.87 Hr.	42.34 Hr.
1	4	4	Foreman, Electrical Worker	34.67 Hr.	43.34 Hr.
1	1	1	Foreman, Painter	28.06 Hr.	35.08 Hr.
0	2	2	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
10	10	10	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
0	0	1	Horticulturalist	25.50 Hr.	27.50 Hr.
4	3	4	Painter	27.26 Hr.	34.08 Hr.
0	1	1	Plumber	33.53 Hr.	41.91 Hr.
<u>30</u>	<u>31</u>	<u>34</u>			
SERVICE & MAINTENANCE					
13	14	13	Airport Field Foreman	17.71 Hr.	19.71 Hr.
58	53	58	Airport Maintenance Man	11.97 Hr.	16.79 Hr.
2	0	0	Automobile Repair Unit Leader	17.78 Hr.	22.83 Hr.
60	52	62	Custodial Worker	9.66 Hr.	13.54 Hr.
1	0	1	Garage Worker	12.42 Hr.	16.00 Hr.
1	1	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
13	11	12	Supervisor, Custodial Worker	20,093	38,288
4	3	3	Supervisor, Airport Maintenance	21,020	55,120
6	5	6	Window Washer	12.54 Hr.	18.37 Hr.
<u>158</u>	<u>139</u>	<u>156</u>			
TECHNICIAN					
7	7	7	Airport Information Representative	10.02 Hr.	15.08 Hr.
7	7	8	Airport Operations Agent I	14.14 Hr.	18.65 Hr.
10	7	9	Airport Operations Agent II	17.77 Hr.	21.95 Hr.
2	2	2	Airport Operations Agent III	20,093	50,543
4	4	4	Airport Operations Superintendent	23,333	59,645
1	1	1	Airport Planning Envir. Officer	30,215	80,774
1	1	1	Airport Safety Chief	26,274	80,967
1	2	1	Airport Safety Chief Training Officer, Asst	23,333	57,628
1	0	1	Airport Safety Chief, Assistant	23,333	57,628
3	3	3	Airport Safety Shift Commander	20,231	54,494
43	37	43	Airport Safety Man	14.19 Hr.	19.07 Hr.
9	9	9	Airport Safety Supervisor	38,763	50,710
2	2	2	Airport Security Coordinator	23,333	57,628
0	1	1	Application Delivery Services Manager	65,000	88,400
0	0	1	CADD Technician (PC)	25,000	45,000
0	0	1	Cost Estimator, Construction	9.66 Hr.	20.16 Hr.
6	4	5	Engineering & Construction Inspector	16.70 Hr.	18.70 Hr.
0	1	1	Engineering & Construction Inspector, Chief	22.33 Hr.	24.33 Hr.
1	2	3	Environmental Assistant	20,093	46,377
<u>98</u>	<u>90</u>	<u>103</u>			
382	348	389	TOTAL FULL TIME		
2	0	1	Part Time		
17	8	8	Seasonal		
<u>19</u>	<u>8</u>	<u>9</u>	TOTAL PART TIME		
<u>401</u>	<u>356</u>	<u>398</u>	TOTAL DIVISION		

* Salary Schedule effective October 4, 2004



RESTRICTED INCOME TAX

The Restricted Income Tax is one ninth of the City's total earnings which is restricted to use for capital projects and debt service on bonds issued to finance capital projects.

	2002 ACTUAL	2003 ACTUAL	2004 UNAUDITED	2005 BUDGET
RECEIPTS	\$ 31,236	\$ 31,366	\$ 31,624	\$ 32,915
EXPENDITURES				
CAPITAL PROJECTS				
PUBLIC BUILDINGS	\$ 4,500	\$ 2,960	\$ 2,170	\$ 2,850
VEHICLES	3,053	5,452	1,900	6,184
MAJOR NON-VEHICULAR EQUIPMENT	4,220	5,733	6,783	5,425
TRANSPORTATION NETWORK	487	450	450	450
CERTIFICATE OF PARTICIPATION, 1995	3,210	1,087	-	-
LEASE PAYMENT 2002	-	-	1,094	1,094
LEASE PAYMENT 2003	-	-	363	1,112
TOTAL CAPITAL PROJECTS	\$ 15,470	\$ 15,682	\$ 12,760	\$ 17,115
PAST DEFICITS & LIABILITIES				
DEBT SERVICE	\$ 15,000	\$ 16,000	\$ 20,000	\$ 16,000
TOTAL PAST DEFICITS & LIABILITIES	\$ 15,000	\$ 16,000	\$ 20,000	\$ 16,000
TOTAL EXPENDITURES	\$ 30,470	\$ 31,682	\$ 32,760	\$ 33,115



NOTES

NON DEPARTMENTAL

EXPENDITURES

COUNTY AUDITOR DEDUCTIONS

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
CONTRACTUAL SERVICES				
NON PRODUCTIVE LAND SALES	\$ 14,748	\$ 23,904	\$ 23,412	\$ 25,000
BOARD OF ELECTION EXPENSE	705,814	143,819	322,208	680,000
COUNTY AUD & TREAS COLL FEE	456,489	657,662	839,853	880,000
ADVERTISING DEL LAND SALES	14,179	28,083	21,229	25,000
BOARD OF TAX APPEALS	323	178	1,253	5,000
TOTAL	\$ 1,191,552	\$ 853,645	\$ 1,207,954	\$ 1,615,000
TOTAL DIVISION	\$ 1,191,552	\$ 853,645	\$ 1,207,954	\$ 1,615,000

EXPENDITURES

SUBSIDIES TO OTHER FUNDS

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
INTERFUND SUBSIDIES				
TRANSFER TO RAINY DAY FUND	\$ -	\$ -	\$ 686,717	\$ 1,250,000
TRANSFER TO OTHER SUBCLASSES	200,717	-	24,249	50,000
TRANSFER TO DEBT SERVICE FUND	4,432,321	1,080,000	1,723,546	5,420,145
TRANSFER TO STADIUM FUND	7,344,926	-	8,990,205	3,992,865
SUBSIDY TO STREET CONST	5,275,162	6,548,600	3,773,786	4,602,377
TRANSFER TO WEST SIDE MARKET	502,000	-	-	-
SUBSIDY TO STOREROOM	80,000	-	-	-
SUBSIDY TO PUBLIC AUDITORIUM	-	-	105,232	364,441
TRANSFER TO SCHOOL REC FUND	-	1,937,510	2,000,000	2,000,000
SUBSIDY TO IX CENTER	854,368	1,150,091	1,469,592	1,450,000
SUBSIDY TO SINKING FUND	645,000	437,465	372,743	525,784
SUBSIDY TO INFO SYSTEM SERVICES	2,055,000	-	-	-
SUBSIDY TO TELEPHONE	1,330,000	-	359,116	-
SUBSIDY TO CEMETERIES	-	-	2,177,975	359,493
TOTAL	\$ 22,719,494	\$ 11,153,666	\$ 21,683,162	\$ 20,015,105
TOTAL DIVISION	\$ 22,719,494	\$ 11,153,666	\$ 21,683,162	\$ 20,015,105

REVENUE

SUBSIDIES TO OTHER FUNDS

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
REVENUE TRANSFERS	\$ 6,600,000	\$ -	\$ -	-
TRANSFERS IN	4,000,216	-	-	359,116
TOTAL DIVISION	\$ 10,600,216	\$ -	\$ -	\$ 359,116



NON DEPARTMENTAL

EXPENDITURES
OTHER ADMINISTRATIVE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
SALARIES AND WAGES				
SEPARATION PAYMENTS	\$ -	\$ 2,901,969	\$ -	\$ -
TOTAL	\$ -	\$ 2,901,969	\$ -	\$ -
EMPLOYEE BENEFITS				
FICA-MEDICARE	\$ -	\$ 2,873	\$ -	\$ -
UNEMPLOYMENT COMPENSATION	-	3,168,308	-	-
TOTAL	\$ -	\$ 3,171,181	\$ -	\$ -
TRAINING AND DUES				
PROFESSIONAL DUES	\$ 11,966	\$ 19,325	\$ 9,170	\$ 20,000
OHIO MUNICIPAL LEAGUE	23,652	23,352	23,352	23,352
NOACA	53,886	53,886	53,886	56,580
MAYORS & MGRS ASSOC	15,000	-	15,000	15,750
U.S. CONFERENCE OF MAYORS	10,548	13,185	15,558	16,336
NATIONAL LEAGUE OF CITIES	17,939	18,657	18,657	19,590
DOWNTOWN DEVELOPMENT CORP	22,000	-	22,000	22,000
GREAT CLEVELAND GROWTH ASSC	40,000	40,000	40,000	40,000
INTERNATIONAL TRADE ALLIANCE	-	-	50,000	50,000
TOTAL	\$ 194,991	\$ 168,405	\$ 247,623	\$ 263,608
UTILITIES				
GAS	\$ 35,146	\$ -	\$ 64,839	\$ -
ELECTRICITY - CPP	9,510,091	8,280,007	8,397,040	8,925,000
ELECTRICITY - OTHER	2,733,139	2,707,627	2,485,092	3,440,000
STEAM	-	-	72,401	-
TOTAL	\$ 12,278,376	\$ 10,987,633	\$ 11,019,371	\$ 12,365,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ (155,427)	\$ 285,900	\$ 237,550	\$ 220,000
BANK SERVICE FEES	-	315	512	-
PARKING IN CITY FACILITIES	1,300	-	-	-
INSURANCE AND OFFICIAL BONDS	-	9,500	9,500	9,500
OTHER CONTRACTUAL	258,808	159,115	331,153	300,000
COUNTY AUDITOR & TREASURY COL	11,691	-	-	-
JUSTICE CENTER - PRISONER MAINT	618,397	298,428	-	-
JUSTICE CENTER - TOWER MAINT	2,986,842	2,568,607	3,588,160	3,966,393
BANK SERVICE FEES	623,315	291,716	275,206	300,000
TOTAL	\$ 4,344,926	\$ 3,613,582	\$ 4,442,082	\$ 4,795,893

NON DEPARTMENTAL

EXPENDITURES - CONTINUED

OTHER ADMINISTRATIVE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 65,335	\$ 69,210	\$ 75,000
TOTAL	\$ -	\$ 65,335	\$ 69,210	\$ 75,000
CLAIMS, REFUNDS & MISCELLANEOUS				
JUDGEMENTS, DAMAGES & CLAIMS	\$ 16,107	\$ 541,909	\$ 101,431	\$ -
TOTAL	\$ 16,107	\$ 541,909	\$ 101,431	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM RADIO SYSTEM	\$ 580	\$ 792	\$ 1,269	\$ 1,313
TOTAL	\$ 580	\$ 792	\$ 1,269	\$ 1,313
DEBT SERVICE				
PRINCIPAL	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
TOTAL	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
TOTAL DIVISION	\$ 16,834,981	\$ 21,700,805	\$ 16,130,985	\$ 17,750,814

REVENUE

OTHER ADMINISTRATIVE

	2002 Actual	2003 Actual	2004 Unaudited	2005 Budget
LOCAL TAXES	\$ 292,245,630	\$ 290,813,070	\$ 296,106,381	\$ 306,176,026
INTERGOVERNMENTAL REVENUE	67,399,514	70,874,429	71,265,946	71,441,413
SALES & CHARGES FOR SERVICES	2,019,863	2,490,790	2,150,315	2,076,000
MISCELLANEOUS REVENUES	12,149,717	2,390,317	1,590,817	2,115,000
PROCEEDS FROM SALE OF DEBT	-	3,400,000	-	-
REVENUE TRANSFERS	-	527,164	-	-
TRANSFERS IN	14,764,551	33,366,819	9,000	5,036,169
EXPENDITURE RECOVERIES	3,554,583	5,642,560	7,220,220	5,774,844
TOTAL DIVISION	\$ 392,133,857	\$ 409,505,148	\$ 378,342,680	\$ 392,619,452



NOTES



APPROPRIATION FOR THE YEAR 2005

Whereas, this ordinance constitutes an emergency measure providing for the daily operation of a municipal department; now therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That to provide for the current expenses for the City of Cleveland for the fiscal year ending December 31, 2005, the following sums be and they are hereby appropriated viz:

The sum of Four Hundred Seventy Seven Million Nine Hundred Forty Seven Thousand Sixty Two Dollars (\$477,947,062) from the General Fund;

The sum of Fifty Nine Million Six Hundred Twenty Two Thousand Nine Hundred Thirty Two Dollars (\$59,622,932) from the Special Revenue Funds;

The sum of Twenty Four Million Three Hundred Sixty Three Thousand Six Hundred Eighty Six Dollars (\$24,363,686) from the Internal Service Funds;

The sum of Six Hundred Thirteen Million Five Hundred Fifty Eight Thousand Six Hundred Fifty Eight Dollars (\$613,558,658) from the Enterprise Funds;

The sum of Nine Million Five Hundred Seven Thousand Two Hundred Seventy Two Dollars (\$9,507,272) from the Trust and Agency Funds;

The sum of Sixty Million Three Hundred Thirty Nine Thousand Five Hundred Sixteen Dollars (\$60,339,516) from the Debt Service Fund;

All set forth in the Mayor's Estimate on file with Council and identified as File No. _____ in the aggregate amount for each department as follows:

GENERAL FUND

Legislative Branch	\$	5,721,807
Judicial Branch		33,712,379
Executive Branch		
Office of the Mayor		2,166,544
Department of Public Safety		270,825,866
Community Relations Board		990,269
Department of Consumer Affairs		288,285
Department of Public Service		36,021,854
Department of Parks, Recreation & Properties		37,581,172
Urban Planning & Development		17,070,418
Department of Public Health		12,346,955
Department of Aging		512,105
Support Functions		40,694,303
Transfers to Other Funds		20,015,105
Total Executive Branch		438,512,876
TOTAL GENERAL FUND		477,947,062



APPROPRIATION FOR THE YEAR 2005

Special Revenue Funds		59,622,932
Internal Service Funds		24,363,686
Enterprise Funds		613,558,658
Trust and Agency Funds		9,507,272
Debt Service Funds		60,339,516
TOTAL APPROPRIATIONS FOR 2005		<u>\$ 1,245,339,126</u>

GENERAL FUND

LEGISLATIVE BRANCH

Council and Clerk of Council		\$	5,721,807
I Personnel and Related Expenses	\$	4,310,888	
II Other Expenses		1,410,919	
TOTAL LEGISLATIVE BRANCH		\$	<u>5,721,807</u>

JUDICIAL BRANCH

Municipal Court - Judicial Division		\$	21,003,577
I Personnel and Related Expenses	\$	18,555,597	
II Other Expenses		2,447,980	
Municipal Court - Housing Division		\$	9,921,289
I Personnel and Related Expenses	\$	8,012,620	
II Other Expenses		1,908,669	
Municipal Court - Clerk's Division		\$	2,787,513
I Personnel and Related Expenses	\$	2,646,043	
II Other Expenses		141,470	
TOTAL JUDICIAL BRANCH		\$	<u>33,712,379</u>

EXECUTIVE BRANCH

Office of the Mayor		\$	2,166,544
I Personnel and Related Expenses	\$	1,950,689	
II Other Expenses		215,855	



APPROPRIATION FOR THE YEAR 2005

DEPARTMENT OF PUBLIC SAFETY

Public Safety Administration		\$ 2,752,666
I Personnel and Related Expenses	\$ 2,371,709	
II Other Expenses	380,957	
Division of Police		\$ 166,970,024
I Personnel and Related Expenses	\$ 155,986,404	
II Other Expenses	10,983,620	
Division of Fire		\$ 78,917,221
I Personnel and Related Expenses	\$ 75,887,397	
II Other Expenses	3,029,824	
Division of Emergency Medical Services		\$ 21,352,183
I Personnel and Related Expenses	\$ 19,577,962	
II Other Expenses	1,774,221	
Division of Dog Pound		\$ 833,772
I Personnel and Related Expenses	\$ 703,792	
II Other Expenses	129,980	
TOTAL DEPARTMENT OF PUBLIC SAFETY		<u><u>\$ 270,825,866</u></u>

COMMUNITY RELATIONS BOARD

Community Relations Board		\$ 990,269
I Personnel and Related Expenses	\$ 909,440	
II Other Expenses	80,829	
TOTAL COMMUNITY RELATIONS BOARD		<u><u>990,269</u></u>

DEPARTMENT OF CONSUMER AFFAIRS

Consumer Affairs		\$ 288,285
I Personnel and Related Expenses	\$ 231,180	
II Other Expenses	57,105	
TOTAL DEPARTMENT OF CONSUMER AFFAIRS		<u><u>288,285</u></u>



APPROPRIATION FOR THE YEAR 2005

DEPARTMENT OF PUBLIC SERVICE

Public Service Administration		\$	520,803
I Personnel and Related Expenses	\$	505,793	
II Other Expenses		15,010	
Division of Architecture		\$	682,053
I Personnel and Related Expenses	\$	646,295	
II Other Expenses		35,758	
Division of Waste Collection and Disposal		\$	25,568,972
I Personnel and Related Expenses	\$	14,227,820	
II Other Expenses		11,341,152	
Division of Engineering and Construction		\$	4,959,410
I Personnel and Related Expenses	\$	4,571,290	
II Other Expenses		388,120	
Division of Traffic Engineering		\$	4,290,616
I Personnel and Related Expenses	\$	3,108,684	
II Other Expenses		1,181,932	
TOTAL DEPARTMENT OF PUBLIC SERVICE		\$	36,021,854



APPROPRIATION FOR THE YEAR 2005

DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Parks, Recreation, and Properties Administration		\$	733,939
I Personnel and Related Expenses	\$	570,318	
II Other Expenses		163,621	
Division of Research, Planning, and Development		\$	747,359
I Personnel and Related Expenses	\$	671,899	
II Other Expenses		75,460	
Division of Recreation		\$	12,302,438
I Personnel and Related Expenses	\$	8,700,386	
II Other Expenses		3,602,052	
Division of Parking Facilities-On Street		\$	1,136,302
I Personnel and Related Expenses	\$	1,086,621	
II Other Expenses		49,681	
Division of Property Management		\$	9,125,687
I Personnel and Related Expenses	\$	6,258,714	
II Other Expenses		2,866,973	
Division of Park Maintenance and Properties		\$	13,535,447
I Personnel and Related Expenses	\$	8,756,022	
II Other Expenses		4,779,425	
TOTAL PARKS, RECREATION, AND PROPERTIES		\$	37,581,172



APPROPRIATION FOR THE YEAR 2005

**URBAN PLANNING AND DEVELOPMENT
DEPARTMENT OF COMMUNITY DEVELOPMENT**

Division of Administrative Services		\$	826,667
I Personnel and Related Expenses	\$	721,667	
II Other Expenses		105,000	
Director's Office		\$	191,722
I Personnel and Related Expenses	\$	191,722	
Division of Neighborhood Development		\$	934,174
I Personnel and Related Expenses	\$	734,174	
II Other Expenses		200,000	
Division of Neighborhood Services		\$	383,346
I Personnel and Related Expenses	\$	383,346	
TOTAL COMMUNITY DEVELOPMENT		\$	2,335,909

DEPARTMENT OF BUILDING AND HOUSING

Building and Housing Dir Office		\$	2,129,359
I Personnel and Related Expenses	\$	1,682,448	
II Other Expenses		446,911	
Division of Code Enforcement		\$	7,145,199
I Personnel and Related Expenses	\$	6,932,186	
II Other Expenses		213,013	
Division of Construction Permitting		\$	1,524,745
I Personnel and Related Expenses	\$	1,504,545	
II Other Expenses		20,200	
TOTAL BUILDING AND HOUSING		\$	10,799,303



APPROPRIATION FOR THE YEAR 2005

REGULATORY BOARDS AND COMMISSIONS

Landmarks Commission		\$	171,377
I Personnel and Related Expenses	\$	163,142	
II Other Expenses		8,235	
Board of Building Standards and Appeals		\$	105,511
I Personnel and Related Expenses	\$	94,284	
II Other Expenses		11,227	
Board of Zoning Appeals		\$	217,036
I Personnel and Related Expenses	\$	201,517	
II Other Expenses		15,519	
Fair Campaign Finance Commission		\$	2,500
II Other Expenses	\$	2,500	
TOTAL REGULATORY BOARDS		\$	496,424

DEPARTMENT OF ECONOMIC DEVELOPMENT

Economic Development		\$	1,094,892
I Personnel and Related Expenses	\$	1,031,511	
II Other Expenses		63,381	
TOTAL DEPARTMENT OF ECONOMIC DEVELOPMENT		\$	1,094,892
Office of Equal Opportunity		\$	792,538
I Personnel and Related Expenses	\$	750,049	
II Other Expenses		42,489	
City Planning Commission		\$	1,551,352
I Personnel and Related Expenses	\$	1,467,058	
II Other Expenses		84,294	
TOTAL URBAN PLANNING AND DEVELOPMENT		\$	17,070,418



APPROPRIATION FOR THE YEAR 2005

DEPARTMENT OF PUBLIC HEALTH

Public Health Administration		\$	726,986
I Personnel and Related Expenses	\$	647,992	
II Other Expenses		78,994	
Division of Correction		\$	6,761,646
I Personnel and Related Expenses	\$	5,200,476	
II Other Expenses		1,561,170	
Division of Health		\$	3,315,681
I Personnel and Related Expenses	\$	2,272,419	
II Other Expenses		1,043,262	
Division of Environment		\$	1,117,117
I Personnel and Related Expenses	\$	901,935	
II Other Expenses		215,182	
Division of Air Quality		\$	425,525
I Personnel and Related Expenses	\$	107,723	
II Other Expenses		317,802	
TOTAL DEPARTMENT OF PUBLIC HEALTH		\$	12,346,955

DEPARTMENT OF AGING

Department of Aging		\$	512,105
I Personnel and Related Expenses	\$	426,053	
II Other Expenses		86,052	
TOTAL DEPARTMENT OF AGING		\$	512,105

APPROPRIATION FOR THE YEAR 2005

**SUPPORT FUNCTIONS
FINANCIAL AND LEGAL ADMINISTRATION**

DEPARTMENT OF FINANCE

Finance Administration		\$ 794,234
I Personnel and Related Expenses	\$ 728,774	
II Other Expenses	65,460	
Division of Accounts		\$ 1,749,309
I Personnel and Related Expenses	\$ 1,102,051	
II Other Expenses	647,258	
Division of Assessments and Licenses		\$ 1,504,327
I Personnel and Related Expenses	\$ 1,307,111	
II Other Expenses	197,216	
Division of Treasury		\$ 515,855
I Personnel and Related Expenses	\$ 445,920	
II Other Expenses	69,935	
Division of Purchases and Supplies		\$ 622,675
I Personnel and Related Expenses	\$ 501,630	
II Other Expenses	121,045	
Bureau of Internal Audit		\$ 669,763
I Personnel and Related Expenses	\$ 387,794	
II Other Expenses	281,969	
Division of Financial Reporting and Control		\$ 1,298,176
I Personnel and Related Expenses	\$ 1,114,870	
II Other Expenses	183,306	
Information Systems Services		\$ 2,736,980
I Personnel and Related Expenses	\$ 2,137,831	
II Other Expenses	599,149	
Information Tech & Planning		\$ 278,751
I Personnel and Related Expenses	\$ 271,026	
II Other Expenses	7,725	
TOTAL DEPARTMENT OF FINANCE		\$ 10,170,070



APPROPRIATION FOR THE YEAR 2005

Office of Budget & Management-Budget Admin.		\$	608,543
I Personnel and Related Expenses	\$	586,602	
II Other Expenses		21,941	
Department Law		\$	8,093,322
I Personnel and Related Expenses	\$	6,141,600	
II Other Expenses		1,951,722	
TOTAL FINANCE AND LEGAL ADMINISTRATION		\$	18,871,935

PERSONNEL ADMINISTRATION

Office of Personnel		\$	1,700,699
I Personnel and Related Expenses	\$	1,289,019	
II Other Expenses		411,680	
Civil Service Commission		\$	755,855
I Personnel and Related Expenses	\$	594,835	
II Other Expenses		161,020	
TOTAL PERSONNEL ADMINISTRATION		\$	2,456,554

NONDEPARTMENTAL

County Auditor Deductions		\$	1,615,000
II Other Expenses	\$	1,615,000	
Other Administrative		\$	17,750,814
II Other Expenses	\$	17,750,814	
TOTAL NONDEPARTMENTAL		\$	19,365,814

TOTAL SUPPORT FUNCTIONS

\$ 40,694,303

TRANSFERS TO OTHER FUNDS

II Other Expenses \$ 20,015,105

TOTAL EXECUTIVE BRANCH

\$ 438,512,876

TOTAL GENERAL FUND

\$ 477,947,062



APPROPRIATION FOR THE YEAR 2005

SPECIAL REVENUE FUND

Restricted Income Tax Fund		\$ 33,114,702
I Capital	\$ 17,114,702	
II Debt Service	16,000,000	
Street Construction, Maintenance & Repair Fund		\$ 24,508,230
I Personnel and Related Expenses	\$ 14,417,700	
II Other Expenses	10,090,530	
Schools Recreation & Cultural Activities Fund		\$ 2,000,000
II Other Expenses	\$ 2,000,000	
TOTAL SPECIAL REVENUE FUNDS		<u>\$ 59,622,932</u>

INTERNAL SERVICE FUND

Information Systems Services-Telephone Exchange		\$ 6,346,115
I Personnel and Related Expenses	\$ 982,394	
II Other Expenses	5,363,721	
Division of Motor Vehicle Maintenance		\$ 15,552,017
I Personnel and Related Expenses	\$ 6,202,163	
II Other Expenses	9,349,854	
Division of Printing and Reproduction		\$ 1,498,936
I Personnel and Related Expenses	\$ 770,020	
II Other Expenses	728,916	
City Storeroom and Central Warehouse		\$ 966,618
I Personnel and Related Expenses	\$ 85,877	
II Other Expenses	880,741	
TOTAL INTERNAL SERVICE FUNDS		<u>\$ 24,363,686</u>



APPROPRIATION FOR THE YEAR 2005

ENTERPRISE FUNDS

DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		\$	1,868,790
I Personnel and Related Expenses	\$	1,341,603	
II Other Expenses		527,187	
Radio		\$	2,345,247
I Personnel and Related Expenses	\$	147,131	
II Other Expenses		2,198,116	
Division of Fiscal Control		\$	2,825,892
I Personnel and Related Expenses	\$	2,669,646	
II Other Expenses		156,246	
Division of Water		\$	235,479,890
I Personnel and Related Expenses	\$	77,562,372	
II Other Expenses		157,917,518	
Division of Water Pollution Control		\$	23,770,257
I Personnel and Related Expenses	\$	10,641,027	
II Other Expenses		13,129,230	
Division of Cleveland Public Power		\$	167,052,406
I Personnel and Related Expenses	\$	28,396,420	
II Other Expenses		138,655,986	
TOTAL DEPARTMENT OF PUBLIC UTILITIES		\$	433,342,482



APPROPRIATION FOR THE YEAR 2005

DEPARTMENT OF PORT CONTROL

Divisions of Cleveland Hopkins & Burke Lakefront		
Airports - Operations		\$ 149,087,023
I Personnel and Related Expenses	\$ 24,413,504	
II Other Expenses	124,673,519	

TOTAL DEPARTMENT OF PORT CONTROL		\$ 149,087,023
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DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Division of Cemeteries		\$ 2,147,643
I Personnel and Related Expenses	\$ 1,620,432	
II Other Expenses	527,211	
Golf Course Fund		\$ 2,575,445
I Personnel and Related Expenses	\$ 1,293,857	
II Other Expenses	1,281,588	
Division of Parking Facilities-Off Street Parking		\$ 8,822,378
I Personnel and Related Expenses	\$ 1,334,407	
II Other Expenses	7,487,971	
Division of Convention Center		\$ 6,614,441
I Personnel and Related Expenses	\$ 3,742,662	
II Other Expenses	2,871,779	
Division of Convention Center & Stadium-West Side Market		\$ 1,227,024
I Personnel and Related Expenses	\$ 585,930	
II Other Expenses	641,094	
Division of Convention Center & Stadium-Stadium		\$ 9,663,846
II Other Expenses	\$ 9,663,846	
Division of Property Management - East Side Market		\$ 78,376
I Personnel and Related Expenses	\$ 55,431	
II Other Expenses	22,945	

TOTAL PARKS, RECREATION, & PROPERTIES		\$ 31,129,153
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TOTAL ENTERPRISE FUNDS		\$ 613,558,658
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APPROPRIATION FOR THE YEAR 2005

AGENCY FUND

Central Collection Agency		\$	9,507,272
I Personnel and Related Expenses	\$	6,327,243	
II Other Expenses		3,180,029	
TOTAL AGENCY FUND		\$	9,507,272

DEBT SERVICE FUND

Sinking Fund Commission		\$	60,339,516
I Personnel and Related Expenses	\$	157,133	
II Other Expenses		548,231	
III Debt Service		59,634,152	
TOTAL DEBT SERVICE FUNDS		\$	60,339,516

Section 2. That the appropriations herein made are based upon the detail of expenditures set forth in the Mayor's Estimate File No. _____, but are appropriated to the several departments, offices, and purposes in the aggregate for I. - Personnel and Related Expenses; and II. - Other Expenses and are not severally and individually appropriated in said detail. Any unencumbered balance in an appropriation fund at the close of the year 2004 is hereby appropriated to such fund for the payment of unpaid obligations lawfully incurred in 2005 or prior years. The Mayor's Estimate File No. _____ as modified by the schedule published pursuant to Section 39 of the Charter shall within the sums appropriated in Section 1 hereof, constitute the expenditure budget for the year 2005 and shall be subject to the control of the Mayor, provided, however, that no transfer from I. - Personnel and Related Expenses, or II. - Other Expenses within any department or office, or from one department or office to another shall be made except as provided in Section 41 of the Charter.

Section 3. That the Commissioner of Accounts is hereby authorized to draw warrants upon the City Treasury for the amount appropriated in this ordinance, whenever claims are presented properly approved by the head of the department or by the chief of a commission for which indebtedness was incurred.

Section 4. That this ordinance is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force upon its passage and approval by the Mayor; otherwise it shall take effect and be in force at the earliest period allowed by law.



CORRECTION TO THE APPROPRIATION FOR THE YEAR 2005

Ordinance 544-05

An emergency ordinance to reallocate funds appropriated for the use of the Housing Division of the Judicial Branch and the Clerks Division of the Judicial Branch under the annual appropriation measure, Ordinance No. 125-05 that will be on its final passage on March 28, 2005: .

Whereas, the City's annual appropriation measure, Ordinance No. 125 -5, will be on its final passage on March 28, 2005, the total amount of funds appropriated for the use of the Housing Division was inadvertently listed as \$9,921,289 instead of the correct figure of \$ 2,801,680; and

Whereas, the total amount of funds appropriated for the use of the Clerk Division was inadvertently listed as \$2,787,513 instead of the correct figure of \$ 9,907,122; and

Whereas, the total amount of funds appropriated for the use of the Judicial Division remains unchanged at \$21,003,577; and

Whereas, the total appropriation for each of these Divisions must be reallocated and transferred within the Judicial Branch to correctly show the Division's appropriations;

Whereas, in accordance with Section 41 of the Charter, the Mayor has recommended in writing the within transfer; and

Whereas, this ordinance constitutes an emergency measure providing for the usual daily operation of a municipal branch of government; now, therefore,

Be it ordained by the Council of the City of Cleveland:

Section 1. That the total appropriation for the Judicial Branch in Ordinance No. 125 -05, that will be on its final passage on March 28, 2005, is reallocated and transferred as follows:

GENERAL FUND

JUDICIAL BRANCH

Judicial Division		\$21,003,577
I Personnel and Related Expenses	\$18,555,597	
II Other Expenses	\$2,447,980	
 Housing Division		 \$2,801,680
I Personnel and Related Expenses	\$2,660,210	
II Other Expenses	\$141,470	
 Clerks Division		 \$9,907,122
I Personnel and Related Expenses	\$7,998,453	
II Other Expenses	\$1,908,669	
 TOTAL JUDICIAL BRANCH		 \$33,712,379
 TOTAL GENERAL FUND		 \$477,947,062

Section 2. That this ordinance is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed April 4, 2005

Effective April 5, 2005



NOTES

GLOSSARY

Accrual Accounting

Method of accounting in which liabilities are reported in the year in which they occur regardless of when payment is made and revenue must be reported in the year in which the services are provided.

Appropriation

Money authorized by formal legal action (City Council Ordinance) to be used for a specific purpose.

Attrition

The loss of personnel in employment through resignation, retirement, etc.

Budget Basis

Method of accounting in which revenues are recorded when received in cash, and expenditures are recorded when paid in cash or encumbered.

Capital Projects

The construction, rehabilitation or acquisition of fixed assets or permanent improvements.

Carry-Forward Balance

An amount of cash in excess of all financial obligations at the end of a fiscal year and recognized as such at the beginning of the following year.

Cash Basis

Method of accounting in which transactions are recognized only when cash is received or disbursed.

Decertification

The withdrawal of financial obligation.

Department

The highest level of formal organization in the City, headed by a director who has overall responsibility for the performance of a service or work type in all related divisions.

Division

The second level of organization within the City; it is part of a Department and headed by a Commissioner, who administers a set of programs to accomplish specific City services.

Encumbrance

Commitment of funds related to an as yet imperforate contract for goods or services.

Expenditure Recovery

The reimbursement of money from one funding source to another in which the reimbursing entity has an interest in the purchase of the goods or services.

Expenditures

Dispensing of available resources for the purpose of accomplishing a specific goal or objective.

Fund

An accounting entity with a self-balancing set of accounts designated for a particular purpose.

GLOSSARY**Inter-fund Subsidies**

A grant of money from one fund to another to assist in operations which have been deemed advantageous to the public.

Object Code

Identifies the reason for which the appropriation (money) will be spent, i.e. electricity, asphalt, etc.

Operating Budget

Plan of current program expenditures and the proposed means of financing them.

Program

Service performed by division representing the purpose of funds spent.

Receipts

Cash recognized upon collection.

Revenues

Anticipated income.

Self Generated Revenue

Income generated by means of fees or charges for services rendered by a division.

Source

Identifies a broad category of origin of receipts i.e., Local Taxes, Licenses and Permits, Sales and Charges for Service.

Turnover

The loss and gain of personnel in employment.

Type

Reflects the detailed source of revenue, i.e., Income Tax, Building Licenses, Permits, Rental of City Property, etc.

Unencumbered Balance

An amount of cash free of financial obligation and available for expense.

User Fees

Charges for services rendered or for goods provided.



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City of Cleveland

MISSION STATEMENT

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play, and grow old.