



CITY OF CLEVELAND  
Mayor Justin M. Bibb

# 2023 BUDGET BOOK



## CITY OF CLEVELAND, OHIO

**JUSTIN M. BIBB**  
MAYOR



**BLAINE A. GRIFFIN**  
COUNCIL PRESIDENT

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### ORDINANCE No. 183-2023

Passed March 20, 2023 - Effective March 24, 2023



## 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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Cleveland  
Ohio**

For the Fiscal Year Beginning

**January 01, 2022**

*Christopher P. Morrill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented the Distinguished Budget to the City of Cleveland for its annual budget for the Fiscal Year beginning January 1, 2022. In order to receive this award, a governmental entity must publish a budget document that meets program criteria as a Policy Document, as an Operations Guide, as a Financial Plan and as a Communications Device. The award is valid for a one year period only. The City of Cleveland has satisfied the necessary criteria to receive the award in the following years: 2005 to 2008, 2012 through 2022. Prior to the year 2000, the City also received 15 other awards, for a total of 30 years. We believe our document continues to conform to program requirements. As we continue to strive for continuous improvement, we will submit once more to GFOA to determine the eligibility for another award.



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This document is designed to assist the reader in understanding the City's budgetary processes and resultant budgets. It is organized as follows:

**Mayor Transmittal Letter:** It is submitted by The Mayor to the City Council to summarize the budget recommendations, compiled from detailed information obtained from the various departments and prepared by the Director of Finance, for conducting the affairs of the City for the following year.

**The Introductory Section:** A summary of the overall document structure, contents and purpose, the City's profile, background and demographics, and City Government structure.

**Budget Policies:** A summary of the provisions regulating the City's budget, tax levies, budget preparation processes, and appropriations as set forth in the Ohio Revised Code and the City Charter.

**City Fund Structure:** The City's budget is organized by fund. Each fund consists of major categories. The major funds are: The General Fund, Special Revenue Funds, Enterprise Funds, and the Agency Fund. Funds from Federal and State grants are not included in the City's Budget as they have their own funds and operate on a fiscal year determined by the grantor rather than the City's fiscal year. This section also contains historical summaries of all City annually appropriated revenue sources, historical expenditures by Department, and historical summaries and projected balances for all City funds.

**Department Detail:** Narratives defining each Department/Division within the City. Also included for each Department / Division are detailed, 3 year historical budgetary line item expenses and revenues, as well as detailed staffing levels.

**Glossary:** Included in the document is a Glossary provided to aid with terminology that may be unique to the City.



To Cleveland City Council and residents of Cleveland:

Over the last year, we have made significant progress and investments in our residents, technology and infrastructure. In 2022, we built a foundation together that will support big things to come in 2023 and beyond.

We have made fundamental, structural changes through policy and legislative reform, including revising our tax abatement policy; fighting for a fresh start for those with low-level marijuana convictions; and delivering on our commitment to re-imagine policing through a new labor contract and increased pay, an expanded co-responder model of policing in all five districts, and a new policy allowing officers more flexibility on things such as dress code, facial hair and tattoos. We are also making strides on our commitment to police reform, standing up the new 13-member Community Police Commission (CPC) called for by Issue 24, and filling critical vacancies on the Civilian Police Review Board (CPRB) with qualified candidates that represent the diversity of the city that they serve.

Every day, we work for a safer city, and we are making progress. Last year we cracked down on illegal ATV and dirt bike riding in Cleveland and installed 14 speed tables in 10 locations as part of a pilot program to slow down speeding in our neighborhoods. We have also conducted targeted warrant sweeps that resulted in more than 100 arrests of violent offenders, confiscated more than 600 illegal guns, and advocated for resources to support a citywide violence prevention strategy that is currently under development. The goal here is to get resources into our neighborhoods and to stop violence before it starts and to understand the root causes of the incidents that we see taking place far too often.

In 2022, we brought back the midnight basketball program, now called Hoops After Dark, presented in partnership with Cleveland's Neighborhood Resource and Recreation Centers (NRRC) and the Cleveland Cavaliers. We've also added additional youth and out-of-school-time programming in our NRRCs across the city and we are growing our team in the Mayor's Office of Prevention, Intervention, and Opportunity to drive this work.

In October, we launched a door-to-door property survey, which will provide an assessment of all parcels in the city for the first time since 2015. The information

gathered will assess property condition, vacancies, and create a lead risk score for each property. Surveyors are also rating infrastructure adjacent to each parcel, including sidewalk and street condition. We expect to complete the survey this spring.

We continue progress on our commitment to modernize City Hall and its operations for the benefit of residents, and we have championed and passed significant legislation-including Complete and Green Streets and Pay to Stay-that strengthen our communities, make our streets safer for families, improve our urban environment, and protect renters' rights. And we brought recycling back to Cleveland, with nearly 60,000 households enrolled in the program and a contamination rate of just 15 percent (as opposed to 60 percent when the program was shuttered in 2020).

For the first time in 12 years-and despite much fiscal uncertainty coming out of the COVID-19 pandemic-Moody's upgraded the City's issuer rating from A1 to Aa3. We also created and funded a new fund for compensated absences in the amount of \$90 million and grew our Rainy Day Reserve fund by \$20 million. There is no better illustration of my administration's commitment to fiscal prudence than this year's Mayor's Estimate, which, despite a \$62 million structural deficit in the adopted 2022 general fund operating budget, is structurally balanced for the first time since 2020. With these actions, the City is better positioned to withstand future economic headwinds and invest in the future.

Just last month, we proposed approximately \$41 million in proposed American Rescue Plan Act (ARPA) investments focused on education, jobs, democracy building, and the modernization of city services. We have also made significant ARPA investments in housing, early childhood education, City Hall improvements, public safety, and inclusive economic recovery. Later this year, we will announce a third set of proposals recommended for approximately \$160 million in remaining ARPA dollars.

As we look ahead, we are focused on several critical initiatives, including violence prevention and public safety, east side neighborhood development, transforming our beautiful lakefront, and the search for the next CEO of the Cleveland Metropolitan School District. We will continue improving our processes and delivering on high-quality city services while implementing bold policies and programs that improve our city and-most importantly-the lived experiences of our residents.

As required by provisions of Section 38 of the Charter of the City of Cleveland, I hereby transmit the estimate of receipts and expenditures for all departments and divisions of the City for the year 2023, representing General Fund operating budget of \$710,779,970 and a total citywide budget of \$1,948,868,637.

Respectfully,



Mayor Justin M. Bibb

The City of Cleveland’s budget is one of the most important documents that the City prepares as it identifies the services to be provided and how they will be financed. The City’s Budget document, therefore, is intended to serve as the following:

### ***The Budget as a Policy Guide***

The Mission of the City of Cleveland is: “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.” As a policy guide, the Budget serves to inform the citizens of Cleveland on policies, goals, and objectives in place during the coming year to serve its mission.

Prudent fiscal management requires the use of budgets to efficiently allocate resources and manage ongoing operations. The written budget document itself outlines the financial needs of the City and itemizes the amount of money to be used by the various divisions in order to make better choices and decisions concerning policies and activities that can or can not be implemented. This also helps to establish accountability for the effective operation of programs and activities to be delivered.

### ***The Budget as a Financial Plan***

The City’s financial forecasts use internal historical data, National and State economic indicators, and expense and revenue projections to estimate the future financial state of the City, including decisions for controlling expenses and increasing revenue.

The following data sources are used by the Office of Budget and Management for the generation of the monthly Financial Outlook Reports in support of required internal decision making processes:

- **Workforce Trends** – Includes comparisons of National, State, and local unemployment rates and trends.
- **WARN Notifications** - Required layoff announcements for the Cleveland area resulting from the Worker Adjustment & Retraining Notification Act (WARN) which is a federal law that requires employers with 100 or more full-time workers to provide advanced notification to workers when faced with a plant closing or mass layoff.
- **Housing Data** – Provides average listing price for homes for sale in Cleveland, foreclosure filings, and the status of building permits in the area.
- **CPI** – 12 month Consumer Price Index trends for the area.

Fiscal Policies for the City of Cleveland, dictated by state law, City ordinances, and administrative policies, provide guidelines for planning and directing the City’s day-to-day financial affairs. A summary of the specific policies upon which the budget was developed are as follows:

- **Balanced Budgets** as required by law.
- **Modified Accrual Accounting Methodology** which records revenues when available and expenditures when services are received and treats encumbrances as expenditures at the time the funds are encumbered.

- **Internal Accounting Controls** which assure the safeguarding of assets against loss from unauthorized use.
- **Yearly Audits** of all financial records and actions of the City, its officials, and employees in compliance with local, State, and Federal law.
- **Aggressive Cash Management and Investment** policies and programs to help achieve the maximum financial return of invested funds.

### **The Budget as an Operations Guide**

As an operations guide, the Budget indicates how departments and funds are organized and informs the reader of all the activities, services and functions carried out by each department. Each division summary section lists its mission statement, a brief division description along with objectives and performance measures.

### **The Budget as a Communication Device**

As a communication device, the yearly budget provides summary information to aid constituents in interpreting the document. The Mayor's Estimate and final budget book focuses only on the annual operating budget for each division. Our goal is to make it an effective communication tool that clearly explains significant budgetary issues, priorities, goals and objectives, and financial strategies of the City. The yearly budget plan allows the Mayor and his leadership team to establish a baseline of accountability.

To satisfy our goal, this budget document includes a Mayor's Transmittal Letter which summarizes all of the fiscal plans of the City for the upcoming fiscal year. Updated Charts and graphs have been added to help consolidate, summarize, and better explain the information as much as possible. There is also a detailed table of contents and a glossary of common terms to make it easy to locate and understand its contents.

In this year's process we have included, for the first time, output measures for the divisions (where appropriate). This information facilitates an understanding of the work done during prior years by City staff.



The City of Cleveland has annual operating budgets and multi-year budgets. 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:

- Airports
- Cemeteries
- Central Collection Agency
- General Fund
- Golf Course
- Motor Vehicle Maintenance
- Printing & Reproduction
- West Side Market
- Public Auditorium
- Restricted Income Tax
- Sinking Fund
- Stadium Fund
- Storeroom
- Street Construction & Maintenance
- Telephone Exchange
- Utilities

The multi-year budgets that span several years primarily consists of 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 Innovation and Opportunity Act (WIOA)

## ***HISTORY***

In 1796, US General Moses Cleaveland led a survey of a 3.3-million-acre piece of land on the shores of Lake Erie, what the Connecticut Land Company would call, “The Western Reserve.” Named after Moses Cleaveland, the City of Cleveland was incorporated as a city in 1836. Aided by its proximity to rail and water routes and natural resources like iron and oil, the City of Cleveland served as a central hub for industrial growth, commerce, and trade through the 19th century. The City of Cleveland grew and benefited from this strong economy throughout the early 20th century, becoming the sixth largest city in the United States. Population in Cleveland peaked in the 1950s at nearly one million people but like many other Rust Belt cities, Cleveland’s urban population declined in the wake of suburban sprawl and development. However, the resiliency of a legacy city remained and reinvestment across Cleveland at the turn of the century uniquely positioned the city to thrive in the era of the Mid-Size City.

## ***STRATEGIC LOCATION AND ASSETS***

Cleveland’s geography combined with its historical infrastructure are some of the most leverageable city assets in the United States. Cleveland benefits from 14 miles of coastline along Lake Erie, one of the five Great Lakes that comprise the largest source of fresh water in the world. Lake Erie also flows into the Cuyahoga River, where the two waterfronts constitute both a thriving shipping port and fun places to enjoy the City’s most abundant natural resource and newly created parks. In addition to water access, Cleveland owns two major airports within city limits and hosts light, passenger, and freight railroads. These transportation networks, along with interstate highway access, put nearly half of all US households, businesses, and manufacturing plants within an eight-hour drive from Cleveland. These assets make Cleveland a desirable place to live, work, and recreate.

Cleveland also is home to the county seat, Cuyahoga County. Cuyahoga County is the second largest county in Ohio.

## ***DIVERSITY***

Cleveland’s communities are steeped in a rich tradition of cultural and ethnic identity. Jobs and opportunity drew European immigrants from Europe to Cleveland in the early 1900s and African Americans during the Great Migration after World War I. In 1967, Cleveland elected Carl B. Stokes to Mayor, making Cleveland the first major US city to elect an African American mayor.

More than 100 different ethnic groups speaking more than 60 languages call Cleveland home. The City of Cleveland maintains several Sister City partnerships designed to enhance cultural exchanges and coordinates with various community groups to improve and expand access to city services with cultural competency. Cleveland was also recently ranked one of the fastest places for immigrants to become US Citizens.

## ***EDUCATION***

The Cleveland Metropolitan School District (CMSD) is the third largest public school system in Ohio and serves more than 36,000 students. CMSD is committed to preparing students for success after high school, whether that be career or college. The Planning and Career Exploration (PACE) Program coordinates with the community and employers to get students ready for a career. The Say Yes Program provides scholarships and support services to reduce barriers to attending college.

Cleveland is also home to two major universities and a large community college. Cleveland State University is a public 4-year institution located downtown and is nationally recognized for its work in supporting economically disadvantaged students. Case Western Reserve



University a private 4-year institution and is the largest research university in Ohio and 14th largest in the US. Cuyahoga Community College (Tri-C) was Ohio's first community college and serves more than 55,000 students in workforce preparation training and four-year university transfers.

### ***SPORTS***

Cleveland is proudly represented by Major League and Minor League professional sports teams. The Cleveland Browns football team joined the National Football League in 1950, left the city in 1995, and in 1999 returned to the city. The Cleveland Cavaliers basketball team joined the National Basketball Association in 1970 and brought a championship home in 2016. The Cleveland Guardians baseball team joined Major League Baseball in 1901 and have won two World Series titles and numerous Division titles. The Cleveland Crunch indoor soccer team joined as a member of the Major League Indoor Soccer in 1989. After a hiatus from 2005 to 2020, the Crunch joined the Major Arena Soccer League 2 in 2021, appearing in two championship games and winning one championship title. The Cleveland Monsters hockey team joined the American Hockey League in 2007 and have won one Calder Cup championship.

In 2022, Major League Soccer announced its intention to open an MLS Next franchise in Cleveland. The team is expected to debut in 2025.

### ***TOURISM***

In addition to sports franchises, Cleveland boasts a variety of international, national, and regional tourist attractions that are enjoyed by travelers and locals alike. Museums abound in Cleveland, including the world-renowned Cleveland Museum of Art and Rock and Roll Hall of Fame. The Museum of Natural History, Cleveland Museum of Contemporary Art, The Great Lakes Science Center, and Aquarium also offer entertainment for those of all ages.

Theatre and arts enthusiasts will be impressed with Cleveland's cultural offerings. Cleveland's theatre district, Playhouse Square, is the second largest theatre district outside of New York City and hosts the largest outdoor chandelier in North America. The critically acclaimed Cleveland Orchestra, appropriately considered one of the best orchestras in the world, performs in beautiful Severance Hall.

Cleveland is also quickly growing a reputation for its food and beverage scene, becoming a destination for those who indulge in craft beer.

### ***ECONOMY***

Manufacturing and industry still dominate much of Cleveland's workforce and commerce, however it looks differently than it did a century ago. Steel and metal manufacturing remains a national contributor to production output, but chemical coatings have also emerged as a core component of manufacturing. The largest flat-rolled steel producer in North America, Cleveland-Cliffs, and one of the largest producers of paints and coatings in the US, Fortune 500 company Sherwin Williams, both chose the heart of downtown Cleveland as their headquarters. Combined, these industries create a robust supply of resources for the region and the country.

Healthcare, life science, and research have further diversified the city's economy. Cleveland is home to four world-class healthcare institutions, including the Cleveland Clinic, one of the nation's top hospitals. Case Western Reserve University School of Medicine is a leading research and teaching medical school, providing a foundation of expert health care professionals. Additionally, medical innovation and biomedical healthcare continues to grow along a burgeoning Health-Tech Corridor.

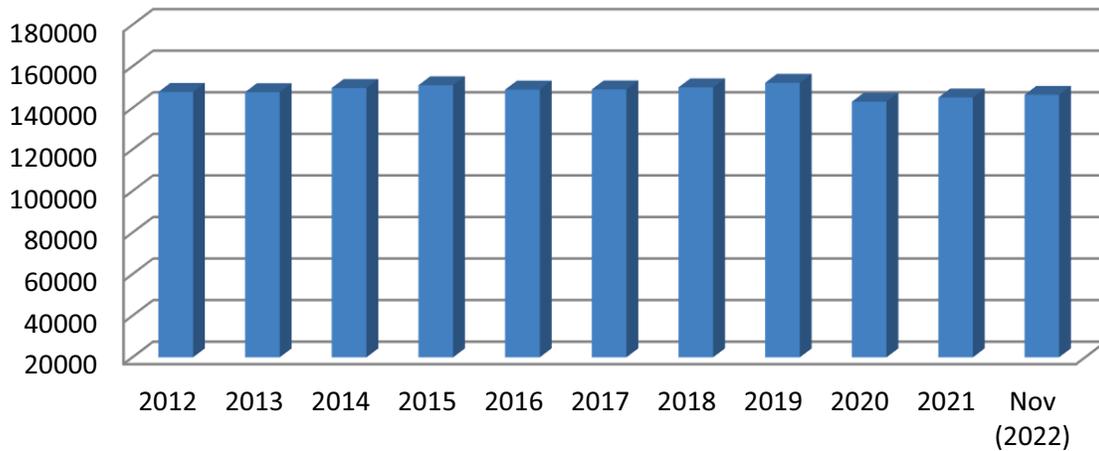


**EMPLOYMENT AND UNEMPLOYMENT**

Cleveland has long been famous as a durable goods manufacturing hub. Following the national trend, however, Cleveland has shifted to a more services-based economy. Cleveland's major industries include health care, bio-science, and technology. The average household income is \$33,678. The overall median age of a Cleveland resident is 36.3 years. Median age for men is 35.1 and for women is 37.5. The mean travel time to work is 23.5 minutes. The rate of home ownership is 41.2% and current median house value is \$74,700.

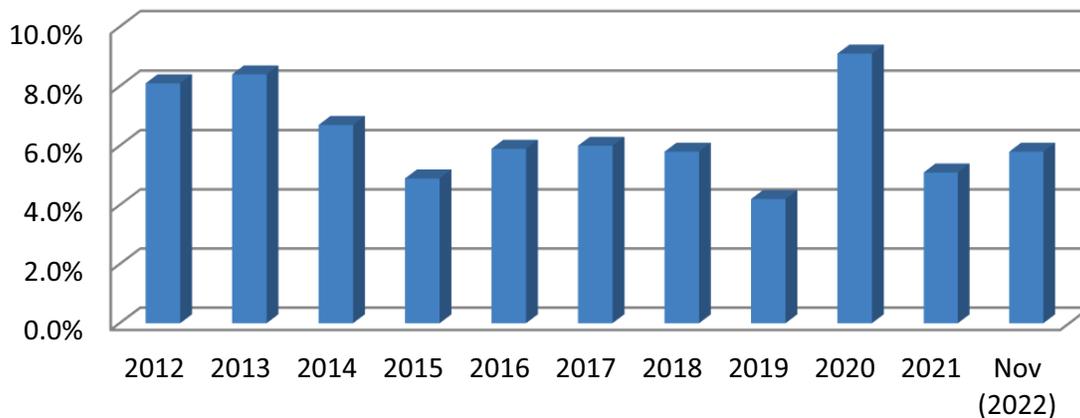
**Employed Cleveland Residents**

Annual Average



**Unemployment Rate**

City of Cleveland  
Annual Average





## MAJOR EMPLOYERS

<u>Company</u>	<u>Number of Employees</u>
Cleveland Clinic Foundation	50,846
University Hospitals	24,462
U.S. Office of Personnel Management	16,110
Cuyahoga County	7,201
MetroHealth System	6,979
City of Cleveland	6,935
Cleveland Metropolitan School District	5,784
KeyCorp	5,729
Sherwin-Williams Company	4,582
Case Western Reserve	3,868

**SOURCE: Crain's 2023 Book of Lists**

### Roster of Elected Officials

CITY COUNCIL	WARD	TELEPHONE	E-MAIL
Justin M. Bibb	Mayor	664-3990	mayorbibb@clevelandohio.gov
Joseph T. Jones	1	664-4944	jjones@clevelandcitycouncil.org
Kevin L. Bishop	2	664-4945	kbishop@clevelandcitycouncil.org
Kerry McCormack	3	664-2691	kmccormack@clevelandcitycouncil.org
Deborah A. Gray	4	664-4941	dgray@clevelandcitycouncil.org
Richard A. Starr	5	664-2309	rstarr@clevelandcitycouncil.org
Blaine A. Griffin	6	664-4234	bgriffin@clevelandcitycouncil.org
Stephanie D. Howse	7	664-2908	showse@clevelandcitycouncil.org
Michael D. Polensek	8	664-4236	mpolensek@clevelandcitycouncil.org
Kevin Conwell	9	664-4252	kconwell@clevelandcitycouncil.org
Anthony T. Hairston	10	664-4743	ahairston@clevelandcitycouncil.org
Danny Kelly	11	664-3708	dkelly@clevelandcitycouncil.org
Rebecca Maurer	12	664-4233	rmaurer@clevelandcitycouncil.org
Kris Harsh	13	664-2943	kharsh@clevelandcitycouncil.org
Jasmin Santana	14	664-4238	jsantana@clevelandcitycouncil.org
Jenny Spencer	15	664-4235	jspencer@clevelandcitycouncil.org
Brian Kazy	16	664-2942	bkazy@clevelandcitycouncil.org
Charles Slife	17	664-4239	cslife@clevelandcitycouncil.org

### WARDS OF THE CITY

*Joseph T. Jones*  
Ward 1  
*Kevin L. Bishop*  
Ward 2  
*Kerry McCormack*  
Ward 3  
*Deborah A. Gray*  
Ward 4  
*Richard A. Starr*  
Ward 5  
*Blaine A. Griffin*  
Ward 6  
*Stephanie D. Howse*  
Ward 7  
*Michael D. Polensek*  
Ward 8  
  
*Kevin Conwell*  
Ward 9  
*Anthony Hairston*  
Ward 10  
*Danny Kelly*  
Ward 11  
*Rebecca Maurer*  
Ward 12  
*Kris Harsh*  
Ward 13  
*Jasmin Santana*  
Ward 14  
  
*Jenny Spencer*  
Ward 15  
*Brian Kazy*  
Ward 16  
*Charles Slife*  
Ward 17



### **SEPTEMBER**

- Office of Budget & Management (OBM) distributes budget factors and conducts budget training sessions with each department.
- Departments submit preliminary revenue and expense budget request estimates to OBM.

### **OCTOBER**

- Office of Budget & Management (OBM) reviews budget submissions.
- Budget submissions are reviewed by the Director of Finance and the Mayor.

### **NOVEMBER**

- Current Budget Year Transfer and Supplemental Appropriation Ordinances are prepared.
- Temporary Appropriation Ordinance is prepared for the upcoming budget year.

### **DECEMBER**

- The City presents the Transfer Ordinance, Supplemental Appropriation Ordinance, and the Temporary Appropriation Ordinance to City Council and files the approved ordinances with the Cuyahoga County Budget Commission.

### **FEBRUARY**

- The Mayor's Estimate, including preliminary expenses and revenues for the upcoming year is prepared, and submitted per the Charter of the City of Cleveland, to City Council no later than Feb. 1.
- City Council conducts budget hearings on the budget recommended in the submitted Mayor's Estimate.

### **MARCH**

- The 2nd reading by Council of the amended, reconciled appropriation ordinance generated from the Mayor's Estimate, which can not occur per Ordinance until after the Budget Hearings are completed.
- The 3rd reading and passage by Council of the amended, reconciled appropriation ordinance generated from the Mayor's Estimate can not occur before 7 days after the 2nd reading.

### **APRIL**

- Cleveland City Council approves a balanced appropriated budget by April 1st for the calendar year.
- Final Budget Book is printed and posted online after Council approval.
- The Draft Capital Improvement Plan is generated.

### **MAY**

- The City's 5 year Financial Plan is prepared as a planning tool to project future funding requirements.

### **JUNE**

- The City's Tax Budget is prepared and submitted to the County to assure that the appropriate property tax levy is established and that the apportionment of local government funds is distributed.
- The Final Budget Book submitted to GFOA for the Distinguished Budget Book Award.

### **THROUGH THE YEAR AS REQUIRED**

#### **CERTIFICATE / AMENDED CERTIFICATE OF RESOURCES**

- The Certificate of Estimated Resources is revised as additional revenue sources are realized throughout the year and submitted to the County which issues a new certificate permitting the City to increase appropriations to the level of the additional revenue.

Fiscal Policies for the City of Cleveland are dictated by state law, City ordinances, and administrative policies. They provide administrative guidelines for planning and directing the City's daily financial affairs. The City's Fiscal Policies assure that the City's finances are managed in an acceptable manner that provides for the delivery of quality services within its budgetary restrictions. Below are existing fiscal processes and guidelines for optimizing resources and accomplishing citywide goals and objectives.

### **Budgetary Control**

By law, the City is required to adopt a balanced budget in which expenditures do not exceed estimated resources, as certified by the Cuyahoga County Budget Office. Once adopted, modifications to the original budget must be approved by City Council. The City maintains budgetary control by not permitting expenditures to exceed appropriations for personnel costs and other costs, within a division of the City, without the approval of City Council. Adjustments to the budget can only be made within a division and then within each category. Further legislation is required to move budget amounts from "personnel" to "other" or vice versa, or between divisions. It is the Mayor's policy to enact whatever measures are required to maintain a balanced budget at existing levels of service to the residents.

### **Capital and Debt**

The total amount allocated for ongoing General Fund supported capital and debt is appropriated by Ordinance in the Restricted Income Tax (RIT) Fund. The amount appropriated for the RIT Fund is 1/9th of the total Income Tax. A multi-year Capital Improvement Plan is updated annually and includes other anticipated funding sources. The City limits long-term debt to only those capital improvements that cannot be financed from RIT appropriations. The City collaborates with its municipal advisors to structure debt in a way that debt load is explicitly related to the operating budget and ensuring the debt load will not impair operating needs. The total General Obligation debt load is limited to an unvoted 10 mil limit to ensure no undue burden on the taxpayers. Debt schedules are included in the annual budget.

### **Capital Assets**

Capital assets include property, plant, equipment, and infrastructure assets. The City defines capital assets as assets with an estimated useful life in excess of one year and an individual cost of more than \$5,000 for land, furniture, fixtures, equipment and vehicles and \$10,000 for all other assets or projects. Purchased assets are recorded at historical cost or estimated historical cost. Contributed assets are recorded at their acquisition value on the date contributed. The City depreciates capital assets on a straight-line basis based on estimated useful life.

### **Cash Management & Investments**

The City of Cleveland's Investment Policy conforms to Chapter 178 of the Codified Ordinances of the City of Cleveland. It is designed to ensure the availability of operating and capital funds as needed while achieving an investment return competitive with comparable funds and financial market indices. The policy applies to the investment of all monies under the custody and control of the Division of Treasury. Maintenance of adequate liquidity is essential. Selection of investment maturities is consistent with cash requirements. Assets are invested in permitted securities with a stated maturity of no more than five years, unless the security is matched to a specific obligation or debt. The City's investments are segregated into distinct portfolios, including the General Fund, Division of Water, Airport, Utilities, Cemeteries, Safety, and Railroads. All portfolios are managed to accomplish targeted objectives concerning the preservation of principal, liquidity requirements, and maximization of investment returns.

**Fees and Charges**

The Office of Budget & Management reviews cost recovery and cost of service policies on an ongoing basis for all fees billed and collected by the City. A comprehensive user fee and rate schedule model is used to calculate the full cost of providing City services and to recommend updates to existing fee structures. Most fee changes require City Council approval. Some can be changed through action by the Board of Control or at the discretion of a division director.

**Economic Analysis**

On a monthly basis, the Office of Budget & Management analyzes the regional economy and issues that impact it, including unemployment, inflation, economic activity and growth. This information is disseminated to the Administration to provide context and aid in deciding the allocation and use of limited resources.

**Indirect Costs**

The City of Cleveland utilizes a cost allocation methodology that ensures Enterprise Funds, Federal or State Awards, and other grants contribute their fair share of central service costs. Indirect costs charged to Federal programs comply to 2 C.F.R. part 225. They are based on actual allowable salaries of personnel assigned to the program.

**Operational**

The City conducts its fiscal and budgetary deliberations in City Hall Council committee room. All proceedings are broadcast by the City's TV20 television station.

**Revenues and Reserves**

Current revenues are balanced against current expenses, in all funds, on an annual basis. For Enterprise Funds, the annual budget recognizes debt service payments as expenses and bond and grant proceeds are recognized as revenues. It is the City's goal to accumulate up to 5% of the preceding year's general fund revenues for budget stabilization and for self-insurance claim liabilities respectively. Approved salary increases, over the amount budgeted for salaries, are financed from vacancy savings in the department. All positions are governed by pay bands approved by City Ordinance. Union compensation, step increases, and benefits are subject to negotiated labor agreements.

**Unencumbered Funds**

The City of Cleveland certifies to the County Auditor the total amount, from all sources, available for expenditures from each fund. The amount includes any unencumbered balances that existed at the end of the preceding year. The total appropriations from each fund cannot exceed the total estimated revenue available for expenditure. General Fund department budgets that are not expensed or encumbered at the end of the year are used to offset expenses in other departments through a Transfer Ordinance or revert back to the General Fund unencumbered beginning balance to help finance the new fiscal year.

**Vacancy Replacements**

Budget payroll projections prepared by the Office of Budget & Management are based on the estimate of budgeted positions for the year. Dollars saved by unfilled vacancies are quantified and reported throughout the year. Unfunded positions can be hired if swapped with budgeted vacancies. Administrative decisions are made annually concerning the ability to roll vacant positions into the new budget year based on priorities, the economy, and other budget factors.

### **County Tax Budget**

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

### **Transfer of Appropriations**

The annual appropriation ordinance 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 required, in the form of a Transfer Ordinance, to move budget authority between divisions or between "personnel" and "other " expenses.

Toward the end of each budget year, a Transfer Ordinance is prepared by the Finance Department and recommended by the Mayor to Council. The Ordinance specifies the transfer of unencumbered balances of an appropriation made for the use of a department, division, or purpose to any other department, division, or purpose.

### **Mayor's Estimate**

The fiscal year of the City shall begin on the first day of January. On or before the fifteenth day of November in each year the Mayor shall prepare an estimate of the expense of conducting the affairs of the City for the following year and shall submit the estimate to Council no later than February 1 of the following year. This estimate shall be compiled from detailed information obtained from the various departments on uniform blanks prepared by the Director of Finance, and shall set forth:

- An itemized estimate of the expense of conducting each department.
- Comparisons of the estimates with the corresponding items of expenditure for the last two complete fiscal years and with the expenditures of the current fiscal year plus an estimate of expenditures necessary to complete the current fiscal year.
- Reasons for proposed increases or decreases in the items of expenditure compared with the current fiscal year.
- A separate schedule for each department showing the things necessary for the department to do during the year and which of any desirable things it ought to do if possible.
- Items of payroll increases as either additional pay to present employees, or pay for more employees.
- A statement from the Director of Finance of the total probable income of the City from taxes for the period covered by the Mayor's estimate.
- An itemization of all anticipated revenue from sources other than the tax levy.
- The amounts required for interest on the City's debt, for sinking funds and for maturing serial bonds.
- The total amount of outstanding City debt with a schedule of maturities of bond issues.
- Any other information that may be required by the Council.



The Mayor shall submit the estimate prepared as set forth in this section to the Council and shall make it available electronically on a City website and electronically or in print to citizens who may call for it. Copies of the estimate shall also be made available in print or electronically to the newspapers of the City, and to the public library and each of its branches.

### **Basis of Budgeting**

The City maintains budgetary control on a modified cash basis. Revenues are recorded as they become available. Expenses are recognized when paid or encumbered by ordinance, contractual obligation, or purchase order. Estimated expenses are pre-encumbered and subsequently encumbered prior to release of purchase orders or delivery orders to vendors.

On a monthly basis, the Office of Budget and Management prepares and reviews with managers expenditure and revenue annual projections. Variances to budget are continuously analyzed. A pre-encumbrance or encumbrance that exceeds appropriations is not approved until Council authorizes additional appropriations or transfer of funds. Unencumbered appropriations lapse at year-end. The City Charter requires all contracts in excess of \$50,000 must be authorized by ordinance.

Detail provisions regulating the City's budget, tax levies, and appropriations are set forth in the Ohio Revised Code and the City Charter.

## Revitalizing Cleveland's East Side

Cleveland's East side has endured decades of continuous disinvestment, exacerbating generational poverty and the litany of negative outcomes that accompany it: blight, safety concerns, poor educational outcomes, inadequate housing, shorter life expectancy, and absence of jobs. The COVID-19 pandemic only exacerbated these conditions. Coming out of the height of the pandemic, Mayor Bibb's top priority is catalyzing the reversal of this cycle of disinvestment. Through a variety of targeted strategic interventions, the Administration is committed to investing in the City's East Side to not only reverse the effects of the decades of disinvestment, but also build a community that is more vibrant and resilient community than ever before, a place where the American Dream is a reality for all.

The City's efforts will include but not be limited to interventions such as the following:

- Executing the Putting Assets to Work initiative to identify and quickly reposition and market city owned parcels for development
- Unlocking the full potential of Cleveland's commercial corridors, particularly Opportunity Corridor
- Reforming our nuisance abatement process through a taskforce to deliver swift responses to improve neighborhood quality of life
- Streamlining our lead hazard abatement process, coupled with proactive outreach to owners and tenants to bring properties into a lead-safe condition
- Allocating Home Repair and Gap Financing through American Rescue Plan Act (ARPA) funds
- Investing \$10M in ARPA funds to grow the number of local workers in infrastructure, construction, lead abatement, brownfield remediation, broadband deployment, and clean energy projects

The City's work will be fluid and ever-evolving, and will continue to include new policies as the East Side begins to grow and recover.

## Police Reform and Violence Prevention

Everyone deserves to feel safe in Cleveland: at home, at school, at work, at the grocery store, and in our neighborhoods. The City is committed to taking a comprehensive approach to public safety by focusing on strategies that address root causes of violence and crime, investing in education and youth-workforce initiatives to keep children and young adults engaged, and developing a comprehensive response to individuals in mental health crisis. The City is also committed to keeping violent crime offenders off the streets, cracking down on illegal guns, and deploying more police officers to walk the streets and solve crimes.

In 2022, the Bibb Administration doubled down on police reform and violence prevention. The Bibb Administration continues to work zealously to achieve compliance with the Consent Decree, as evidenced by the establishment of a Police Accountability Team designed to move the City's commitment to change forward. The work of this team will be part of a concerted effort to make this city safer. The City installed a new Community Police Commission, which dissolved the previous commission established by the Consent Decree in 2015. The new Commission represents and addresses a direct community demand passed by voters last November through Issue 24. The implementation of Issue 24 also brought significant changes to strengthen the Civilian Police Review Board and the City's Office of Professional Standards, which will now independently investigate complaints of misconduct. Together, Cleveland will chart the path for delivering the strongest citizen oversight model in the United States.

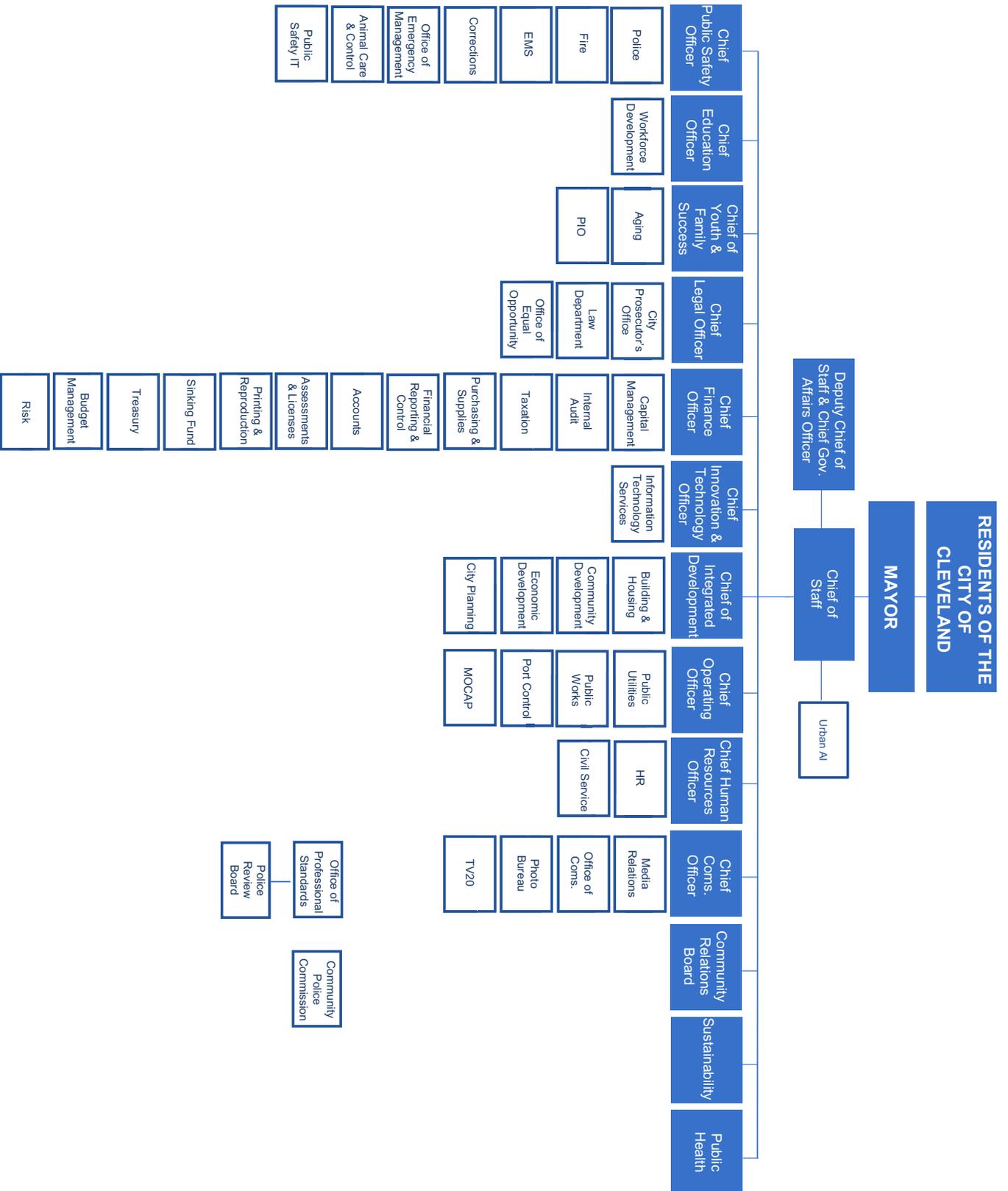
In 2022, the City allocated over \$15 million in ARPA funds to violence prevention efforts in the City of Cleveland, which include technology upgrades and expansions to improve Police's response to crime and funding for expanding Cleveland's co-responder model to improve engagement with those experiencing mental or behavioral health crises, as well as funds to hire a strategist to focus on a comprehensive approach to public health, mental health, and public safety in the City.

The City's approach for 2023 maintains the proven philosophy that violence prevention work must focus on intervention, communication and community engagement, and social justice. To ensure that these values are embedded into the City of Cleveland's core approach to police reform and violence prevention, the Administration is using a Department of Justice grant and has proposed ARPA funds to create and implement a ten-year Violence Prevention Strategic Plan. This Strategic Plan will inform future City investments in violence prevention.

### **Lakefront Development**

The lakefront is one of Cleveland's most valuable assets, and all Clevelanders should have easy access to our community's greatest natural resource. Community-focused, investment-driven, and sustainable redevelopment of Cleveland's lakefront is of paramount importance to the City. Our vision for Cleveland's lakefront includes equitable access to Lake Erie across the City, recreational and economic development opportunities that create jobs and drive growth, and the protection of our fresh water for the next generation. Achieving this vision is a multi-generational, multi-faceted effort, which requires collaboration across many sectors.

Through the first year in office, the Bibb Administration took swift action to kick-start lakefront redevelopment, accelerating the North Coast Connector study of a land bridge to connect downtown the Lake, initiating a master plan for the downtown lakefront, investing in the next phase of the CHEERS plan adjacent to Gordon Park, and evaluating the potential economic impact of closing Burke Lakefront Airport for the enjoyment of all who work, visit, and play in Cleveland. We will continue to seek feedback from residents of the City of Cleveland with extensive community outreach and engagement in 2023. Additionally, using results from the North Coast Lakefront Master Plan and the Burke Lakefront Airport Economic Development Analysis, the City will continue to take data-driven and community-informed steps toward developing a world-class lakefront on Cleveland's North Coast.



### **Recent Fiscal History**

Since 2001, the City's fiscal condition fluctuated. Periods of relative fiscal health have generally been punctuated by rapid and severe declines. For example, from 2004 to 2008 the City's revenues increased annually by an average of 4%, but then declined by 6% in 2009. Similarly, the City's revenues increased nearly 6% annually from 2015 to 2019, only to decline 12% in 2020. These revenue swings are generally driven by the performance of broader regional and national economies and felt more quickly and acutely due to the City's reliance on income tax for over 66% of its General Fund revenues (using 2023 budgeted figures). History demonstrates that taxes such as those derived from wages are among the first to respond (positively or negatively) to economic conditions. Since 2001, the City has become more reliant on income taxes as other sources of revenue have declined or been eliminated. Nevertheless, the City's strong financial management practices have ensured its ability to fulfill its obligations to operate within a balanced budget and continue to provide essential services to its residents.

### **Current financial environment**

The City received an upgrade from Moody's Investors Service on the series 2022 General Obligation Bonds from A1 to Aa3; it has been more than 12 years since the City last received a bond rating upgrade. The City was also able to transfer dollars to the Rainy Day Fund in the amount of \$20M and establish and fund the Payroll Reserve Fund by \$90M, these transfers were able to be made due to America Rescue Plan Act (ARPA) dollars received in 2021 and 2022. The establishment of the Payroll Reserve Fund will help the City fund payroll related obligations in future years, notably a 27th pay period in 2024. The City has exceeded pre-pandemic levels of income tax collection as compared to 2019; during 2022 the City collected \$463M, as compared to \$441M in 2019. The City is slightly below 2019 collections for Admissions, Parking and Hotel Tax; during 2019 the City received \$41.2M while 2022 collections were \$37.5M

For fiscal year 2023, the City has conservatively developed a General Fund budget, which reflects revenue estimates of \$710,976,488 and anticipated expenditures of \$710,779,970, resulting in a structurally balanced budget by \$96,518.

**EXECUTIVE SUMMARY**

The City of Cleveland revises its Long Term Financial Plan (LTFP) on a yearly basis as part of its ongoing strategic planning efforts. The current summary presented here is limited to the General Fund as it accounts for a high proportion of discretionary expenditures and revenue.

The City's overall LTFP goal is to provide high quality service to every resident, business and visitor by creating structural balance in the City's budget resulting in a sustainable economic future for the City.

The major intent, therefore, of this initial plan is to:

- Help identify and prepare a thorough analysis of, and insights into, issues that impact the City's financial condition over the next five years.
- Investigate and propose cash flow strategies required to manage future adverse business climate changes.
- Support the preparation of the City's yearly Tax Budgets due to the Cuyahoga County Budget Commission.

The City's current and projected financial condition is stable due actions underway in the City to achieve a Structurally Balanced Budget. However, one of the major issues affecting the City of Cleveland is that revenue has not kept pace with the increase in expenses, especially in the area of wages, benefits, health care, fuel and utilities.

In Ohio, leading economic indicators continue a modest growth. The parameters below provide a summary of the City of Cleveland's overall financial status over the last few years from internal documents as well as the Bureau of Labor Statistics. These and other financial and Consumer Price Index (CPI) factors are monitored by the City of Cleveland on a monthly basis in tracking, reporting, planning, and directing the City's day-to-day financial affairs. It is expected that successfully controlling costs in the coming years will preserve our current work force and the continued, efficient delivery of services.

**THE PLAN**

The City's LTFP will ensure that the City's finances are managed in an acceptable manner that provides for the delivery of quality services while living within its means. The financial plan encompasses, and is built around, a number of financial projections and outlooks of the present and future. Expenses and revenues are examined to project how they may fluctuate due to outside forces and rise or fall due to internal decisions. The scope of this plan, therefore is to:

- Provide a transparent account of City's financial position to the community.
- Identify the financial opportunities and challenges confronting the City.
- Provide a basis for sound and strategic decision making.
- Achieve financial health for the City.

Identified Long Term Financial Plan components of the Cleveland Plan are as follows:

- Structurally Balanced Budgets (SBB)
- Debt / Investment Plan
- Ongoing 5 Year Forecasts

## Structurally Balanced Budget (SBB)

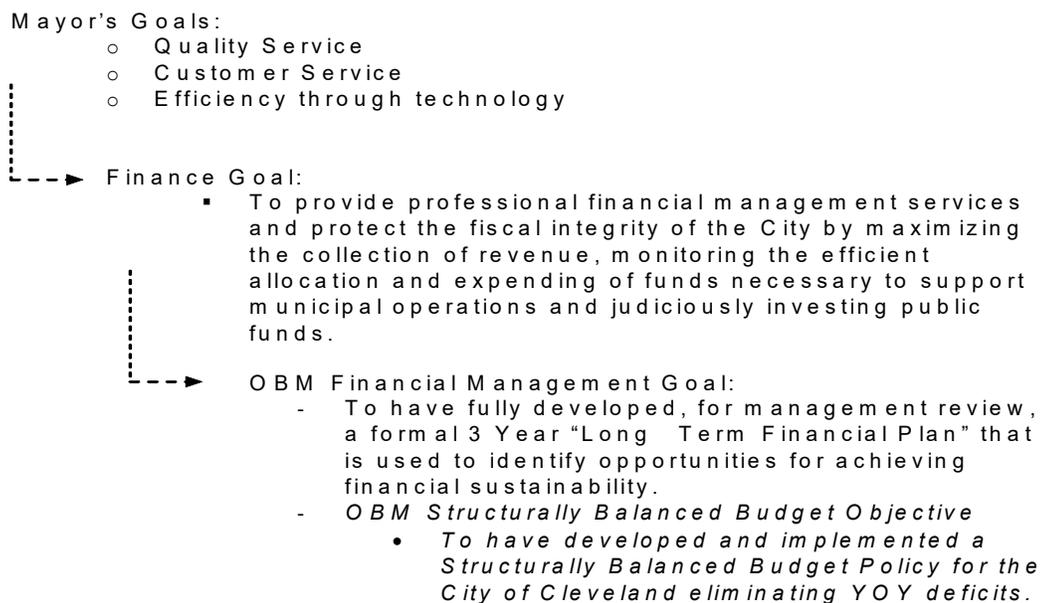
The City of Cleveland began to develop and adopt a Structurally Balanced Budget (SBB) policy, per GFOA, to ensure that its recurring revenues are equal to its recurring expenditures in the adopted budget.

The "outline" below identifies and defines basic SBB guiding principles and key elements adopted by the City in considering the development of its formal SBB policy.

### Definitions:

- **Structurally Balanced Budget (SBB):** A balanced budget where recurring revenues are equal to recurring expenditures in the adopted budget.
- **Recurring Revenues:** That portion of government revenues expected to continue, with some degree of predictability year over year.
- **Recurring Expenses:** Ongoing expense items that appear in the budget each year.

The City will integrate SBB into current strategic cascading processes, from the Mayor's goals down to specific OBM Objectives as follows:



Below are draft SBB guiding principles to be considered for the LTFFP:

- The resultant SBB plan and processes will be based on solid financial principles.
- The resultant SBB budget must support future financial sustainability.

Challenges to a SSB are many. One of the major issues affecting the City of Cleveland is that revenue has not kept pace with the increase in expenses, especially in the area of wages, benefits, health care, fuel and utilities.

### **Debt/Investment Policy**

The City of Cleveland currently has a Debt / Investment Policy, adopted by the Director of Finance that governs the investment activities of the Treasurer's Office of the City. This policy is designed to ensure prudent management of public funds, conform to Chapter 178 of the Codified Ordinances of the City of Cleveland, availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

This policy applies to the investment of all monies of the City of Cleveland under the custody and control of the Division of Treasury. Any practice not clearly authorized under this policy is prohibited. The guidance set forth herein is to be strictly followed by all those responsible for any aspect of the management or administration of these funds.

City debt is only to be undertaken when it is verified that project revenues or specific resources will be available and sufficient to service the debt over its life. Also, City debt is not issued for periods exceeding the useful life of the project to be financed. This will all help ensure that the City maintains the highest possible credit ratings without compromising delivery of basic services.

The Ohio Revised Code also provides that net debt of a municipal corporation shall not exceed 10.5% of the assessed value of all property in the municipal corporation as listed and assessed for taxation. As of the beginning of 2015, the City had limited capacity under the indirect debt limitation to issue additional unvoted debt.

### **Five Year Forecast**

Each year the City of Cleveland updates its five year plan in preparation of its legal obligation to present a Tax Budget to the County which demonstrates the need to produce property tax revenues to cover the estimated expenditures for the budget year.

There are a number of assumptions that are used in order to project the long term financial results of the City, however, the key assumptions are outlined below:

- Existing service levels are maintained throughout the plan.
- The Consumer Price Index (CPI) is estimated to increase by 2% and, in general, future expenses and revenues have been calculated to reflect this increase.
- Salary and wage increases are estimated to remain flat.



# Long-Term Financial Plan

## Expense Forecast

	2023	2024	2025	2026	2027	2028
	BUDGET	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
SALARIES	367,649,597	380,272,787	367,272,787	367,272,787	367,272,787	367,272,787
EMPLOYEE BENEFITS	149,327,489	163,508,016	168,378,652	173,395,145	178,561,862	183,883,306
TOTAL PERSONNEL & RELATED EXPENSES	516,977,086	543,780,803	535,651,439	540,667,932	545,834,649	551,156,093
OTHER TRAINING & PROFESSIONAL DUES	2,599,024	2,651,004	2,704,025	2,758,105	2,813,267	2,869,533
UTILITIES	24,338,822	25,068,987	25,821,056	26,595,688	27,393,559	28,215,365
CONTRACTUAL SERVICES	63,739,571	65,014,362	66,314,650	67,640,943	68,993,762	70,373,637
MATERIALS & SUPPLIES	7,100,862	7,242,879	7,387,737	7,535,492	7,686,201	7,839,925
MAINTENANCE	13,841,132	14,117,955	14,400,314	14,688,320	14,982,086	15,281,728
CLAIMS, REFUNDS, MAINTENANCE	5,803,800	5,919,876	6,038,274	6,159,039	6,282,220	6,407,864
INTERDEPARTMENTAL SERVICE CHARGES	29,644,711	30,237,605	30,842,357	31,459,204	32,088,389	32,730,156
INTERFUND SUBSIDIES	45,246,462	46,603,856	48,001,972	49,442,031	50,925,292	52,453,050
CAPITAL	1,488,500	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-
TOTAL OTHER	193,802,884	196,856,524	201,510,384	206,278,822	211,164,776	216,171,259
TOTAL GENERAL FUND	710,779,970	740,637,327	737,161,823	746,946,753	756,999,424	767,327,352

## Revenue Forecast

	2023	2024	2025	2026	2027	2028
	BUDGET	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
CHARGES FOR SERVICES	36,265,992	36,991,312	37,731,138	38,485,761	39,255,476	40,040,586
FINES, FORFEITURES & SETTLEMENTS	6,247,552	6,372,503	6,499,953	6,629,952	6,762,551	6,897,802
GRANT REVENUE	1,916,666	1,954,999	1,994,099	2,033,981	2,074,661	2,116,154
LICENSES & PERMITS	24,019,907	24,500,305	24,990,311	25,490,117	25,999,920	26,519,918
MISCELLANEOUS	28,440,530	29,009,341	29,589,527	30,181,318	30,784,944	31,400,643
OTHER SHARED REVENUE	16,754,500	17,089,590	17,431,382	17,780,009	18,135,610	18,498,322
PROPERTY TAX	41,980,400	42,820,008	43,676,408	44,549,936	45,440,935	46,349,754
SALE OF CITY ASSETS	-	0	0	0	0	0
STATE & LOCAL GOVERNMENT FUND	31,759,941	32,712,739	33,694,121	34,704,945	35,746,093	36,818,476
TRANSFERS IN	4,500,000	0	0	0	0	0
OTHER TAXES	40,691,000	41,504,820	42,334,916	43,181,615	44,045,247	44,926,152
INCOME TAX	470,400,000	479,808,000	489,404,160	499,192,243	509,176,088	519,359,610
INTEREST EARNING/INVESTMENT INCOME	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
TOTAL GENERAL FUND	710,976,488	720,763,617	735,346,016	750,229,879	765,421,526	780,927,417

## Monitoring / Evolution of Performance Measures

Performance measurement is the process of collecting, analyzing and reporting information regarding the performance of a system or component. There are currently a number of processes used by the City in collecting and reporting on a myriad of measures.

The LTFP focuses on the collection and standardization of pertinent measures for the assessment and evaluation of the identified processes and strategies of this plan. Currently, the City uses the following means for the generation of performance parameters:

- Monthly Operational Analysis
- Monthly Financial Economic Analysis
- Urban Analytics and Innovation
- 311 Call Center

## Monthly Operational Analysis

On a monthly basis, the Office of Budget and Management develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned functions. Workload is continuously assessed for improvement opportunities.

Funding gaps are identified and status reports prepared and presented to the Administration for review and decision making. The completed LTFP will be the first step in satisfying OBM's Financial Goal of developing a comprehensive Fiscal Policy.

### **Monthly Financial Economic Analysis**

The Office of Budget and Management tracks and reports the status of financial and economic indicators for the City of Cleveland on a monthly basis to help facilitate positive change. This is accomplished by publishing accurate, reliable, and timely data at the municipal and regional level. The strength and weaknesses and forecast risks are also detailed so management can make informed decisions.

### **311 Call Center**

Residents are able to call 311 for non-emergency complaints, and receive immediate assistance or be assigned a complaint number. 311 is available 24 hours a day, 7 days a week.

The 311 solution creates a customer service oriented government which:

- Provides improved accessibility and service to citizens.
- Provides improved support to city council and administration departments/ divisions in their efforts to deliver service to citizens.
- Establishes priorities/policies in response to citizen and departmental needs.
- Allows the City to distribute accurate uniform information while maintaining a permanent record of citizen inquiries.

While there is generally no rule concerning the number of performance measures required in an organization, it is agreed that good performance measures, based on data, provide numeric descriptions and that tell a story about whether or not objectives and goals are being achieved.

The Budget Office is currently beginning a process, as part of the LTFP, requiring Department requests to be linked to performance measures to better understand what results or improvements can be expected.

### **Conclusion**

The fundamental objectives of the City of Cleveland's LTFP processes are to understand and to respond proactively to our internal and external financial environment, and be as prepared as possible to deal with the unexpected.

The LTFP is an important element in the city's long-term growth and operating blueprint. We believe that the processes, goals, and strategies introduced here will help reduce the effects of the normal cyclical fluctuations in city revenues and expenses, thereby ensuring that we can sustain essential city services and pay for growth-related requirements.

This initial plan is meant to be a realistic communications vehicle for city administrators, policy makers, and staff for the delivery of future financial strategies on behalf of the community.

This plan, going forward, will be reviewed and revised on an annual basis and updated accordingly as a result of direct changes in the financial status, socio economic environment, or internal factors of the City.

## **I. Capital Improvement Questions and Answers**

### **What is a Capital Improvement Program?**

A capital improvement program forecasts a community's infrastructure, facility and equipment needs, and creates a strategy for funding and implementing projects designed to address those needs.

### **What are Capital Projects?**

Capital projects are the "bricks and mortar" portion for the development and revitalization of Cleveland. Capital projects include public assets ranging from roads and parks to police squad cars and information technology. Capital projects provide a public benefit and have a useful life of many years.

### **Does the City's Capital Improvement Plan impact the Operating Budget?**

No. The Capital Budget funds major improvements to City facilities, infrastructure and equipment and is based on the needs identified by the three year Capital Improvement Plan. The Capital Budget is funded through debt issuance, Restricted Income Tax funds and grants. The City's Operating Budget covers day-to-day expenses and expenses related to delivery of service. Capital Budgets operate based upon the length of a project and multi-year budgeting, as opposed to the Operating Budget which is appropriated on an annual basis.

### **How Does the City Prioritize Capital Projects?**

A Capital Planning Committee reviews all potential capital projects, with a particular focus on projects proposed for the upcoming year. The Capital Planning Committee is led by the Chief Operating Officer and includes the:

- Chief of Integrated Development;
- City Planning Director;
- Director of Mayor's Office of Capital Projects;
- Finance Director
- Capital Budget Manager;
- Director of Sustainability

The Committee uses financial forecasts provided by the Department of Finance to determine how much funding is likely to be available in each of the five years included in the Plan.

Capital project requests are evaluated based primarily on their consistency with the Citywide Plan and their potential for making Cleveland a safer, healthier and more economically vibrant community. While the City has created comprehensive planning documents in the past, the Connecting Cleveland 2020 Citywide Plan adopted in 2007 was the first plan that had a direct and controlling influence on the City's Capital Budget. This allowed the City to strategically invest its limited capital dollars, rather than making funding decisions on a year-to-year or even a project-by-project basis.

When completed, the first draft of the Capital Plan is presented for review to the City Planning Commission, City Council and Cleveland's citizens. Suggestions received from the community are then used to create a final draft that addresses the City's capital needs and reflects the priorities of Cleveland's citizens and businesses.

**If a project is included in the Capital Improvement Plan, is it guaranteed that the project will be funded in the year that it is listed?**

Projects listed in the first year of the Capital Plan are adopted as part of that year's Capital Budget. The inclusion of a project in later years signifies that there is a need for the project. However, these later year projects are less certain of receiving funding in their respective scheduled years.

As discussed below in the section "Bond Capacity and the Three Year Capital/ Improvement Program," projects listed in the years 2023-2025 have about a one out of three chance of receiving funding in the year for which they are listed.

**Does the City have to raise taxes in order to implement the Capital Improvement Plan?**

No. The Capital Improvement Program utilizes a combination of existing City resources and the issuance of general obligation and revenue bonds to fund capital projects. The City's investment is then used to leverage additional resources from the state and federal governments, as well as from private sources.

**How does the City ensure that projects will be implemented on time and within budget?**

The Mayor's Office provides city departments and partner agencies with assistance in order to ensure that capital projects are completed on time, within budget and in compliance with all applicable laws and regulations.

## **II. General Obligation Bond Capacity**

In creating a Capital Improvement Program, the needs of the City must be balanced with available dollars.

### **Legal Limitations on General Obligation Bond Capacity**

State laws restrict municipalities from incurring debt that is not voted on and approved by the residents of the municipalities. Without voter approval, property owners may not be taxed more than 10 mills (the "inside millage"). The Ten Mill maximum amount is allocated to a number of overlapping taxing subdivisions pursuant to a statutory formula. In summary, the requirements for using this "inside millage" include:

- Ad valorem property taxes for the payment of debt service on all unvoted debt of the combined overlapping subdivisions (city, county, schools, library, RTA) cannot exceed 10 mills;
- 10 mills is the maximum aggregate millage that can be levied without voter approval on any single piece of property;
- Only the City, County, and the various school Districts (Cleveland, Shaker and Berea) can levy ad valorem property taxes within the 10 mill limit;
- 10 Mill is calculated for the year in which the debt service for all the overlapping jurisdictions is highest;
- It is calculated by dividing the debt service needed in a year for the jurisdiction into the assessed valuation of the jurisdiction.
- There are two factors affecting the City's ability to issue general obligation bond debt: 1) The amount of combined debt which has been issued by the overlapping jurisdictions, primarily the City; and 2) The assessed valuation of the City.



### **Bond Capacity and the Three Year Capital Improvements Program**

Our Finance Department is conservatively advising that recent events may limit the City's general obligation bond capacity in the years 2016-2030 to an annual range of \$50 million.

However, our multi-year Capital Improvement Program shows the following project needs in future years of the Plan:

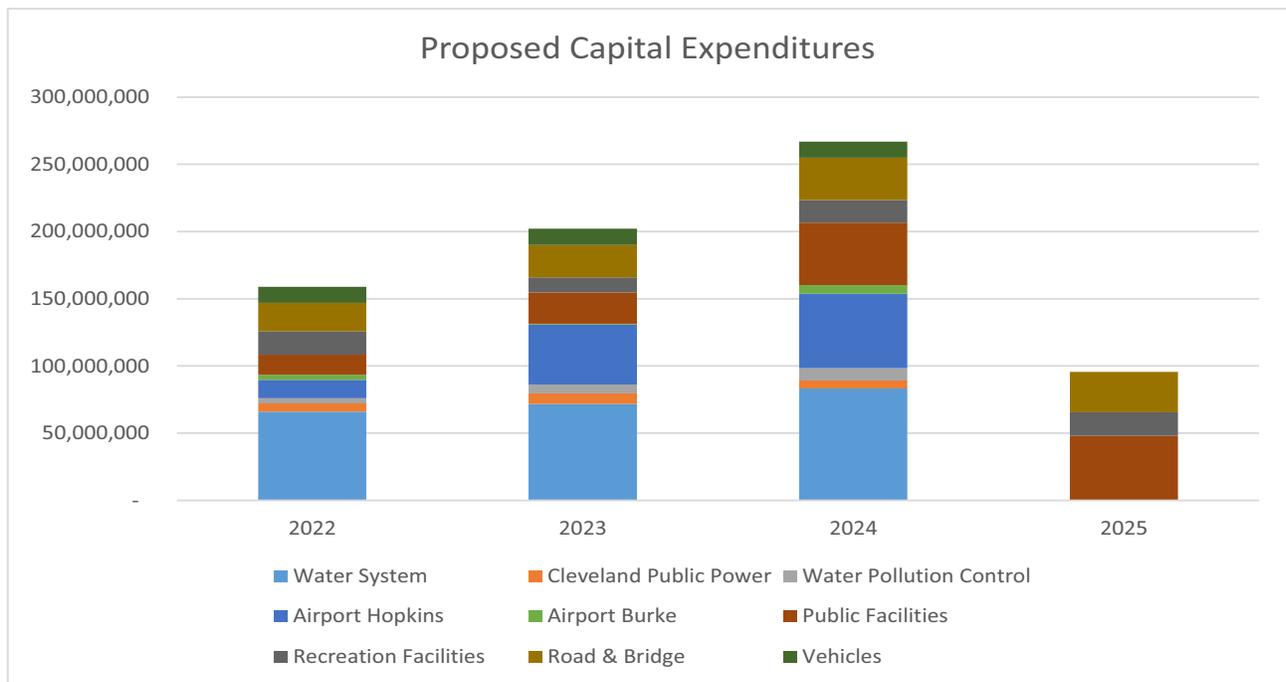
- \$94 million in year 2024;
- \$95 million in year 2025;
- \$65 million in year 2026; and

We are showing these higher totals in our plan for several reasons.

***State and Federal Stimulus Moneys:*** We do not think we have seen the last of federal and state injections of stimulus moneys. Assuming these opportunities arise, we want to be ready to respond with well-conceived, shovel-ready projects. We will have to take some risks in paying for designs of projects for which construction funding is not yet assured, but we believe such risks are appropriate in the impending five-year economy.

**Proposed Capital Expenditures**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>4 Year Total</b>
Water System	66,000,000	71,750,000	83,250,000		221,000,000
Cleveland Public Power	6,200,000	8,000,000	6,000,000		20,200,000
Water Pollution Control	3,744,000	6,601,500	9,142,500		19,488,000
Airport Hopkins	13,660,000	44,505,000	55,335,000		113,500,000
Airport Burke	3,985,000	600,000	6,500,000		11,085,000
Public Facilities	14,922,802	23,250,000	46,512,340	48,078,815	132,763,957
Recreation Facilities	17,330,091	11,300,000	16,832,000	17,550,000	63,012,091
Road & Bridge	21,165,424	24,055,754	31,348,465	29,978,885	106,548,528
Vehicles	12,000,000	12,000,000	12,000,000		36,000,000
<b>Total</b>	<b>159,007,317</b>	<b>202,062,254</b>	<b>266,920,305</b>	<b>95,607,700</b>	<b>723,597,576</b>





# Fund Structure

## CITY OF CLEVELAND 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
Agency	Central Collection Agency for collection of income taxes.	User fees charged to city and suburbs for collection of income tax.
Debt Service	Sinking Fund pays and records transactions involved in debt financing.	Property tax, Restricted Income Tax and interest earnings.
Major Enterprise	Provide water, sewer, electric services and airport facilities.	User fees.
General	Provides for general operating expenses of the city.	State and local taxes, service charges, licenses and permits, and fines.
Internal Service	Telephone Exchange, Motor Vehicle Maintenance, Radio Printing, Storeroom, Sinking Fund, Health Self Insurance, Prescription Self Insurance.	User fees (charged to City Divisions) and General Fund Operating transfers to Sinking Fund.
Small Enterprise	Public Auditorium & West Side Market, Cemeteries, Golf, Parking Facilities, East Side Market.	User fees and some General Fund operating transfers.
Special Revenue Restricted Income Tax	Capital improvements and debt service payments.	One-ninth of city income tax collections.
Stadium	Capital Improvements and debt service payments.	Sin tax, service charges, General Fund operating transfer.
Streets	Street maintenance and repair.	State gasoline and automobile license tax, permit fees and operating transfer from the General Fund.
Rainy Day	Reserve for economic downturns and one time obligations.	Excess of revenues over expenditures in General Fund.

The following table provides projected balances for part of the City's operating funds.

	REVENUE	EXPENDITURES	EXCESS/ (DEFICIENCY) OF REVENUE OVER EXPENDITURES	BALANCE BEGINNING	ENDING
<b>GENERAL FUND</b>					
General Fund	\$ 710,976,488	\$ 710,779,970	\$ 196,518	\$ 48,314,991	\$ 48,511,509
<b>SPECIAL REVENUE FUNDS</b>					
Street Maint & Construction *	\$ 30,215,005	\$ 36,710,322	\$ (6,495,317)	\$ 6,719,439	\$ 224,122
Cleveland Stadium*	14,640,000	14,698,532	(58,532)	23,496,623	23,438,091
	\$ 44,855,005	\$ 51,408,854	\$ (6,553,849)	\$ 30,216,063	\$ 23,662,214
<b>ENTERPRISES</b>					
<b>MAJOR</b>					
Water	\$ 320,305,522	\$ 382,188,972	\$ (61,883,450)	\$ 172,392,741	\$ 110,509,291
Water Pollution Control	33,106,275	39,897,595	(6,791,320)	24,616,827	17,825,507
Cleveland Public Power	220,594,587	220,594,587	-	20,037,136	20,037,136
Airport-General Operations	173,640,580	173,640,580	-	117,956,187	117,956,187
	\$ 747,646,964	\$ 816,321,734	\$ (68,674,770)	\$ 335,002,891	\$ 266,328,121
<b>SMALL</b>					
Cemeteries*	\$ 1,743,454	\$ 1,964,819	\$ (221,365)	\$ 221,366	\$ 1
Golf*	1,262,526	1,408,984	(146,458)	146,459	1
Parking Facilities*	8,361,242	8,491,717	(130,475)	130,475	0
Public Auditorium*	3,235,322	3,247,728	(12,406)	12,407	1
West Side Market*	1,621,529	2,036,069	(414,540)	414,541	1
	\$ 16,224,073	\$ 17,149,317	\$ (925,244)	\$ 925,247	\$ 3
<b>AGENCY FUND</b>					
Central Collection Agency	\$ 13,942,552	\$ 14,054,564	\$ (112,012)	\$ 587,038	\$ 475,026
<b>Less: Interfund Subsidies from GF</b>	\$ 23,807,111	\$ 23,807,111	\$ -	\$ -	\$ -
<b>NET CITY OF CLEVELAND OPERATING BUDGET FOR 2023</b>					
	\$ 1,509,837,971	\$ 1,585,907,328	\$ (76,069,357)	\$ 415,046,230	\$ 338,976,873

\* Includes General Fund Subsidy



# Projected Fund Balance at Year End

Summary of Financial Sources and Uses- All Annually Appropriated Funds

	Governmental Funds								
	General Fund			Special Revenue Fund			Debt Service Fund		
	2021 Actual	2022 Unaudited	2023 Budget	2021 Actual	2022 Unaudited	2023 Budget	2021 Actual	2022 Unaudited	2023 Budget
<b>Financial Sources</b>									
Charges for Services	\$ 37,134,745	\$ 33,431,725	\$ 36,265,992	\$ 263,413	\$ 262,889	\$ 285,000	\$ -	\$ -	\$ -
Fines, Forfeitures & Settlements	7,430,426	6,545,033	6,247,552	-	-	-	-	-	-
Grant Revenue	111,272,256	217,935,893	1,916,666	-	-	-	-	-	-
Licenses & Permits	19,815,851	23,316,528	24,019,907	1,096,279	544,756	895,200	-	-	-
Miscellaneous	46,761,528	28,053,395	28,440,530	755,815	175,289	400	627,411	376,620	376,620
Other Shared Revenue									
CAT Tax	-	-	-	-	-	-	-	-	-
Property Tax- State Subsidy	3,203,060	3,794,359	3,360,000	-	-	-	1,668,650	1,974,231	1,950,000
Cigarette & Liquor Tax	858,117	482,517	870,000	-	-	-	-	-	-
Sin Tax	-	-	-	4,870,011	4,669,484	4,000,000	-	-	-
Casino	10,468,691	11,240,417	12,490,000	-	-	-	-	-	-
Other	284	58,970	34,500	17,856,629	17,908,353	18,074,405	-	-	-
	\$ 14,530,152	\$ 15,576,263	\$ 16,754,500	\$ 22,726,640	\$ 22,577,837	\$ 22,074,405	1,668,650	\$ 1,974,231	\$ 1,950,000
Property Tax	\$ 39,078,991	44,868,430	\$ 41,980,400	-	-	-	20,358,650	\$ 23,243,464	\$ 23,581,917
Sale of City Assets	76,722	-	-	-	-	-	-	-	-
State and Local Government Fund	29,422,196	31,125,940	31,759,941	-	-	-	-	-	-
Transfers In	-	8,542	4,500,000	36,010,803	138,012,612	22,415,000	16,168,857	14,238,955	8,326,050
Income Tax	429,087,088	463,416,303	470,400,000	53,635,886	57,927,038	58,800,000	42,501,652	44,688,360	47,669,401
Investment Income	284,769	8,389,870	8,000,000	70,441	1,678,150	710,000	16,725	693,490	490,000
Other Taxes									
Admission Tax	11,562,613	17,290,526	17,800,000	-	-	-	-	-	-
Motor Vehicle License Tax	1,738,372	2,476,829	2,400,000	-	-	-	-	-	-
Parking Tax	10,496,987	13,588,985	13,575,000	-	-	-	-	-	-
Electric Excise Tax	-	-	-	-	-	-	-	-	-
Hotel Tax	4,906,377	6,663,968	6,900,000	-	-	-	-	-	-
Other	21,580	15,451	16,000	-	-	-	-	-	-
	\$ 28,725,929	\$ 40,035,759	\$ 40,691,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium on Bond	-	-	-	-	-	-	-	-	-
Proceeds From Sale of Debt	-	-	-	-	-	-	-	-	-
<b>Total Financial Sources</b>	<b>\$ 763,620,653</b>	<b>\$ 912,703,681</b>	<b>\$ 710,976,488</b>	<b>\$ 114,559,277</b>	<b>\$ 221,178,571</b>	<b>\$ 105,180,005</b>	<b>\$ 81,341,945</b>	<b>\$ 85,215,120</b>	<b>\$ 82,393,988</b>
<b>Financial Uses</b>									
Salaries and Wages	\$ 338,814,583	\$ 340,425,161	\$ 369,020,158	\$ 14,879,379	\$ 16,457,674	\$ 15,585,468	\$ -	\$ -	\$ -
Benefits	137,101,212	139,642,780	147,956,928	4,691,787	4,694,657	4,906,626	-	-	-
Other Training and Professional Dues	984,770	1,176,167	2,649,128	-	3,190	-	-	-	-
Utilities	21,468,682	22,727,977	22,339,322	294,178	329,693	370,832	-	-	-
Contractual Services	52,250,835	58,509,309	65,640,967	3,065,738	3,209,217	3,326,186	-	-	-
Materials & Supplies	6,253,453	5,900,849	7,050,962	4,221,261	3,999,257	4,463,405	-	-	-
Maintenance	6,700,556	11,380,597	13,840,632	45,835	230,361	63,450	-	-	-
Claims, Refunds Maintenance	6,086,443	7,713,882	5,902,200	-	1,000	5,000	-	-	-
Interdepartmental Service Charges	27,755,953	27,441,390	29,644,711	3,523,997	4,136,032	3,958,034	-	-	-
Transfers Out	67,138,505	376,145,237	41,971,402	45,863,784	48,483,176	51,172,064	222,887	-	-
Capital Outlay	16,256,908	7,206,142	1,488,500	33,514,715	27,081,624	31,620,935	-	-	-
Debt Service	-	-	3,275,060	2,078,290	2,102,114	936,854	75,341,768	82,058,079	86,919,596
Expenditure Recovery	-	330	-	-	-	-	-	-	-
<b>Total Financial Uses</b>	<b>\$ 680,811,900</b>	<b>\$ 998,269,821</b>	<b>\$ 710,779,970</b>	<b>\$ 112,178,964</b>	<b>\$ 110,727,995</b>	<b>\$ 116,408,854</b>	<b>\$ 75,564,655</b>	<b>\$ 82,058,079</b>	<b>\$ 86,919,596</b>
Decertifications	5,425,262	2,132,103	-	98,444	285,197	-	-	-	-
Change in Receivables	-	-	-	-	-	-	-	-	-
Beginning Balance	\$ 43,515,012	\$ 131,749,027	\$ 48,314,990	\$ 78,069,856	\$ 80,593,883	\$ 191,329,656	\$ 29,088,277	\$ 34,865,567	\$ 38,022,608
Ending Balance	\$ 131,749,027	\$ 48,314,990	\$ 48,511,508	\$ 80,593,883	\$ 191,329,656	\$ 180,100,807	\$ 34,865,567	\$ 38,022,608	\$ 33,497,000
Change in Balance	\$ 88,234,015	\$ (83,434,037)	\$ 196,518	\$ 2,524,027	\$ 110,735,773	\$ (11,228,849)	\$ 5,777,290	\$ 3,157,041	\$ (4,525,608)
% Change	202.8%	-63.3%	0.4%	3.2%	137.4%	-5.9%	19.9%	9.1%	-11.9%

# Projected Fund Balance at Year End



Proprietary Funds						Fiduciary Fund			Total		
Enterprise Funds			Internal Service Funds			Agency Fund			All Funds		
2021 Actual	2022 Unaudited	2023 Budget	2021 Actual	2022 Unaudited	2023 Budget	2021 Actual	2022 Unaudited	2023 Budget	2021 Actual	2022 Unaudited	2023 Budget
696,546,431	\$ 681,493,240	\$ 725,645,688	\$ 101,768,536	\$ 103,839,509	\$ 121,143,700	\$ -	\$ -	\$ -	\$ 835,713,125	\$ 819,027,363	\$ 883,340,380
252,504	13,098	-	-	-	-	-	-	-	7,682,930	6,558,131	6,247,552
20,306,626	16,919,386	8,545,700	-	-	-	-	-	-	131,578,882	234,855,279	10,462,366
823,788	1,349,409	1,320,000	-	-	-	-	-	-	21,735,918	25,210,693	26,235,107
22,592,437	19,714,974	22,402,252	40,999,704	44,435,517	48,412,602	3,324,661	2,850,291	3,572,864	115,061,556	95,606,086	103,205,268
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	4,871,710	5,771,065	5,310,000
-	-	-	-	2,475	-	-	-	-	858,117	482,517	870,000
-	-	-	-	-	-	-	-	-	4,870,011	4,669,484	4,000,000
-	-	-	-	-	-	-	-	-	10,468,691	11,240,417	12,490,000
-	-	-	-	-	-	-	-	-	17,856,913	17,967,323	18,108,905
\$ -	\$ -	\$ -	\$ -	\$ 2,475	\$ -	\$ -	\$ -	\$ -	\$ 38,925,442	\$ 40,130,806	\$ 40,778,905
-	-	-	-	-	-	-	-	-	\$ 59,437,641	\$ 68,111,894	\$ 65,562,317
1,036,565	496,350	490,000	-	-	-	-	-	-	1,113,287	496,350	490,000
2,815,000	4,023,129	5,052,536	713,819	616,992	731,308	-	-	-	29,422,196	31,125,940	31,759,941
-	-	-	-	-	-	-	-	-	55,708,479	156,900,230	41,024,894
472,443	10,496,679	12,297,520	10,141	234,904	32,000	7,070,000	6,650,000	10,369,688	532,294,626	572,681,701	587,239,089
-	-	-	-	-	-	7,894	335,831	-	862,413	21,828,924	21,529,520
-	-	-	-	-	-	-	-	-	11,562,613	17,290,526	17,800,000
267,938	429,221	448,800	-	-	-	-	-	-	1,738,372	2,476,829	2,400,000
5,951,222	5,935,132	6,000,000	-	-	-	-	-	-	10,764,925	14,018,206	14,023,800
-	-	-	-	-	-	-	-	-	5,951,222	5,935,132	6,000,000
(5,235,850)	(5,231,787)	-	-	-	-	-	-	-	4,906,377	6,663,968	6,900,000
\$ 983,310	\$ 1,132,566	\$ 6,448,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(5,214,270)	(5,216,336)	16,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,709,239	\$ 41,168,325	\$ 47,139,800
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 745,829,104	\$ 735,638,831	\$ 782,202,496	\$ 143,492,200	\$ 149,129,397	\$ 170,319,610	\$ 10,402,555	\$ 9,836,122	\$ 13,942,552	\$ 1,859,245,734	\$ 2,113,701,722	\$ 1,865,015,139
\$ 126,237,571	\$ 120,843,927	\$ 141,407,391	\$ 6,814,355	\$ 6,637,362	\$ 7,567,648	\$ 5,113,330	\$ 4,832,677	\$ 6,526,865	\$ 491,859,218	\$ 489,196,801	\$ 540,107,530
46,913,842	45,905,428	54,125,173	2,749,246	2,618,765	3,217,976	1,877,767	1,751,309	2,779,150	193,333,854	194,612,939	212,985,853
595,318	871,050	1,418,993	8,054	7,071	37,450	15,741	16,562	38,700	1,603,883	2,074,040	4,144,271
39,824,098	40,552,151	48,187,651	10,542,214	10,993,086	12,626,375	164,371	170,537	206,000	72,293,543	74,773,444	83,730,180
49,175,487	66,754,027	73,916,215	8,999,094	8,674,574	10,107,375	1,242,130	1,434,212	2,300,000	114,733,284	138,581,339	155,290,743
155,515,071	162,336,356	188,055,984	12,753,089	16,721,042	16,242,429	171,025	240,545	431,200	178,913,899	189,198,049	216,243,980
34,042,866	37,532,334	45,255,171	3,778,330	3,148,450	3,679,328	156,252	149,576	369,850	44,723,839	52,441,318	63,208,431
13,660,583	13,214,706	13,656,438	101,513,487	102,957,572	112,618,096	560,176	581,930	565,886	121,820,689	124,469,090	132,747,620
38,281,714	37,694,958	42,746,560	187,400	193,446	236,466	711,046	783,071	826,913	70,460,110	70,248,897	77,412,684
79,157	15,705	-	-	-	-	-	-	-	113,304,333	424,644,118	93,143,466
78,244,330	90,338,874	89,920,000	2,857,281	729,394	2,570,000	-	-	10,000	130,873,234	125,356,034	125,609,435
146,921,155	143,718,825	153,112,934	-	-	-	-	-	-	224,341,213	227,879,018	244,244,444
-	-	-	-	-	-	-	-	-	-	330	-
\$ 729,491,192	\$ 759,778,341	\$ 851,802,510	\$ 150,202,550	\$ 152,680,762	\$ 168,903,143	\$ 10,011,838	\$ 9,960,419	\$ 14,054,564	\$ 1,758,261,099	\$ 2,113,475,417	\$ 1,948,868,637
649,726	2,613,740	-	11,792	97,634	-	839	5,136	-	6,186,063	5,133,810	-
4,228,920	(1,137,449)	-	-	-	-	-	-	-	4,228,920	(1,137,449)	-
\$ 338,636,885	\$ 359,848,628	\$ 337,185,409	\$ 33,216,911	\$ 26,523,302	\$ 23,069,571	\$ 314,642	\$ 706,198	\$ 587,037	\$ 522,841,583	\$ 634,286,605	\$ 638,509,271
\$ 359,848,628	\$ 337,185,409	\$ 267,585,395	\$ 26,523,302	\$ 23,069,571	\$ 24,486,038	\$ 706,198	\$ 587,037	\$ 475,025	\$ 625,783,361	\$ 638,509,271	\$ 554,655,773
\$ 21,211,743	\$ (22,663,219)	\$ (69,600,014)	\$ (6,693,609)	\$ (3,453,731)	\$ 1,416,467	\$ 391,556	\$ (119,161)	\$ (112,012)	\$ 111,445,022	\$ 4,222,666	\$ (83,853,498)
6.3%	-6.3%	-20.6%	-20.2%	-13.0%	6.1%	124.4%	-16.9%	-19.1%	336.4%	46.9%	-50.9%



# Official Certificate Of Estimated Resources

## OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

County Auditor's Form No. 32A

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 91.57% current & delinquent collection of current levy for previous tax year

Fund	Unencumbered Balance, Jan. 1, 2023	General Property Tax	Local Government	Other Sources	Total
General Fund	\$48,314,990.69	\$42,003,516.00	\$31,759,940.73	633,961,145.27	\$756,039,592.69
Fire Pension	-	1,625,943.00	-	-	1,625,943.00
Police Pension	-	1,625,943.00	-	-	1,625,943.00
Total General Fund	48,314,990.69	45,255,402.00	31,759,940.73	\$633,961,145.27	759,291,478.69
Restricted Income Tax	5,281,356.12	-	-	59,200,000.00	64,481,356.12
Schools Rec & Cult Activities	-	-	-	1,125,000.00	1,125,000.00
Rainy Day Fund	65,832,235.38	-	-	-	65,832,235.38
Payroll Reserve Fund	90,000,000.00	-	-	-	90,000,000.00
Street Construction, Mtc & Repair	6,719,439.42	-	-	30,215,005.00	36,934,444.42
Cleveland Stadium	23,496,623.25	-	-	14,640,000.00	38,136,623.25
Debt Service	38,022,611.70	23,821,540.00	-	58,572,448.00	120,416,599.70
Utilities Administration	1,218,902.52	-	-	9,407,428.00	10,626,330.52
Utilities Radio Communications	687,534.59	-	-	5,564,702.00	6,252,236.59
Utilities Fiscal Control	38,366.67	-	-	8,924,031.00	8,962,397.67
Water	172,392,741.45	-	-	320,305,522.00	492,698,263.45
Water Pollution Control	24,616,826.59	-	-	33,106,275.00	57,723,101.59
Cleveland Public Power	20,037,135.86	-	-	220,594,587.00	240,631,722.86
Airport Operations	117,956,187.03	-	-	173,640,580.00	291,596,767.03
Cemetery	221,365.55	-	-	1,743,454.00	1,964,819.55
Golf	146,458.94	-	-	1,262,526.00	1,408,984.94
Parking Facilities	130,475.39	-	-	8,361,242.00	8,491,717.39
Public Auditorium	12,406.99	-	-	3,235,322.00	3,247,728.99
West Side Market	414,540.62	-	-	1,621,529.00	2,036,069.62
Sinking Fund General Operations	236,292.11	-	-	781,308.00	1,017,600.11
Telephone Exchange	754,139.42	-	-	15,688,743.00	16,442,882.42
Health Self Insurance Fund	11,841,976.60	-	-	99,690,182.00	111,532,158.60
Prescription Self Insurance Fund	2,724,724.18	-	-	20,917,518.00	23,642,242.18
Motor Vehicle Maintenance	6,577,313.95	-	-	24,271,848.00	30,849,161.95
Printing	247,189.56	-	-	2,797,445.00	3,044,634.56
Storeroom	398.94	-	-	607,864.00	608,262.94
Central Collection Agency	587,037.77	-	-	13,942,552.00	14,529,589.77
<b>Total</b>	<b>\$ 638,509,271.29</b>	<b>\$ 69,076,942.00</b>	<b>\$ 31,759,940.73</b>	<b>\$ 1,764,178,256.27</b>	<b>\$ 2,503,524,410.29</b>

### Transfers

#### General Fund To:

Stadium Fund	\$ 10,290,000.00
Streets Fund	8,464,575.00
Other Subfunds	6,920,000.00
Debt Service Fund	12,663,043.00
Schools Fund	1,125,000.00
Sinking Fund	731,308.00
Cemetery Fund	268,454.00
Golf Fund	662,526.00
Public Auditorium Fund	2,396,005.00
West Side Market	216,529.00
Parking Facilities	1,509,022.00
<b>Total</b>	<b>\$ 45,246,462.00</b>

# General Fund



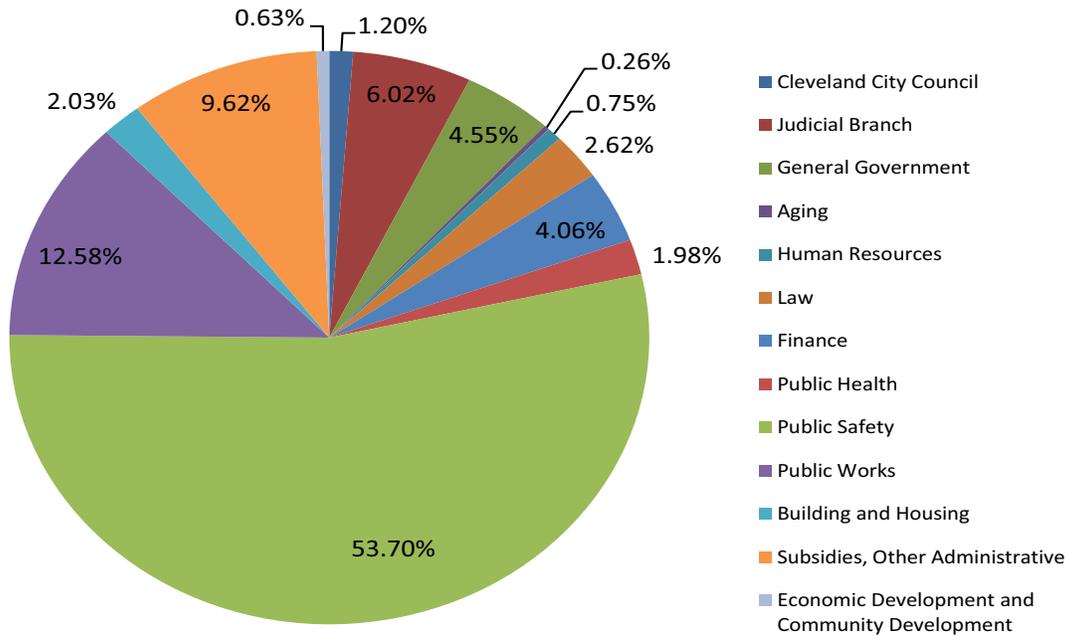
The General Fund supports most basic operations including Police and Fire protection, Emergency Medical Service, Waste Collection, Recreation, Health Centers, Park Maintenance, Building and Housing regulation and Municipal Courts. It also includes support services such as Human Resources, Finance and 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 2023 General Fund budget is comprised of \$710.7 million in expenditures. The 2023 proposed revenues are estimated at \$710.9 million.



## **PRELIMINARY 2023 EXPENSES BY DEPARTMENT**

The City delivers tax-supported services to its residents in several basic program areas including Safety, Service, Public Works, Health, and Urban Planning and Development. The following chart shows that well over half of the General Fund budget (53.7%) is devoted to Public Safety, with 12.5% of all funds going to Public Works. Only 7% is devoted to support functions such as financial, legal and Human Resources. Others include Aging, City Council, Community Relations, Mayor's Office and Municipal Courts.



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 2022, the actual number of employees on the payroll at year-end and actual expenditures are presented. In some divisions such as Police, Fire, Streets and Waste Collection where there is substantial turnover, average staffing levels are used for a more realistic picture. Due to rounding, numbers in the expenditure detail sections may not add.

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget	\$ Change	% Change
<b>LEGISLATIVE BRANCH</b>						
<b>COUNCIL</b>	\$ 6,992,672	\$ 7,604,237	\$ 7,626,213	\$ 8,500,130	\$ 873,917	11%
<b>JUDICIAL BRANCH</b>						
Municipal Court	\$ 22,085,368	\$ 23,336,905	\$ 22,227,967	\$ 24,596,776	\$ 2,368,809	11%
Clerk of Courts	11,764,875	11,513,874	11,454,879	12,858,573	1,403,694	12%
Housing Court	4,075,542	4,219,372	4,266,005	5,359,759	1,093,754	26%
<b>TOTAL JUDICIAL BRANCH</b>	\$ 37,925,785	\$ 39,070,151	\$ 37,948,851	\$ 42,815,108	\$ 4,866,257	13%
<b>EXECUTIVE BRANCH</b>						
<b>GENERAL GOVERNMENT</b>						
Office of the Mayor	\$ 2,102,925	\$ 1,615,783	\$ 2,446,155	\$ 3,133,483	\$ 687,328	28%
Office of Capital Projects	6,332,161	6,384,451	6,357,100	7,573,810	1,216,710	19%
Office of Urban Analytics and Innovation	1,106,181	1,081,210	999,916	1,741,831	741,915	74%
Landmarks Commission	197,593	209,082	262,609	361,337	98,728	38%
Building Standards and Appeals	126,986	134,455	207,783	281,327	73,544	35%
Zoning Appeals	225,660	233,539	216,174	246,816	30,642	14%
Civil Service Commission	896,934	1,102,269	969,908	1,507,289	537,381	55%
Community Relations Board	1,945,165	1,911,140	1,659,550	2,370,960	711,410	43%
City Planning Commission	1,955,555	2,331,702	2,607,651	2,915,718	308,067	12%
Boxing & Wrestling Commission	17,416	17,417	14,556	31,826	17,270	119%
Office of Sustainability	973,233	1,086,998	895,997	1,364,238	468,241	52%
Office of Equal Opportunity	782,673	752,868	884,380	1,187,552	303,172	34%
Office of Intervention, Prevention and Opportunity	3,362,400	3,581,941	3,774,474	4,455,815	681,341	18%
Office of Budget & Management	671,848	698,118	686,387	785,676	99,289	14%
Office of Professional Standards	1,344,714	1,421,396	1,381,604	1,976,605	595,001	43%
Police Review Board	154,768	160,891	130,360	204,308	73,948	57%
Community Police Commission	530,825	528,324	564,437	2,089,717	1,525,280	270%
<b>TOTAL GENERAL GOVERNMENT</b>	\$ 22,727,037	\$ 23,251,584	\$ 24,059,041	\$ 32,228,308	\$ 8,169,267	34%
<b>DEPARTMENT OF AGING</b>	\$ 1,358,771	\$ 1,392,762	\$ 1,389,319	\$ 1,868,592	\$ 479,273	34%
<b>DEPARTMENT OF HUMAN RESOURCES</b>	\$ 3,697,390	\$ 3,440,254	\$ 4,247,951	\$ 5,361,521	\$ 1,113,570	26%
<b>DEPARTMENT OF LAW</b>	\$ 20,875,830	\$ 15,857,543	\$ 19,644,954	\$ 18,623,670	\$ (1,021,284)	-5%



	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget	\$ Change	% Change
<b>DEPARTMENT OF FINANCE</b>						
Director's Office	\$ 1,412,172	\$ 1,429,516	\$ 1,501,984	\$ 982,367	\$ (519,617)	-35%
Accounts	1,934,968	2,116,716	2,217,080	2,630,383	413,303	19%
Assessments & Licenses	4,334,416	4,054,366	4,576,077	5,287,764	711,687	16%
Treasury	753,330	798,371	708,016	840,557	132,541	19%
Purchases & Supplies	583,404	525,885	715,054	1,022,722	307,668	43%
Bureau of Internal Audit	823,574	1,004,921	624,455	1,234,425	609,970	98%
Financial Reporting & Control	1,326,522	1,442,836	1,552,358	1,903,409	351,051	23%
Information Technology Services	6,860,003	7,760,123	10,872,539	13,421,723	2,549,184	23%
<b>TOTAL FINANCE</b>	<b>\$ 18,028,389</b>	<b>\$ 19,132,734</b>	<b>\$ 22,767,563</b>	<b>\$ 28,822,014</b>	<b>\$ 6,054,451</b>	<b>27%</b>
<b>DEPARTMENT OF PUBLIC HEALTH</b>						
Director's Office	\$ 1,869,628	\$ 1,744,565	\$ 2,117,618	\$ 2,327,410	\$ 209,792	10%
Health	4,646,321	4,509,220	5,277,003	6,109,871	832,868	16%
Environment	1,885,108	2,104,117	1,963,602	2,426,614	463,012	24%
Air Quality	876,400	864,789	868,743	1,110,291	241,548	28%
Health Equity & Social Justice	—	251,531	233,737	2,075,177	1,841,440	788%
<b>TOTAL PUBLIC HEALTH</b>	<b>\$ 9,277,457</b>	<b>\$ 9,474,222</b>	<b>\$ 10,460,703</b>	<b>\$ 14,049,363</b>	<b>\$ 3,588,660</b>	<b>34%</b>
<b>DEPARTMENT OF PUBLIC SAFETY</b>						
Director's Office	\$ 6,193,106	\$ 6,268,811	\$ 6,157,591	\$ 8,898,391	\$ 2,740,800	45%
Police	210,837,155	211,414,002	211,064,286	217,941,309	6,877,023	3%
Fire	96,000,888	101,908,211	103,237,329	108,713,529	5,476,200	5%
Emergency Medical Service	33,202,139	31,902,938	31,643,010	34,013,547	2,370,537	7%
Animal Care and Control	2,557,369	2,859,355	2,798,445	3,688,814	890,369	32%
Correction	2,566,065	4,009,467	4,976,622	3,240,201	(1,736,421)	-35%
Police Inspector General	161,701	24,039	—	236,266	236,266	%
Department of Justice	2,568,736	3,244,283	2,702,958	4,188,024	1,485,066	55%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 354,087,159</b>	<b>\$ 361,631,106</b>	<b>\$ 362,580,241</b>	<b>\$ 380,920,081</b>	<b>\$ 18,339,840</b>	<b>5%</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>						
Division of Public Works Administration	\$ 3,092,113	\$ 2,863,603	\$ 3,149,495	\$ 3,400,473	\$ 250,978	8%
Recreation	12,817,782	14,179,597	14,901,933	15,715,854	813,921	5%
Parking Facilities	963,071	943,416	867,251	989,789	122,538	14%
Property Management	7,893,451	7,994,500	9,080,488	9,096,485	15,997	0%
Parks Maintenance & Properties	16,468,106	17,313,623	17,648,162	19,305,708	1,657,546	9%
Division of Waste Disposal	30,272,215	35,922,080	35,530,813	36,363,623	832,810	2%



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
Division of Traffic Engineering	3,710,891	3,701,371	3,672,497	4,016,336	343,839	9%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 75,217,629</b>	<b>\$ 82,918,190</b>	<b>\$ 84,850,639</b>	<b>\$ 88,888,268</b>	<b>\$ 4,037,629</b>	<b>5%</b>
<b>COMMUNITY DEVEL DIRECTOR'S OFFICE</b>	<b>\$ 1,871,896</b>	<b>\$ 1,819,739</b>	<b>\$ 2,356,957</b>	<b>\$ 2,100,433</b>	<b>\$ (256,524)</b>	<b>-11%</b>
<b>DEPARTMENT OF BUILDING &amp; HOUSING</b>						
Director's Office	\$ 2,686,543	\$ 2,944,000	\$ 3,092,284	\$ 4,427,886	\$ 1,335,602	43%
Code Enforcement	8,379,887	8,407,654	7,776,694	8,933,770	1,157,076	15%
Construction Permit	1,476,272	1,533,236	1,497,829	1,652,746	154,917	10%
<b>TOTAL BUILDING &amp; HOUSING</b>	<b>\$ 12,542,702</b>	<b>\$ 12,884,890</b>	<b>\$ 12,366,807</b>	<b>\$ 15,014,402</b>	<b>\$ 2,647,595</b>	<b>21%</b>
<b>ECONOMIC DEVELOPMENT</b>	<b>\$ 1,655,616</b>	<b>\$ 1,540,103</b>	<b>\$ 1,547,198</b>	<b>\$ 1,921,284</b>	<b>\$ 374,086</b>	<b>24%</b>
<b>NON-DEPARTMENTAL</b>						
County Auditor Deductions	\$ 1,394,438	\$ 1,050,536	\$ 2,538,686	\$ 1,150,000	\$ (1,388,686)	-55%
Subsidies to Other Funds	63,887,325	83,114,781	382,445,239	46,521,462	(335,923,777)	-88%
Other Administrative	19,712,075	16,629,064	21,439,462	21,995,334	555,872	3%
<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$ 84,993,838</b>	<b>\$ 100,794,381</b>	<b>\$ 406,423,387</b>	<b>\$ 69,666,796</b>	<b>\$(336,756,591)</b>	<b>-83%</b>
<b>TOTAL EXECUTIVE BRANCH</b>	<b>\$ 606,333,714</b>	<b>\$ 634,137,508</b>	<b>\$ 952,694,760</b>	<b>\$ 659,464,732</b>	<b>\$(293,230,028)</b>	<b>-31%</b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 651,252,171</u></b>	<b><u>\$ 680,811,896</u></b>	<b><u>\$ 998,269,824</u></b>	<b><u>\$ 710,779,970</u></b>	<b><u>\$(287,489,854)</u></b>	<b><u>-29%</u></b>



	2020 Actual	2021 Actual	2022 Actual	2023 Budget	HC Change	% Change
<b>LEGISLATIVE BRANCH</b>						
<b>COUNCIL</b>	<b>55</b>	<b>55</b>	<b>59</b>	<b>61</b>	<b>2</b>	<b>3%</b>
<b>JUDICIAL BRANCH</b>						
Municipal Court	224	206	196	226	30	15%
Clerk of Courts	143	127	128	144	11	9%
Housing Court	40	41	43	48	5	12%
<b>TOTAL JUDICIAL BRANCH</b>	<b>407</b>	<b>374</b>	<b>367</b>	<b>418</b>	<b>46</b>	<b>13%</b>
<b>EXECUTIVE BRANCH</b>						
<b>GENERAL GOVERNMENT</b>						
Office of the Mayor	19	6	19	22	3	16%
Office of Capital Projects	58	57	59	67	8	14%
Office of Quality Control and Performance Mgmt	12	10	11	14	3	27%
Landmarks Commission	2	2	2	3	1	50%
Building Standards and Appeals	1	1	2	2	—	%
Zoning Appeals	2	2	2	2	—	%
Civil Service Commission	6	5	4	8	4	100%
Community Relations Board	21	19	20	22	2	10%
City Planning Commission	20	19	20	23	3	15%
Office of Sustainability	10	8	9	10	1	11%
Office of Equal Opportunity	7	6	7	10	1	14%
Office of Intervention, Prevention & Opportunity	5	13	9	20	11	122%
Office of Budget & Management	7	7	6	8	2	33%
Office of Professional Standards	13	12	8	17	9	113%
Police Review Board	1	1	1	1	0	%
Community Police Commission	5	5	4	7	4	100%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>189</b>	<b>173</b>	<b>183</b>	<b>236</b>	<b>52</b>	<b>28%</b>
<b>DEPARTMENT OF AGING</b>	<b>14</b>	<b>10</b>	<b>11</b>	<b>15</b>	<b>4</b>	<b>36%</b>
<b>DEPARTMENT OF HUMAN RESOURCES</b>	<b>17</b>	<b>18</b>	<b>22</b>	<b>28</b>	<b>6</b>	<b>27%</b>
<b>DEPARTMENT OF LAW</b>	<b>72</b>	<b>70</b>	<b>78</b>	<b>85</b>	<b>7</b>	<b>9%</b>



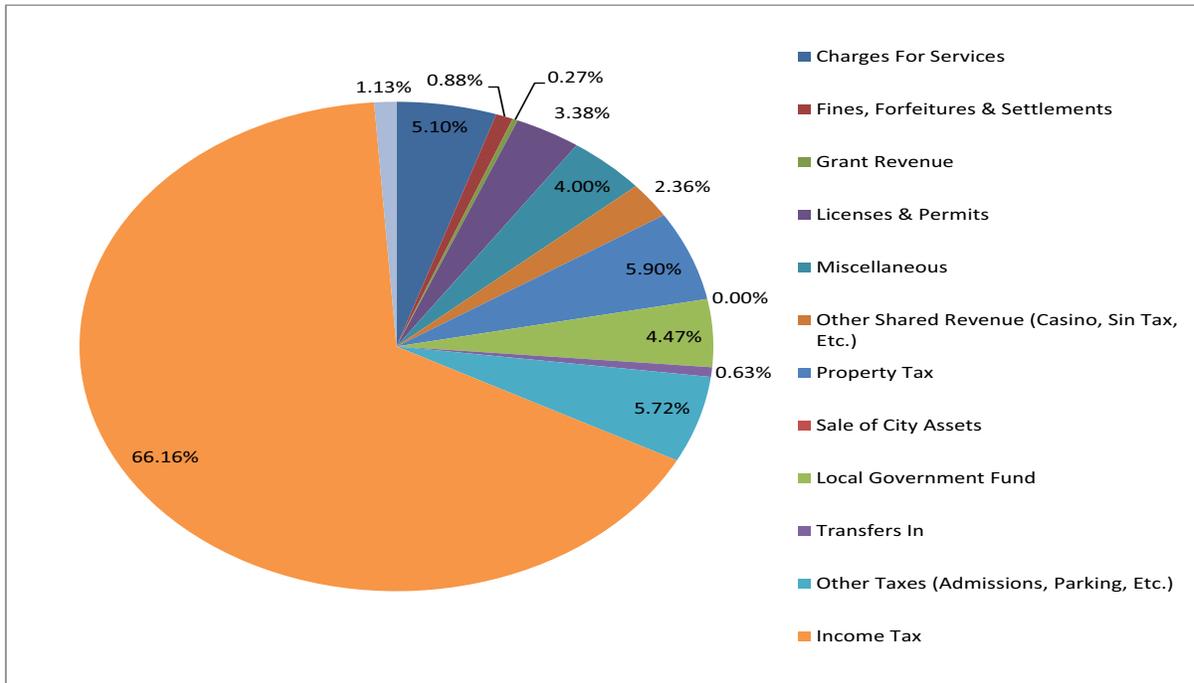
	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>HC Change</u>	<u>% Change</u>
<b>DEPARTMENT OF FINANCE</b>						
Director's Office	8	6	12	7	(5)	-42%
Accounts	16	16	15	20	5	33%
Assessments & Licenses	42	45	32	48	16	50%
Treasury	6	6	6	6	0	%
Purchases & Supplies	7	6	7	11	4	57%
Bureau of Internal Audit	4	5	3	6	3	100%
Financial Reporting & Control	16	13	14	15	1	7%
Information Technology Services	29	28	27	37	10	37%
<b>TOTAL FINANCE</b>	<b>128</b>	<b>125</b>	<b>116</b>	<b>160</b>	<b>44</b>	<b>38%</b>
<b>DEPARTMENT OF PUBLIC HEALTH</b>						
Director's Office	12	8	14	15	1	7%
Health	26	32	29	40	11	38%
Environment	20	22	17	24	7	41%
Air Quality	5	7	6	8	2	33%
Health, Equity and Social Justice	0	1	1	11	10	1,000%
<b>TOTAL PUBLIC HEALTH</b>	<b>63</b>	<b>70</b>	<b>67</b>	<b>98</b>	<b>31</b>	<b>46%</b>
<b>DEPARTMENT OF PUBLIC SAFETY</b>						
Director's Office	38	36	38	45	7	18%
Police-Uniform	1,535	1,402	1,292	1,498	206	16%
Civilian	225	211	196	240	44	22%
Fire-Uniform	701	669	738	757	19	3%
Civilian	12	11	8	15	7	88%
Emergency Medical Service	280	260	255	304	49	19%
Animal Care and Control	32	29	28	36	8	29%
Correction	1	2	2	2	0	%
Police Inspector General	1	0	0	2	2	%
Department of Justice-Uniform	3	3	0	5	5	%
Civilian	5	5	4	8	4	100%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,833</b>	<b>2,628</b>	<b>2,561</b>	<b>2,912</b>	<b>351</b>	<b>14%</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>						
Division of Public Works Administration	32	31	29	36	7	24%
Recreation	118	108	99	130	31	31%
Parking Facilities	15	13	13	14	1	8%



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<b>HC Change</b>	<b>% Change</b>
Property Management	67	68	69	71	2	3%
Parks Maintenance & Properties	106	104	91	105	14	15%
Division of Waste Disposal	186	189	194	217	23	12%
Division of Traffic Engineering	30	28	28	30	2	7%
<b>TOTAL PUBLIC WORKS</b>	<b>554</b>	<b>541</b>	<b>523</b>	<b>603</b>	<b>80</b>	<b>15%</b>
<b>COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>67%</b>
<b>DEPARTMENT OF BUILDING &amp; HOUSING</b>						
Director's Office	26	26	26	33	5	19%
Code Enforcement	104	95	86	105	15	17%
Construction Permit	18	17	17	19	2	12%
<b>TOTAL BUILDING &amp; HOUSING</b>	<b>148</b>	<b>138</b>	<b>129</b>	<b>157</b>	<b>22</b>	<b>17%</b>
<b>ECONOMIC DEVELOPMENT</b>	<b>18</b>	<b>14</b>	<b>14</b>	<b>20</b>	<b>6</b>	<b>43%</b>
<b>TOTAL EXECUTIVE BRANCH</b>	<b>4,039</b>	<b>3,790</b>	<b>3,707</b>	<b>4,319</b>	<b>605</b>	<b>16%</b>
<b>TOTAL GENERAL FUND</b>	<b>4,501</b>	<b>4,219</b>	<b>4,133</b>	<b>4,798</b>	<b>653</b>	<b>16%</b>

**PRELIMINARY 2023 SOURCES OF REVENUE**

The City's Income Tax is the largest source of revenue for the General Fund. It is generated by a 2.5% tax on wages and earnings, not only of Cleveland residents but also non residents working within the City. Of total collections, 88.9% flows to the General Fund while the remainder 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. The second largest General Fund revenue source is generated by Property Tax.



**Charges for Services:** Medical transport billing, waste collection fees, and other recoverable fees.

**Fines, Forfeitures & Settlements:** Receipt of criminal fines and court costs from convictions of misdemeanor, felony offenses, parking, and non waiverable traffic violations. 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.

**Grant Revenue:** Reimbursements from grants that provide funding for program support.

**Licenses & Permits:** Receipts for City inspections, food handled, business licenses, and zoning and permit fees. This includes sales and charges for service which are charged to users of City services. Examples are fees for emergency medical service, medical care at the City's health centers and copies of birth and death certificates, and various miscellaneous sources, central service costs and expenditure recoveries are part of this category. The City has also implemented a Waste Collection Fee \$8.75 per household.

**Miscellaneous:** Reimbursement from Port Control for Cleveland Police detail at airport. Charge backs by Parks Maintenance for maintenance services performed at various vacant lots located throughout the city, i.e. rubbish removal, grass cutting, tree trimming, snow removal, cleaning and washing equipment, and other services as needed. Refunds, inspection fees, charges for return of



## General Fund

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NSF checks. Also included are Expenditure Recoveries, Cost Allocation Plan recovery, and Grant Indirect Costs.

### **Other Shared Revenue:**

**Casino:** Ohio Casinos are taxed at a rate of 33 percent on Gross Casino Revenue. The state then disburses the tax revenue to the following funds: 51% to the Host City Fund, 3% each to the Ohio State Racing Commission/Ohio Casino Control Commission and 2% each to the Law Enforcement Training Fund/Problem Gambling and Addictions Fund. The City then distributes 85% to the General Fund and 15% to a Special Fund for Council.

### **Cigarette & Liquor Tax:**

- The Cigarette tax is a County tax administered by the State, and distributed back to the Counties, then to the City based on the volume of cigarette licenses sold to dealers and tax stamps purchased to be affixed to individual packages. The state excise tax on cigarettes is now \$1.25 per pack.
- Liquor tax is a County occupational license tax imposed on the privilege of engaging in the alcohol beverage business in Ohio. Businesses such as convenience stores, taverns, etc must obtain a license from the state to dispense alcoholic beverages. A portion of these license fees are then remitted back to the City from the state.

**Commercial Activity Tax (CAT):** This is a State assessed tax enacted when Tangible Property Tax was repealed. Businesses with receipts of \$150,000 - \$1 million will pay a minimum tax of \$150. Businesses with receipts of less than \$150,000 are not subject to the CAT.

**Other:** Miscellaneous category including Special projects, Economic Development shared projects, Grant paybacks, other reimbursements for provided services.

**Property Tax Subsidy:** This is a replacement for the Homestead Rollback, 10% Real Property and 2.5% owner occupied Real Property.

**Other Taxes:** Includes both locally and state collected sources. Locally, the City receives Admission Tax for most entertainment events scheduled in the City as well as a tax on the leasing of motor vehicles. Both of these taxes were previously increased as part of an overall funding plan for the reconstruction/rebuilding of Cleveland Municipal Stadium. The Motor Vehicle Lessor Tax was raised from \$4 to \$6 per transaction as of August 1, 1996. The State distributes a portion of Estate, Liquor and Cigarette taxes to their municipality of origin. Estate Tax has been eliminated by the State of Ohio effective 2014.

**Admission Tax:** Increased from 6% to 8% effective January 1, 1997, receipts are on ticket sales for entertainment events held within the city.

**Electric Excise Tax:** Excise Tax is revenue derived from a fee paid to a municipality from a franchisee for "rental" or "toll" for the use of city streets and rights-of-way. In consideration of the cost incurred to construct, install, operate, or provide services using facilities in the public rights-of-way.

**Hotel Tax:** An excise tax of three percent (3%) on transactions by which lodging is or is to be furnished by a hotel to transient guests.

**Motor Vehicle Lessor Tax:** Tax on Rental Cars

**Parking Tax:** 8% Commercial parking tax assessment

**Property Taxes:** Property is taxed at 35% of its appraised value. Receipts are classified into four categories; General Fund, Bond Retirement, Police Pension and Fire Pension monies. All monies are deposited into the General Fund except Bond Retirement monies, which belong to Debt Service. Distribution is as follows:

• **Commercial/ Industrial:**

**Schools:** 59.25%

**Cleveland:** 12.70%

**County:** 20.67%

**Library:** 7.38%

• **Residential:**

**Schools:** 55.00%

**Cleveland:** 15.27%

**County:** 22.17%

**Library:** 7.56%

**Sale of City Assets:** All receipts from the sale of City assets which include property and equipment disposal, (i.e. scrap metal value or auction of vehicles and equipment).

**State and Local Government Fund:** Local Government fund is a state of Ohio revenue sharing program established in 1934 in which cities share in the collection of the state income, sales, public utility excise tax, and corporate franchise taxes. The distribution basis is a function of population and property tax values. The basis was collectively reduced by 50% by the State of Ohio. These funds are distributed in two ways nine-tenths (90%) to counties divided among all towns, villages and municipalities, and one-tenth directly to cities which collect an income tax.

**Transfer In:** Income from land sales at Chagrin Highlands and Economic Development.

**Income Tax:** The city income tax rate is 2.5% of all wages and business profits.

**Investment Income:** Receipts from Interest earned on Investments of comingled funds, including Treasury Notes, Treasury Bills, certificates of Deposit, and Repurchase Agreements.

Other Revenue Terms:

**Certificate of Estimated Resources:** An original Certificate of Estimated Resources, received from the County Auditor, is based on an estimate of the year-end unencumbered balances and the estimated revenues for the upcoming calendar year as reflected on the tax budget. An amended certificate of estimated resources is received, by the City, after the tax rate resolution and the unencumbered balances/revised revenue estimates are certified to the County.

**Mills:** Local Property tax rates are always computed in mills. One mill costs the property owner \$1.00 for every \$1,000 of assessed valuation each year. In our example, the \$100,000 will produce \$35 in tax revenue for each mill.

In Ohio, millage is referred to as "inside" millage and "outside" millage. Inside millage is the millage provided by the Constitution of the State of Ohio and is levied without the vote of the people as established very early in the State's history. The inside millage rate is limited to ten mills in each



## General Fund

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political subdivision. Public schools, cities, counties and other local governments are allocated a portion of the ten inside mills.



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>CHARGES FOR SERVICES</b>	\$ 33,574,659	\$ 37,134,745	\$ 33,431,725	\$ 36,265,992	\$ 2,834,267	8%
<b>FINES, FORFEITURES &amp; SETTLEMENTS</b>	\$ 6,933,769	\$ 7,430,426	\$ 6,545,033	\$ 6,247,552	\$ (297,481)	-5%
<b>GRANT REVENUE</b>	\$ 61,264,033	\$ 111,272,256	\$ 217,935,893	\$ 1,916,666	\$ (216,019,227)	-99%
<b>LICENSES &amp; PERMITS</b>	\$ 15,956,335	\$ 19,815,851	\$ 23,316,528	\$ 24,019,907	\$ 703,379	3%
<b>MISCELLANEOUS</b>	\$ 28,109,173	\$ 46,761,528	\$ 28,053,395	\$ 28,440,530	\$ 387,135	1%
<b>OTHER SHARED REVENUE</b>						
Property Tax-State Subsidy	\$ 3,180,776	\$ 3,203,060	\$ 3,853,329	\$ 3,394,500	\$ (458,829)	-12%
Cigarette & Liquor Tax	21,018	858,117	482,517	870,000	387,483	80%
Estate Tax	—	284	2	—	(2)	%
Casino	7,261,762	10,468,691	11,240,400	12,490,000	1,249,600	11%
Other	225,020	—	17	—	(17)	-100%
	<u>\$ 10,688,576</u>	<u>\$ 14,530,152</u>	<u>\$ 15,576,265</u>	<u>\$ 16,754,500</u>	<u>\$ 1,178,235</u>	<u>8%</u>
<b>PROPERTY TAX</b>	\$ 38,373,451	\$ 39,078,991	\$ 44,868,430	\$ 41,980,400	\$ (2,888,030)	-6%
<b>SALE OF CITY ASSETS</b>	\$ 9,284	\$ 76,722	\$ —	\$ —	\$ —	%
<b>STATE AND LOCAL GOVERNMENT FUND</b>	\$ 25,504,427	\$ 29,422,196	\$ 31,125,940	\$ 31,759,941	\$ 634,001	2%
<b>TRANSFERS IN</b>	\$ —	\$ —	\$ 8,541	\$ 4,500,000	\$ 4,491,459	%
<b>INCOME TAX</b>	\$ 410,100,017	\$ 429,087,088	\$ 463,416,303	\$ 470,400,000	\$ 6,983,697	2%
<b>INVESTMENT INCOME</b>	\$ 1,715,043	\$ 284,769	\$ 8,389,870	\$ 8,000,000	\$ (389,870)	-5%
<b>OTHER TAXES</b>						
Admission Tax	\$ 5,732,302	\$ 11,562,613	\$ 17,290,526	\$ 17,800,000	\$ 509,474	3%
Motor Vehicle License Tax	1,492,108	1,738,372	1,651,219	1,600,000	(51,219)	-3%
Parking Tax	8,163,521	10,496,987	13,588,985	13,575,000	(13,985)	0%
Hotel Tax	2,542,592	4,906,377	6,663,967	6,900,000	236,033	4%
Other	8,169	21,579	841,061	816,000	(25,061)	-3%
	<u>\$ 17,938,692</u>	<u>\$ 28,725,928</u>	<u>\$ 40,035,758</u>	<u>\$ 40,691,000</u>	<u>\$ 655,242</u>	<u>2%</u>
<b>TOTAL RECEIPTS</b>	<u><u>\$ 650,167,459</u></u>	<u><u>\$ 763,620,652</u></u>	<u><u>\$ 912,703,681</u></u>	<u><u>\$ 710,976,488</u></u>	<u><u>\$ (201,727,193)</u></u>	<u><u>-22%</u></u>



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COUNCIL AND CLERK OF COUNCIL

**Blaine Griffin, Council President**  
**Patricia J. Britt, Clerk Of Council**

The legislative powers of the City of Cleveland are vested in Cleveland City Council, except for those powers reserved for the people by Charter. 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 Committee authorized by the Council or the Mayor, have the power to make inquiry into the conduct of any department, office, officer or employee of the City, and to investigate City matters of concern.

The City Council meets at 7:00 p.m. every Monday, except that Council meets once in July and once in August, on a day and time set by the Council. All Council meetings are held in the Council Chambers of City Hall. Various Council Committee meetings are held during the week to discuss in detail, all legislation to be approved, amended or not approved by the Council. Special Council meetings may be called by the President at any time, with proper public notice.

The City Clerk, Clerk of Council ("the Clerk") is custodian of all Council records as well as any other city documents that may be required by ordinance. The Clerk is the editor of the City Record, a publication containing all transactions and proceedings of the Council, all legal advertising of the City as well as other information related to City affairs. The Clerk must keep a proper file of all papers and documents which are part of the transactions of the Council or of Council Committee meetings and must keep attendance records of all such Council meetings and Committees. Further, the Clerk must make all public records available for public inspection. The Clerk is empowered to authenticate records with her/his official signature and seal.

**Members and staff of Council and the Clerk perform several specialized activities such as:**

- Research on a variety of local and global issues impacting the City;
- Policy analysis and development to address the issues of various constituencies through legislation/legislative process;
- Communications that serve to link the Council with the public;
- Legislative services that oversee the process of writing and passing laws, and preparation of public resolutions of congratulations, commemoration, commendation, appreciation and welcome;
- Financial oversight and reporting to keep Council informed of the overall fiscal condition of the City; and
- Archiving of Council and City documents; collecting and maintaining historical and current data about the City of Cleveland; responding to local, national and international information requests.



COUNCIL AND CLERK OF COUNCIL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,440,504	\$ 2,406,989	\$ 2,614,674	\$ 3,014,173
Seasonal	—	12,829	70,009	—
Elected Officials	1,422,877	1,592,198	1,514,151	1,514,058
Part-Time Permanent	129,771	131,327	151,413	305,998
Longevity	15,525	14,575	13,050	16,200
Vacation Conversion	—	74,441	—	—
Separation Payments	33,751	120,021	167,114	100,000
Bonus Incentive	—	—	45,000	—
	<b>\$ 4,042,428</b>	<b>\$ 4,352,379</b>	<b>\$ 4,575,411</b>	<b>\$ 4,950,429</b>
<b>Benefits</b>				
Hospitalization	\$ 644,582	\$ 622,198	\$ 617,363	\$ 648,857
Prescription	135,790	129,183	123,045	133,358
Dental	33,456	31,387	28,091	33,326
Vision Care	5,289	5,470	4,897	6,048
Public Employees Retire System	560,994	594,649	607,864	694,848
Fica-Medicare	55,806	61,030	64,138	69,267
Workers' Compensation	35,583	38,195	50,550	44,342
Life Insurance	2,497	2,435	2,435	3,315
Unemployment Compensation	—	1,925	28,727	2,000
	<b>\$ 1,473,997</b>	<b>\$ 1,486,474</b>	<b>\$ 1,527,108</b>	<b>\$ 1,635,361</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 14,774	\$ 1,919	\$ 48,553	\$ 50,000
Tuition & Registration Fees	8,659	8,481	34,182	30,000
Professional Dues & Subscript	2,255	1,200	—	9,467
	<b>\$ 25,688</b>	<b>\$ 11,600</b>	<b>\$ 82,735</b>	<b>\$ 89,467</b>
<b>Utilities</b>				
Steam	\$ 36,481	\$ 35,025	\$ 37,336	\$ 42,160
	<b>\$ 36,481</b>	<b>\$ 35,025</b>	<b>\$ 37,336</b>	<b>\$ 42,160</b>
<b>Contractual Services</b>				
Professional Services	\$ 906,329	\$ 1,039,876	\$ 641,304	\$ 793,986
Expense Account Reimbursement	89,516	97,912	93,593	244,800
Advertising And Public Notice	53,917	229,438	235,722	262,650
Parking In City Facilities	31,958	32,989	34,120	46,000
Insurance And Official Bonds	250	—	175	100
	<b>\$ 1,081,969</b>	<b>\$ 1,400,215</b>	<b>\$ 1,004,913</b>	<b>\$ 1,347,536</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 13,075	\$ 180	\$ 14,135	\$ 13,400
Postage	200,000	200,240	200,000	200,000
Food	4,875	219	14,337	20,000



COUNCIL AND CLERK OF COUNCIL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Just In Time Office Supplies	1,301	3,245	9,508	7,500
	<b>\$ 219,251</b>	<b>\$ 203,884</b>	<b>\$ 237,980</b>	<b>\$ 240,900</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 5,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 5,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 74,560	\$ 70,038	\$ 91,159	\$ 107,240
Charges From Print & Repro	22,378	29,199	47,041	52,310
Charges From Central Storeroom	15,920	15,424	22,530	29,727
	<b>\$ 112,857</b>	<b>\$ 114,661</b>	<b>\$ 160,729</b>	<b>\$ 189,277</b>
	<b>\$ 6,992,671</b>	<b>\$ 7,604,237</b>	<b>\$ 7,626,213</b>	<b>\$ 8,500,130</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 36,040	\$ 231,539	\$ 117	\$ 700
	<b>\$ 36,040</b>	<b>\$ 231,539</b>	<b>\$ 117</b>	<b>\$ 700</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Clerk of Council	42,865.60	119,751.68
16	16	16	Councilmember	88,473.70	88,473.70
1	1	1	Director of Communication	31,200.00	91,272.01
1	1	1	Director of Policy Research	31,200.00	97,559.04
1	1	1	Council President	98,473.70	98,473.70
20	20	20			
<b>NON EEO REPORTING</b>					
1	1	1	Executive Assistant-Admin/Council	31,200.00	89,457.46
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Chief City Archivist	31,200.00	89,457.46
1	1	1	Chief Legislative Secretary	31,200.00	89,457.46
1	0	0	Deputy City Archivist	31,200.00	84,815.16
1	1	1	Deputy Clerk (Council)	31,200.00	94,191.99



COUNCIL AND CLERK OF COUNCIL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	1	1	Executive Assistant-Clerk of Council	31,200.00	89,457.46
1	1	1	Financial Assistant	31,200.00	56,515.10
1	1	1	Financial Officer	31,200.00	92,000.00
1	1	1	Information & Technology Administrator	31,200.00	90,644.85
7	5	5	Legislative Assistant	31,200.00	71,565.98
2	2	2	Legislative Committee Clerk	31,200.00	71,565.98
1	1	1	Personnel/Human Resources	31,200.00	89,457.46
2	4	4	Policy Research Analyst	31,200.00	85,361.69
1	1	1	Public Relations Manager	31,200.00	89,457.46
1	1	1	Special Counsel	31,200.00	119,489.04
<u>22</u>	<u>21</u>	<u>21</u>			
			<b><u>ADMINISTRATIVE SUPPORT</u></b>		
1	1	1	Council Receptionist	31,200.00	53,674.46
16	16	16	Executive Assistant Council	31,200.00	58,652.55
1	1	1	Executive Assistant Council President	24,975.00	59,999.89
<u>18</u>	<u>18</u>	<u>18</u>			
0	0	1	<b><u>VACANT FULL TIME</u></b>		
<u>61</u>	<u>60</u>	<u>61</u>	<b>TOTAL FULL TIME</b>		
			<b><u>PART TIME</u></b>		
1	1	1	Legislative Assistant	31,200.00	71,565.98
1	1	1	Special Counsel	31,200.00	119,489.04
8	0	0	Council Aides/ Student Aides	11.60	11.94
0	0	8	<b><u>VACANT PART TIME</u></b>		
<u>10</u>	<u>2</u>	<u>10</u>	<b>TOTAL PART TIME</b>		
<u>71</u>	<u>62</u>	<u>71</u>	<b>TOTAL DIVISION</b>		



OFFICE OF THE MAYOR

Justin M. Bibb, Mayor

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

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

**PROGRAM NAME:GOVERNMENT AND INTERNATIONAL AFFAIRS**

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

**ACTIVITIES:** Establish and maintain relationships with international dignitaries, delegations or visitors; coordinate activities with international delegation; serve as liaison to local, state and federal elected officials; monitor legislative activity and advise on legislative matters; state, county and local government relations; monitor Bibb Administration's appointments to internal and external boards and commissions.

**PROGRAM NAME:MAYOR'S ACTION CENTER**

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

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

**PROGRAM NAME:OFFICE OF COMMUNICATIONS**

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

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

## OFFICE OF THE MAYOR

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,335,301	\$ 919,434	\$ 1,453,028	\$ 2,029,139
Seasonal	—	—	4,264	—
Elected Officials	153,953	154,663	156,749	155,552
Part-Time Permanent	27,308	30,119	41,381	54,082
Longevity	3,975	3,600	1,750	875
Vacation Conversion	—	15,153	—	—
Separation Payments	—	42,010	154,946	20,000
Bonus Incentive	—	—	11,000	—
	<b>\$ 1,520,538</b>	<b>\$ 1,164,979</b>	<b>\$ 1,823,118</b>	<b>\$ 2,259,648</b>
<b>Benefits</b>				
Hospitalization	\$ 206,107	\$ 145,651	\$ 158,902	\$ 242,351
Prescription	43,475	31,174	37,075	50,360
Dental	10,207	6,970	7,061	13,452
Vision Care	1,629	1,246	1,235	2,160
Public Employees Retire System	210,398	168,781	224,751	313,658
Fica-Medicare	21,460	16,475	25,919	32,466
Workers' Compensation	13,722	10,849	19,721	17,822
Life Insurance	815	585	551	1,168
Unemployment Compensation	—	747	—	1,300
	<b>\$ 507,813</b>	<b>\$ 382,477</b>	<b>\$ 475,215</b>	<b>\$ 674,737</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 950	\$ 140	\$ 47,433	\$ 52,300
Tuition & Registration Fees	—	—	16,775	2,000
Professional Dues & Subscript	961	3,600	590	5,700
	<b>\$ 1,911</b>	<b>\$ 3,740</b>	<b>\$ 64,798</b>	<b>\$ 60,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 6,851	\$ 600	\$ 3,188	\$ 27,656
Insurance And Official Bonds	—	—	250	250
Other Contractual	—	—	75	—
Refunds & Miscellaneous	17	—	215	—
	<b>\$ 6,869</b>	<b>\$ 600</b>	<b>\$ 3,728</b>	<b>\$ 27,906</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 499	\$ —	\$ —
Computer Software	—	—	87	—
Food	—	72	507	3,000
Arts & Crafts Supplies	4,505	—	—	—
Special Events Supplies	3,475	—	7,222	26,750
Just In Time Office Supplies	3,408	3,316	4,483	4,000
	<b>\$ 11,388</b>	<b>\$ 3,888</b>	<b>\$ 12,299</b>	<b>\$ 33,750</b>



OFFICE OF THE MAYOR

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 34,910	\$ 38,428	\$ 39,096	\$ 45,992
Charges From Print & Repro	14,893	17,855	25,870	28,768
Charges From Central Storeroom	4,603	2,802	2,033	2,682
Charges From M.V.M.	—	1,014	—	—
	<b>\$ 54,406</b>	<b>\$ 60,099</b>	<b>\$ 66,998</b>	<b>\$ 77,442</b>
	<b>\$ 2,102,925</b>	<b>\$ 1,615,783</b>	<b>\$ 2,446,154</b>	<b>\$ 3,133,483</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 14,377	\$ 99,240	\$ —	\$ —
	<b>\$ 14,377</b>	<b>\$ 99,240</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
1	1	1	Mayor	50,795.78	205,448.59
5	3	3	Executive Assistant to the Mayor	50,795.81	204,022.08
1	1	1	Secretary to the Mayor	50,795.78	192,654.41
15	12	12	Special Assistant to the Mayor	31,200.00	133,803.08
22	17	17			
0	0	5	<b>VACANT FULL TIME</b>		
22	17	22	<b>TOTAL FULL TIME</b>		
			<b>PART TIME</b>		
4	0	0	Student Aides	11.60	15.00
0	0	4	<b>VACANT PART TIME</b>		
4	0	4	<b>TOTAL PART TIME</b>		
<b>26</b>	<b>17</b>	<b>26</b>	<b>TOTAL DIVISION</b>		



OFFICE OF CAPITAL PROJECTS

James D. DeRosa, Director

**Mission Statement**

*To provide for the planning, designing, construction, and preservation of the city of Cleveland's facilities and infrastructure through: collaborative comprehensive planning; leadership in management; excellence in sustainable design and technical expertise and; quality construction based on fair administration, integrity and professionalism.*

Ordinance No. 1332-10, passed November 22, 2010, established the Office of Capital Projects. In the Office of Capital Projects there are 4 divisions; the Division of Administration, the Division of Engineering and Construction, the Division of Architecture and Site Development and the Division of Real Estate.

The Office of Capital Projects administers the Capital Improvement Program (CIP) for the city. Activities include evaluating requests to lease, expand, vacate, alter, remodel or construct city owned space, land, facilities and infrastructure; recommending priorities for capital projects, based on linkage to citywide plans and condition assessments; providing direct oversight for major capital projects; developing and implementing standards for facilities and infrastructure to assure safe, sustainable, efficient design and construction of the city's assets.

	Output Metric	Historic Data		
		2020	2021	2022
1	Total Bonds sold for Capital Projects (\$)	\$60,701,696	\$114,908,377	\$45,900,022
2	Total of Capital Projects Encumbered/Expended (\$)	\$64,022,150	\$44,509,015	\$42,954,010
3	Total of Requirements Contracts Completed (\$)	\$12,503,981	\$14,960,756	\$10,231,587



OFFICE OF CAPITAL PROJECTS

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,116,211	\$ 4,078,895	\$ 4,139,213	\$ 4,845,692
Part-Time Permanent	108,351	52,902	—	—
Longevity	17,425	19,550	18,750	20,075
Wage Settlements	1	—	—	—
Vacation Conversion	—	14,519	—	—
Separation Payments	5,043	54,182	65,121	101,224
Bonus Incentive	—	—	34,000	—
Overtime	6,364	7,596	7,449	10,000
	<b>\$ 4,253,396</b>	<b>\$ 4,227,644</b>	<b>\$ 4,264,532</b>	<b>\$ 4,976,991</b>
<b>Benefits</b>				
Hospitalization	\$ 714,230	\$ 688,194	\$ 721,567	\$ 815,796
Prescription	147,348	140,646	137,504	164,772
Dental	37,808	34,543	31,805	40,369
Vision Care	5,083	5,140	4,692	6,292
Public Employees Retire System	598,151	600,797	581,971	707,573
Fica-Medicare	57,991	58,434	59,044	73,437
Workers' Compensation	34,463	67,300	48,130	42,078
Life Insurance	2,643	2,553	2,555	3,586
Unemployment Compensation	4,066	—	—	5,000
Clothing Allowance	5,970	6,367	5,970	5,970
Clothing Maintenance	2,100	1,950	2,100	2,100
Automobile Maintenance Allow	—	—	1,023	—
	<b>\$ 1,609,854</b>	<b>\$ 1,605,924</b>	<b>\$ 1,596,361</b>	<b>\$ 1,866,973</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,073	\$ 7,070	\$ 7,272	\$ 11,500
Tuition & Registration Fees	3,685	3,084	2,899	7,000
Training	4,027	4,298	3,272	5,000
Professional Dues & Subscript	12,663	11,571	11,229	17,000
	<b>\$ 22,448</b>	<b>\$ 26,023</b>	<b>\$ 24,672</b>	<b>\$ 40,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 144,387	\$ 164,749	\$ 154,707	\$ 184,950
Mileage (Private Auto)	34,394	35,269	35,103	26,900
Advertising And Public Notice	—	—	100	1,500
Appraisal Fees	2,900	6,700	2,450	2,900
Parking In City Facilities	11,010	11,803	12,912	16,750
Taxes	96,441	93,818	66,118	200,000
Equipment Rental	—	—	—	1,000
Other Contractual	167	—	—	500
	<b>\$ 289,299</b>	<b>\$ 312,339</b>	<b>\$ 271,390</b>	<b>\$ 434,500</b>



OFFICE OF CAPITAL PROJECTS

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 169	\$ 2,500
Computer Supplies	—	82	—	1,000
Computer Hardware	—	9,871	316	1,000
Computer Software	—	—	—	1,000
Small Equipment	1,000	—	5,294	3,000
Paper And Other Printing Suppl	—	359	138	—
Other Supplies	—	—	—	500
Bridge Maintenance Supplies	—	—	—	5,000
Safety Equipment	598	1,023	4,741	5,000
Just In Time Office Supplies	6,227	6,124	12,336	11,000
	<b>\$ 7,825</b>	<b>\$ 17,459</b>	<b>\$ 22,995</b>	<b>\$ 30,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 140	\$ —	\$ 920	\$ 1,000
Maintenance Contracts	15,761	23,552	—	24,000
Computer Hardware Maintenance	—	—	—	13,000
Computer Software Maintenance	41,029	50,268	83,666	72,500
	<b>\$ 56,930</b>	<b>\$ 73,821</b>	<b>\$ 84,586</b>	<b>\$ 110,500</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 44,977	\$ 54,099	\$ 37,287	\$ 43,864
Charges From Radio Comm System	1,554	3,465	2,268	3,796
Charges From Print & Repro	26,565	32,022	33,345	37,081
Charges From Central Storeroom	1,292	1,104	1,677	3,404
Charges From M.V.M.	10,968	10,446	13,625	12,701
	<b>\$ 85,356</b>	<b>\$ 101,135</b>	<b>\$ 88,202</b>	<b>\$ 100,846</b>
<b>Capital Outlay</b>				
Land Expenses	\$ —	\$ —	\$ 228	\$ —
Computer Software	747	10,586	4,134	9,500
Furniture	—	8,646	—	2,000
Computer Hardware	6,307	873	—	2,000
	<b>\$ 7,054</b>	<b>\$ 20,106</b>	<b>\$ 4,362</b>	<b>\$ 13,500</b>
	<b>\$ 6,332,161</b>	<b>\$ 6,384,451</b>	<b>\$ 6,357,100</b>	<b>\$ 7,573,810</b>



OFFICE OF CAPITAL PROJECTS

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 10,510	\$ 13,160	\$ 15,968	\$ —
Licenses & Permits	33,465	65,180	23,050	47,000
Miscellaneous	857,641	1,189,779	965,314	950,000
Sale Of City Assets	9,284	76,722	—	—
Transfers In	—	—	8,541	—
	<b>\$ 910,900</b>	<b>\$ 1,344,841</b>	<b>\$ 1,012,873</b>	<b>\$ 997,000</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Director	36,590.39	165,322.61
1	1	1	Commissioner of Real Estate	40,314.82	143,541.17
1	2	2	Executive Assistant to the Mayor	50,795.81	204,022.08
1	1	1	Manager of Parks Rec Research & Pl	31,200.00	96,192.93
1	1	1	Superintendent of Sidewalks	31,200.00	70,234.84
5	6	6			
<b><u>PROFESSIONALS</u></b>					
2	2	2	Administrative Manager	31,200.00	154,629.45
1	0	0	Budget Analyst	31,200.00	69,316.65
0	1	1	Budget and Management Analyst	31,200.00	69,021.49
3	3	3	Chief Architect	31,200.00	119,875.05
2	2	2	Consulting Engineer	36,000.00	111,853.97
1	1	1	Construction Manager I	50,000.00	106,641.00
8	5	5	Consulting Engineer	36,000.00	104,888.34
1	1	1	Construction Technician	15.00	27.05
1	1	1	Landscape Designer Architecct	16.82	31.18
1	1	1	Prevailing Wage Coordinator	31,200.00	74,349.61
4	2	2	Project Coordinator	31,200.00	106,323.88
2	2	2	Project Director	31,200.00	88,646.98
2	2	2	Section Chief Arch & Site Development	40,000.00	115,184.63
2	2	2	Senior Assistant Designer	15.00	28.54
1	1	1	Senior Budget and Management Analyst	31,200.00	94,001.90
1	1	1	Senior Landscape Architect	15.00	20.92
4	3	3	Section Chief Engineering and Construction	50,000.00	108,011.58



OFFICE OF CAPITAL PROJECTS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
2	2	2	Survey Party Chief	31,200.00	66,324.45
1	0	0	Surveyor	19.23	52.04
1	1	1	Surveyor Intern	31,200.00	63,680.88
40	33	33			
			<b><u>TECHNICIANS</u></b>		
1	1	1	Chief Engineering and Construction Inspector	29.77	31.77
13	13	13	Engineering & Construction Inspector	22.42	24.42
14	14	14			
			<b><u>ADMINISTRATIVE SUPPORT</u></b>		
2	2	2	Administrative Officer	31,200.00	63,579.75
1	1	1	Junior Personnel Assistant	31,200.00	53,320.50
3	3	3	Principal Clerk	17.27	23.32
6	6	6			
0	0	8	<b><u>VACANT FULL TIME</u></b>		
<b>65</b>	<b>59</b>	<b>67</b>	<b>TOTAL FULL TIME</b>		
<b>65</b>	<b>59</b>	<b>67</b>	<b>TOTAL DIVISION</b>		



URBAN ANALYTICS & INNOVATION

Elizabeth A. Crowe, Ph.D., Director

**Mission Statement**

*To monitor and assess program and service delivery to the citizens of Cleveland by tracking and improving performance of Departments through the incorporation of efficient, effective, and equitable analytics, processes, procedures, and policies while ensuring high levels of accountability, and quality deliverables.*

**PROGRAM NAME:URBAN DATA LAB / DATA TEAM**

**OBJECTIVE:** To serve as the data center of excellence for the City by enabling improved decision making through data analytics, increasing transparency through access to data; and establishing data governance.

**ACTIVITY:** Develop a lightweight, modern data architecture for analytics including development of software and identification of data to be collected, stored, and analyzed; create, validate, and maintain dashboards and reports to facilitate improved decision making for city leaders; partner with City departments/divisions to develop and monitor performance indicators; provide training and education to City leaders to better use data to make decisions; deploy an open data portal; establish city-wide governance policies and procedures for data.

**PROGRAM NAME:INNOVATION, ASSESSMENT AND EVALUATION**

**OBJECTIVE:** To facilitate innovation and modernization by assessing and evaluating administrative, operational, and programmatic performance of departments/divisions.

**ACTIVITY:** Gain in-depth understanding of processes or programs; identify gaps and potential risks; recommend strategies to mitigate risks or improve processes; prepare performance evaluation; incorporate future/current state analysis; monitor process improvement implementation; and establish a culture of continuous improvement through training and education.

**PROGRAM NAME:QUALITY CONTROL**

**OBJECTIVE:** To inspect service requests received from the public through the 311 Call Center and city systems.

**ACTIVITY:** Verify service requests are completed timely, accurately, and within service level agreements; inspect work for quality; and proactively identify infrastructure or property repairs that require service or assessment; recommend areas for modernization and improvement.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of Inspections Completed, Urban AI inspectors	N/A	1,074	5,702
2	Number of Referrals, Urban AI inspectors	N/A	926	1,382

\* Note: Figures for 2020 not collected due to COVID



## URBAN ANALYTICS &amp; INNOVATION

## Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 786,789	\$ 783,620	\$ 682,721	\$ 1,141,924
Part-Time Permanent	22,251	—	9,500	47,998
Longevity	2,100	2,400	3,100	3,000
Wage Settlements	7	—	—	—
Vacation Conversion	—	9,741	—	—
Separation Payments	—	3,592	20,905	10,000
Bonus Incentive	—	—	8,000	—
	<b>\$ 811,146</b>	<b>\$ 799,352</b>	<b>\$ 724,226</b>	<b>\$ 1,202,922</b>
<b>Benefits</b>				
Hospitalization	\$ 102,875	\$ 102,875	\$ 112,872	\$ 180,368
Prescription	21,188	21,060	17,477	37,748
Dental	5,549	5,409	4,209	9,618
Vision Care	745	794	653	1,368
Public Employees Retire System	112,648	115,086	96,484	167,427
Fica-Medicare	11,416	11,257	10,249	17,450
Workers' Compensation	4,946	6,846	8,226	7,121
Life Insurance	494	518	407	759
	<b>\$ 259,860</b>	<b>\$ 263,845</b>	<b>\$ 250,577</b>	<b>\$ 421,859</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 11,580	\$ —	\$ —	\$ 12,000
Tuition & Registration Fees	4,240	223	2,426	10,000
	<b>\$ 15,820</b>	<b>\$ 223</b>	<b>\$ 2,426</b>	<b>\$ 22,000</b>
<b>Contractual Services</b>				
Travel- Non-Training	\$ 178	\$ 166	\$ 627	\$ —
Parking In City Facilities	4,785	5,280	7,508	10,500
Property Rental	—	—	—	52,482
	<b>\$ 4,963</b>	<b>\$ 5,446</b>	<b>\$ 8,134</b>	<b>\$ 62,982</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 112	\$ —	\$ —
Computer Supplies	—	—	43	2,000
Computer Hardware	415	4,831	—	12,000
Computer Software	1,600	709	768	2,000
Just In Time Office Supplies	1,075	508	1,823	4,000
	<b>\$ 3,090</b>	<b>\$ 6,160</b>	<b>\$ 2,634</b>	<b>\$ 20,000</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 2,721	\$ 3,171	\$ 5,322	\$ 5,918
Charges From M.V.M.	8,581	3,013	6,598	6,150
	<b>\$ 11,301</b>	<b>\$ 6,184</b>	<b>\$ 11,919</b>	<b>\$ 12,068</b>
	<b>\$ 1,106,181</b>	<b>\$ 1,081,210</b>	<b>\$ 999,916</b>	<b>\$ 1,741,831</b>



URBAN ANALYTICS & INNOVATION

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 5,162	\$ 40,784	\$ 923	\$ —
	<b>\$ 5,162</b>	<b>\$ 40,784</b>	<b>\$ 923</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	Administrative Manager	31,200.00	154,629.45
1	1	1	Assistant Director	36,590.39	165,322.61
1	1	1	Executive Assistant To The Mayor	50,795.81	204,022.08
1	1	1	Program Manager	31,200.00	97,501.09
4	3	3			
<b>PROFESSIONALS</b>					
1	1	1	Asst Mgr Of Audit Ctrl/Pers	31,200.00	69,282.44
3	1	1	Business Process Analyst	55,000.00	115,220.16
1	0	0	Business Process Specialist	40,000.00	85,312.80
0	2	2	Data Base Analyst	31,200.00	132,501.95
3	2	2	Performance Assessment Specialist	40,000.00	85,312.80
1	0	0	Systems Analyst	31,200.00	75,107.16
9	6	6			
<b>TECHNICIANS</b>					
2	2	2	Quality Control Inspector	31,200.00	65,000.00
2	2	2			
0	0	3	<b>VACANT FULL TIME</b>		
15	11	14	<b>TOTAL FULL TIME</b>		
<b>PART TIME</b>					
0	1	1	Student Assistant	11.60	15.00
0	1	1	<b>VACANT PART TIME</b>		
0	2	2	<b>TOTAL PART TIME</b>		
<b>15</b>	<b>13</b>	<b>16</b>	<b>TOTAL DIVISION</b>		



## LANDMARKS COMMISSION

Daniel A. Musson, Secretary

**Mission Statement**

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

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The Landmarks Commission is an eleven-member board with the charge to safeguard the City's heritage through the preservation of historic buildings and districts. Seven members are appointed by the Mayor, two by the City Council President, and two serve by virtue of office. The Commission office is administered by two full time staff members. The Commission recommends buildings, sites or historic districts that are eligible for local designation as landmarks. It follows established criteria listed in the Landmarks Ordinance, Chapter 161 of the Codified Ordinances. Exterior changes to individual Landmarks or properties within historic districts are reviewed by the Landmarks Commission as part of the building permit process.

Neighborhood-based design review committees act as advisory committees to the Landmarks Commission. The Commission staff conducts a continuing historic building and site survey of Landmark and National Register designation. The Cleveland Landmarks Commission acts as a Certified Local Government in coordination with the State Historic Preservation Office and the National Park Service in National Register designation and cases involving Section 106 Environmental Reviews.

**PROGRAM NAME:DESIGN REVIEW**

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

**ACTIVITY:** The Landmarks Commission staff attends local Design Review Committee meetings. It prepares staff reviews of designs submitted by applicants to Design Review Committees. The Commission staff is also involved in the training and staff support to Design Review Committees.

**PROGRAM NAME:PERMITS AND CASES**

**OBJECTIVE:** The Landmarks Commission makes decisions regarding the granting of Certificates of Appropriateness for the issuance of building permits. The Landmarks Commission staff provides support to the Landmarks Commission for changes to historic property.

**ACTIVITY:** The Landmarks Commission staff prepares agendas, minutes, and evidence for Commission meetings. The staff meets with applicants about proposed changes to buildings that have been locally designated. The Landmarks staff reviews and approves many smaller cases on an administrative basis. It prepares larger cases for hearing before the Landmarks Commission, making recommendation on actions that need to be taken. This staff also maintains records of all decisions made by the Commission as well.



LANDMARKS COMMISSION

**PROGRAM NAME: SURVEY**

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

**ACTIVITY:** The Landmarks Commission conducts surveys to assess the significance of historic buildings, sites, and districts and promote historical significance of Cleveland neighborhoods, on a continuing basis. Staff takes photographs, conducts historical and property research, writes architectural descriptions and statements of significance, and prepares legislation for Landmark designation.

	Output Metric	Historic Data		
		2020	2021	2022
1	# Applications reviewed by the Commission	68	94	100
2	# Building permit applications reviewed by Landmarks staff	464	558	515
3	# Landmarks Nominated by the Landmarks Commission	3	5	5
4	# Landmarks designated by City Council	4	2	5



LANDMARKS COMMISSION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 108,722	\$ 113,825	\$ 107,301	\$ 185,138
Board Members	42,275	41,075	50,578	63,316
Longevity	800	800	800	1,100
Vacation Conversion	—	4,814	—	—
Separation Payments	—	—	44,484	—
Bonus Incentive	—	—	1,000	—
	<b>\$ 151,797</b>	<b>\$ 160,515</b>	<b>\$ 204,163</b>	<b>\$ 249,554</b>
<b>Benefits</b>				
Hospitalization	\$ 12,052	\$ 12,052	\$ 22,439	\$ 37,616
Prescription	2,638	2,583	2,472	7,924
Dental	600	588	516	1,986
Vision Care	181	180	150	316
Public Employees Retire System	21,497	22,076	22,147	34,938
Fica-Medicare	2,168	2,294	2,924	4,053
Workers' Compensation	1,349	1,376	2,223	1,986
Life Insurance	88	89	78	170
	<b>\$ 40,573</b>	<b>\$ 41,237</b>	<b>\$ 52,950</b>	<b>\$ 88,989</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 1,107	\$ 2,950
Professional Dues & Subscript	—	—	—	500
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,107</b>	<b>\$ 3,450</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,890	\$ 5,735	\$ 2,796	\$ 12,700
Advertising And Public Notice	—	225	108	500
Parking In City Facilities	257	200	91	1,000
	<b>\$ 4,147</b>	<b>\$ 6,159</b>	<b>\$ 2,995</b>	<b>\$ 14,200</b>
<b>Materials &amp; Supplies</b>				
Just In Time Office Supplies	\$ 349	\$ 379	\$ 283	\$ 900
	<b>\$ 349</b>	<b>\$ 379</b>	<b>\$ 283</b>	<b>\$ 900</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 98	\$ 56	\$ 69	\$ 81
Charges From Print & Repro	625	685	1,020	1,134
Charges From Central Storeroom	3	51	22	29
Charges From M.V.M.	—	—	—	3,000
	<b>\$ 726</b>	<b>\$ 792</b>	<b>\$ 1,110</b>	<b>\$ 4,244</b>
	<b>\$ 197,593</b>	<b>\$ 209,082</b>	<b>\$ 262,609</b>	<b>\$ 361,337</b>



LANDMARKS COMMISSION

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 1,549	\$ 8,389	\$ —	\$ 2,000
	<b>\$ 1,549</b>	<b>\$ 8,389</b>	<b>\$ —</b>	<b>\$ 2,000</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b>PROFESSIONALS</b>					
0	1	1	Chief City Planner	31,200.00	97,476.23
1	1	1	City Planner	31,200.00	71,484.50
2	1	1	Sr. Assistant City Planner	15.00	28.54
<b>3</b>	<b>3</b>	<b>3</b>	<b>TOTAL FULL TIME</b>		
<b>BOARD MEMBERS</b>					
1	1	1	Chairman of Landmarks Commission	9,538.00	9,538.00
6	6	6	Member of Landmarks Commission	8,963.00	8,963.00
<b>7</b>	<b>7</b>	<b>7</b>	<b>TOTAL BOARD MEMBERS</b>		
<b>10</b>	<b>10</b>	<b>10</b>	<b>TOTAL DIVISION</b>		



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**BOARD OF BUILDING STANDARDS AND APPEALS****Carmella Davis, Executive Secretary****Mission Statement**

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

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***PROGRAM NAME:APPEALS REVIEW***

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

**ACTIVITIES:** To conduct bi-weekly inter-department staff related cases, meet with applicants and affected city officials, and recommend actions to the Board and adjudicate each case before the Board.

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

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

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

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

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

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

***PROGRAM NAME:RECORD MAINTENANCE***

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

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



BOARD OF BUILDING STANDARDS AND APPEALS

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 58,690	\$ 59,681	\$ 85,176	\$ 122,801
Board Members	29,650	31,525	66,710	49,254
Longevity	700	700	700	700
Vacation Conversion	—	4,663	—	—
Bonus Incentive	—	—	2,000	—
Overtime	—	340	—	1,360
	<b>\$ 89,040</b>	<b>\$ 96,909</b>	<b>\$ 154,586</b>	<b>\$ 174,115</b>
<b>Benefits</b>				
Hospitalization	\$ 14,416	\$ 14,416	\$ 20,773	\$ 30,504
Prescription	3,073	3,073	3,599	6,532
Dental	825	804	882	1,683
Vision Care	93	99	128	216
Public Employees Retire System	12,585	13,266	19,101	24,286
Fica-Medicare	1,241	1,354	2,170	2,516
Workers' Compensation	862	833	1,671	4,570
Life Insurance	44	44	85	115
	<b>\$ 33,139</b>	<b>\$ 33,890</b>	<b>\$ 48,410</b>	<b>\$ 70,422</b>
<b>Other Training &amp; Professional Dues</b>				
Training	\$ —	\$ —	\$ —	\$ 400
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 400</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 20,000
Court Reporter	2,520	2,495	2,580	12,000
Parking In City Facilities	150	10	74	800
Wellness Expense Anthem	—	139	—	—
	<b>\$ 2,670</b>	<b>\$ 2,644</b>	<b>\$ 2,654</b>	<b>\$ 32,800</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 1,000
Just In Time Office Supplies	298	170	427	600
	<b>\$ 298</b>	<b>\$ 170</b>	<b>\$ 427</b>	<b>\$ 1,600</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 347	\$ 350	\$ 508	\$ 597
Charges From Print & Repro	701	415	910	1,012
Charges From Central Storeroom	792	76	289	381
	<b>\$ 1,840</b>	<b>\$ 841</b>	<b>\$ 1,707</b>	<b>\$ 1,990</b>
	<b>\$ 126,986</b>	<b>\$ 134,455</b>	<b>\$ 207,783</b>	<b>\$ 281,327</b>



BOARD OF BUILDING STANDARDS AND APPEALS

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 4,385	\$ 6,450	\$ 11,915	\$ 10,000
Licenses & Permits	—	—	130	—
Miscellaneous	862	5,099	—	—
	<b>\$ 5,247</b>	<b>\$ 11,549</b>	<b>\$ 12,045</b>	<b>\$ 10,000</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Secretary to Board of Building Standards & Appeals	31,200.00	97,476.23
<b>2</b>	<b>2</b>	<b>2</b>	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
1	1	1	Chairman of Board of Building Standards & Appeals	9,538.00	9,538.00
4	3	3	Builder Member Regular	8,963.00	8,963.00
0	0	1	<b><u>VACANT BOARD MEMBERS</u></b>		
<b>5</b>	<b>4</b>	<b>5</b>	<b>TOTAL BOARD MEMBERS</b>		
<b>7</b>	<b>6</b>	<b>7</b>	<b>TOTAL DIVISION</b>		



BOARD OF ZONING APPEALS

Elizabeth Kukla, Secretary

**Mission Statement**

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

**PROGRAM NAME:APPEALS REVIEW AND RECORDS MAINTENANCE**

**OBJECTIVES:** To maintain high standards of Code interpretations and administration of the City’s Zoning Code and to maintain detailed records of the proceedings of the Board of Zoning Appeals as required by the City Charter and Laws of the State of Ohio.

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

**PROGRAM NAME:PERMITS AND ACTIONS**

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

**ACTIVITIES:** To schedule public hearings for testimony by applicants, City Officials and relevant parties to the appeals regarding the Zoning Code interpretation or any other administrative action and adjudicate each case.

	Output Metric	Historic Data		
		2020	2021	2022
1	# Total Cases Reviewed	206	208	229
2	# Cases Granted	179	188	169
3	# Cases Denied	8	7	8
4	# Cases Dismissed/Withdrawn	19	13	15
5	#Cases Pending	0	0	37



## BOARD OF ZONING APPEALS

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 118,637	\$ 124,940	\$ 108,387	\$ 118,657
Board Members	39,675	37,370	35,846	45,386
Longevity	600	600	300	775
Vacation Conversion	—	2,994	—	—
Bonus Incentive	—	—	1,000	—
	<b>\$ 158,911</b>	<b>\$ 165,903</b>	<b>\$ 145,533</b>	<b>\$ 164,818</b>
<b>Benefits</b>				
Hospitalization	\$ 22,541	\$ 22,541	\$ 25,212	\$ 23,836
Prescription	4,392	4,392	4,101	4,662
Dental	1,125	1,097	925	1,084
Vision Care	181	180	152	208
Public Employees Retire System	22,363	23,344	20,166	23,186
Fica-Medicare	2,219	2,331	2,033	2,394
Workers' Compensation	—	1,265	2,875	1,414
Life Insurance	88	89	78	110
	<b>\$ 52,908</b>	<b>\$ 55,240</b>	<b>\$ 55,543</b>	<b>\$ 56,894</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 835	\$ —	\$ 925	\$ 900
	<b>\$ 835</b>	<b>\$ —</b>	<b>\$ 925</b>	<b>\$ 900</b>
<b>Contractual Services</b>				
Court Reporter	\$ 6,714	\$ 5,664	\$ 6,235	\$ 13,000
Parking In City Facilities	205	3	—	1,400
	<b>\$ 6,919</b>	<b>\$ 5,667</b>	<b>\$ 6,235</b>	<b>\$ 14,400</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 179	\$ —	\$ —	\$ 400
Just In Time Office Supplies	59	244	719	200
	<b>\$ 238</b>	<b>\$ 244</b>	<b>\$ 719</b>	<b>\$ 600</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ —	\$ 300
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,009	\$ 901	\$ 1,141	\$ 1,342
Charges From Print & Repro	1,848	1,873	2,219	2,468
Charges From Central Storeroom	2,992	3,710	3,861	5,094
	<b>\$ 5,849</b>	<b>\$ 6,484</b>	<b>\$ 7,221</b>	<b>\$ 8,904</b>
	<b>\$ 225,660</b>	<b>\$ 233,539</b>	<b>\$ 216,174</b>	<b>\$ 246,816</b>



BOARD OF ZONING APPEALS

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 18,300	\$ 18,400	\$ 17,595	\$ 25,000
Licenses & Permits	425	—	—	—
Miscellaneous	—	9,229	—	—
	<b>\$ 18,725</b>	<b>\$ 27,629</b>	<b>\$ 17,595</b>	<b>\$ 25,000</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATIVE SUPPORT</b>					
1	1	1	Secty Board of Zoning Appeals	31,200.00	91,405.96
1	1	1	Principal Clerk	17.27	23.32
<b>2</b>	<b>2</b>	<b>2</b>	<b>TOTAL FULL TIME</b>		
<b>BOARD MEMBERS</b>					
1	1	1	Chairman of Board of Zoning Appeals	9,538.00	9,538.00
4	4	4	Member of Board of Zoning Appeals	8,963.00	8,963.00
<b>5</b>	<b>5</b>	<b>5</b>	<b>TOTAL BOARD MEMBERS</b>		
<b>7</b>	<b>7</b>	<b>7</b>	<b>TOTAL DIVISION</b>		



**CIVIL SERVICE COMMISSION**

**Mary L. Bradley, Executive Director**

**Mission Statement**

*To create and implement policies and procedures to attract, hire, and promote qualified candidates who will best serve the needs of the citizens of the City of Cleveland.*

***PROGRAM NAME:POLICY-MAKING***

**OBJECTIVES:** To promulgate and maintain Civil Service rules and policies, to conduct meetings and administrative hearings.

**ACTIVITIES:** Facilitate regular Civil Service Commission board meetings to discuss and act upon related issues; hold hearings for disciplinary actions and other administrative actions.

***PROGRAM NAME:RECORD MAINTENANCE***

**OBJECTIVES:** To maintain accurate test records and certain personnel transactions for employees in the classified service of Civil service and to certify qualified candidates to appointing authorities for employment with the City of Cleveland.

**ACTIVITIES:** Prepare eligible lists from examination results; certify candidates for vacant positions; maintain seniority records for promotional examinations.

***PROGRAM NAME:TESTING***

**OBJECTIVES:** To prepare and administer fair and valid examinations based on job responsibilities and qualifications and identify qualified individuals for employment.

**ACTIVITIES:** Conduct job analysis, job audits and develop and prepare examinations; prepare and distribute bulletins for test announcements; accept applications for test filings; review applications, test candidates, score examinations and notify candidates of results.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of Job Postings	200	299	546
2	Number of Test Bulletins	73	113	214
3	Number of Applicants	15,597	18,395	23,326



CIVIL SERVICE COMMISSION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 383,947	\$ 357,091	\$ 329,582	\$ 571,846
Board Members	39,675	39,675	40,269	45,386
Part-Time Permanent	17,119	11,490	28,551	29,858
Longevity	3,275	3,275	2,900	3,075
Vacation Conversion	—	20,183	—	—
Separation Payments	—	1,654	44,684	—
Bonus Incentive	—	—	5,000	—
Overtime	—	3,068	10,542	4,500
	<b>\$ 444,016</b>	<b>\$ 436,437</b>	<b>\$ 461,528</b>	<b>\$ 654,665</b>
<b>Benefits</b>				
Hospitalization	\$ 56,537	\$ 53,629	\$ 105,444	\$ 100,545
Prescription	11,691	10,943	12,156	20,522
Dental	1,793	1,773	1,682	4,525
Vision Care	456	497	419	864
Public Employees Retire System	61,214	60,710	57,790	90,549
Fica-Medicare	6,252	6,127	6,426	9,378
Workers' Compensation	3,716	3,721	4,962	4,360
Life Insurance	260	233	207	443
	<b>\$ 141,918</b>	<b>\$ 137,633</b>	<b>\$ 189,087</b>	<b>\$ 231,186</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 439	\$ —	\$ —	\$ —
Tuition & Registration Fees	—	—	—	1,500
Other Training Supplies	—	755	—	—
Professional Dues & Subscript	—	—	300	—
	<b>\$ 439</b>	<b>\$ 755</b>	<b>\$ 300</b>	<b>\$ 1,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 183,630	\$ 285,955	\$ 112,071	\$ 350,000
Court Reporter	2,918	4,741	4,786	16,000
Referee Services	—	—	—	35,000
Medical Services	115,000	225,000	190,000	200,000
Freight Expense	—	—	75	—
Parking In City Facilities	280	52	371	750
	<b>\$ 301,827</b>	<b>\$ 515,748</b>	<b>\$ 307,303</b>	<b>\$ 601,750</b>
<b>Materials &amp; Supplies</b>				
Computer Software	\$ 330	\$ 246	\$ —	\$ 750
Food	—	—	89	1,000
Other Supplies	—	338	—	—
Just In Time Office Supplies	1,138	1,910	1,340	4,000
	<b>\$ 1,468</b>	<b>\$ 2,494</b>	<b>\$ 1,429</b>	<b>\$ 5,750</b>



CIVIL SERVICE COMMISSION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 155	\$ —	\$ —	\$ 700
	<b>\$ 155</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 700</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 3,425	\$ 3,157	\$ 3,041	\$ 3,577
Charges From Print & Repro	3,578	5,900	6,583	7,320
Charges From Central Storeroom	107	145	638	841
	<b>\$ 7,111</b>	<b>\$ 9,203</b>	<b>\$ 10,261</b>	<b>\$ 11,738</b>
	<b>\$ 896,934</b>	<b>\$ 1,102,269</b>	<b>\$ 969,908</b>	<b>\$ 1,507,289</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 3,717	\$ 22,942	\$ —	\$ —
	<b>\$ 3,717</b>	<b>\$ 22,942</b>	<b>\$ —</b>	<b>\$ —</b>



CIVIL SERVICE COMMISSION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	Secretary of the Civil Service Commission	31,200.00	114,679.12
1	1	1	Assistant Director - General	36,590.39	165,322.61
1	1	1	Administrative Manager	31,200.00	154,629.45
3	2	2			
<b>PROFESSIONALS</b>					
1	0	0	Chief Civil Service Examiner	31,200.00	83,376.71
2	0	0	Civil Service Examiner II	31,200.00	72,117.04
1	1	1	Civil Service Examiner III	31,200.00	79,980.75
1	0	0	Personnel Assistant	31,200.00	52,381.41
1	1	1	Supervisor of Civil Service Records	31,200.00	64,468.16
6	2	2			
0	0	4	<b>VACANT FULL TIME</b>		
<b>9</b>	<b>4</b>	<b>8</b>	<b>TOTAL FULL TIME</b>		
<b>PART TIME</b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	<b>TOTAL PART TIME</b>		
5	5	5	Board Members	8,963.00	8,963.00
		0	<b>VACANT BOARD MEMBER</b>		
5	5	5	<b>TOTAL BOARD MEMBERS</b>		
<b>15</b>	<b>10</b>	<b>14</b>	<b>TOTAL DIVISION</b>		



## COMMUNITY RELATIONS BOARD

Angela D. Shute-Woodson, Director

**Mission Statement**

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

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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 proactive strategies for affirmative actions and programs that promote multi-cultural harmony. The board's emphasis is upon the implementation of proactive activities that promotes diversity and unity. The board responds to resident complaints, investigates sources of community conflict and provides planning assistance and alternative dispute resolution techniques to residents and organizations for resolving neighborhood concerns and appreciating the value and importance of cultural openness and diversity to the well being and future development of the City of Cleveland.

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

***PROGRAM NAME: COMMUNITY OUTREACH***

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

**ACTIVITIES:** The Community Relations Board (Hereinafter referred to as the "CRB") provides planning assistance for groups and agencies who seek to promote positive social and cultural relationships in the community. The CRB investigates the sources and conditions of problems and complaints that are disruptive to the quality of life in the city neighborhoods, especially when an individual or group is violated because of their protected class (race, ethnicity, religion, sexual orientation, gender identity, familial status, etc.) The CRB assists in coordinating fair and equitable service delivery to Cleveland's multicultural and diverse population. The CRB administers the priority protocol for preventing and responding to racial and ethnic violence and intimidation in coordination with the police, prosecutor's office, the municipal and county courts and support service agencies. The CRB coordinates resident and organizational involvement through diverse and



COMMUNITY RELATIONS BOARD

multi-cultural dialogue groups. The CRB maintains liaisons to individuals and groups interested in addressing the concerns and serving the special needs of various groups from the City of Cleveland's multicultural and diverse populations. The CRB establishes support networks and facilitate relationships to attain sustainable community networks. The CRB investigates and provides referral services for any complaint of discrimination based on the City of Cleveland's protected classes. The CRB provides conciliation services on referral from citizens, community organizations and institutions, the police and other city agencies.

**PROGRAM NAME:COMMUNITY REENTRY**

**OBJECTIVES:** The Community Relations Board identifies resources and provides referrals and advocacy for formerly incarcerated individuals that return to the City of Cleveland from correctional facilities.

**ACTIVITIES:** The Community Relation Board hosts workshops and resource fairs and refer formerly incarcerated individuals that return to our community to community and faith-based social services, training and employment opportunities. The CRB also has special programs to teach entrepreneurship and other skills to help the formerly incarcerated individuals contribute our community. The CRB also provides advocacy for this group of individuals to help them overcome any potential barriers to social and economic inclusion in our society.

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

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

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

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

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

**COMMUNITY RELATIONS BOARD**

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

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

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

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



COMMUNITY RELATIONS BOARD

	Output Metric	Historic Data		
		2020	2021	2022
1	# Youth Served	84	40	95
2	# of Notifications and Deployment	159	149*	108*
3	# of Specific Outreach Engagements by District 1	n/a	250	600
	District 2	n/a	240	600
	District 3	n/a	n/a*	116*
	District 4	n/a	240	460
	District 5	n/a	5*	460
4	# of Cultural Events and Engagements Completed			
	Asian	n/a	n/a	240
	Hispanic	n/a	n/a	800
	Faith	n/a	n/a	120

\*Data impacted by three vacant positions.

Note: n/a indicates data unavailable due to the pandemic.



COMMUNITY RELATIONS BOARD

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,109,165	\$ 1,088,503	\$ 1,016,459	\$ 1,170,378
Board Members	82,430	86,975	108,677	108,126
Longevity	6,775	6,875	6,850	7,175
Wage Settlements	9	—	—	—
Vacation Conversion	—	11,309	—	—
Separation Payments	—	1,558	10,916	—
Bonus Incentive	—	—	10,000	—
Overtime	480	258	—	—
	<b>\$ 1,198,859</b>	<b>\$ 1,195,478</b>	<b>\$ 1,152,902</b>	<b>\$ 1,285,679</b>
<b>Benefits</b>				
Hospitalization	\$ 214,341	\$ 218,450	\$ 225,632	\$ 239,226
Prescription	45,552	45,892	40,604	50,130
Dental	10,957	10,660	8,779	11,643
Vision Care	1,923	1,877	1,599	2,172
Public Employees Retire System	168,160	171,243	158,381	180,915
Fica-Medicare	15,825	15,686	15,065	17,643
Workers' Compensation	9,245	22,488	16,409	10,518
Life Insurance	928	888	807	1,134
Unemployment Compensation	1,656	—	—	—
	<b>\$ 468,588</b>	<b>\$ 487,184</b>	<b>\$ 467,276</b>	<b>\$ 513,381</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 1,390	\$ 5,000
Tuition & Registration Fees	—	4,053	1,803	5,000
	<b>\$ —</b>	<b>\$ 4,053</b>	<b>\$ 3,192</b>	<b>\$ 10,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 250,000	\$ 200,000	\$ —	\$ 450,000
Mileage (Private Auto)	1,463	668	1,660	5,000
Parking In City Facilities	2,338	1,532	2,050	3,500
Property Rental	—	—	—	58,164
	<b>\$ 253,801</b>	<b>\$ 202,200</b>	<b>\$ 3,711</b>	<b>\$ 516,664</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 48	\$ —	\$ —	\$ 3,000
Food	1,049	42	—	1,000
Special Events Supplies	—	—	—	1,000
Just In Time Office Supplies	1,610	1,984	2,499	5,400
	<b>\$ 2,707</b>	<b>\$ 2,026</b>	<b>\$ 2,499</b>	<b>\$ 10,400</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 13,768	\$ 14,029	\$ 13,316	\$ 15,665



COMMUNITY RELATIONS BOARD

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges From Print & Repro	4,805	4,047	12,913	14,359
Charges From Central Storeroom	2,590	2,079	3,268	4,312
Charges From M.V.M.	46	46	474	500
	<b>\$ 21,210</b>	<b>\$ 20,200</b>	<b>\$ 29,970</b>	<b>\$ 34,836</b>
	<b>\$ 1,945,165</b>	<b>\$ 1,911,140</b>	<b>\$ 1,659,550</b>	<b>\$ 2,370,960</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 9,245	\$ 54,775	\$ 7	\$ —
	<b>\$ 9,245</b>	<b>\$ 54,775</b>	<b>\$ 7</b>	<b>\$ —</b>



COMMUNITY RELATIONS BOARD

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Assistant Director	36,590.39	165,322.61
1	1	1	Exec. Director Community Relations Board	50,795.81	204,022.08
0	1	1	Secretary to Directors De	36,590.39	164,322.61
<u>2</u>	<u>2</u>	<u>2</u>			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	0	0	Assistant Administrator	31,200.00	90,644.85
2	2	2	Case Worker II	16.27	23.43
2	2	2	Community Relations Rep. I	15.00	22.38
1	0	0	Community Relations Rep. II	15.00	27.05
1	1	1	Community Relations Rep. III	15.00	33.48
1	0	0	Grant Administrator	31,200.00	88,520.98
10	9	9	Project Coordinator	31,200.00	106,323.88
2	2	2	Project Director	31,200.00	88,646.98
<u>21</u>	<u>17</u>	<u>17</u>			
0	0	3	<b><u>VACANT FULL TIME</u></b>		
<u>23</u>	<u>19</u>	<u>22</u>	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
1	1	1	Member of Community Relations Board-Chair	9,538.00	9,538.00
11	11	11	Member of Community Relations Board	8,963.00	8,963.00
<u>12</u>	<u>12</u>	<u>12</u>	<b>TOTAL BOARD MEMBERS</b>		
<u>35</u>	<u>31</u>	<u>34</u>	<b>TOTAL DIVISION</b>		



CITY PLANNING COMMISSION

Joyce P. Huang, Director

***Mission Statement***

*The Cleveland City Planning Commission advocates for the preservation and establishment of prosperous communities that are authentic and diverse providing equitable access to the resources necessary for residents to thrive. We accomplish this by enhancing physical development, preserving the City's history, and creating places for people that are healthy, sustainable and vibrant for current and future generations.*

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The City Planning Commission is comprised of seven members, six of whom are mayoral appointments and the seventh is an appointment of City Council. The Planning Commission is responsible for adopting and maintaining a General Plan for the City, maintaining the City's Zoning Map and Code, undertaking capital improvements planning, and conducting design review in neighborhood and downtown districts. The Commission is responsible for reviewing and acting upon all legislation regarding planning, zoning, capital improvements, and physical development.

The City Planning department is staff to the City Planning Commission and provides a variety of planning services to the Mayor, City Council, City departments, neighborhood organizations, and the general public.

***PROGRAM NAME:ADMINISTRATIVE SERVICES***

**OBJECTIVES:** To provide financial, personnel and logistical support to the operating sections of City Planning Commission staff.

**ACTIVITIES:** Preparation and monitoring of departmental budget, grants, contract administration, personnel management, and clerical services.

***PROGRAM NAME:NEIGHBORHOOD AND COMPREHENSIVE PLANNING***

**OBJECTIVES:** To provide ongoing planning services necessary to facilitate appropriate development and revitalization, and to prepare comprehensive plans for the city, its neighborhoods, and the region.

**ACTIVITIES:** Preparation, updating and implementation of a comprehensive Citywide Plan. Coordination of citywide design review committees and facilitation of City of Cleveland land bank. Planning for the lakefront, riverfront, Euclid Corridor, Inner belt and other large-scale planning districts; and analysis and dissemination of statistical information, including ensuring a complete count in the decennial U.S. Census.

***PROGRAM NAME:PLANNING ADMINISTRATION***

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

**ACTIVITIES:** Review of all legislation referred to the Planning Commission; review of project design within the City's design review districts; provision of staff support to the City Planning Commission and its Design Review Advisory Committee.



CITY PLANNING COMMISSION

**PROGRAM NAME: URBAN DESIGN AND INFRASTRUCTURE**

**OBJECTIVES:** To provide design services and to prepare urban design plans necessary to facilitate appropriate development. Coordination of transportation and streetscape improvements, and capital improvement planning principally in neighborhood business districts, the central business district, and along the lakefront.

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

**PROGRAM NAME: ZONING AND TECHNOLOGY**

**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. Provision of mapping service, maintenance of the city street line and lot line base map series, and preparation of GIS computerized mapping products.

**ACTIVITIES:** Preparation of zoning studies and legislation amending the City's Zoning Code or Zoning Map; review of Zoning Appeals, 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.

	Output Metric	Historic Data		
		2020	2021	2022
1	# of items on ArcGIS Online shared to the public	n/a	n/a	15
2	# of map changes passed by City Council	n/a	n/a	14
3	# of Design Review Cases	236	238	215



CITY PLANNING COMMISSION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,236,343	\$ 1,230,624	\$ 1,181,211	\$ 1,622,605
Board Members	36,945	40,950	37,497	54,354
Part-Time Permanent	—	—	2,204	—
Longevity	5,250	5,475	4,875	5,475
Vacation Conversion	—	19,811	—	—
Separation Payments	—	13,163	14,791	68,000
Bonus Incentive	—	—	17,000	—
	<b>\$ 1,278,538</b>	<b>\$ 1,310,022</b>	<b>\$ 1,257,577</b>	<b>\$ 1,750,434</b>
<b>Benefits</b>				
Hospitalization	\$ 195,261	\$ 188,948	\$ 257,922	\$ 285,625
Prescription	41,037	39,808	36,811	58,766
Dental	10,003	9,747	8,604	14,220
Vision Care	1,660	1,716	1,441	2,260
Public Employees Retire System	178,476	185,488	170,464	229,276
Fica-Medicare	17,394	17,798	16,956	24,732
Workers' Compensation	9,930	11,379	14,173	12,345
Life Insurance	878	870	766	1,283
	<b>\$ 454,637</b>	<b>\$ 455,753</b>	<b>\$ 507,137</b>	<b>\$ 628,507</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 3,355	\$ 6,000
Tuition & Registration Fees	75	505	2,975	8,000
	<b>\$ 75</b>	<b>\$ 505</b>	<b>\$ 6,330</b>	<b>\$ 14,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 80,200	\$ 500,000	\$ —	\$ 50,000
Advertising And Public Notice	—	—	1,449	2,500
Program Promotion	37,417	—	—	—
Participation Fee	—	—	5,549	6,250
Parking In City Facilities	1,034	1,094	325	1,000
Other Contractual	67,000	45,750	10,460	75,000
Local Match-Grant Programs	—	—	150,000	150,000
	<b>\$ 185,651</b>	<b>\$ 546,844</b>	<b>\$ 167,783</b>	<b>\$ 284,750</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 207	\$ 686	\$ 1,102	\$ 2,000
Computer Hardware	172	—	2,246	5,000
Computer Software	3,987	3,352	293	9,000
Just In Time Office Supplies	2,546	2,735	2,768	5,000
	<b>\$ 6,913</b>	<b>\$ 6,773</b>	<b>\$ 6,408</b>	<b>\$ 21,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 6,019	\$ 5,579	\$ 5,947	\$ 6,996



CITY PLANNING COMMISSION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges From Print & Repro	21,735	5,261	6,733	7,487
Charges From Central Storeroom	437	339	441	582
Charges From M.V.M.	1,550	626	1,295	1,962
	<b>\$ 29,741</b>	<b>\$ 11,805</b>	<b>\$ 14,416</b>	<b>\$ 17,027</b>

**Capital Outlay**

Transfer To Capital Project	\$ —	\$ —	\$ 648,000	\$ 200,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 648,000</b>	<b>\$ 200,000</b>
	<b>\$ 1,955,555</b>	<b>\$ 2,331,702</b>	<b>\$ 2,607,651</b>	<b>\$ 2,915,718</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 9,930	\$ 67,018	\$ 361	\$ —
	<b>\$ 9,930</b>	<b>\$ 67,018</b>	<b>\$ 361</b>	<b>\$ —</b>



CITY PLANNING COMMISSION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Director	36,590.39	165,322.61
1	1	1	Planning Director	50,795.81	204,022.08
1	1	1	Prvt. Secretary to the Director of City Planning	31,200.00	54,653.05
<u>3</u>	<u>3</u>	<u>3</u>			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Secretary	15.00	23.09
<u>1</u>	<u>1</u>	<u>1</u>			
<b><u>PROFESSIONALS</u></b>					
			Administrative Manager	31,200.00	154,629.45
1	0	0	Architect	15.00	35.43
2	2	2	Assistant Administrator	31,200.00	90,644.85
4	4	4	Chief City Planner	31,200.00	97,476.23
7	4	4	City Planner	31,200.00	71,484.50
5	4	4	Project Coordinator	31,200.00	106,323.88
1	1	1	Senior Assistant City Planner	15.00	28.54
<u>20</u>	<u>15</u>	<u>15</u>			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
<u>24</u>	<u>19</u>	<u>23</u>	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
6	6	6	Member of City Planning Commission	8,963.00	8,963.00
<u>6</u>	<u>6</u>	<u>6</u>	<b>TOTAL BOARD MEMBERS</b>		
<u>30</u>	<u>25</u>	<u>29</u>	<b>TOTAL DIVISION</b>		



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**BOXING AND WRESTLING COMMISSION****Abdul A. Muhaymin, Chairman**

The Commission approves and supervises all amateur boxing contests and professional wrestling exhibitions. Other commission duties include training and furnishing officials for all bouts, as well as overseeing tickets, receipts and fund disbursements.



BOXING AND WRESTLING COMMISSION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Board Members	\$ 7,775	\$ 7,775	\$ 7,775	\$ 9,544
Part-Time Permanent	7,200	7,200	2,400	17,932
	<b>\$ 14,975</b>	<b>\$ 14,975</b>	<b>\$ 10,175</b>	<b>\$ 27,476</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ —	\$ 2,565	\$ —
Public Employees Retire System	2,097	2,097	1,551	3,848
Fica-Medicare	217	217	148	402
Workers' Compensation	127	128	119	100
	<b>\$ 2,441</b>	<b>\$ 2,442</b>	<b>\$ 4,381</b>	<b>\$ 4,350</b>
	<b>\$ 17,416</b>	<b>\$ 17,417</b>	<b>\$ 14,556</b>	<b>\$ 31,826</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 127	\$ 820	\$ —	\$ —
	<b>\$ 127</b>	<b>\$ 820</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b>BOARD MEMBERS</b>					
1	1	1	Chairman Boxing & Wrestling Commission	9,538.00	9,538.00
2	0	0	Commission Member	8,963.00	8,963.00
3	1	1			
0	0	2	<b>VACANT MEMBERS</b>		
<b>3</b>	<b>1</b>	<b>3</b>	<b>TOTAL MEMBERS</b>		



## OFFICE OF SUSTAINABILITY

Sarah E. O'Keeffe , Director

***Mission Statement***

*The Mayor's Office of Sustainability leverages Cleveland's wealth of assets by collaborating with the community to improve the economic, environmental and social well-being of citizens, visitors and employees in the context of a rapidly changing climate. To lead by example, the Office develops and implements policies and programs with City departments to embrace a culture of sustainability and to establish an equitable path to carbon neutrality by 2050*

Established in 2005, the Mayor's Office of Sustainability works to lead and empower Cleveland to be a global leader in urban sustainable living, commerce, operations and community. Primary goals of our office include:

- Using restorative environmental sustainability as a tool for efficiency and resiliency in city operations, for equitable economic development and job creation in the community
- Providing tools and resources to make environmental sustainability and climate change mitigation, adaptation and resilience core values and actionable strategies for City departments
- Fostering a culture beyond city walls that embraces sustainability action through education, outreach and community engagement and contribution to a thriving green city on a blue lake

***PROGRAM NAME:CLEVELAND CLIMATE ACTION PLAN***

**OBJECTIVE:** Implement the Cleveland Climate Action Plan (CAP), a community-wide plan to reduce Cleveland's greenhouse gas (GHG) emissions via a decarbonization planning pathway that will align with the Paris Accord and will seek to achieve a net-zero carbon goal by 2050.

- Decarbonization (decrease of carbon emissions across all areas)
- Energy Management and Renewable Energy
- Built Environment (transportation, land use)
- Nature-Based Solutions (urban forestry, stormwater management)
- Circular Economy (elimination of waste, establish new feedstocks)
- Cross-cutting Priorities: Climate Justice and Social Determinants of Health - equitable economic development, social cohesion, education - are woven through all aspects of this work.

**ACTIVITY:** Coordinate with community organizations, business leaders, other governmental entities and authorities to collaboratively advance various projects and programs to achieve the CAP goals through education, strategic planning, securing funding, piloting various aspects of programs, and convening stakeholders in this work

***PROGRAM NAME:SUSTAINABLE CLEVELAND MUNICIPAL ACTION PLAN (SC-MAP)***

**OBJECTIVE:** Lead planning and support implementation of SC-MAP actions to enable the City to lead by example in sustainability and achieving city-based goals for



OFFICE OF SUSTAINABILITY

the climate action plan. Serve as internal "consultant" to various city departments to update and advance each area of the SC-MAP for implementation, and tracking progress

**ACTIVITY:** Update and support implementation of the Sustainable Municipal Building Policy and Green Building Standards; manage energy consumption tracking, identify energy efficiency savings and renewable energy source opportunities; identify opportunities for and support design, planning and implementation of sustainable built environment infrastructure, nature-based solutions to mitigate climate change impacts and historical environmental justice issues, and processes and efforts for waste elimination and the building of circular economy; engage and educate employees; identify, obtain and manage various grants. Establish policy that empowers the city to advance implementation of the SC-MAP, in collaboration with city council and the community.

***PROGRAM NAME: SUSTAINABLE CLEVELAND***

**OBJECTIVE:** Lead Sustainable Cleveland, an ongoing initiative that engages people from all walks of life, working together to design and develop a thriving and resilient Cleveland region.

**ACTIVITY:** Coordinate convening of stakeholders from across the city and region and collaborate with community organizations to promote equity, climate and environmental justice and sustainable practices at home, at work and in the community.



OFFICE OF SUSTAINABILITY

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of external stakeholder engagements	32	56	106
1a	Number of participants	778+	1,142+	1,253+
2	Number of internal stakeholder engagements	Not tracked separately	Not tracked separately	5
2a	Number of internal city participants	Not tracked separately	Not tracked separately	55
3	Number of active solar installations through programs that are directly influenced by or managed by the City of Cleveland - RESIDENTIAL	N/A	N/A	4
4a	Number of EV charging station installs through programs that are directly influenced by or managed by the City of Cleveland – PUBLICLY ACCESSIBLE	0	0	1
4b	Total Number of Grants Awarded	0	6	3
5	Total amount of grants accounted for and accepted, not expended	n/a*	\$205,000	\$105,000

\*During the pandemic, there were existing grant funds being managed but not accepted. Therefore, 2020 data is not applicable to this metric.



OFFICE OF SUSTAINABILITY

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 585,762	\$ 603,375	\$ 462,072	\$ 704,172
Part-Time Permanent	—	—	58,348	40,000
Longevity	1,850	2,325	1,825	1,350
Vacation Conversion	—	5,975	—	—
Separation Payments	8,191	4,391	46,062	—
Bonus Incentive	—	—	8,000	—
	<b>\$ 595,803</b>	<b>\$ 616,066</b>	<b>\$ 576,306</b>	<b>\$ 745,522</b>
<b>Benefits</b>				
Hospitalization	\$ 50,470	\$ 53,812	\$ 74,363	\$ 67,411
Prescription	11,224	11,975	8,832	14,894
Dental	2,463	2,516	1,701	3,498
Vision Care	689	770	524	756
Public Employees Retire System	79,984	89,300	72,902	104,563
Fica-Medicare	8,492	8,786	8,226	10,812
Workers' Compensation	3,913	5,314	6,529	61,960
Life Insurance	405	418	352	555
Unemployment Compensation	—	—	1,150	—
	<b>\$ 157,640</b>	<b>\$ 172,889</b>	<b>\$ 174,577</b>	<b>\$ 264,449</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,260	\$ —	\$ 8,871	\$ 7,750
Tuition & Registration Fees	3,936	450	3,800	3,500
Training	—	369	—	1,000
Professional Dues & Subscript	8,261	8,642	10,659	9,500
	<b>\$ 13,457</b>	<b>\$ 9,461</b>	<b>\$ 23,330</b>	<b>\$ 21,750</b>
<b>Contractual Services</b>				
Professional Services	\$ 65,346	\$ 176,151	\$ 12,956	\$ 119,000
Advertising And Public Notice	—	1,862	2,700	3,000
Program Promotion	—	—	952	—
Property Rental	—	450	1,800	58,018
Other Contractual	86,454	44,654	48,882	61,000
	<b>\$ 151,800</b>	<b>\$ 223,117</b>	<b>\$ 67,290</b>	<b>\$ 241,018</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ 1,780	\$ —	\$ —	\$ —
Computer Software	—	8,175	3,435	5,000
Small Equipment	25,784	31,009	10,816	32,000
Electrical Supplies	22,218	1,472	—	43,450
Just In Time Office Supplies	765	1,735	1,980	1,500
	<b>\$ 50,547</b>	<b>\$ 42,391</b>	<b>\$ 16,232</b>	<b>\$ 81,950</b>



OFFICE OF SUSTAINABILITY

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,958	\$ 5,369	\$ 5,584	\$ 6,569
Charges From Print & Repro	2,028	2,642	2,677	2,980
	<b>\$ 3,986</b>	<b>\$ 8,011</b>	<b>\$ 8,261</b>	<b>\$ 9,549</b>
<b>Capital Outlay</b>				
Fixtures	\$ —	\$ 15,062	\$ —	\$ —
Transfer To Capital Project	—	—	30,000	—
	<b>\$ —</b>	<b>\$ 15,062</b>	<b>\$ 30,000</b>	<b>\$ —</b>
	<b>\$ 973,233</b>	<b>\$ 1,086,998</b>	<b>\$ 895,997</b>	<b>\$ 1,364,238</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Grant Revenue	\$ 500	\$ 25,000	\$ —	\$ —
Miscellaneous	3,913	25,554	27	—
	<b>\$ 4,413</b>	<b>\$ 50,554</b>	<b>\$ 27</b>	<b>\$ —</b>



OFFICE OF SUSTAINABILITY

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Assistant Director	36,590.39	165,322.61
1	1	1	Executive Assistant to The Mayor	50,795.81	204,022.08
1	0	0	Special Assistant to The Mayor	31,200.00	133,803.08
<u>3</u>	<u>1</u>	<u>1</u>			
<b><u>PROFESSIONALS</u></b>					
2	1	1	Administrative Manager	31,200.00	154,629.45
2	3	3	Assistant Administrator	31,200.00	90,644.85
1	0	0	Office Manager	31,200.00	58,652.55
3	2	2	Project Coordinator	31,200.00	106,323.88
<u>8</u>	<u>6</u>	<u>6</u>			
<u>0</u>	<u>0</u>	<u>3</u>	<b><u>VACANT FULL TIME</u></b>		
<b><u>11</u></b>	<b><u>7</u></b>	<b><u>10</u></b>	<b>TOTAL FULL TIME</b>		
<b><u>Part Time</u></b>					
0	1	1	Project Coordinator	31,200.00	106,323.88
0	0	1	<b><u>VACANT PART TIME</u></b>	11.60	13.00
<b><u>0</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b>TOTAL PART TIME</b>		
<b><u>11</u></b>	<b><u>8</u></b>	<b><u>12</u></b>	<b>TOTAL DIVISION</b>		



## OFFICE OF EQUAL OPPORTUNITY

Tyson T. Mitchell, Director

### **Mission Statement**

*To promote equity of economic benefit for Clevelanders by ensuring compliance with contractor goals and requirements as required by Codified Ordinances. This is achieved by providing contractor assistance and support and by being an advocate for enterprise and employment to promote “Self Help” with a commitment to excellence in public service. OEO also serves as the advocate for Community Benefit Agreements with our private sector partners.*

OEO achieves our mission by enforcing four City of Cleveland Codified Ordinances:

Codified Ordinance 123	Prevailing Wage
Codified Ordinance 187	Cleveland Area Business Code
Codified Ordinance 188	Cleveland Resident Employment Law
Codified Ordinance 189	Living Wage

Monitoring and enforcement of these ordinances advance our mission by promoting local spend in both enterprise and workforce, “Self Help”, and further underscores OEO’s role as an advocate for diversity and inclusion in contract award, sub-contracting, and technical assistance to Cleveland area businesses.

### ***PROGRAM NAME:CLEVELAND AREA BUSINESS CODE***

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

**ACTIVITIES:** Certify Cleveland Small Businesses (CSB), Minority Business Enterprises (MBE), Female Business Enterprises (FBE) Local Producer Enterprises (LPE), Sustainable Urban Business Enterprises (SUBE), evaluate bids and monitor their participation on city contracts. Monitor Affirmative Action Compliance in companies doing business with the city.

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

**OBJECTIVES:** Monitor the compliance of the resident employment requirements on public improvement contracts greater than \$100,000.

**ACTIVITIES:** Monitor and enforce compliance of the Fannie M. Lewis Cleveland Resident Employee Law (Chapter 188) effective January 1, 2004, that requires 20% Cleveland resident employment on construction development contracts valued at \$100,000 or more. Provide monthly reports to the administration and to City Council. Outreach as appropriate.

### ***PROGRAM NAME:OUTREACH***

**OBJECTIVES:** To support and provide development opportunities for businesses certified with the office as well as partner with other business development offices in our region to provide technical assistance and education.

**ACTIVITIES:** Use our web-based compliance system (B2GNow); to e-blast information; coordinate with the Department of Community Development on Section 3; partner with other municipal entities to provide technical assistance and



OFFICE OF EQUAL OPPORTUNITY

support; coordinate with the Division of Purchases and Supplies to provide workshops such as "How to do Business with the City", promote certification as a vehicle towards economic benefit; and sponsor the James H. Walker Construction Management Course.

	Output Metric	Historic Data		
		2020	2021	2022
1	Certified MBE/FBE/CSB Firms	588	607	594
2	Certified MBE/FBE/CSB Prime Contractor Spend	\$67,035,045	\$53,009,207	\$42,866,534
3	Certified MBE/FBE/CSB Subcontractor Spend	\$22,269,935	\$30,008,752	\$38,604,655
4	Penalties Collected	\$3,673	\$49,069	\$47,563

## OFFICE OF EQUAL OPPORTUNITY

## Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 482,490	\$ 433,776	\$ 530,834	\$ 747,959
Longevity	1,850	1,850	1,825	2,225
Vacation Conversion	—	9,337	—	—
Separation Payments	—	14,761	—	10,000
Bonus Incentive	—	—	7,000	—
Overtime	—	326	—	—
	<b>\$ 484,340</b>	<b>\$ 460,049</b>	<b>\$ 539,659</b>	<b>\$ 760,184</b>
<b>Benefits</b>				
Hospitalization	\$ 68,696	\$ 60,209	\$ 78,899	\$ 99,078
Prescription	14,493	12,957	13,307	21,428
Dental	3,579	3,158	2,997	5,184
Vision Care	559	546	584	972
Public Employees Retire System	67,228	64,452	73,810	105,325
Fica-Medicare	6,752	6,424	7,527	10,879
Workers' Compensation	4,083	4,071	5,984	5,306
Life Insurance	309	289	311	560
	<b>\$ 165,699</b>	<b>\$ 152,107</b>	<b>\$ 183,419</b>	<b>\$ 248,732</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ —	\$ —	\$ 550
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 550</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 1,256	\$ 694	\$ 987	\$ 3,000
	<b>\$ 1,256</b>	<b>\$ 694</b>	<b>\$ 987</b>	<b>\$ 3,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 2,600
Computer Hardware	—	—	—	10,000
Just In Time Office Supplies	695	1,740	958	2,000
	<b>\$ 695</b>	<b>\$ 1,740</b>	<b>\$ 958</b>	<b>\$ 14,600</b>
<b>Maintenance</b>				
Computer Software Maintenance	\$ 120,000	\$ 130,250	\$ 150,000	\$ 150,000
	<b>\$ 120,000</b>	<b>\$ 130,250</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 3,999	\$ 3,306	\$ 2,838	\$ 3,338
Charges From Print & Repro	6,470	4,219	5,773	6,420
Charges From Central Storeroom	106	188	81	107
Charges From M.V.M.	108	316	666	621
	<b>\$ 10,683</b>	<b>\$ 8,029</b>	<b>\$ 9,358</b>	<b>\$ 10,486</b>
	<b>\$ 782,673</b>	<b>\$ 752,868</b>	<b>\$ 884,380</b>	<b>\$ 1,187,552</b>



OFFICE OF EQUAL OPPORTUNITY

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 4,083	\$ 26,583	\$ 27	\$ —
	<b>\$ 4,083</b>	<b>\$ 26,583</b>	<b>\$ 27</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINSTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Assistant Director	36,590.39	165,322.61
1	1	1	Executive Assistant to the Mayor	50,795.81	204,022.08
1	1	1	Minority Business Development Administrator	31,200.00	85,577.88
3	2	2			
<b><u>PROFESSIONALS</u></b>					
2	2	2	Administrative Manager	31,200.00	154,629.45
3	2	2	Assistant Administrator	31,200.00	90,644.85
1	1	1	Contract Compliance Officer	31,200.00	83,376.71
6	5	5			
0	0	3	<b><u>VACANT FULL TIME</u></b>		
<b>9</b>	<b>7</b>	<b>10</b>	<b>TOTAL FULL TIME</b>		
<b>9</b>	<b>7</b>	<b>10</b>	<b>TOTAL OFFICE EQUAL OPPORTUNITY</b>		



PREVENTION, INTERVENTION AND OPPORTUNITY

Sonya Pryor-Jones, Chief

**Mission Statement**

*The Mayor's Office of Prevention, Intervention, and Opportunity for Youth and Young Adults (PIOYYA) is committed to instituting a broad-based effort to address the root causes of youth violence based on a public health model to improve the overall health, well-being and quality of life outcomes for youth, their families and their communities.*

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PIOYYA develops youth-centered programming and works to connect youth and young adults to resources, support systems, employment, recreational and educational opportunities in an effort to reduce violence and support City youth and young adults in developing the knowledge and skills necessary for success in school, the workforce, home and the community.

**PROGRAM NAME: TRAUMA-INFORMED NEIGHBORHOOD RESOURCE AND RECREATION CENTERS (NRRCS)**

**OBJECTIVES:** Rebrand and refocus the City's 22 recreation centers through a transition process resulting in trauma-informed care Neighborhood Resource and Recreation Centers that more holistically serve local families and the community.

**ACTIVITIES:** **Trauma-Informed Care Training:** All Neighborhood Resource & Recreation Center (NRRC) staff members are participating in on-going professional development designed to assist them in developing an in-depth understanding of what toxic stress/trauma is; its impact on a child's overall development; the signs/symptoms; and strategies to effectively interact with youth and adults exhibiting these signs or symptoms without re-traumatizing them.

**Social Work Trained Trauma-Informed Care Coaches:** Neighborhood Resource & Recreation Centers are assigned a social work-trained, trauma-informed care coach who works closely with NRRC staff to identify youth exhibiting symptoms of trauma or toxic stress and connects those youth and their families to the appropriate community-based resources and support services.

**Expanded NRRC Programming:** New programming beyond traditional sports and recreational activities are available and aim to provide youth, young adults and their families access to center-based resources, programs and activities that address the root causes of violence; promote healing, wellness, resiliency and self-efficacy; and support our residents in developing the skills and knowledge required to thrive and live quality lives.

**Programming centers around six (6) areas:**

**1) Youth and Adult Education (Targeted Groups: Youth Grades K-12 and Adults Ages 18 and up):** Youth and adults are provided access to meaningful educational opportunities that promote academic, personal and professional growth and enables them to develop the knowledge and skills necessary to compete in a global workforce; K-12 Academic Intervention and



PREVENTION, INTERVENTION AND OPPORTUNITY

Enrichment, Post-Secondary Education Preparation and Adult Education Programs

**2)Job and Career Readiness (Targeted Group: Adults Ages 18 and up):** Job and career readiness training is available for unemployed and underemployed adults to support them in developing the skills necessary to secure and retain employment in industries that enable them to earn a living wage, achieve economic stability and access opportunities for advancement- thereby creating stronger families and neighborhoods.

**3)Health and Wellness (Targeted Groups: Youth Grades K-12 and Adults Ages 18 and up):** New health and wellness programs are available that offer youth and adults the tools and resources needed to improve their physical, mental, social/emotional health and overall well-being.

**4)Youth Development, Mentorship, Leadership and Community Service (Targeted Groups: Youth Grades 6-12):** These programs intertwine youth development, mentorship, leadership and community service. They are designed to support our youth in developing the confidence, knowledge and skills, self-esteem and awareness necessary to actively participate in a democratic society and affect positive social change. These skills are essential in ensuring the cultural, social and economic progress of our youth and our communities.

**5)The Arts - Performing and Visual (Targeted Groups: Youth Grades K-12):** Arts programming is available that supports the social/emotional, behavioral and cognitive development of our youth. The arts are effective in reducing adverse physiological and psychological outcomes. Participating in the arts can assist youth in developing a sense of self-efficacy and improve self-esteem and awareness.

**6)Sports and Recreation (Targeted Groups- Youth Grades K-12):** These programs includes access to non-traditional sports and recreation activities that promote physical and social emotional wellness; builds character; teaches discipline and perseverance; and assist them in developing critical teamwork and leadership skills, all of which are essential in helping our youth to become well-rounded and successful adults.

**PROGRAM NAME:MAYOR'S YOUTH SUMMER JOB AND CAREER READINESS INITIATIVE**

**OBJECTIVES:** Provide youth meaningful summer employment and internship opportunities that support improvements in learning outcomes and social/emotional development and prepares them to compete in a 21st century global economy.

**ACTIVITIES:** **Youth Summer Employment:** City of Cleveland youth are afforded job and life-skills training and are assigned to an 8-week paid summer employment opportunity that aligns with their career goals and enables them to gain skills necessary for success in school and the workforce.

**Youth Summer Internships:** City of Cleveland youth are assigned to select City departments to complete a 6-week paid career exploration work



PREVENTION, INTERVENTION AND OPPORTUNITY

experience that aligns with their career interests and post-secondary education goals. The program is designed to enhance a youth's academic and social/emotional development by providing opportunities for career exploration.

**PROGRAM NAME: YOUTH REENTRY, DIVERSION AND OUTREACH**

**OBJECTIVES:** Connect high-risk and formerly incarcerated youth with the wrap-around support services, resources, mentorship, educational support and career training/placement services required to reduce recidivism and assist these young people in developing the knowledge and skills needed to thrive and live quality lives.

**ACTIVITIES:** **Youth Reentry:** Assistance is provided in facilitating youth's reintegration in the community- before and subsequent to release. These youth are connected to the appropriate mentoring support and resources with a focus on- family, health, education, housing, legal services, employment and environment. The ultimate goal is to assist these youth in developing the skills and behaviors necessary for successful reentry into the community.

**Youth Diversion:** Youth ages 14-18, who are referred to the City's Diversion program, are connected to critical wrap-around support services and are afforded mentoring support; participate in job/career readiness and life-skills training; and are assigned a 6-8 week paid work experience. These youth receive support beyond the term of the juvenile court's diversion completion requirements- until the child demonstrates that intensive support is no longer required or subsequent to high school graduation.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of youth participating in employment opportunities (summer, year-round, and community service)	154	168	283
2	Number of expanded programs offered in NRRCs	46	46	36
3	Number of contacts with NRRC patrons/residents by the S3 Unit	N/A	408	3141
4	Number of professional development sessions offered to NRRC staff by the Office of PIOYYA	5	15	20



PREVENTION, INTERVENTION AND OPPORTUNITY

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 246,003	\$ 613,980	\$ 674,119	\$ 1,239,606
Military Leave	—	—	4,000	—
Longevity	—	300	300	700
Vacation Conversion	—	6,122	—	—
Separation Payments	—	4,887	35,133	—
Bonus Incentive	—	—	9,000	—
	<b>\$ 246,003</b>	<b>\$ 625,289</b>	<b>\$ 722,551</b>	<b>\$ 1,240,306</b>
<b>Benefits</b>				
Hospitalization	\$ 23,944	\$ 75,757	\$ 156,155	\$ 207,428
Prescription	5,473	16,086	20,800	43,004
Dental	661	2,938	4,153	10,092
Vision Care	304	875	1,011	1,932
Public Employees Retire System	31,233	84,794	96,399	173,741
Fica-Medicare	3,499	8,834	10,146	17,981
Workers' Compensation	—	4,784	8,020	7,107
Life Insurance	95	311	481	972
Unemployment Compensation	—	53	1,163	—
	<b>\$ 65,210</b>	<b>\$ 194,432</b>	<b>\$ 298,328</b>	<b>\$ 462,257</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 4,702	\$ 4,885	\$ 20,000
Tuition & Registration Fees	4,288	—	1,501	—
Training	—	12,987	788	7,500
Mileage (Priv Auto) Trng Prps	229	771	—	—
Professional Dues & Subscript	—	—	499	2,000
	<b>\$ 4,517</b>	<b>\$ 18,459</b>	<b>\$ 7,673</b>	<b>\$ 29,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 10,000	\$ —	\$ —	\$ —
Mileage (Private Auto)	—	—	2,962	6,000
Parking In City Facilities	—	—	254	—
Other Contractual	3,030,000	2,725,000	2,715,500	2,700,000
	<b>\$ 3,040,000</b>	<b>\$ 2,725,000</b>	<b>\$ 2,718,716</b>	<b>\$ 2,706,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 3,908	\$ 2,256	\$ 7,250
Postage	—	85	—	—
Clothing	—	—	1,696	—



PREVENTION, INTERVENTION AND OPPORTUNITY

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Other Supplies	—	—	9,380	—
Special Events Supplies	—	—	550	—
Just In Time Office Supplies	—	1,806	3,880	—
	<b>\$ —</b>	<b>\$ 5,799</b>	<b>\$ 17,762</b>	<b>\$ 7,250</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 6,670	\$ 12,962	\$ 9,444	\$ 10,502
	<b>\$ 6,670</b>	<b>\$ 12,962</b>	<b>\$ 9,444</b>	<b>\$ 10,502</b>
	<b>\$ 3,362,400</b>	<b>\$ 3,581,941</b>	<b>\$ 3,774,474</b>	<b>\$ 4,455,815</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ —	\$ —	\$ 457	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 457</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINSTRATORS &amp; OFFICIALS</b>					
1	0	0	Assistant Director	36,590.39	165,322.61
1	1	1	Executive Assistant to the Mayor	50,795.81	204,022.08
2	1	1			
<b>PROFESSIONALS</b>					
3	2	2	Administrative Manager	31,200.00	154,629.45
1	1	1	Fiscal Manager	31,200.00	104,654.90
1	1	1	Project Coordinator	31,200.00	106,323.88
13	5	5	Project Director	31,200.00	88,646.98
18	9	9			
0	0	10	<b>VACANT FULL TIME</b>		
20	10	20	<b>TOTAL FULL TIME</b>		
<b>20</b>	<b>10</b>	<b>20</b>	<b>TOTAL DIVISION</b>		



CLEVELAND MUNICIPAL COURT - JUDICIAL

Michelle D. Earley, Administrative And Presiding Judge

**Mission Statement**

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

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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 \$6,000.00. 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.

Due to the COVID-19 pandemic and statewide shut down in the spring of 2020, the Cleveland Municipal Court's operations and various programs were drastically curtailed. Some cases are still being heard virtually. Jury Trials resumed at the Court in June, 2021.

**PRETRIAL SERVICES**

The Cleveland Municipal Court, in its endeavor to embrace and guide bail reform, and to encourage new and creative ideas for helping citizens rise above difficult circumstances, established the Pretrial Services Department on September 24, 2018. The mission of this department is to ensure pretrial justice and public safety through rational pretrial decision making protocols and transition services informed by evidence based practices. Pretrial services are critical to assisting the Court in making prompt, fair, and effective release or detention decisions including, where needed, treatment possibilities and the monitoring and supervision of released defendants.

In the first year of operation, Pretrial Services was able to provide the necessary supervision and services allowing the release of over 1,000 misdemeanor defendants who otherwise may have remained incarcerated. Of that amount, 853 defendants were monitored by electronic devices. Pretrial Services also completed 3,800 Public Safety Assessments on felony defendants and 2,000 misdemeanants.

The success of Pretrial Services is reflected in the decreased failure to appear (FTA) rates from 42% before implementation, to 19% in 2019, 6% in 2020 and 25% in 2021. Keep in mind that the 2020 FTA numbers may be impacted by an Administrative Order effecting court dates due to COVID-19.

**COURT PROGRAMS**

**ANIMAL RELATED ORDINANCES COURSE (AROC):** Almost every offense that comes through Probation is referred to some type of educational program, so why not provide one related to animal offenses as well? In response, the Court now provides an educational opportunity for animal related crimes through a program called the Animal Related Ordinances Course or AROC. In 2019, Cleveland Animal Control and Probation Officer Jodi

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**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

Burmeister created a free, 90 minute class educating participants on how to comply with all of the Cleveland related animal ordinances. Topics such as tethering, bites, Level I and Level II threat requirements, neglect, county licenses and shelter requirements are covered and anyone with an animal related case is eligible for the class. Judge Nelson has been referring people to the class held via zoom and the feedback from over 150 participants served has been very positive.

**COMMUNICATION AWARENESS PROJECT (CAP):** Many of the people that appear before The Cleveland Municipal Court are not criminals, however, they have not recognized the duties and responsibilities that go along with every citizen's unwritten social contract. Traditional referrals may not be adequate in these cases and we have another tool available to provide education to those being supervised. The Communication Awareness Project (CAP) was established in 2012. This program teaches conflict resolution skills, civility and basic "adulting" to individuals who have experienced a negative interaction with peers, neighbors, co-workers, employers, teachers, and even strangers. CAP referrals may be appropriate for individuals who have been charged with offenses such as: obstructing official business, criminal damaging, menacing, discharging firearms, ethnic intimidation, littering, petty theft, dog bites, disorderly conduct etc. Cleveland Municipal Court's Treatment Coordinator Wallace Green created the current curriculum and teaches the 2 hour class every other month via zoom. Participants interact through poll questions and various discussions how to recognize and pursue positive goals.

**COMMUNITY ORIENTATION PROGRAM (COP):** In an effort to improve the relations between the community and police, the Community Orientation Program (COP) was created. Individuals who have been convicted of offenses which resulted in negative interaction with the police are required to attend. COP is an education program which teaches the rights and responsibilities of citizens when they encounter the police. The goal of the program is to educate participants on what they should and should not do when they encounter the police. The two hour class is taught by an attorney and commander of the Cleveland Police. The class provides information from both legal and police perspectives. This balanced approach provides an opportunity for instruction and dialogue between an attorney, police officer and participants. The presence of the police officer allows for a positive exchange with a law enforcement officer in a neutral, non-confrontational environment. The class is taught at the Cuyahoga Community College Metro Campus.

**DEDICATED DOMESTIC VIOLENCE DOCKET (DDVD):** The Dedicated Domestic Violence Docket/Deferred Judgment Program, under the direction of Judge Michelle D. Earley, improves court responses to domestic violence, increases offender accountability and enhances victim safety. This specialized treatment of domestic violence cases has proven to be effective by the coordinated court response with law enforcement, prosecutors, advocates, judges and probation officers. This docket currently serves three of the city's five police districts and will eventually serve the entire city. Compliance hearings are held for all DDVD cases assigned to probation supervision to ensure that all conditions of probation are being met.

**DEFERRED JUDGEMENT PROGRAM (DJP):** The Deferred Judgment Program provides domestic violence education and a period of community controlled supervision for recommended offenders for the purpose of assisting them in altering the behavior that brought them before the court. The court developed this program in response to a need to assist offenders that have a low risk of additional abusive behavior. The purpose of taking this approach is to assist the victim, the offender and the public to provide the court a new tool to safely satisfy the needs of all three more effectively.

**DOMESTIC INTERVENTION, EDUCATION AND TRAINING PROGRAM (DIET):** The Domestic Intervention, Education and Training Program (DIET) began with funding from

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**CLEVELAND MUNICIPAL COURT - JUDICIAL**

the State of Ohio's Department of Rehabilitation and Correction, Community Corrections Act. The program was developed and is operated by the Probation Department for offenders convicted of a crime involving intimate partner violence or a related offense. Every attempt is made to hold the offender solely accountable for his use of violence through participation in a cognitive behavioral intervention program as part of a sentence or as a condition of probation or community control. DIET offenders must attend one, two-hour session per week for eight to 30 weeks depending on the risk of recidivism. Each session, which averages 20 participants, is led by two qualified staff facilitators who have been trained in cognitive behavioral therapy techniques. The University of Cincinnati Cognitive Approach to Interpersonal Violence curriculum consists of seven modules: motivational engagement, cognitive restructuring, violence awareness, emotion regulation, managing interpersonal relationships, problem solving, and success planning. The DIET program also serves the Cuyahoga County Court of Common Pleas and 12 suburban municipal courts.

**GREATER CLEVELAND DRUG COURT:** In 1998, Cleveland Municipal Court accepted a federal grant in the amount of \$385,000 to establish the Greater Cleveland Drug Court. Drug Court, currently under the direction of Judge Lauren C. Moore, may be offered to a felony offender charged with a fourth or fifth degree level possession of a controlled substance, who has only one non-violent felony conviction and is chemically-dependent. Defendants are required to enter a plea of guilty to a first degree misdemeanor. The sentence is held in abeyance pending successful completion of the program. Upon successful completion of Drug Court and payment of a supervision fee, a participant's guilty plea is vacated, the charge(s) dismissed and the case sealed or expunged. Drug Court offers substance abuse prevention, treatment and recovery support assistance provided by contracted providers certified by the Ohio Department of Alcohol and Drug Addiction Services. Services include outpatient, intensive outpatient, residential treatment and recovery support. If needed, mental health treatment services are also available. As a sanction-based program participants are randomly drug tested at least once per week for a year to ensure abstinence. 1,890 people have successfully completed the Greater Cleveland Drug Court Program.

**HUMAN TRAFFICKING DOCKET:** The Human Trafficking Specialized Docket was established under the direction of Judge Marilyn B. Cassidy to address the needs of adult victims of human trafficking who are forced, compelled or coerced to engage in criminal activities that result in their involvement with the Court. Through an integrated approach among courts, law enforcement and social service agencies, this docket provides the interventions necessary for trafficking victims to regain control of their lives. To be eligible for participation in the docket, a defendant must be 18 years or older and charged with misdemeanor prostitution, soliciting, loitering to solicit, or other offenses where markers of a trafficked person are present. Possible victims would be screened and provided prompt access to services which would include substance abuse treatment, trauma counseling, housing, education and advocacy.

**MENTAL HEALTH DOCKET:** The Mental Health Docket, now under the direction of Judge Suzan Sweeney operates in cooperation with area community mental health agencies to provide intensive supervision to offenders living with the challenges of mental illness. The Cleveland Municipal Court has recognized the need for behavioral health services, case management and supervision for clinically diagnosed mentally ill and/or developmentally disabled offenders to remain in the community and function as healthy, law-abiding citizens and to reduce the likelihood that they will return to the criminal justice system as offenders. The judges identify defendants with possible mental health issues, and an assessment of the defendant is made via an in-depth interview by the Court Psychiatric Unit to determine whether the defendant is a candidate for the Mental Health Docket.

If eligible, after placement into the program the offender may be linked to a variety of community programs and agencies with the assistance of specially trained probation officers.



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**CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**

Certain offenders may be offered a full range of services provided by agency providers including forensic psychiatry, medication management, intensive outpatient substance abuse treatment for dually diagnosed offenders, partial hospitalization services and support services

**MOCK TRIAL:** The annual Mock Trial Competition, sponsored by the Cleveland Municipal Court and the Cleveland Metropolitan Bar Association took place at the bar association in May following a two year hiatus due to the pandemic. The program, under the direction of Judge Lauren C. Moore, involves 250-350 Cleveland students and their teachers who end up spending an entire day presenting both sides of a hypothetical case that is based upon similar cases before the Court, such as stalking, driving under the influence, and children getting access to firearms. The ultimate aim of the Mock Trial Competition is to improve student listening, speaking and reasoning skills.

**PETTY THEFT:** In an effort to reduce recidivism and understand long term effects of stealing, Cleveland Municipal Court created an in house Petty Theft class. This free, 90 minute class is held via zoom every other month and taught by Probation Officer Jodi Burmeister. Topics such as employee theft, how it affects the community and loved ones, crimes of moral turpitude, the fraud triangle, prevention and mental rehearsing are covered. Participants interact through poll questions and identify triggers. Referrals from outside courts are welcome.

**REDIRECTING OUR CITY'S KIDS (ROCK):** In response to approximately 3,000 day and night minor curfew citations received each year, the Cleveland Municipal Court created R.O.C.K., Redirecting Our City's Kids, a diversion program for parents or guardians who are issued citations for a minor's curfew violation. Participants are given 90 days to fulfill the requirements, which include one monthly parent meeting, a parent/teacher conference for the child, and four hours of community service for the child at the Boys and Girls Club or City Mission. There is a \$25 dollar fee for the ROCK Program. Successful participation means parents are involved in the school, the child is held accountable for his or her actions and the case will be dismissed.

**SELECTIVE INTERVENTION PROGRAM (SIP):** The Selective Intervention Program (SIP) is a diversionary program for criminal defendants with no prior criminal record or pending criminal cases. It was designed to keep first offenders from being fully immersed into the criminal justice system.

Following the completion of its investigation, the Probation Department makes a recommendation to the Court regarding the defendant's participation. An SIP Release/ Contract must be signed by the participant agreeing to cooperate and abide by the conditions of the program. SIP, administered by the Probation Department, is an opportunity for successful participants to have their case dismissed by the Court to avoid prosecution. Participants must pay the \$200 SIP fee for participation and for the application to seal their arrest record at the completion of the program.

**SMALL CLAIMS MEDIATION:** Mediation is an alternative dispute resolution program offered by the Cleveland Municipal Court for the parties appearing in small claims court. These are in cases where \$6,000 or less is being sought. Approximately half of all contested small claims cases go to mediation and the majority of them are resolved. Mediation gives parties the chance to sit down with a trained mediator to amicably resolve a dispute. Mediation is voluntary and has many advantages including: resolution of the dispute on the court date; negotiating a payment schedule to avoid collection; a confidential settlement; and an outcome that is satisfactory to both sides. If mediation does not work to their satisfaction, the parties still have access to a trial on the same day.



CLEVELAND MUNICIPAL COURT - JUDICIAL

**VETERANS TREATMENT DOCKET:** The Veterans Treatment Docket, under the direction of Judge Charles L. Patton Jr., is a specialized docket that works within the framework of the Cleveland Municipal Court. It is intended to serve court-involved active duty service members and veterans. Other specialty dockets, operated by the Court, target probationers with similar behavioral issues and needs such as mental health, alcohol and other drugs, domestic violence and solicitation. The Veterans Treatment Docket, however, deals with probationers whose actions may include a range of needs and offenses. What they have in common is not necessarily their behavior, but their past military service. By providing a specialized docket, the Court increases the veteran's chance of success. Facilitating access to various treatment programs and fostering interaction with other veterans helps to ensure that those who have served receive the services they deserve.

**INTERPRETING AND TRANSLATION SERVICES UNIT:** In recognition of the increasing diversity of our citizenry, the Cleveland Municipal Court has moved forward to enhance the quality of the foreign language and hearing-impaired interpretive services provided to defendants and other individuals involved in the court system. Court interpreters are responsible for the accurate interpretation and translation of verbal and written communication from English to Non-English in matters related to judicial proceedings. Court interpreter services provide individuals with Limited English Proficiency (LEP) access to court services and functions by facilitating communication through professionally trained interpreters as impartial officers of the Court. Court interpreters are not advocates and; therefore, cannot provide legal assistance or advice. Interpreter services are available in Spanish, rare languages and American Sign Language. Interpreter services are for traffic and criminal misdemeanor arraignments, felony preliminary hearings, driving privilege hearings, small claims court cases, wedding ceremonies, probation department referrals, psychiatric evaluations, TASC substance abuse assessments, pretrial, jury trial assignments and jurors summoned by the Cleveland Municipal Court, and ancillary court services. There is no cost for interpreter services.

**CLEVELAND JUSTICE:** The Court has enjoyed a very successful partnership with Channel 20 in the production of Cleveland Justice, a half hour program that gives viewers an insight on what happens in our courtrooms on a daily basis. Unfortunately production was suspended in March, 2020 due to the pandemic. .

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## CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 12,126,186	\$ 12,639,693	\$ 11,492,439	\$ 12,798,057
Seasonal	—	7,584	24,302	101,326
Elected Officials	445,294	437,061	438,193	530,821
Military Leave	1,624	—	—	—
Part-Time Permanent	166,786	138,423	121,732	420,988
Longevity	106,050	99,550	90,050	90,575
Wage Settlements	327	1	5,650	—
Vacation Conversion	—	264,217	—	—
Separation Payments	136,144	161,558	334,019	163,595
Bonus Incentive	—	—	287,500	—
Overtime	4,025	3,658	2,973	3,090
	<b>\$ 12,986,435</b>	<b>\$ 13,751,744</b>	<b>\$ 12,796,858</b>	<b>\$ 14,108,452</b>
<b>Benefits</b>				
Hospitalization	\$ 2,361,475	\$ 2,216,355	\$ 2,163,887	\$ 2,447,480
Prescription	505,480	470,231	422,874	512,926
Dental	124,885	114,722	97,667	127,401
Vision Care	20,178	20,530	17,051	22,572
Public Employees Retire System	1,869,125	1,869,131	1,728,062	1,903,887
Fica-Medicare	176,405	187,761	174,966	191,040
Workers' Compensation	116,940	129,023	149,904	131,842
Life Insurance	9,906	9,576	8,747	12,158
Unemployment Compensation	8,288	0	29,744	11,076
	<b>\$ 5,192,682</b>	<b>\$ 5,017,329</b>	<b>\$ 4,792,902</b>	<b>\$ 5,360,382</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 3,284	\$ 5,434	\$ 31,378	\$ 28,300
Tuition & Registration Fees	11,923	12,935	19,313	19,500
Other Training Supplies	—	33	—	—
Professional Dues & Subscript	10,927	9,877	3,545	12,000
	<b>\$ 26,134</b>	<b>\$ 28,280</b>	<b>\$ 54,235</b>	<b>\$ 59,800</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,645,248	\$ 4,305,748	\$ 4,368,454	\$ 4,784,365
Court Reporter	5,859	2,854	1,863	6,283
Jury And Witness Fees	3,066	270	—	10,000
Parking In City Facilities	13,545	12,516	11,980	8,000
Insurance And Official Bonds	—	—	3,683	3,700
	<b>\$ 3,667,718</b>	<b>\$ 4,321,389</b>	<b>\$ 4,385,980</b>	<b>\$ 4,812,348</b>



CLEVELAND MUNICIPAL COURT - JUDICIAL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 183	\$ 5,210	\$ 928	\$ 10,300
Postage	17	57	150	100
Computer Hardware	25,898	360	—	1,000
Purchase Of Tests	—	—	5,802	—
Small Equipment	73	—	—	200
Office Furniture & Equipment	—	366	327	2,000
Hygiene And Cleaning Supplies	2,897	—	—	—
Medical Supplies	—	—	170	—
Paper And Other Printing Suppl	105	320	—	480
Other Supplies	5,231	124	379	500
Safety Equipment	169	—	—	—
Just In Time Office Supplies	29,039	23,860	31,524	30,900
	<b>\$ 63,612</b>	<b>\$ 30,297</b>	<b>\$ 39,279</b>	<b>\$ 45,480</b>
<b>Maintenance</b>				
Car Washes	\$ 224	\$ 56	\$ —	\$ —
	<b>\$ 224</b>	<b>\$ 56</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ 4,000	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 4,000</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 36,235	\$ 26,510	\$ 27,498	\$ 32,348
Charges From Radio Comm System	34,082	76,453	49,388	82,663
Charges From Water	500	480	484	1,804
Charges From Print & Repro	62,076	63,853	58,068	64,573
Charges From Central Storeroom	15,670	14,942	19,276	25,434
Charges From M.V.M.	—	5,573	—	3,492
	<b>\$ 148,564</b>	<b>\$ 187,810</b>	<b>\$ 154,713</b>	<b>\$ 210,314</b>
	<b>\$ 22,085,368</b>	<b>\$ 23,336,905</b>	<b>\$ 22,227,967</b>	<b>\$ 24,596,776</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Fines, Forfeitures & Settlements	\$ 3,007,127	\$ 3,461,365	\$ 2,257,898	\$ 2,346,406
Miscellaneous	1,744,862	2,607,165	2,457,833	925,281
	<b>\$ 4,751,989</b>	<b>\$ 6,068,530</b>	<b>\$ 4,715,731</b>	<b>\$ 3,271,687</b>



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrative & Presiding Judge	37,950.00	37,950.00
11	11	11	Judge	37,050.00	37,050.00
1	1	1	Deputy Bailiff Chief Probation Officer	58,333.00	123,632.78
3	3	3	Deputy Bailiff Administrative Assistant III	48,750.00	93,910.80
1	1	1	Deputy Bailiff Court Administrator	71,667.00	152,533.97
2	2	2	Deputy Bailiff Deputy Court Administrator	71,667.00	138,083.38
1	1	1	Director Pretrial Services	58,333.00	112,393.44
7	6	6	Deputy Bailiff Probation Officer Supervisor	48,750.00	93,928.81
2	2	2	Scheduling Supervisor	40,343.06	85,880.96
1	1	1	Deputy Bailiff Chief Bailiff	42,000.00	123,632.78
30	29	29			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Dep Bail Alcohol & Drug Treatment Case Manager	48,750.00	78,274.01
1	1	1	Deputy Bailiff Chief Magistrate	71,667.00	138,083.38
1	1	1	Deputy Bailiff Pretrial Services Coordinator	48,750.00	93,928.81
1	0	0	Deputy Bailiff Community Court Coordinator	34,035.00	80,516.53
4	4	4	Deputy Bailiff Court Reporter	36,509.00	81,877.62
1	1	1	Deputy Bailiff Data Proc I	31,200.00	52,182.67
1	0	0	Deputy Bailiff Grant Administrator	66,093.04	120,009.60
1	1	1	Deputy Bailiff Help Desk Supervisor	50,212.03	99,630.00
1	1	1	Deputy Bailiff Mediation Coordinator	58,333.00	123,125.74
1	1	1	Deputy Bailiff Senior Magistrate	58,332.98	120,262.80
2	1	1	Deputy Bailiff Deputy Chief Pro Officer	55,000.00	123,386.40
1	0	0	Docket Coordinator	48,750.00	93,928.81
2	2	2	Deputy Bailiff Pretrial Services Intake Officer	31,200.00	75,464.17
1	1	1	Judicial Assistant	35,192.98	63,901.20
35	27	27	Probation Officer General	34,035.00	67,097.11
1	0	0	Deputy Bailiff Psychiatric Social Worker	34,167.00	77,521.18
6	6	6	Deputy Bailiff Pretrial Services Release Officer	34,035.00	80,516.53
8	7	7	Deputy Bailiff Magistrate	58,333.00	123,125.74
1	1	1	Small Claims Magistrate	20,800.00	56,244.49
5	3	3	Deputy Bailiff Pretrial Services Supervising Officer	34,035.00	67,097.11
1	1	1	Deputy Bailiff Chief Social Worker	48,750.00	108,093.60



CLEVELAND MUNICIPAL COURT - JUDICIAL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	0	0	Deputy Bailiff Network Engineer II	44,167.00	93,059.10
1	1	1	Deputy Bailiff Probation Systems Admin/Trainer	48,750.00	93,928.81
1	1	1	Deputy Bailiff Drug Court Coordinator	52,500.00	101,154.12
1	1	1	Deputy Bailiff Finance Director	52,500.00	101,154.12
1	1	1	Deputy Bailiff System Analyst II	52,500.00	101,154.12
4	3	3	Deputy Bailiff Project Manager II	64,167.00	123,632.78
85	67	67			
<b>TECHNICIANS</b>					
1	1	1	Deputy Bailiff Ch Dep Bailiff	58,333.00	112,393.44
1	1	1	Deputy Bailiff Technical Support Specialist I	31,200.00	59,699.48
2	2	2	Deputy Bailiff Technical Support Specialist II	39,167.00	75,464.17
1	2	2	Deputy Bailiff Technical Support Specialist III	44,167.00	84,295.09
1	1	1	Deputy Bailiff Network Eng III	52,500.00	107,328.00
1	1	1	Deputy Bailiff Deputy Director IT	71,667.00	122,112.65
1	1	1	Deputy Bailiff Director IT	71,667.00	127,064.03
8	9	9			
<b>ADMINISTRATIVE SUPPORT</b>					
1	1	1	Business Process Analyst	55,000.00	115,220.16
1	1	1	Court Interpreter Coordinator	50,213.00	77,680.62
56	44	44	Deputy Bailiff	31,200.00	75,169.82
3	3	3	Deputy Bailiff Administrative Assistant I	34,167.00	65,830.45
1	1	1	Deputy Bailiff Accounts Coordinator	46,492.00	93,910.80
4	2	2	Deputy Bailiff Clerk Typist	31,200.00	66,078.46
3	0	0	Deputy Bailiff Court Interp II	45,493.00	81,547.31
6	4	4	Deputy Bailiff Office Assistant	31,200.00	75,169.82
1	1	1	Deputy Bailiff Personnel Specialist	50,212.00	103,656.00
1	1	1	Deputy Bailiff Public Information Officer	48,750.00	102,385.76
7	4	4	Deputy Bailiff Scheduler I	31,200.00	58,277.35
5	5	5	Deputy Bailiff Supervisor	42,815.88	74,798.61
12	12	12	Personal Bailiff	63,969.00	85,591.85
4	3	3	Deputy Bailiff Warrant Officer	31,200.00	75,464.17
3	3	3	Deputy Bailiff Administrative Assistant II	39,167.00	87,228.14
2	2	2	Deputy Bailiff Clerk Typist Supervisor	39,167.00	75,464.17
1	1	1	Deputy Bailiff HR / Personnel Director	58,333.00	112,393.44
111	88	88			



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>NON EEO REPORTING</u></b>					
1	1	1	Deputy Bailiff Computer Specialists II	42,492.00	93,910.80
2	2	2	T.I.P. Office Assistant	25,921.00	38,222.00
1	1	1	Website Content Specialist	45,493.00	54,590.00
4	4	4			
0	0	29	<b><u>VACANT FULL TIME</u></b>		
238	197	226	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	1	1	Deputy Bailiff	31,200.00	75,169.82
1	1	1	Deputy Bailiff Dom Vio Pro Fac	34,035.00	80,516.53
6	4	4	Deputy Bailiff Law Clerk	41,600.00	62,400.00
1	0	0	Deputy Bailiff Pretrial Services Intake Officer	31,200.00	75,464.17
2	1	1	Muni Court Psychologist	66,093.00	132,438.76
11	7	7			
0	0	4	<b><u>VACANT PART TIME</u></b>		
11	7	11	<b>TOTAL PART TIME</b>		
<b><u>SEASONAL</u></b>					
11	0	0	Student Aide (Seasonal)	11.60	15.00
0	0	12	<b><u>VACANT SEASONAL</u></b>		
11	0	12	<b>TOTAL SEASONAL</b>		
<b>260</b>	<b>204</b>	<b>249</b>	<b>TOTAL JUDICIAL COURT</b>		



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

Earle B. Turner, Clerk Of Municipal Court

**Mission Statement**

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

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

The Clerk was appointed to operate the Parking Violations Bureau (P.V.B.) on June 1, 1985. The P.V.B. was established in response to state law which allowed municipalities to decriminalize parking violations, making parking violations a civil offense, collectible by civil procedure of garnishment. The Clerk's duties involve the collection of issued parking violations and photo safety violations, keeping records of each violation, mailing notices, and collecting past due violations.

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

***PROGRAM NAME: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.

***PROGRAM NAME:CIVIL***

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

**ACTIVITIES:** Process filings for Small Claims, Trusteeships, General Division Filings, and all Housing Court matters. 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 Rent Deposit.

***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.



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

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

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

***PROGRAM NAME:PARKING VIOLATIONS BUREAU & PHOTO SAFETY DIVISION***

**OBJECTIVES:** To collect fines from Parking Violations, Photo Infractions, and Civil Code Violations issued in the City of Cleveland.

**ACTIVITIES:** Supply vendor-produced tickets and associated handheld devices, to parking enforcement agencies and code violation enforcement agencies. Process payments for Parking, Photo, and Code tickets. Provide hearings, keeping records of all adjudication processes for parking tickets, photo violation tickets, and civil code violations.



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 6,439,866	\$ 6,315,844	\$ 6,169,302	\$ 7,137,599
Seasonal	—	—	29,557	—
Elected Officials	72,027	73,288	74,570	74,570
Part-Time Permanent	204,727	208,482	248,027	270,541
Student Trainees	—	22,007	—	35,000
Longevity	60,625	60,250	58,600	57,450
Vacation Conversion	—	68,034	—	—
Separation Payments	44,723	25,098	135,484	50,000
Bonus Incentive	—	—	180,000	—
Overtime	24,834	30,918	82,699	30,000
	<b>\$ 6,846,802</b>	<b>\$ 6,803,920</b>	<b>\$ 6,978,238</b>	<b>\$ 7,655,160</b>
<b>Benefits</b>				
Hospitalization	\$ 1,545,279	\$ 1,470,635	\$ 1,499,205	\$ 1,743,648
Prescription	316,105	299,937	279,686	343,774
Dental	79,638	72,967	64,455	81,844
Vision Care	12,445	12,885	11,220	14,472
Public Employees Retire System	989,730	942,864	928,921	1,071,723
Fica-Medicare	91,870	91,632	94,034	110,999
Workers' Compensation	59,324	74,093	78,240	68,538
Life Insurance	6,026	5,776	5,502	7,479
Unemployment Compensation	9,371	—	2,781	12,896
	<b>\$ 3,109,788</b>	<b>\$ 2,970,789</b>	<b>\$ 2,964,044</b>	<b>\$ 3,455,373</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 6,147	\$ 1,279	\$ —	\$ 10,000
Tuition & Registration Fees	6,157	4,248	4,303	10,000
	<b>\$ 12,305</b>	<b>\$ 5,527</b>	<b>\$ 4,303</b>	<b>\$ 20,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,213,797	\$ 1,041,616	\$ 736,732	\$ 960,000
Advertising And Public Notice	8,162	13,802	23,158	24,000
Parking In City Facilities	2,470	2,580	2,475	2,000
Insurance And Official Bonds	—	—	2,297	—
Property Rental	—	60,000	58,480	50,000
Equipment Rental	—	—	500	800
Other Contractual	111,910	75,186	90,954	80,000
	<b>\$ 1,336,339</b>	<b>\$ 1,193,184</b>	<b>\$ 914,596</b>	<b>\$ 1,116,800</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 252,349	\$ 303,296	\$ 301,242	\$ 300,000
Computer Supplies	409	—	—	—



## CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

**Expenditures (Continued)**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Small Equipment	—	—	19,517	—
Food	27	—	1,106	1,500
Other Supplies	6,181	25,800	10,068	10,000
Just In Time Office Supplies	31,455	12,386	11,108	15,000
	<b>\$ 290,421</b>	<b>\$ 341,482</b>	<b>\$ 343,041</b>	<b>\$ 326,500</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 16,041	\$ 22,756	\$ 77,488	\$ 78,000
Car Washes	100	—	200	200
	<b>\$ 16,141</b>	<b>\$ 22,756</b>	<b>\$ 77,688</b>	<b>\$ 78,200</b>
<b>Claims, Refunds, Maintenance</b>				
Cash Short & Over	\$ —	\$ —	\$ —	\$ 1,000
Judgments, Damages, & Claims	1,240	4,760	2,340	10,000
	<b>\$ 1,240</b>	<b>\$ 4,760</b>	<b>\$ 2,340</b>	<b>\$ 11,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 54,989	\$ 46,567	\$ 49,771	\$ 58,551
Charges From Radio Comm System	3,938	9,329	5,671	9,491
Charges From Print & Repro	91,513	114,141	111,885	124,419
Charges From M.V.M.	1,400	1,419	3,303	3,079
	<b>\$ 151,840</b>	<b>\$ 171,456</b>	<b>\$ 170,629</b>	<b>\$ 195,540</b>
	<b>\$ 11,764,876</b>	<b>\$ 11,513,873</b>	<b>\$ 11,454,878</b>	<b>\$ 12,858,573</b>
<b>Revenues</b>				
	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 329,259	\$ 343,579	\$ 299,586	\$ 305,434
Fines, Forfeitures & Settlements	3,445,130	3,117,870	3,288,385	3,195,279
Grant Revenue	—	910	—	—
Miscellaneous	60,267	383,449	99,324	655
	<b>\$ 3,834,655</b>	<b>\$ 3,845,806</b>	<b>\$ 3,687,295</b>	<b>\$ 3,501,368</b>



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
1	1	1	Clerk of Municipal Court	75,875.52	75,875.52
12	11	11	Chief Deputy Clerk - Administration	33,280.00	102,811.07
13	12	12			
<b>ADMINISTRATIVE SUPPORT</b>					
1	1	1	Chief Deputy Clerk - Training Coordinator	33,280.00	102,811.07
1	1	1	Chief Deputy Clerk - Purchasing	33,280.00	102,811.07
1	1	1	Chief Deputy Clerk - Project Coordinator	33,280.00	102,811.07
1	1	1	Chief Deputy Clerk - Human Resources Assistant	33,280.00	102,811.07
3	2	2	Chief Deputy Clerk - Operations Manager	33,280.00	102,811.07
3	3	3	Chief Deputy Clerk - Supervisor	33,280.00	102,811.07
7	7	7	Chief Deputy Clerk - Senior Clerk 1	33,280.00	102,811.07
2	2	2	Chief Deputy Clerk - Facilitator	33,280.00	102,811.07
1	1	1	Chief Deputy Clerk - Facilitator / Auditor	33,280.00	102,811.07
20	19	19			
<b>PROFESSIONALS</b>					
1	1	1	Chief Deputy Clerk - Senior Clerk Fleet Manager	33,280.00	102,811.07
12	12	12	Chief Deputy Clerk - Senior Clerk	33,280.00	102,811.07
3	3	3	Chief Deputy Clerk - Accountant	33,280.00	102,811.07
20	14	14	Chief Deputy Clerk - Journalizer	33,280.00	102,811.07
2	2	2	Chief Deputy Clerk - DCI	33,280.00	102,811.07
38	32	32	Chief Deputy Clerk - Cashiers	33,280.00	102,811.07
3	3	3	Chief Deputy Clerk - Bookkeeping	33,280.00	102,811.07
31	30	30	Chief Deputy Clerk - Support	33,280.00	102,811.07
110	97	97			
<b>PROTECTIVE SERVICES</b>					
1	1	1	Chief Deputy Clerk - Chief of Security	33,280.00	102,811.07
1	1	1			
0	0	15	<b>VACANT FULL TIME</b>		
144	129	144	<b>TOTAL FULL TIME</b>		
<b>PART TIME</b>					
2	0	0	Chief Deputy Clerk - Bookkeeping	11.60	65.00
1	1	1	Chief Deputy Clerk - Staff Attorney	11.60	65.00
1	1	1	Chief Deputy Clerk - Hearing Officer	11.60	65.00
1	1	1	Chief Deputy Clerk - IT Administrator	11.60	65.00



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	0	0	Chief Deputy Clerk - Security	11.60	65.00
4	4	4	Chief Deputy Clerk - Support	11.60	65.00
10	7	7			
0	0	4	<b><u>VACANT PART TIME</u></b>		
10	7	11	<b>TOTAL PART TIME</b>		
			<b><u>SEASONAL</u></b>		
17	0	17	Student Assistant	11.60	15.00
0	0	17	<b><u>VACANT SEASONAL</u></b>		
17	0	17	<b>TOTAL SEASONAL</b>		
<b>171</b>	<b>136</b>	<b>172</b>	<b>TOTAL DIVISION</b>		



CLEVELAND MUNICIPAL COURT - HOUSING

W. Moná Scott, Judge

**Mission Statement**

*To inform, engage, and empower the citizens living and working in the City of Cleveland by providing education and resources around housing, Right to Counsel, and to provide a fair, efficient, innovative and accessible forum for litigants involved in all housing matter.*

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Cleveland Housing Court strives to fulfill its objective to make justice accessible to all. Cleveland Housing Court remains a leading specialized problem-solving court by rethinking its purpose during a global crises. It will continue to use a technological approach as it innovatively changes how it interacts with the Cleveland and Bratenahl communities moving forward.

The following are some of the Housing Court's ongoing and recently enacted innovative initiatives:

**CRIMINAL**

***VIRTUAL COURT***

Cleveland Housing Court with the help of the Ohio Supreme Court will continue to offer virtual hearings. Over 95% the Court's civil and criminal hearings are held virtually. All of the Court's criminal pre-trials and community control status hearings are held virtually. Holding court virtually reduces failure to appear rates, increases compliance, and allows defendants and tenants to participate without missing work, incurring unnecessary costs or jeopardizing their health coming into a stressful and unhealthy environment. In addition, conducting virtual court has provided access to justice to everyone regardless of circumstances and location.

***HOARDING DOCKET***

Hoarding is identified as a disorder by both the American Psychological Association and the American Psychiatric Association. The ongoing pandemic has caused some who has a history with the Court along with new defendants to be cited with building and health code violations. The Court is currently working with community partners and leaders to established wrap around services aimed at preventing recidivism, evictions and possible demolishing of properties. The goal of the Court is not punitive but restorative justice for the individual and community overall.

***CORPORATION DOCKET***

The Court has established a separate docket for cases where a criminal defendant is a corporation, LLC, or other business entity that fails to appear in Court after having been properly served. On this special docket, the entity is ordered to appear and service is sent out again to the entity's address of record, with courtesy copies sent to individuals associated with the company. Ultimately, the Court may impose upon a noncompliant defendant a daily sanction until the entity appears and enters a plea, which the Court can then order converted to civil judgments. This practice has proven successful in encouraging corporate defendants to appear in Court to face the charges against them.

***SELECTIVE INTERVENTION PROGRAM (SIP)***

Housing Court has established a Selective Intervention Program ("SIP"), to assist eligible and approved criminal defendants in correcting building and health code violations that are

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**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**

brought before the Court. Upon referral by the Judge and screening by a housing court specialist for referral, SIP is a one-time diversion program that allows a defendant to avoid conviction upon successful completion. If accepted into the program a non-refundable administrative fee will be assessed. The defendant is then monitored by a housing court specialist to insure compliance and remediation of the underlying code violations. Upon successful completion of the SIP program, the Court may grant the City of Cleveland's motion to nolle and/or dismiss the criminal case.

***COMMUNITY CONTROL***

Housing Court has implemented active, aggressive supervision of defendants on term of community control. Community control (previously known as probation) may be imposed on defendants who have been convicted of violation of the City's codes. Every defendant on community control is under the supervision of one of the Court's Housing Specialists. The defendant must bring and keep up to code all of the properties owned by the defendant in the City of Cleveland-not just the property for which the defendant was originally cited. The Specialist, as Community Control Officer, meets with the defendant to address the defendant's progress and compliance. If the defendant fails to make reasonable progress or otherwise obey the Community Control Officer, the Court may re-summon the defendant and impose greater sanctions, including additional fines and jail time. When the properties are up to code, the Specialist's efforts shift to prevention and prohibiting re-offending.

***PLACARDS***

For residents of Cleveland's neighborhoods, information is power. Where vacant and abandoned premises are the subject of a pending Housing Court case, the Court may post a placard indicating that there is no trespassing allowed. The placard also includes contact information for the owner, bank or lending institution if the property is in foreclosure, and the Housing Specialist assigned to the case. These placards put neighborhood residents on notice that the property is the subject of an action in the Housing Court, and give the residents the ability to contact individuals or entities in control of the property to voice their concerns.

***SEARCH WARRANTS***

A search warrant is an order signed by the Judge that authorizes officials from the City of Cleveland, Departments of Public Health, Building and Housing, Public Safety, Aging and any other agency from of the City of Cleveland deemed necessary to enter in the daytime into specifically addressed vacant premises to search and inspect the premises, including exterior and interior, for violations of the Codified Ordinances of the City of Cleveland, and for conditions which are, or may become, hazardous to the general public and which may be violations of Building, Housing, Health, Fire, and Safety Codes of the City of Cleveland. In a continued effort to properly assess vacant residential and commercial properties, the Court signed off on hundreds of search warrant requests annually.

***EXPUNGEMENT/SEALING OF CRIMINAL RECORDS***

A criminal record can make it very difficult to secure employment and housing. In an effort to provide first-time offenders with an opportunity at a second chance, The Court screens those previously convicted of criminal offenses in Housing Court to determine eligibility to have their records sealed. Since, adult convictions in Ohio cannot be erased from the record, a sealing provides a mechanism that prevents you from having to disclose your conviction, arrest and charges against you. Sealing a record essentially clears your criminal convictions and insulates it from public view. Such a sealing may be beneficial when applying for some jobs and housing. Under Ohio law (Ohio Revised Code 2953.31), once the record is sealed, it is as if the offense never occurred. An application for sealing must be filed with The City of Cleveland Clerk of Courts and requires the Judges approval for sealing. Sealing of criminal



CLEVELAND MUNICIPAL COURT - HOUSING

records in Housing Court for individuals is strongly encourage as housing code violations are nonviolent offenses.

**CIVIL**

***SEALING OF EVICTION RECORDS***

Housing Court Loc.R.6.13 allows individuals with prior evictions to have those evictions sealed. The Court may order the Clerk to seal an eviction record when the interest of justice in sealing the record outweigh the interests of the government and the public in maintaining a public record of the case. This is especially important in the context of eviction, as the prior record may preclude individuals and ultimately families from the ability to procure housing. Sealing of eviction records can be negotiated during mediation and is often times included in agreed judgment entries.

***SOCIAL SERVICE REFERRAL PROGRAM***

The Court screens tenants in eviction actions to determine who may qualify for assistance based upon their age, behavioral health issues, or veteran status. The Court refers them to appropriate resources to assist the tenant in locating and moving to new housing, while also respecting the landlord's right to recover possession of the premises. The Court also may refer defendants for assistance in working through the behavioral health issues at work in many hoarding cases. The Court has made thousands of referrals to a variety of agencies, including the U.S. Department of Veteran's Affairs, Frontline Services, Cuyahoga County Adult Protective Services, The Benjamin Rose Institute on Aging, and the City of Cleveland Department of Aging and Cuyahoga County Division of Senior and Adult Services (simultaneously). These referrals have greatly reduced the number of physical move outs of vulnerable tenants. The Court now also sends a Community Resource Fact Sheet with information about agencies and other valuable resources to tenants with the eviction summons and complaint.

***TEMPORARY RESTRAINING ORDERS***

A Temporary Restraining Order is a short term Court order, which is granted without notice to the opposing party, if it can be shown that the movant will suffer immediate and irreparable injury, loss or damage. In the Housing Court environment, this is seen in the instance of self-help eviction actions that manifest in utility cut-offs, lock changes and removal of personal property. It may also occur when there is simply a failure of the landlord or tenant to fulfill those obligations required by law which result in immediate harm to the opposing party. Once granted, the non-moving party will be restraining from preventing further damage or injury until all parties have an opportunity to appear before the Court and assert their defense.

***BUSINESS ENTITY PROOF OF REGISTRATION/LICENSE***

In the course of attempting to serve criminal complaints upon business entity defendants, the Court became aware that many of the companies filing civil complaints in the Housing Court were not registered or licensed to do business in the State of Ohio. To avoid complicity in the actions of these unlicensed and unregistered entities, the Court now requires all business entities, including corporations, limited liability companies, and fictitious entities (such as "doing business as" names), to include, at the time of filing, documentary evidence of the entity's good standing or active registration or licensure with the Ohio Secretary of State. Entities that fail to include this documentation may face dismissal of the civil complaint by the Court.



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**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION*****EVIDENCE OF CURRENT OWNERSHIP***

The Supreme Court of Ohio has issued decisions limiting the ability of an individual to represent the interests of another person in court. Reading those decisions together, the Court concluded that it must require actions in forcible entry and detainer, when filed by a non-attorney, to be brought in the name of the property owner; and, when the property owner is a business entity, the complaint must be filed by an attorney, and they must be represented by counsel at hearing. To ensure that the proper parties are named in the forcible entry and detainer (eviction) action, the Court requires each plaintiff filing a forcible entry and detainer complaint to attach to the complaint proof of current ownership of the subject premises. Proof of current ownership may include, but is not limited to, a print-out of the "General Information" tab for the premises from the County Fiscal Officer's website.

***PROOF OF RENTAL REGISTRATION***

All properties located in the City of Cleveland which are occupied by someone other than the owner are required to be registered. Cleveland Codified Ordinance 365. Accordingly, to ensure that landlords are complying with the local ordinance, the Housing Court enacted Local Rule 3.013, effective July 1, 2017, requiring all landlords to demonstrate through documentary evidence that they have complied with this law.

***PROOF OF LEAD SAFE CERTIFICATION***

Newly created Housing Court Local Rule 3.015 requires that eviction complaints must include at the time of filing, the property's zip code and documentary evidence from the City of Cleveland Department of Building and Housing verifying the Lead-Safe Certification status of all residential units built before January 1, 1978, unless otherwise exempt under Cleveland Codified Ordinance Section 365.04.

***ORDERS PROHIBITING RE-RENTAL***

Prompted by a Bailiff Communication or information received during an eviction or other civil hearing, the Court may order inspection of residential rental property which is the subject of the case. City inspectors provide the Court with a written report outlining the condition of the property. If serious code violations exist, the Court may issue an order prohibiting the landlord from re-renting the property until the violations are corrected. Failure to comply with this order may lead to a finding of contempt. The Court ordered over 150 inspections, and prohibited re-rental on over a third of those cases.

***CLEAN HANDS EVICTION DOCKET***

Landlords and property owners with outstanding warrants sometimes seek to invoke the Court's jurisdiction, and have the Court execute on an order in the eviction action, while failing to acknowledge the same Court's jurisdiction over the landlord or property owner in pending criminal cases. Court personnel screen eviction actions filed in the Housing Court to determine whether any plaintiffs have outstanding warrants in Housing Court criminal cases. The Court's "clean hands" approach to evictions prevents a property owner with an outstanding warrant in a criminal Housing Court case from invoking the power of the Court in the eviction action until that owner has addressed those criminal warrant issues.

***BAILIFF COMMUNICATION***

The Housing Court's bailiffs are the eyes and ears of the Court in the field. When supervising court-ordered move outs or serving court papers, the bailiffs often observe conditions that cause concern. The bailiffs may file a communication with the Court regarding the condition of any property before the Court. That communication is reviewed by the Judge, who may order inspection of the property by the City and the correction of defective conditions prior to re-rental.



CLEVELAND MUNICIPAL COURT - HOUSING

OTHER

***VIRTUAL PANEL DISCUSSIONS***

In an effort to quickly disseminate information regarding Cleveland's Rental Assistance, the new Right to Counsel Law and eviction moratoriums, Judge Scott has hosted virtual panel discussions with housing attorneys and community leaders. Virtual panel discussions allows Cleveland residents to virtually interact with the Court through questions and answers, and obtain rapidly changing Housing Court policy and procedures from the comfort of their homes and offices.

***MEDIATION VIRTUAL HEARINGS***

Due to the COVID-19 Pandemic, increase participation of tenants with Legal Aid's right to counsel and Cleveland Rental Assistance Initiative, Housing Court continues to strongly encourage virtual mediation hearings to assist landlords and tenants to try and resolve problems and work out settlements without a court hearing. Participants agreeing to mediate their disputes will attend mediation hearings remotely via zoom which allows all parties to meet from the comfort of their home or office. Staff certified in mediation are neutral and assist both parties in confidential discussions that cannot be used in court. A majority of these mediations end in agreed journal entries and eventually voluntary withdrawal of eviction complaints if all parties follow through.

***ZOOM KIOSKS***

Combating the digital divide amongst residents, keeping them connected and enabling them to participate in all areas of their hearings, Housing Court created 3 zoom kiosks. Zoom kiosks are rooms with computer equipment that is individualized, sanitized and safe. Participants are assisted by staff with accessing their Zoom hearings and submitting documents to the Court. Housing Court's Zoom kiosks are the Court's continued innovative efforts to keep the public virtually connected and safe during a pandemic. Currently the Court is working with City partners to expand more Zoom kiosks further out into the Cleveland communities broadening the Court's reach and increasing even more defendant/tenant participation.

***WHAT EVERY LANDLORD SHOULD KNOW/WHAT EVERY TENANT SHOULD KNOW***

The Housing Court offers a three-hour course to landlords, teaching them "what every landlord should know." The course outlines a landlord's duties under the city ordinances and state landlord-tenant law. Landlords receive valuable written materials regarding nuisance behavior, mediation, and tenant screening. In addition, during the course, landlords have access to Housing Specialists, court employees with expertise in housing-related subjects, who can offer information about programs and court processes. The Housing Court also offers a complementary program, What Every Tenant Should Know, designed specifically for people entering or re-entering the rental market as tenants. Tenants learn about rental agreements, their rights and responsibilities under the state code and local ordinances, and remedies available when landlords fail to make repairs. The class has been offered at the City Mission, shelters, and re-entry programs. The Court offers an additional educational program with information on recognizing and remediating environmental hazards, including bed bugs, mold, and more, as well as issues involving fair housing and federal subsidies.

***HOUSING RESOURCE CLINICS***

Free and open to the public daily from 8:30 a.m. to 3:30 p.m. on the First Floor & Thirteenth Floor of the Justice Center, the Housing Court hosts a Clinic staffed by Housing Specialists who offer information to landlords, tenants, and property owners. On average, the Clinic annually provides information and services to more than 6,500 walk-in, and 18,000 phone-in



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**CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**

residents. In response to this demonstrated need for information about landlord, tenant and property owner rights and responsibilities, the Housing Court established a popular series of Housing Clinics presented regularly in neighborhoods throughout the City. The Housing Court Clinic offers a Spanish speaking Court Specialist two (2) days per week to those in need of such services.

***EDUCATIONAL MATERIALS***

In addition to the numerous community meetings that the Housing Court hosts or participates in each year, the Court has created more than fifty fliers, pamphlets, and videos available to the public, covering topics from hiring a contractor, nuisance abatement, trash collections, lead abatement, porch repair, and mediation. The Court makes these materials available at its Housing Clinic, as well as through its website. These materials enable the Court to expand its educational goal beyond the four walls of the courtroom or meeting place.

***NEW WEBSITE DESIGN***

The Cleveland Housing Court is thrilled to announce the launch of its new website in November of 2022. The Housing Court aims to remain innovative by keeping abreast of current technology trends and meeting the tech demands of the community. The new site will have a number of new enhancements: The fluid design will make the website more compatible for mobile devices, which is how many Cleveland residents access the internet. The content will be optimized to fit whatever screen size you use. A translation function will allow most of the website to be read in your choice of a dozen different languages. Fillable forms, e-filing, and easy navigation are additional enhancements to look forward to.

[www.clevelandhousingcourt.org](http://www.clevelandhousingcourt.org)



CLEVELAND MUNICIPAL COURT - HOUSING

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,536,649	\$ 2,831,790	\$ 2,668,272	\$ 3,329,478
Elected Officials	36,947	37,050	37,050	37,050
Part-Time Permanent	50,407	56,880	51,024	114,094
Longevity	16,425	12,575	11,775	11,350
Vacation Conversion	—	6,628	—	—
Separation Payments	195,074	13,376	113,633	115,000
Bonus Incentive	—	—	50,000	—
Overtime	—	—	2,258	—
	<b>\$ 2,835,501</b>	<b>\$ 2,958,300</b>	<b>\$ 2,934,012</b>	<b>\$ 3,606,972</b>
<b>Benefits</b>				
Hospitalization	\$ 451,571	\$ 493,786	\$ 535,597	\$ 599,747
Prescription	97,965	97,633	107,470	122,228
Dental	22,664	23,361	22,157	30,832
Vision Care	3,484	3,891	3,356	4,644
Public Employees Retire System	384,397	410,121	388,380	462,461
Fica-Medicare	39,912	41,564	41,056	47,737
Workers' Compensation	26,565	26,514	33,879	29,588
Life Insurance	1,701	1,861	1,743	2,630
Unemployment Compensation	61,721	281	8,836	6,200
Clothing Allowance	8,125	625	4,500	—
	<b>\$ 1,098,106</b>	<b>\$ 1,099,636</b>	<b>\$ 1,146,973</b>	<b>\$ 1,306,067</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 253	\$ 1,554	\$ 5,000
Tuition & Registration Fees	3,415	9,374	4,440	10,000
Mileage (Priv Auto) Trng Prps	—	—	344	—
Professional Dues & Subscript	14,757	18,416	1,313	20,000
	<b>\$ 18,172</b>	<b>\$ 28,043</b>	<b>\$ 7,651</b>	<b>\$ 35,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 23,929	\$ 34,132	\$ 91,282	\$ 261,000
Court Reporter	—	—	—	1,500
Mileage (Private Auto)	618	484	1,201	3,000
Jury And Witness Fees	—	—	—	600
Parking In City Facilities	8,485	12,423	2,310	10,500
Insurance And Official Bonds	—	—	2,827	1,400
	<b>\$ 33,032</b>	<b>\$ 47,039</b>	<b>\$ 97,620</b>	<b>\$ 278,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 4,500
Postage	—	245	—	5,000



CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Computer Hardware	—	—	—	11,000
Clothing	180	443	50	7,200
Office Furniture & Equipment	659	307	10,987	10,000
Other Supplies	15,078	4,135	380	11,220
Just In Time Office Supplies	3,302	3,827	2,705	5,000
	<b>\$ 19,219</b>	<b>\$ 8,956</b>	<b>\$ 14,122</b>	<b>\$ 53,920</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 1,000
Car Washes	—	63	35	500
	<b>\$ —</b>	<b>\$ 63</b>	<b>\$ 35</b>	<b>\$ 1,500</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 5,030	\$ 5,084	\$ 4,259	\$ 5,010
Charges From Radio Comm System	8,547	19,485	13,803	23,139
Charges From Print & Repro	24,472	22,814	32,487	36,127
Charges From M.V.M.	33,463	29,952	15,044	14,024
	<b>\$ 71,512</b>	<b>\$ 77,336</b>	<b>\$ 65,593</b>	<b>\$ 78,300</b>
	<b>\$ 4,075,542</b>	<b>\$ 4,219,372</b>	<b>\$ 4,266,005</b>	<b>\$ 5,359,759</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Fines, Forfeitures & Settlements	\$ 466,242	\$ 711,884	\$ 608,040	\$ 697,867
Miscellaneous	28,006	168,511	40	—
	<b>\$ 494,248</b>	<b>\$ 880,395</b>	<b>\$ 608,080</b>	<b>\$ 697,867</b>



CLEVELAND MUNICIPAL COURT - HOUSING

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Judge	37,050.00	37,050.00
1	1	1	Housing Court Administrator	80,000.00	120,000.00
1	0	0	Director of Communication -HC	60,000.00	90,000.00
1	1	1	Housing Court Deputy Administrator	65,000.00	101,999.95
1	1	1	Personal Bailiff	63,969.00	85,591.85
5	4	4			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
0	1	1	Administrative Assistant	31,200.00	84,792.75
1	0	0	Housing Court Scheduler	23,063.94	54,755.16
1	1	1	Housing Court Administrative Assistant	23,063.94	58,939.38
1	1	1	Housing Court Secretary	20,815.92	40,891.00
3	3	3			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Chief Housing Court Specialist	52,158.83	92,427.06
1	1	1	Housing Court Chief Bailiff	38,884.00	94,859.92
12	11	11	Housing Court Deputy Bailiff	22,173.84	58,272.37
1	1	1	Housing Court Adr Specialist	42,178.00	90,045.81
1	1	1	Housing Court Compliance Specialist	42,000.00	68,000.00
4	2	2	Housing Court DP Bailiff / Staff Attorney	29,585.00	75,429.03
2	2	2	Housing Court Deputy Chief Specialist	55,000.00	105,000.06
4	4	4	Housing Court Magistrate	42,178.32	98,102.62
1	1	1	Housing Court Chief Magistrate	69,360.00	112,499.92
9	7	7	Housing Court Specialist	34,000.00	73,955.59
1	0	0	Project Coordinator	31,200.00	106,323.88
1	1	1	Deputy Bailiff Chief Social Worker	48,750.00	108,093.60
0	1	1	Housing Ct Chief of Finance	52,500.00	84,295.10
38	33	33			



CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PROTECTIVE SERVICES</u></b>					
2	2	2	Deputy Bailiff Supervisor	42,815.88	74,798.61
2	2	2			
0	0	6	<b><u>VACANT FULL TIME</u></b>		
<b>48</b>	<b>42</b>	<b>48</b>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	0	0	Housing Court Deputy Bailiff	22,173.84	58,272.37
2	1	1	Deputy Bailiff Magistrate/ Housing Crt Magistrate	58,333.00	123,125.74
3	1	1			
0	0	3	<b><u>VACANT PART TIME</u></b>		
<b>3</b>	<b>1</b>	<b>4</b>	<b>TOTAL PART TIME</b>		
<b>51</b>	<b>43</b>	<b>52</b>	<b>TOTAL DIVISION</b>		



OFFICE OF PROFESSIONAL STANDARDS

Jonathan Cudnik, Interim Administrator

**Mission Statement**

*To cause a full, complete, fair, and impartial investigation to be made of each citizen complaint filed with the Office of Professional Standards against an officer or employee of the Cleveland Division of Police; to prepare and submit a completed report of the investigation resulting from a citizen complaint to the Civilian Police Review Board for its review and disposition.*

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Citizen complaints may be filed in person at the Office of Professionals Standards (OPS), at the Cleveland Division of Police (CDP) Headquarters, any of the five CDP District Stations, the Mayor's Action Center (MAC) or Director of Public Safety's Action Center (DAC), or by mail or e-mail to OPS. All citizen complaints are assigned a file tracking number and then assigned to a civilian investigator.

Once a file tracking number is designated and the complaint is assigned to a civilian investigator, a preliminary investigation is conducted. If during the preliminary investigation it is determined that potential criminal conduct or activity may have occurred, then OPS refers the investigation to the Internal Affairs Unit of CDP. If there is no alleged criminal conduct or activity, then OPS will continue the investigation. During the course of the investigation, the citizen and any potential witnesses are interviewed, the assignment and duty reports of the officer(s) involved, as well as all relevant documentation is reviewed, and the officer(s) responds to the allegations.

At the conclusion of the investigation, it is reviewed and approved by the OPS Administrator, who then forwards it to the Civilian Police Review Board (CPRB). The CPRB reviews all completed investigations conducted by OPS, deliberates, and then determines if a civil violation of policy, training, or rules and regulations occurred. If the CPRB determines that a violation did occur, then it sustains the complaint and accordingly recommends the appropriate discipline to either the Chief of Police or the Director of Public Safety.

When the CPRB recommends discipline, a pre-disciplinary hearing is conducted in which OPS presents its investigation to either the Chief of Police or the Director of Public Safety, or his designated hearing officer. The officer(s) involved, who is present along with his/her union representatives, has the opportunity to respond to the charges filed against him/her. The Chief of Police or the Director of Public Safety makes the final decision whether or not to impose discipline against the officer(s) who was the subject of the citizen complaint.

**PROGRAM NAME:OFFICE OF PROFESSIONAL STANDARDS**

**OBJECTIVES:** To investigate citizen complaints against Cleveland Division of Police personnel in a complete, fair, and impartial manner.

**ACTIVITIES:** Present the complete investigations to the Civilian Police Review Board (CPRB) for hearing and disposition.



OFFICE OF PROFESSIONAL STANDARDS

	Output Metric	Historic Data		
		2020	2021	2022
1	Citizen Complaints received	276	324	320
2	Citizen Complaints closed	N/A	288	339
3	Cases presented to Civilian Police Review Board (CPRB)	103	115	202



OFFICE OF PROFESSIONAL STANDARDS

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 869,285	\$ 884,106	\$ 740,889	\$ 1,229,814
Longevity	3,325	3,425	4,075	4,075
Vacation Conversion	—	6,699	—	—
Separation Payments	—	—	42,270	—
Bonus Incentive	—	—	8,000	—
Overtime	1,187	1,005	412	5,000
	<b>\$ 873,797</b>	<b>\$ 895,235</b>	<b>\$ 795,646</b>	<b>\$ 1,238,889</b>
<b>Benefits</b>				
Hospitalization	\$ 164,441	\$ 159,899	\$ 172,409	\$ 221,852
Prescription	33,758	32,758	25,951	45,256
Dental	8,376	7,242	5,598	10,856
Vision Care	1,125	1,215	964	1,720
Public Employees Retire System	122,455	129,793	105,680	170,826
Fica-Medicare	11,985	12,316	11,074	17,692
Workers' Compensation	7,095	7,907	9,061	7,822
Life Insurance	580	585	496	955
	<b>\$ 349,816</b>	<b>\$ 351,714</b>	<b>\$ 331,232</b>	<b>\$ 476,979</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 550	\$ 4,252	\$ 11,982	\$ 10,000
Tuition & Registration Fees	—	400	—	1,500
Training	—	99	465	40,000
Professional Dues & Subscript	400	—	—	500
	<b>\$ 950</b>	<b>\$ 4,751</b>	<b>\$ 12,447</b>	<b>\$ 52,000</b>
<b>Utilities</b>				
Steam	\$ 18,241	\$ 17,513	\$ 18,668	\$ 25,460
	<b>\$ 18,241</b>	<b>\$ 17,513</b>	<b>\$ 18,668</b>	<b>\$ 25,460</b>
<b>Contractual Services</b>				
Professional Services	\$ 82,000	\$ 125,000	\$ 203,935	\$ 147,176
Parking In City Facilities	—	8,100	—	8,100
	<b>\$ 82,000</b>	<b>\$ 133,100</b>	<b>\$ 203,935</b>	<b>\$ 155,276</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 6,000
Just In Time Office Supplies	188	893	542	1,500
	<b>\$ 188</b>	<b>\$ 893</b>	<b>\$ 542</b>	<b>\$ 7,500</b>



OFFICE OF PROFESSIONAL STANDARDS

**Expenditures (Continued)**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 14,459	\$ 11,579	\$ 8,117	\$ 9,548
Charges From Print & Repro	740	2,559	3,796	4,221
Charges From M.V.M.	4,523	4,053	7,221	6,732
	<b>\$ 19,722</b>	<b>\$ 18,191</b>	<b>\$ 19,134</b>	<b>\$ 20,501</b>
	<b>\$ 1,344,714</b>	<b>\$ 1,421,396</b>	<b>\$ 1,381,604</b>	<b>\$ 1,976,605</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 7,095	\$ 36,658	\$ 27	\$ —
	<b>\$ 7,095</b>	<b>\$ 36,658</b>	<b>\$ 27</b>	<b>\$ —</b>

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
			<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>		
1	1	1	Administrative Manager	31,200.00	154,629.45
1	0	0	General Manager of Administrator Services	31,200.00	110,567.26
2	1	1			
			<b><u>ADMINISTRATIVE SUPPORT</u></b>		
1	1	1	Private Secretary	19.49	24.59
1	1	1			
			<b><u>PROFESSIONALS</u></b>		
9	6	6	Office of Professional Standards Investigator	31,200.00	85,000.00
1	0	0	Office of Professional Standards - Standards Research/ Analyst	20,800.00	62,770.08
1	0	0	Office of Professional Standards - Senior Investigator	28,000.00	85,000.00
1	1	1	Project Coordinator	31,200.00	106,323.88
12	7	7			
0	0	8	<b><u>VACANT FULL TIME</u></b>		
15	9	17	<b>TOTAL FULL TIME</b>		
<b>15</b>	<b>9</b>	<b>17</b>	<b>TOTAL DIVISION</b>		



POLICE REVIEW BOARD

Michael Hess, Chair

**Mission Statement**

*To receive, cause investigation, and recommend resolution of citizen complaints filed with the Office of Professional Standards alleging misconduct by an Officer or employee of the Cleveland Division of Police, when such misconduct is directed toward any person who is not a member of the Cleveland Division of Police.*

The Civilian Police Review Board (CPRB) conducts hearings on investigations of potential police misconduct. The misconduct complained of may include, but not be limited to, the use of excessive or deadly force. On its own complaint, the CPRB may cause investigation of incidents involving the use of deadly force by members of the Cleveland Division of Police (CDP) and incidents resulting in the injury or death of persons in the custody of CDP.

In order to perform its duties and functions, the CPRB may compel the attendance of witnesses and production of evidence and various documentation. For that purpose, the CPRB may issue subpoenas to be signed by the Chair.

During its review of an investigation conducted by the Office of Professionals Standards (OPS), and prior to recommending any action be taken on a complaint or that a complaint warrants no action, the CPRB may, in its sole discretion, hold a public hearing.

If and when the CPRB determines that a civil violation of policy, training, or rules and regulations occurred, then it may recommend that discipline be imposed against an Officer or employee of CDP. Accordingly, the CPRB shall submit its recommendation to the Chief of Police or the Director of Public Safety. The CPRB also shall notify the citizen of its disposition of his/her complaint.

**PROGRAM NAME: CIVILIAN 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 police incidents. To recommend disciplinary dispositions to the Chief of Police and the Director of Public Safety.

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



POLICE REVIEW BOARD

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 48,214	\$ 53,168	\$ 29,843	\$ 53,172
Board Members	65,375	66,575	56,822	70,662
Longevity	475	575	575	—
Separation Payments	—	—	8,459	—
Overtime	281	—	—	1,500
	<b>\$ 114,345</b>	<b>\$ 120,318</b>	<b>\$ 95,699</b>	<b>\$ 125,334</b>
<b>Benefits</b>				
Hospitalization	\$ 16,121	\$ 16,121	\$ 16,198	\$ 15,252
Prescription	3,073	3,073	1,927	3,264
Dental	825	804	458	840
Vision Care	88	81	47	108
Public Employees Retire System	16,394	16,829	12,847	17,546
Fica-Medicare	1,608	1,693	1,364	1,816
Workers' Compensation	976	1,045	1,029	872
Life Insurance	44	44	26	60
Unemployment Compensation	411	—	—	—
	<b>\$ 39,539</b>	<b>\$ 39,689</b>	<b>\$ 33,896</b>	<b>\$ 39,758</b>
<b>Other Training &amp; Professional Dues</b>				
Training	\$ —	\$ —	\$ —	\$ 36,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 36,000</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ —	\$ —	\$ —	\$ 1,000
Other Contractual	—	—	—	1,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 2,000</b>
<b>Materials &amp; Supplies</b>				
Just In Time Office Supplies	\$ 375	\$ 556	\$ 346	\$ 750
	<b>\$ 375</b>	<b>\$ 556</b>	<b>\$ 346</b>	<b>\$ 750</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 509	\$ 328	\$ 419	\$ 466
	<b>\$ 509</b>	<b>\$ 328</b>	<b>\$ 419</b>	<b>\$ 466</b>
	<b>\$ 154,768</b>	<b>\$ 160,891</b>	<b>\$ 130,360</b>	<b>\$ 204,308</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 976	\$ 5,925	\$ —	\$ —
	<b>\$ 976</b>	<b>\$ 5,925</b>	<b>\$ —</b>	<b>\$ —</b>



POLICE REVIEW BOARD

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Private Secretary	19.49	24.59
1	1	1			
1	1	1	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
1	1	1	Police Review Board Chair	9,538.00	9,538.00
8	6	6	Police Review Board Member	8,963.00	8,963.00
9	7	7			
0	0	2	<b><u>VACANT BOARD MEMBERS</u></b>		
9	7	9	<b>TOTAL BOARD MEMBERS</b>		
10	8	10	<b>TOTAL DIVISION</b>		



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**COMMUNITY POLICE COMMISSION****Jason Goodrick, Administrative Manager****Mission Statement**

*The mission of the Community Police Commission is to respond to community needs and concerns regarding regulation of the City's police force and community-police relations, by strengthening civilian oversight to hold police accountable and institutionalizing cultural change with respect to community and problem-oriented policing, bias free policing, and police transparency.*

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Initiated by the Consent Decree, the Community Police Commission (CPC) understands that realizing success and legitimacy in the eyes of the public means that its work must be independent, collaborative, and transparent, and its decision-making informed by best practices and community perspectives. As a result, by way of Issue 24, voters of the City of Cleveland established a new CPC as an independent municipal commission.

In accordance with Section 115-5 of Chapter 25 of the City Charter and Codified Ordinances, the CPC is to consist of 13 persons broadly representative of the racial, social, economic, and cultural interests of the community, including those of the racial-minority, immigrant/refugee, LGBTQ+, youth, faith, business, and other communities, to reflect the overall demographics of Cleveland residents.

In April 2022, Mayor Bibb and City Council launched their search to select members of the new CPC. On October 26, 2022, after an unprecedented and rigorous selection process, Mayor Bibb announced 13 nominees for the new CPC. On December 5, 2022, City Council voted to approve of the Mayor's nominees and the commissioners were thereby appointed to two and four year terms. Pursuant to the Charter, the duties of the CPC include but is not limited to:

- Serve as the final City authority on whether discipline of police officers imposed, or not imposed, is sufficient
- Have the final authority over establishing the policies, applications, and examinations by which new police recruits must be sought out, recruited, and screened;
- Have the final authority over police policies, procedures, and training regimens;
- Audit and verify police officer training;
- Direct the Civilian Police Review Board to investigate the conduct of police officers;
- Propose and advocate for legislation;
- Engage in community outreach and provide feedback to stakeholders;
- Make grants to community-based violence prevention, restorative justice, and mediation programs to reduce the need for police activity;
- Identify and propose opportunities for systemic improvements in all aspects of police accountability; and
- Review policy, data, and records to advise City Administration and City Council on policing issues



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COMMUNITY POLICE COMMISSION

***PROGRAM NAME: COMMUNITY POLICE COMMISSION***

**OBJECTIVES:** To provide oversight of policing and work with Cleveland communities to develop recommendations on policies and practices, including community and problem-oriented policing, bias-free policing, police transparency, and other issues.

**ACTIVITIES:** To comply with the City Charter, the Commission will hold public meetings; review discipline of police, issue grants for community-based programming, review, assess and impose policies, practices, training and police reform measures; research best practices; engage in community outreach; oversee training of new police recruits; advise City officials on policing issues.



## COMMUNITY POLICE COMMISSION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 299,898	\$ 302,345	\$ 299,850	\$ 482,396
Board Members	—	—	—	117,090
Longevity	—	—	—	300
Vacation Conversion	—	3,102	—	—
Bonus Incentive	—	—	4,000	—
Overtime	375	—	—	—
	<b>\$ 300,273</b>	<b>\$ 305,447</b>	<b>\$ 303,850</b>	<b>\$ 599,786</b>
<b>Benefits</b>				
Hospitalization	\$ 65,002	\$ 65,002	\$ 81,547	\$ 100,096
Prescription	13,610	13,610	13,429	20,994
Dental	3,503	3,406	3,144	5,293
Vision Care	465	497	441	756
Public Employees Retire System	38,603	44,126	42,196	82,512
Fica-Medicare	4,167	4,229	4,180	8,546
Workers' Compensation	1,921	2,613	3,419	2,987
Life Insurance	221	222	215	395
	<b>\$ 127,493</b>	<b>\$ 133,703</b>	<b>\$ 148,571</b>	<b>\$ 221,579</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 5,850	\$ 2,854	\$ 15,000
Tuition & Registration Fees	950	2,707	7,712	18,748
	<b>\$ 950</b>	<b>\$ 8,557</b>	<b>\$ 10,566</b>	<b>\$ 33,748</b>
<b>Contractual Services</b>				
Professional Services	\$ 50,000	\$ 6,201	\$ 8,117	\$ 35,556
Mileage (Private Auto)	29	—	—	1,000
Advertising And Public Notice	—	—	249	—
Program Promotion	—	—	425	5,560
Parking In City Facilities	—	24	152	638
Property Rental	33,560	14,862	14,487	56,280
Equipment Rental	—	—	—	1,000
Subgrantees	—	—	—	1,089,707
Other Contractual	—	21,600	9,320	18,000
	<b>\$ 83,589</b>	<b>\$ 42,687</b>	<b>\$ 32,751</b>	<b>\$ 1,207,741</b>
<b>Materials &amp; Supplies</b>				
Computer Software	\$ 5,187	\$ 8,766	\$ 5,611	\$ 8,100
Office Furniture & Equipment	598	12,091	—	—
Food	980	—	—	1,500
Special Events Supplies	—	—	294	2,800
Just In Time Office Supplies	150	854	3,003	1,350
	<b>\$ 6,915</b>	<b>\$ 21,711</b>	<b>\$ 8,908</b>	<b>\$ 13,750</b>



COMMUNITY POLICE COMMISSION

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 9,403	\$ 8,501	\$ 7,263	\$ 8,544
Charges From Print & Repro	2,203	4,347	3,749	4,169
Charges From Central Storeroom	—	3,372	—	400
	<b>\$ 11,605</b>	<b>\$ 16,220</b>	<b>\$ 11,011</b>	<b>\$ 13,113</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ —	\$ —	\$ 48,780	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 48,780</b>	<b>\$ —</b>
	<b>\$ 530,825</b>	<b>\$ 528,324</b>	<b>\$ 564,437</b>	<b>\$ 2,089,717</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Grant Revenue	\$ —	\$ 250	\$ —	\$ —
Miscellaneous	1,921	11,686	—	—
	<b>\$ 1,921</b>	<b>\$ 11,936</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Assistant Administrator	31,200.00	90,644.85
3	3	3	Project Coordinator	31,200.00	106,323.88
4	3	3			
0	0	3	<b><u>VACANT FULL TIME</u></b>		
5	4	7	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
1	0	0	Board Chair	9,538.00	9,538.00
12	13	13	Board Member	8,963.00	8,963.00
13	13	13			
0	0	0	<b><u>VACANT BOARD MEMBERS</u></b>		
13	13	13	<b>TOTAL BOARD MEMBERS</b>		
<b>18</b>	<b>17</b>	<b>20</b>	<b>TOTAL DIVISION</b>		



## DEPARTMENT OF AGING

Mary McNamara, Director

**Mission Statement**

*To ensure Cleveland is an age-friendly community by enhancing the quality of life for Cleveland seniors and adults with disabilities through advocacy, planning, service coordination, and the delivery of needed services.*

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***PROGRAM NAME: ACCESS YOUR BENEFITS (AN AGING & DISABILITY RESOURCE CENTER SERVICE)***

**OBJECTIVES:** To assist Cleveland seniors and adults with disabilities by screening them for eligibility for public benefits programs and by helping them to enroll in the programs for which they are eligible. Benefits include HEAP, Homestead Water Discount, Medicare Savings and more.

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

***PROGRAM NAME: BED BUG ASSISTANCE PROGRAM***

**OBJECTIVES:** To assist low income seniors and adults with disabilities who are homeowners suffering with an infestation of bed bugs at their residence.

**ACTIVITIES:** Provision of extermination services and educational instruction to prevent reinfestation.

***PROGRAM NAME: CHORE PROGRAM***

**OBJECTIVES:** Enhance the quality of life for seniors and adults with disabilities, enabling them to remain independent in their own homes.

**ACTIVITIES:** Assist seniors and adults with disabilities with interior and exterior household chores including lawn cutting, leaf raking and snow removal.

***PROGRAM NAME: CLEVELAND CARE CALLS***

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

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

***PROGRAM NAME: CLEVELAND TREE ASSISTANCE PROGRAM***

**OBJECTIVES:** To assist low-income seniors and adults with disabilities with the removal of hazardous branches and trees on their personal property.

**ACTIVITIES:** In collaboration with the Departments of Public Works and Community Development, tree services are provided via a contracted service.

***PROGRAM NAME: ECONOMIC SECURITY (AN AGING & DISABILITY RESOURCE CENTER SERVICE)***

**OBJECTIVES:** To assist economically vulnerable Cleveland seniors get the assistance they need to improve their economic security.



DEPARTMENT OF AGING

**ACTIVITIES:** Providing a comprehensive assessment of the senior’s financial situation, developing a holistic economic security plan that draws upon a wide range of potential benefits and solutions, and assistance to ensure they receive the recommended services and programs.

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

**OBJECTIVES:** To identify and assist seniors and adults with disabilities (50-59 years of age) at risk of homelessness.

**ACTIVITIES:** Provide case management and linkage to social services to assist clients at risk of becoming homeless.

***PROGRAM NAME:LONG TERM SUPPORT OPTIONS COUNSELING (AN AGING & DISABILITY RESOURCE CENTER SERVICE)***

**OBJECTIVES:** To inform and guide seniors, adults with disabilities and informal caregivers in their deliberations to make informed choices about long term supports targeting individuals with the most immediate concerns, such as those at greater risks of institutionalization.

**ACTIVITIES:** Essential components of these services include: gathering information, exploring options, decision support, working with the client to develop an action plan, access to community supports and follow-up.

***PROGRAM NAME:SENIOR HOMEOWNER ASSISTANCE PROGRAM AND AGE FRIENDLY HOME REPAIR PROGRAM***

**OBJECTIVES:** To assist seniors and adults with disabilities in obtaining critical repairs for their homes.

**ACTIVITIES:** Provide financial assistance for critical health/safety home repairs for low income seniors and adults with disabilities.

***PROGRAM NAME:SENIOR INITIATIVE***

**OBJECTIVES:** To help seniors and adults with disabilities avoid becoming victims of scam contractors and to avoid citations for housing violations by providing resources to help with needed repairs.

**ACTIVITIES:** Conduct home visits and work with clients to assist them with serious housing concerns.

***PROGRAM NAME:SPECIAL EVENTS***

**OBJECTIVES:** To provide helpful service information and health and wellness programs and resources to Cleveland seniors and adults with disabilities.

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

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

**Senior Power** - is a collaborative program with the Division of Police, Emergency Medical Services, the Division of Fire and the Department of Aging designed to increase knowledge and awareness among older persons



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**DEPARTMENT OF AGING**

in the areas of crime prevention, fire hazards, emergency services, scams, fall prevention and other programs for the elderly.

**Disability Awareness Day** - to promote awareness of the abilities of seniors and adults living with disabilities.

***PROGRAM NAME: SPECIALIZED INFORMATION AND ASSISTANCE (AN AGING AND DISABILITY RESOURCE CENTER SERVICE)***

**OBJECTIVES:** This service links seniors and adults with disabilities with appropriate resources and/or provides information about community agencies and organizations that offer services specific to adults with disabilities, older adults and caregivers.

**ACTIVITIES:** Provide current and unbiased information on services that support independence.

***PROGRAM NAME: SUPPORTIVE SERVICES/COMMUNITY OUTREACH***

**OBJECTIVES:** To identify and assist seniors and adults with disabilities 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 and adults with disabilities 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 emergency food, access to home delivered meals, 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: SENIOR TRANSPORTATION***

**OBJECTIVES:** To assist seniors with a transportation service to maintain independence and connectedness to their community.

**ACTIVITIES:** Provide transportation services for seniors to medical appointments and errands through collaboration with Senior Transportation Connection, Cleveland City Council and the Departments of Community Development and Aging.



DEPARTMENT OF AGING

	Output Metric	Historic Data		
		2020	2021	2022
1	# of unduplicated clients served by the Chore Program (grass cutting, leaf raking, snow path shoveling)	1,184	1,144	1,255
2	# of houses provided a repair through the Age Friendly Home Investment Program	124	116	170
3	# of unduplicated clients served by the staff of Aging and Disability Resource Center (ADRC)	2,940	3,220	3,042
4	# of large scale outreach/ robo call telephone calls to residents providing information. Calls are made using City's Code Red phone system and reach a minimum threshold of at least 100 homes	46	65	38

\* Note: Previous data for Metric 2 is not on calendar years but rather years 1, 2 and 3 of funding



DEPARTMENT OF AGING

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 744,033	\$ 722,400	\$ 662,702	\$ 796,705
Seasonal	(613)	25,085	2,998	—
Part-Time Permanent	29,776	64,375	28,690	88,006
Longevity	2,550	2,425	2,300	2,300
Vacation Conversion	—	4,286	—	—
Separation Payments	16,008	12,573	5,876	15,000
Bonus Incentive	—	—	4,000	—
	<b>\$ 791,755</b>	<b>\$ 831,143</b>	<b>\$ 706,566</b>	<b>\$ 902,011</b>
<b>Benefits</b>				
Hospitalization	\$ 161,444	\$ 171,498	\$ 190,748	\$ 173,417
Prescription	33,371	32,225	27,593	34,738
Dental	8,165	8,198	6,160	8,813
Vision Care	1,320	1,284	993	1,448
Public Employees Retire System	117,067	116,263	96,057	122,642
Fica-Medicare	11,450	11,507	10,280	12,671
Workers' Compensation	7,610	7,896	8,936	7,713
Life Insurance	645	562	514	804
Unemployment Compensation	1,467	—	—	4,000
	<b>\$ 342,540</b>	<b>\$ 349,434</b>	<b>\$ 341,280</b>	<b>\$ 366,246</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 3,000
Tuition & Registration Fees	—	310	285	5,000
Professional Dues & Subscript	—	—	250	650
	<b>\$ —</b>	<b>\$ 310</b>	<b>\$ 535</b>	<b>\$ 8,650</b>
<b>Contractual Services</b>				
Professional Services	\$ 7,016	\$ 50,550	\$ 64,850	\$ 97,120
Travel- Non-Training	330	—	—	500
Mileage (Private Auto)	613	242	513	2,000
Parking In City Facilities	608	678	1,336	2,600
Property Rental	—	—	—	153,309
Other Contractual	94,950	46,580	133,295	149,950
	<b>\$ 103,518</b>	<b>\$ 98,050</b>	<b>\$ 199,994</b>	<b>\$ 405,479</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 108	\$ —	\$ —
Computer Hardware	1,177	—	—	15,000
Computer Software	—	—	—	1,000
Clothing	1,985	1,179	—	1,750
Hardware & Small Tools	—	—	581	100



DEPARTMENT OF AGING

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Small Equipment	—	—	252	—
Office Furniture & Equipment	1,186	—	—	1,500
Hygiene And Cleaning Supplies	—	—	1,640	—
Food	277	—	20,077	25,000
Other Supplies	1,036	1,410	2,846	1,000
Arts & Crafts Supplies	198	—	—	—
Special Events Supplies	714	270	2,115	15,000
Just In Time Office Supplies	4,207	4,091	2,544	7,500
	<b>\$ 10,780</b>	<b>\$ 7,057</b>	<b>\$ 30,055</b>	<b>\$ 67,850</b>
<b>Maintenance</b>				
Car Washes	\$ —	\$ —	\$ 2,000	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 2,000</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 12,923	\$ 14,430	\$ 10,832	\$ 12,743
Charges From Print & Repro	31,495	35,230	49,903	55,493
Charges From Central Storeroom	20,419	16,034	13,510	17,825
Charges From M.V.M.	45,342	41,073	34,645	32,295
	<b>\$ 110,179</b>	<b>\$ 106,768</b>	<b>\$ 108,889</b>	<b>\$ 118,356</b>
	<b>\$ 1,358,771</b>	<b>\$ 1,392,762</b>	<b>\$ 1,389,319</b>	<b>\$ 1,868,592</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 550	\$ —	\$ —	\$ —
Miscellaneous	8,677	50,275	249,492	—
	<b>\$ 9,227</b>	<b>\$ 50,275</b>	<b>\$ 249,492</b>	<b>\$ —</b>



DEPARTMENT OF AGING

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Director of Aging	50,795.81	204,022.08
1	0	0	Assistant Director - General	36,590.39	165,322.61
<u>2</u>	<u>1</u>	<u>1</u>			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Junior Clerk	16.40	17.85
<u>1</u>	<u>1</u>	<u>1</u>			
<b><u>PARA-PROFESSIONALS</u></b>					
3	2	2	Geriatric Outreach Worker	15.61	20.16
<u>3</u>	<u>2</u>	<u>2</u>			
<b><u>PROFESSIONALS</u></b>					
4	3	3	Administrative Manager	31,200.00	154,629.45
1	1	1	Project Coordinator	31,200.00	106,323.88
<u>5</u>	<u>4</u>	<u>4</u>			
<b><u>NON EEO REPORTING</u></b>					
5	2	2	Aging Services Administrator	31,200.00	73,303.69
<u>5</u>	<u>2</u>	<u>2</u>			
0	0	5	<b><u>VACANT FULL TIME</u></b>		
<u>16</u>	<u>10</u>	<u>15</u>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	0	0	Asst Aging Services Administrator	31,200.00	68,738.75
1	1	1	Intake Specialist	15.00	19.00
1	1	1	Project Director	31,200.00	88,646.98
<u>3</u>	<u>2</u>	<u>2</u>			
0	0	1	<b><u>VACANT PART TIME</u></b>		
<u>3</u>	<u>2</u>	<u>3</u>	<b>TOTAL PART TIME</b>		
<u>19</u>	<u>12</u>	<u>18</u>	<b>TOTAL DIVISION</b>		



DEPARTMENT OF HUMAN RESOURCES

Eduardo Romero, Interim Chief Human Resources Officer

***Mission Statement***

*The Department of Human Resources (HR) will attract and retain qualified, productive, motivated and dedicated employees who will provide efficient and effective services to our citizens. We offer these services in an empathetic, flexible, confidential, responsive, and professional manner. The City of Cleveland recognizes that the City's employees are a considerable resource that requires investment to ensure that we have the talent and skills needed to meet the needs of the City. The Department of Human Resources is committed to providing quality, uniform, and cost effective services to City employees in the areas of Human Resources Administration, Talent Acquisition, Employee Benefits & Wellness, Equal Employment Opportunity (EEO), Labor Relations, Talent Management, and Human Resources Information Systems (HRIS).*

**PROGRAM NAME: GENERAL ADMINISTRATION**

**OBJECTIVES:** To provide, support, and assist departments with policies governing hiring practices and processes; coordinating HR programs and acting as a liaison with staff, other City Departments, and the public.

**ACTIVITIES:** Develop, implement, and administer work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Ensure that the hiring processes comply with collective bargaining agreements and civil service rules. Serve as point of contact for federal and state agencies, municipalities, local businesses, outside agencies seeking employment, and statistical data concerning the City of Cleveland's workforce; processing questionnaires, surveys and request for information. Assist departments in filling vacancies by providing qualified candidates and ensuring compliance with EEO principles and guidelines.

- **Growth Area:** Manage Training Programs, Newsletters, administer Performance Management, implement recruitment and outreach programs, coordinate Succession Planning, Civil Service, and Policy Development.

**PROGRAM NAME: TALENT ACQUISITION**

**OBJECTIVE:** To recruit, hire, and retain the best employees to carry out our mission. Build a work environment that is diverse and sensitive to our employees. Identify and manage an efficient hiring process. Facilitate seamless hiring, orientation, and onboarding experience.

**ACTIVITIES:** Drive and manage all recruitment efforts and processes for the City of Cleveland; assist Department in achieving staffing levels. Facilitate hiring processes in accordance with Civil Service Commission rules and collective bargaining agreements.

- **Growth Area:** Create a strong brand image; foster trust between the public and the City of Cleveland Department of HR's brand. Dissemination of pertinent information. Continue to improve business processes.



## DEPARTMENT OF HUMAN RESOURCES

***PROGRAM NAME: EMPLOYEE BENEFITS AND WELLNESS***

**OBJECTIVE:** To administer, coordinate, and promote an understanding of the Employee Benefits Programs to all City of Cleveland employees. Develop strategies to create and/or enhance Wellness Programs to increase productivity and improve attendance. Ensure that our employees receive high quality health care at a sustainable cost. Expand online assessment and education offerings to increase access to well-being-based education opportunities.

**ACTIVITIES:** Administer the City's medical, dental, vision, and life insurance programs for all eligible employees through cost-effective health care plans. Maintain federal compliance for HIPAA/COBRA regulations. Facilitate and/or coordinate wellness classes, special events such as fairs, health screenings, and health awareness.

- **Growth Area:** Focus on wellness; the health and well-being of all employees to reduce or eliminate personal problems affecting employee health and work productivity. To create programs geared to develop a work culture that supports and encourages a healthy way of living, as well as motivate our employees to embrace a healthier lifestyle.

***PROGRAM NAME: TALENT MANAGEMENT***

**OBJECTIVES:** To increase the knowledge and skills of City of Cleveland employees through education, training, research, and development in order to support employee professional growth. Create and deploy employee development and training programs. Coach and mentor employees to encourage training and development. Provide training and development tools such as Learning Management Systems (LMS) to develop soft skills, interpersonal skills, communication, and customer service to enhance productivity and quality of work.

**ACTIVITIES:** Conduct citywide training programs in compliance with City policies, procedures, and other governmental mandates. Coordinate educational programs to meet specific training needs of the City of Cleveland departments, as well as provide opportunities for career growth and development.

- **Growth Area:** Develop employee career paths and succession plans through program development. Provide a comprehensive Performance Management program that involves key elements of planning, monitoring, developing, rating, and rewarding. Improve the quality of supervisory/management relationships through Performance Management. Develop a rewards and incentive program that works in tandem with Performance Management.

***PROGRAM NAME: LABOR RELATIONS***

**OBJECTIVES:** To negotiate and administer the City of Cleveland's labor agreements and to enforce affirmative action and EEO.

**ACTIVITIES:** Provide leadership and oversight for the City of Cleveland in the enforcement and administration of collective bargaining agreements as well as City of Cleveland policies and procedures. Investigate and resolve labor disputes. Investigate complaints of discrimination and harassment, and expedite resolution. Provide trainings as required. Compile and monitor data within City of Cleveland departments for EEO compliance. Investigate and prepare various compliance reports for governmental agencies. Provide



DEPARTMENT OF HUMAN RESOURCES

oversight of American with Disabilities liaison for all City departments. Monitor and appeal disputed unemployment compensation claims.

- **Growth Area:** Ongoing Training & Monitoring Programs, Policy Review and Update, Compensation Review.

**PROGRAM NAME: HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)**

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

**ACTIVITIES:** Develop, implement and modifies system requirements. Oversee and maintain internal database files, tables, codes, security for employees, and credentialing system. Install, modify, and upgrade software applications to meet business needs. Develop customized reports for city departments/divisions.

- **Growth Area:** HRIS administration, report writing, training, centralize common documents.

**PROGRAM NAME: EMPLOYEE RECORDS**

**OBJECTIVES:** To maintain employee records for all City of Cleveland employees.

**ACTIVITIES:** Central repository for employee records. Manage internal and external inquiries regarding employee records. Manage and process employment verification for current and former employees.

**Growth Area:** Electronic Records Management System (ERMS) to move toward electronic storage, retrieval and retention of employee records. Ensure the security and maintenance of our records by preventing unauthorized access to documents and allowing recovery from physical damage or loss of document.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of new applicants	10,806	11,760	19,596
2	Number of people hired	574	1,109	1,118
3	Number of PID's	6,093	5,513	5,132
4	Number of Step 3 Grievances	123	156	140
5	Number of Family and Medical Leave Act Requests (internal)	3,672	3,394	3,613



DEPARTMENT OF HUMAN RESOURCES

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,080,771	\$ 1,124,296	\$ 1,430,626	\$ 2,098,713
Seasonal	—	1,786	—	—
Part-Time Permanent	46,360	30,423	5,089	—
Student Trainees	—	—	3,419	—
Longevity	4,250	4,750	4,775	4,275
Vacation Conversion	—	24,778	—	—
Separation Payments	10,518	15,021	15,707	—
Bonus Incentive	—	—	21,000	—
Overtime	231	212	366	—
	<b>\$ 1,142,130</b>	<b>\$ 1,201,267</b>	<b>\$ 1,480,982</b>	<b>\$ 2,102,988</b>
<b>Benefits</b>				
Hospitalization	\$ 166,903	\$ 159,418	\$ 235,980	\$ 325,498
Prescription	33,218	32,506	41,361	66,746
Dental	7,769	7,370	9,731	15,919
Vision Care	1,487	1,545	1,398	2,520
Public Employees Retire System	156,937	167,657	200,476	288,721
Fica-Medicare	15,849	16,771	20,710	29,846
Workers' Compensation	8,899	10,458	16,237	14,656
Life Insurance	695	698	799	1,465
Unemployment Compensation	10,093	810	464	9,000
Clothing Allowance	530	1,060	530	530
	<b>\$ 402,379</b>	<b>\$ 398,293</b>	<b>\$ 527,686</b>	<b>\$ 754,901</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 628	\$ 5,000
Tuition & Registration Fees	5,663	5,449	1,095	6,500
Professional Dues & Subscript	9,648	9,724	8,458	10,000
	<b>\$ 15,311</b>	<b>\$ 15,173</b>	<b>\$ 10,181</b>	<b>\$ 21,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,359,343	\$ 1,411,468	\$ 1,387,685	\$ 1,967,000
COBRA-Medical Coverage	45,000	45,000	49,999	35,000
Advertising And Public Notice	—	—	—	2,500
Parking In City Facilities	787	866	1,571	2,500
Other Contractual	590,000	215,000	555,000	290,000
	<b>\$ 1,995,130</b>	<b>\$ 1,672,334</b>	<b>\$ 1,994,255</b>	<b>\$ 2,297,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 785	\$ 1,943	\$ 1,500
Postage	—	—	88	—
Computer Supplies	1,163	1,320	—	2,000



DEPARTMENT OF HUMAN RESOURCES

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Computer Software	—	1,335	256	—
Medical Supplies	—	—	—	4,000
Food	393	798	—	2,000
Other Supplies	—	—	115,497	1,000
Special Events Supplies	—	—	—	30,000
Just In Time Office Supplies	2,878	2,334	4,790	5,000
	<b>\$ 4,434</b>	<b>\$ 6,573</b>	<b>\$ 122,574</b>	<b>\$ 45,500</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ 150	\$ —	\$ 1,000
	<b>\$ —</b>	<b>\$ 150</b>	<b>\$ —</b>	<b>\$ 1,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 5,727	\$ 5,375	\$ 5,642	\$ 6,637
Charges From Print & Repro	74,632	77,313	62,863	74,423
Charges From Central Storeroom	57,555	63,775	43,633	57,572
Charges From M.V.M.	92	—	136	—
	<b>\$ 138,006</b>	<b>\$ 146,464</b>	<b>\$ 112,274</b>	<b>\$ 138,632</b>
	<b>\$ 3,697,390</b>	<b>\$ 3,440,254</b>	<b>\$ 4,247,951</b>	<b>\$ 5,361,521</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 11,446	\$ 56,154	\$ 1,568	\$ —
	<b>\$ 11,446</b>	<b>\$ 56,154</b>	<b>\$ 1,568</b>	<b>\$ —</b>



DEPARTMENT OF HUMAN RESOURCES

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Director of Personnel and Human Resources	50,795.81	204,022.08
1	0	0	Assistant Director - General	36,590.39	165,322.61
0	1	1	Secretary To Directors De	36,590.39	164,322.61
3	0	0	Labor Relations Manager	31,200.00	132,501.95
1	0	0	HR Fiscal Administrator	31,200.00	74,899.14
8	5	5	HR Program Planning and Management Administrator	31,200.00	91,088.49
<b>14</b>	<b>7</b>	<b>7</b>			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Chief Clerk	31,200.00	58,873.98
1	2	2	Junior Personnel Assistant	31,200.00	53,320.50
1	0	0	Principal Clerk	17.27	23.32
<b>3</b>	<b>2</b>	<b>2</b>			
<b><u>PROFESSIONALS</u></b>					
6	5	5	Administrative Manager	31,200.00	154,629.45
2	1	1	Assistant Administrator	31,200.00	90,644.85
1	2	2	Labor Relations Officer	31,200.00	91,261.11
1	1	1	Personnel Administrator	31,200.00	97,137.68
0	3	3	Project Coordinator	31,200.00	106,323.88
1	0	0	Public Health Nurse III	56,620.18	62,084.01
1	1	1	Senior Compensation Analyst/HRIS	31,200.00	111,819.66
1	1	1	Senior Systems Analyst	31,200.00	87,543.86
1	1	1	Systems Analyst	31,200.00	75,107.16
<b>14</b>	<b>15</b>	<b>15</b>			
<b><u>TECHNICIANS</u></b>					
1	0	0	Business Process Analyst	55,000.00	115,220.16
<b>1</b>	<b>0</b>	<b>0</b>			
<b>0</b>	<b>0</b>	<b>4</b>	<b><u>VACANT FULL TIME</u></b>		
<b>32</b>	<b>24</b>	<b>28</b>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
2	0	0	Junior Personnel Assistant	31,200.00	53,320.50
1	0	0	Student Aide	11.60	11.94
<b>3</b>	<b>0</b>	<b>0</b>	<b>TOTAL PART TIME</b>		
<b>35</b>	<b>24</b>	<b>28</b>	<b>TOTAL DIVISION</b>		



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DEPARTMENT OF LAW

Mark D. Griffin, Chief Legal Counsel/Director

**Mission Statement**

*To promote the interests of the City of Cleveland and its residents by providing sound legal advice to the City, its agencies, officials, and employees; to protect the City's legal rights and interests in all legal proceedings; and to fairly and aggressively prosecute all who undermine the quality of life in Cleveland by violating the City's laws.*

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***PROGRAM NAME: BUILDING, HOUSING, HEALTH, FIRE AND TAX CODE ENFORCEMENT***

**OBJECTIVES:** To improve the quality of life in Cleveland by fairly and aggressively enforcing the City's building, housing, health, fire and tax codes.

**ACTIVITIES:** Prosecute violations of the various City codes in the appropriate forum. Advise City officials and employees on the applicability and interpretation of the City's codes to particular situations.

***PROGRAM NAME: CITY REPRESENTATION IN CIVIL LITIGATION***

**OBJECTIVES:** To effectively represent the City of Cleveland in all civil proceedings and expedite the resolution of claims filed with the City.

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

***PROGRAM NAME: CRIMINAL INVESTIGATIONS 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 citizen complaint intake interviews annually.

***PROGRAM NAME: DOMESTIC VIOLENCE PROGRAM***

**OBJECTIVES:** To use a collaborative effort between prosecutors, safety forces, and witness/victim advocates to conduct criminal investigations and prosecute offenders of domestic violence and stalking crimes in the City's neighborhoods.

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

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

**OBJECTIVES:** To serve as daily legal advisor to all City agencies, officials, and employees.



DEPARTMENT OF LAW

**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: 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.

	Output Metric	Historic Data		
		2020	2021	2022
1	# Contracts/Legislation Drafted and/or Reviewed	1,722	2,398	2,066
2	# Public Records Processed Through GOVQA	27,010	32,602	31,283
3	Criminal Prosecution matters (Non-Traffic Misdemeanor cases; Felony Reviews; Traffic)	38,159	48,857	41,051
4	#Liquor Permit Hearings/Requests Processed	154	190	139
5	Code Enforcement-Building and Housing Prosecutions	1,002	1,570	1,264
6	Civil Litigation matters (Lawsuits; Subpoenas; Claims; Labor and Employment)	1,292	1,341	1,193



DEPARTMENT OF LAW

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,841,457	\$ 4,721,996	\$ 5,854,511	\$ 7,014,027
Part-Time Permanent	—	2,175	859	—
Longevity	25,775	26,125	23,875	24,225
Vacation Conversion	—	124,569	—	—
Separation Payments	113,046	71,072	391,392	140,000
Bonus Incentive	—	—	74,000	—
	<b>\$ 4,980,278</b>	<b>\$ 4,945,938</b>	<b>\$ 6,344,637</b>	<b>\$ 7,178,252</b>
<b>Benefits</b>				
Hospitalization	\$ 781,005	\$ 759,839	\$ 862,962	\$ 933,773
Prescription	160,506	161,302	160,844	192,582
Dental	38,937	36,968	37,167	47,202
Vision Care	6,549	6,902	6,569	8,640
Public Employees Retire System	703,938	714,283	834,918	949,924
Fica-Medicare	66,932	68,401	87,695	98,464
Workers' Compensation	44,817	44,681	71,236	62,377
Life Insurance	3,197	3,104	3,234	4,351
Unemployment Compensation	10,219	—	16,764	—
	<b>\$ 1,816,100</b>	<b>\$ 1,795,481</b>	<b>\$ 2,081,388</b>	<b>\$ 2,297,313</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,799	\$ 1,805	\$ 21,726	\$ 15,000
Tuition & Registration Fees	3,300	24,206	11,234	35,000
Professional Dues & Subscript	87,861	71,462	66,274	120,000
	<b>\$ 93,960</b>	<b>\$ 97,473</b>	<b>\$ 99,235</b>	<b>\$ 170,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,358,014	\$ 2,899,050	\$ 3,213,137	\$ 3,000,000
Court Reporter	51,150	47,392	97,423	85,000
Parking In City Facilities	1,411	1,546	1,517	2,500
Insurance And Official Bonds	—	250	100	250
Other Contractual	6,509	18,077	8,504	100,000
Local Match-Grant Programs	136,690	—	92,214	48,873
	<b>\$ 3,553,773</b>	<b>\$ 2,966,314</b>	<b>\$ 3,412,895</b>	<b>\$ 3,236,623</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 792	\$ 296	\$ 589	\$ 3,000
Postage	520	596	782	1,500
Computer Supplies	—	1,186	—	—
Computer Hardware	1,424	—	—	6,000
Computer Software	199	199	—	—
Just In Time Office Supplies	2,915	2,095	3,809	5,000
	<b>\$ 5,850</b>	<b>\$ 4,372</b>	<b>\$ 5,180</b>	<b>\$ 15,500</b>



DEPARTMENT OF LAW

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Maintenance</b>				
Computer Software Maintenance	\$ 69,922	\$ 82,456	\$ 92,582	\$ 107,000
	<b>\$ 69,922</b>	<b>\$ 82,456</b>	<b>\$ 92,582</b>	<b>\$ 107,000</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 7,903	\$ 9,669	\$ 12,665	\$ 20,000
Judgments, Damages, & Claims	10,277,516	5,886,101	7,509,601	5,500,000
	<b>\$ 10,285,418</b>	<b>\$ 5,895,770</b>	<b>\$ 7,522,266</b>	<b>\$ 5,520,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 24,961	\$ 28,204	\$ 26,341	\$ 30,988
Charges From Print & Repro	31,125	37,535	54,534	60,644
Charges From Central Storeroom	2,556	2,540	4,788	6,317
Charges From M.V.M.	168	1,461	1,108	1,033
	<b>\$ 58,810</b>	<b>\$ 69,740</b>	<b>\$ 86,771</b>	<b>\$ 98,982</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ 11,718	\$ —	\$ —	\$ —
	<b>\$ 11,718</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 20,875,830</b>	<b>\$ 15,857,543</b>	<b>\$ 19,644,954</b>	<b>\$ 18,623,670</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Fines, Forfeitures & Settlements	\$ 10,731	\$ 108,413	\$ 9,941	\$ 6,000
Miscellaneous	51,499	289,077	10,646	1,100
	<b>\$ 62,230</b>	<b>\$ 397,490</b>	<b>\$ 20,587</b>	<b>\$ 7,100</b>



DEPARTMENT OF LAW

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
6	5	5	Chief Assistant Director of Law	31,500.00	174,924.05
1	1	1	Chief Assistant Prosecutor	36,750.00	192,555.39
1	1	1	Chief Corporate Counsel	36,750.00	192,555.39
1	1	1	Chief Counsel	36,750.00	192,555.39
1	1	1	Chief Trial Counsel	36,750.00	192,555.39
1	1	1	Deputy Asst Prosecutor	31,200.00	135,168.61
1	1	1	Director of Law	50,795.81	204,022.08
1	1	1	First Assistant Prosecutor	31,500.00	174,924.05
1	1	1	Supervisor of Hardware Evaluation	31,200.00	98,444.95
14	13	13			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
3	3	3	Legal Secretary	31,200.00	61,851.78
1	1	1	Principal Clerk	17.27	23.32
5	4	4	Chief Clerk	31,200.00	58,873.98
9	8	8			
<b><u>PARA-PROFESSIONALS</u></b>					
2	2	2	Chief Legal Investigator	31,200.00	78,914.84
1	1	1	Claims Examiner	15.00	32.46
3	3	3	Docket Clerk	31,200.00	53,930.38
6	6	6			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
4	3	3	Assistant Administrator	31,200.00	90,644.85
29	23	23	Assistant Director of Law I (S)	31,200.00	126,573.85
0	2	2	Assistant Director of Law II (S)	31,500.00	150,459.38
2	1	1	Assistant Director of Law I	31,200.00	113,931.76
1	1	1	Assistant Director of Law II	31,500.00	135,168.61
16	12	12	Assistant Prosecutor	31,200.00	135,168.61
4	2	2	Misdemeanor Investigator	31,200.00	55,975.54
1	0	0	Paralegal	31,200.00	58,652.55
1	1	1	Personnel Administrator	31,200.00	97,137.68
1	1	1	Project Director	31,200.00	88,646.98
60	47	47			



DEPARTMENT OF LAW

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>TECHNICIANS</b>		
1	1	1	Sr Clerk	15.61	31.78
1	1	1			
0	0	10	<b>VACANT FULL TIME</b>		
90	75	85	<b>TOTAL FULL TIME</b>		
<b>90</b>	<b>75</b>	<b>85</b>	<b>TOTAL DIVISION</b>		



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FINANCE ADMINISTRATION

Ahmed Abonamah, Chief Finance Officer & Director Department of Finance

**Mission Statement**

*To provide professional financial management services and protect the fiscal integrity of the City by maximizing the collection of revenue, monitoring the efficient allocation and expending of funds necessary to support municipal operations and judiciously investing public monies. To adhere to the practice of generally accepted accounting principles in a manner consistent with the guidelines required by the Ohio Revised Code (ORC), Codified Ordinances of the City of Cleveland and the Auditor of State.*

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**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To supervise the twelve fiscal divisions in the Department of Finance in order to manage citywide financial controls and compliance. To ensure prudent financial management.

**ACTIVITIES:** Provide timely, accurate, auditable reporting of all financial transactions. Deliver cost-effective Information Technology (IT) services to support citywide operations.



FINANCE ADMINISTRATION

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 606,599	\$ 578,457	\$ 621,812	\$ 609,156
Seasonal	36,482	23,281	3,627	—
Part-Time Permanent	136,084	133,935	7,618	—
Longevity	2,950	3,225	3,225	2,325
Vacation Conversion	—	4,082	—	—
Separation Payments	—	1,112	36,570	—
Bonus Incentive	—	—	10,000	—
	<b>\$ 782,115</b>	<b>\$ 744,092</b>	<b>\$ 682,852</b>	<b>\$ 611,481</b>
<b>Benefits</b>				
Hospitalization	\$ 53,799	\$ 57,036	\$ 80,303	\$ 81,425
Prescription	11,132	11,813	9,616	16,760
Dental	2,143	2,346	2,759	4,572
Vision Care	652	621	520	720
Public Employees Retire System	108,829	108,416	87,082	85,931
Fica-Medicare	11,095	10,519	9,550	8,876
Workers' Compensation	8,880	6,964	8,076	6,704
Life Insurance	348	322	281	359
Unemployment Compensation	888	—	—	—
	<b>\$ 197,764</b>	<b>\$ 198,037</b>	<b>\$ 198,187</b>	<b>\$ 205,347</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,058	\$ —	\$ 9,849	\$ 17,000
Tuition & Registration Fees	1,900	837	725	2,600
Training	—	398	—	—
Mileage (Priv Auto) Trng Prps	134	477	—	200
Professional Dues & Subscript	10,473	12,080	7,200	6,700
	<b>\$ 14,565</b>	<b>\$ 13,792</b>	<b>\$ 17,774</b>	<b>\$ 26,500</b>
<b>Contractual Services</b>				
Professional Services	\$ 50,040	\$ 25,000	\$ 95,000	\$ 100,000
Advertising And Public Notice	—	—	—	2,000
Parking In City Facilities	608	660	670	3,000
Other Contractual	342,500	422,000	479,500	—
	<b>\$ 393,148</b>	<b>\$ 447,660</b>	<b>\$ 575,170</b>	<b>\$ 105,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 200
Postage	614	998	471	1,200
Computer Software	—	—	—	300
Food	—	—	—	200
Other Supplies	—	—	—	250



FINANCE ADMINISTRATION

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Just In Time Office Supplies	1,145	1,106	647	2,000
	<b>\$ 1,758</b>	<b>\$ 2,104</b>	<b>\$ 1,118</b>	<b>\$ 4,150</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 14,857	\$ 14,335	\$ 11,735	\$ 13,805
Charges From Print & Repro	7,481	9,093	10,743	11,958
Charges From Central Storeroom	163	195	55	73
Charges From M.V.M.	320	208	4,348	4,053
	<b>\$ 22,821</b>	<b>\$ 23,831</b>	<b>\$ 26,882</b>	<b>\$ 29,889</b>
	<b>\$ 1,412,172</b>	<b>\$ 1,429,516</b>	<b>\$ 1,501,984</b>	<b>\$ 982,367</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 8,919	\$ 35,534	\$ 2,513	\$ —
	<b>\$ 8,919</b>	<b>\$ 35,534</b>	<b>\$ 2,513</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
1	1	1	Director of Finance	50,795.81	204,022.08
1	0	0	Secretary to Director of Finance	36,590.00	154,089.52
2	1	1			
			<b>PROFESSIONALS</b>		
3	3	3	Administrative Manager	31,200.00	154,629.45
2	1	1	Assistant Administrator	31,200.00	90,644.85
2	2	2	Project Coordinator	31,200.00	106,323.88
1	0	0	Risk Manager	105,000.00	155,504.25
8	6	6			
0	0	3	<b>VACANT FULL TIME</b>		
10	7	10	<b>TOTAL FULL TIME</b>		
<b>10</b>	<b>7</b>	<b>10</b>	<b>TOTAL DIVISION</b>		



DIVISION OF ACCOUNTS

Lonya Moss-Walker, Commissioner

**Mission Statement**

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

The Division of Accounts maintains the City’s financial accounting records and facilitates the timely payment of the City’s liabilities. Also, the Division serves as the collection point for all payroll data and monitors the processing of the City’s payrolls and related reports. The Division records cash receipts, performs reviews of cash disbursements, processes encumbrances, and maintains the City’s document storage.

***PROGRAM NAME: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:GENERAL ACCOUNTING***

OBJECTIVES: To maintain the City’s records utilizing the Advantage financial system.

ACTIVITIES: To process the encumbrances of contracts and verify the pre-encumbrances of legislation.

***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:RECORD MANAGEMENT***

OBJECTIVES: To maintain the integrity of the Division’s document files.

ACTIVITIES: To file and retrieve the various documents within the responsibility of the Division.

	Output Metric	Historic Data		
		2020	2021	2022
1	Accounts Payable checks processed	23,760	25,267	23,934
2	Accounts Payable processing time for payments	10 days	7 days	5 to 7 days
3	Central Payroll checks processed bi-weekly	1,000	500	247
4	Central Payroll W2(s) processed yearly	20 boxes	17 boxes	17 boxes
5	Central Payroll processing time for separation vouchers	16+ weeks	12-16 weeks	8-12 weeks



DIVISION OF ACCOUNTS

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 975,258	\$ 974,562	\$ 973,173	\$ 1,239,385
Part-Time Permanent	30,530	31,490	29,510	42,512
Longevity	8,475	8,300	8,425	8,250
Vacation Conversion	—	14,417	—	—
Bonus Incentive	—	—	13,000	—
Overtime	—	—	537	—
	<b>\$ 1,014,263</b>	<b>\$ 1,028,768</b>	<b>\$ 1,024,645</b>	<b>\$ 1,290,147</b>
<b>Benefits</b>				
Hospitalization	\$ 144,306	\$ 131,036	\$ 173,007	\$ 220,125
Prescription	29,875	27,233	30,199	45,222
Dental	6,983	6,275	7,024	10,858
Vision Care	1,364	1,341	1,358	2,020
Public Employees Retire System	142,314	146,440	141,994	181,781
Fica-Medicare	14,170	14,397	14,266	18,698
Workers' Compensation	8,299	9,008	11,483	10,033
Life Insurance	707	677	710	1,108
	<b>\$ 348,017</b>	<b>\$ 336,407</b>	<b>\$ 380,042</b>	<b>\$ 489,845</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 2,324	\$ —	\$ —	\$ 3,000
Tuition & Registration Fees	1,175	112	—	2,000
Professional Dues & Subscript	1,252	1,348	1,275	2,250
	<b>\$ 4,751</b>	<b>\$ 1,460</b>	<b>\$ 1,275</b>	<b>\$ 7,250</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ 392,000	\$ 340,000
Insurance And Official Bonds	—	327	—	—
Other Contractual	550,013	722,118	390,660	468,000
	<b>\$ 550,013</b>	<b>\$ 722,445</b>	<b>\$ 782,660</b>	<b>\$ 808,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 1,756	\$ 1,038	\$ 1,500
Postage	637	725	777	1,000
Computer Software	170	76	—	500
Just In Time Office Supplies	1,810	2,438	2,582	1,500
	<b>\$ 2,618</b>	<b>\$ 4,995</b>	<b>\$ 4,397</b>	<b>\$ 4,500</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 1,400
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,400</b>



DIVISION OF ACCOUNTS

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 2,547	\$ 3,962	\$ 4,371	\$ 5,142
Charges From Print & Repro	5,678	6,660	9,109	10,139
Charges From Central Storeroom	7,082	12,019	10,580	13,960
	<b>\$ 15,307</b>	<b>\$ 22,642</b>	<b>\$ 24,060</b>	<b>\$ 29,241</b>
	<b>\$ 1,934,968</b>	<b>\$ 2,116,716</b>	<b>\$ 2,217,080</b>	<b>\$ 2,630,383</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 8,299	\$ 53,609	\$ —	\$ —
	<b>\$ 8,299</b>	<b>\$ 53,609</b>	<b>\$ —</b>	<b>\$ —</b>



DIVISION OF ACCOUNTS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Accounts	40,314.82	155,504.25
1	1	1	Deputy Commissioner of Accounts	31,200.00	104,079.81
2	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
2	0	0	Chief Clerk	31,200.00	58,873.98
5	4	4	Principal Clerk	17.27	23.32
1	0	0	Receptionist	15.61	16.82
9	5	5			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Accountant IV	31,200.00	69,967.46
2	2	2	Administrative Officer	31,200.00	63,579.75
1	1	1	Central Payroll Supervisor	31,200.00	98,404.61
1	1	1	Chief Systems Analyst	31,200.00	115,184.63
2	1	1	Contract Compliance Officer	31,200.00	83,376.71
1	1	1	Deputy Central Payroll Supervisor	31,200.00	74,294.98
2	2	2	Personnel Administrator	31,200.00	97,137.68
10	9	9			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
21	16	20	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	1	1	Auditor	31,200.00	69,316.65
22	17	21	<b>TOTAL DIVISION</b>		

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 DIVISION OF ASSESSMENTS AND LICENSES

Dedrick C. Stephens, CFE, NCI, Commissioner

**Mission Statement**

*We strive to provide value-added regulatory, financial and administrative shared services that enhance the quality of life in the City of Cleveland. For the benefit of our constituents, we will effectively regulate various professions and industries, efficiently bill for services and fairly collect revenues with the highest degree of integrity and ethics.*

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The Division of Assessments and Licenses supports the health and safety of our citizens and promotes fair business practices throughout the City of Cleveland. The Division administers and collects various excise and gross receipt taxes to fund City operations; regulate and enforce licensing and permitting laws to protect the public; and manages a city-wide billing and collection service in order to recoup monies expended on various services. Consumers and businesses are uniformly protected by national standards enforced by the Division's Bureau of Weights and Measures. The Division's assessment activities support special improvement districts and recoup funds expended on public improvements. The Division also manages a centralized shared service center that provides accounting, billing, accounts receivable management, and processing services for other City departments.

***PROGRAM NAME: LICENSES AND PERMITS***

**OBJECTIVES:** Ensure that the statutes of the Codified Ordinances of the City are met for the issuance of licenses and permits that protect the public. Assist, educate, and protect the public through the implementation and enforcement of City laws mandating regulation and licensing of businesses, occupations and other specific activities.

**ACTIVITIES:** **Permitting** - Process and issue over 140 different types of licenses and permits (approximately 20,000 per year). Collect, deposit and accurately account for licenses, permits, invoices, registrations and fees. Provide information and service to business owners on licensure requirements to legally operate.

**ACTIVITIES:** Provide value-added centralized shared services of accounting, receipting, processing and licensing services for various City divisions that reduce cost, strengthen internal controls and improve efficiencies.

**ACTIVITIES:** **Business Regulation** - A team of special police officers enforce Divisional licensing requirements fairly and consistently in order to promote compliance with the laws and maintain confidence in the integrity of the City's business regulatory environment. Research and/or canvass City to ensure businesses are properly licensed and observe statutes stipulated in the Ordinance.

***PROGRAM NAME: TAX ADMINISTRATION***

**OBJECTIVES:** Fully collect business tax revenues required to be paid by law and necessary to fund operations of the City, through the uniform and fair administration of admissions, parking, hotel and motor vehicle lessor tax laws in a manner that merits the highest degree of public confidence in our integrity, efficiency and fairness.



DIVISION OF ASSESSMENTS AND LICENSES

**ACTIVITIES:** Interpret the laws and educate taxpayers of their obligations and rights. Respond to taxpayer questions. Investigate and audit to identify and resolve discrepancies and discourage tax evasion. Enforce the tax laws through criminal or civil prosecution for those that do not comply voluntarily.

**PROGRAM NAME:ASSESSMENTS**

**OBJECTIVES:** Allocate cost connected to a public improvement to benefitting parties pursuant to State and local laws. Timely and accurately certify all assessments to the County. Prepare, support and administer special assessments, special improvement districts (SIDs) and special energy improvement projects.

**ACTIVITIES:** **Special Improvement Districts** - Assist in the establishment of SIDs that contribute to economic development and quality of life activities throughout the City. Work cooperatively with community development corporation leaders to establish, renew, support and provide funding to SIDs. Neighborhoods with SIDs include Downtown, Gordon Square, Ohio City, Kamm's Corner and Superior Arts. Receipt, reconcile and account for funds of each SID. Prepare check requests of the special assessment revenues to provide funding for the SID. Prepare various reports of financial activities.

**ACTIVITIES:** **Special Energy Improvement Projects** - Certify amounts in the schedule of special assessments of energy projects to the County annually. Receipt, reconcile and account for funds. Prepare documentation to send wires and checks to the trustee or lender that funded the energy efficiency improvement.

**ACTIVITIES:** Allocate cost pursuant to State statutes, invoice and account for payments of various assessments - sidewalks, vaults, trees, etc. Other activities include appropriation of property, vacate streets and service of legal notices pursuant to applicable laws.

**PROGRAM NAME: EMERGENCY MEDICAL SERVICES BILLING & REIMBURSEMENT**

**OBJECTIVES:** Efficiently and effectively bill and collect the cost of ambulance transportation services provided by Emergency Medical Service and Hopkins Fire and Rescue to achieve optimal cost recovery in accordance with Federal and State statutes. Provide superior customer service and maintaining best practices in our billing and collection processes.

**ACTIVITIES:** **Coding & Billing** - Transformation of healthcare diagnosis, procedures and medical services into universal medical alphanumeric codes for the City's 911 emergency ambulance transportation service. Specific activities include patient demographic verification; insurance eligibility verification; medical necessity review and medical coding.

**ACTIVITIES:** **Reimbursement** - Process and follow up on claims sent to health insurance companies and governmental payers for reimbursement of services rendered. Submit claims electronically; manage accounts receivable and collection of aging accounts. Other activities include navigating through various payer appeal processes and proper crediting of payments to financial records. Approximately 175,000 claims and invoices are processed annually.




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 DIVISION OF ASSESSMENTS AND LICENSES

**ACTIVITIES:** **Compliance** - Develop, implement, and monitor a healthcare compliance program based on governmental regulatory guidelines - including internal compliance reviews, audits, risk assessments, and staff education and training. Ensure business processes and systems adhere to Federal and State statutes including the Health Insurance Portability and Accountability Act, False Claims Acts and others.

**ACTIVITIES:** **Prisoner Health Claims Management**- Reduce and control the cost of prisoner healthcare by post-claim eligibility verification; claim management and pricing verification; as well as healthcare services vendor payment management.

***PROGRAM NAME:CITY SERVICES BILLING & COLLECTIONS CENTER***

**OBJECTIVES:** Ensure the collection of revenues due the City for services provided to citizens and businesses by providing accurate and timely billing services for several City departments to achieve optimal cost recovery. Provide responsive and courteous service to end users of City services; and to foster seamless communication and interfaces between all constituent partnerships.

**ACTIVITIES:** **Billing** - Manage the billing and collection programs for numerous city-wide services. Work cooperatively with servicing departments to invoice and collect revenues for the following: board-up, demolition, vacant property cleanup, commercial waste collections, weights and measures and criminal nuisance abatement.

**ACTIVITIES:** **Account Management** - Specific activities performed by this centralized billing service include pre-bill verification; data entry of all billing source documents; generate and distribute invoices; manage accounts receivable, collection of delinquent accounts and annual certification to the County. Administer requests for property lien searches. Approximately 25,000 invoices are processed annually.

**ACTIVITIES:** Administer the residential waste collection exemptions program. Review and approve financial transactions.

***PROGRAM NAME:BUREAU OF WEIGHTS AND MEASURES***

**OBJECTIVES:** Assure the accuracy of all commercial weighing and measuring devices through the uniform enforcement of local, State and national weights and measures laws. The Bureau protects consumers and businesses from unfair and deceptive trade practices to assure equity in the marketplace.

**ACTIVITIES:** Inspect and seal all commercial weighing and measuring devices. These devices include scales, UPC scanners, timing devices, taximeters, gasoline pumps, etc. Investigate consumer complaints concerning the accuracy of weighing and measuring devices. Check the net content of pre-packaged goods such as meats, produce and other commodities. Issue violations, condemn equipment, and ensure that all violations are resolved.

***PROGRAM NAME:FISCAL AND ADMINISTRATION***

**OBJECTIVES:** To provide division-wide administration through efficient, accurate, and timely processing of internal data items and requests; to effectively provide information and processing services to the citizens and several departments



DIVISION OF ASSESSMENTS AND LICENSES

of the City; and to accurately account for all monies and receipts processed by the Division.

ACTIVITIES: Plan, organize, budget and allocate resources to efficiently provide administrative support for Divisional activities. Manage payment plans, cash application and provide project management support for divisional initiatives. Execute, plan, monitor and control the performance of programs and budgets. Accurate and timely reporting of financial and performance results.

ACTIVITIES: Plan, design, install, modify, test and support three (3) management information systems and a module of an enterprise resource planning platform to meet various business requirements.

	Output Metric	Historic Data		
		2020	2021	2022
1	Revenue from divisional activities to support municipal and community operations	\$30.6 million	\$44.3 million	\$54.8 million
2	Entertainment Venues applications issued	18	176	43
3	Total number of Weights & Measures inspections conducted	7,068	6,411	7,041

\* Note: 2022 figures for Metric 1 excludes residential waste fees that are managed in partnership with the Division of Water, EMS revenues, and Admissions revenues from sports relates playoffs, championships, etc. in order to normalize revenue figures.



DIVISION OF ASSESSMENTS AND LICENSES

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,226,721	\$ 2,179,611	\$ 2,024,459	\$ 2,533,570
Longevity	8,050	7,550	8,500	8,450
Wage Settlements	5,760	—	—	—
Vacation Conversion	—	4,633	—	—
Separation Payments	12,090	9,084	23,573	13,500
Bonus Incentive	—	—	16,000	—
Overtime	29,797	81,749	134,388	90,000
	<b>\$ 2,282,418</b>	<b>\$ 2,282,627</b>	<b>\$ 2,206,920</b>	<b>\$ 2,645,520</b>
<b>Benefits</b>				
Hospitalization	\$ 506,427	\$ 453,831	\$ 473,583	\$ 573,141
Prescription	100,494	91,487	91,855	115,080
Dental	25,141	22,058	19,167	27,802
Vision Care	3,608	3,430	2,874	4,344
Public Employees Retire System	323,693	322,065	306,746	357,070
Fica-Medicare	31,664	31,765	30,616	36,865
Workers' Compensation	17,928	20,046	25,198	21,390
Life Insurance	1,923	1,798	1,691	2,563
Unemployment Compensation	6,133	—	8,479	—
	<b>\$ 1,017,010</b>	<b>\$ 946,481</b>	<b>\$ 960,209</b>	<b>\$ 1,138,255</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 406	\$ 1,790	\$ 2,102	\$ 5,800
Tuition & Registration Fees	2,470	2,631	340	6,000
Training	—	—	—	5,450
Professional Dues & Subscript	3,025	5,550	1,850	3,500
	<b>\$ 5,901</b>	<b>\$ 9,971</b>	<b>\$ 4,292</b>	<b>\$ 20,750</b>
<b>Utilities</b>				
Electricity - Other	\$ —	\$ 5,400	\$ 4,200	\$ 9,000
	<b>\$ —</b>	<b>\$ 5,400</b>	<b>\$ 4,200</b>	<b>\$ 9,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 671,952	\$ 193,294	\$ 500,762	\$ 403,868
Court Reporter	—	57	—	2,000
Mileage (Private Auto)	—	—	9	500
Expense Account Reimbursement	55	—	24	250
Advertising And Public Notice	63,204	19,603	9,216	51,200
Insurance And Official Bonds	—	250	—	250
Property Rental	—	251,433	172,137	172,137
Other Contractual	—	—	4,940	—
Credit Card Processing Fees	66,384	156,477	243,364	190,000
	<b>\$ 801,595</b>	<b>\$ 621,115</b>	<b>\$ 930,452</b>	<b>\$ 820,205</b>



DIVISION OF ASSESSMENTS AND LICENSES

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Postage	\$ 386	\$ 1,844	\$ 1,210	\$ 600
Computer Supplies	2,350	1,395	—	2,295
Computer Hardware	3,358	—	—	750
Computer Software	3,300	—	—	3,000
Small Equipment	14,468	3,574	1,197	6,875
Other Supplies	250	646	2,258	2,800
Safety Equipment	5,989	5,989	7,257	6,539
Just In Time Office Supplies	12,261	4,315	6,068	11,000
	<b>\$ 42,361</b>	<b>\$ 17,762</b>	<b>\$ 17,989</b>	<b>\$ 33,859</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ —	\$ —	\$ 2,000
Computer Software Maintenance	—	—	301,500	447,018
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 301,500</b>	<b>\$ 449,018</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 40,242	\$ 51,882	\$ 6,888	\$ 8,103
Charges From Print & Repro	56,409	53,838	67,279	75,169
Charges From Central Storeroom	65,768	38,638	43,162	56,950
Charges From M.V.M.	22,711	26,652	33,186	30,935
	<b>\$ 185,130</b>	<b>\$ 171,010</b>	<b>\$ 150,515</b>	<b>\$ 171,157</b>
	<b>\$ 4,334,416</b>	<b>\$ 4,054,366</b>	<b>\$ 4,576,076</b>	<b>\$ 5,287,764</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 31,348	\$ 134,237	\$ 109,810	\$ 160,000
Fines, Forfeitures & Settlements	—	—	475	—
Licenses & Permits	214,728	267,068	266,794	273,000
Miscellaneous	(82,361)	139,872	31,439	22,500
Other Tax	17,938,692	28,725,928	40,035,760	40,691,000
	<b>\$ 18,102,407</b>	<b>\$ 29,267,105</b>	<b>\$ 40,444,278</b>	<b>\$ 41,146,500</b>



DIVISION OF ASSESSMENTS AND LICENSES

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Commissioner of Assessments and Licenses	31,200.00	99,604.81
1	1	1	Commissioner of Assessments and Licenses	40,314.82	143,541.17
2	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Account Clerk II	15.00	20.51
1	1	1	Billing Clerk	15.61	18.90
3	3	3	Chief Clerk	31,200.00	58,873.98
2	2	2	Senior Cashier	15.61	23.43
7	6	6			
<b><u>PROFESSIONALS</u></b>					
2	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Administrative Officer	31,200.00	63,579.75
2	2	2	Auditor II	31,200.00	72,515.88
2	1	1	Assessments Analyst	31,200.00	60,399.62
7	3	3	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Director of Law I	31,200.00	126,573.85
1	1	1	Business Process Analyst	55,000.00	115,220.16
1	1	1	Chief Auditor	31,200.00	99,604.81
1	1	1	Customer Support Center Manager	65,000.00	112,640.51
2	1	1	Medical Billing Reimbursement Specialist	33.29	33.96
8	4	4	Medical Coder & Billing Analyst	18.73	24.37
2	1	1	Miscellaneous Investigator	19.93	23.46
1	1	1	Personnel Analyst I	31,200.00	55,647.46
1	1	1	Principal Cashier	17.01	27.55
2	2	1	Project Coordinator	31,200.00	106,323.88
2	0	0	Revenue Analyst	31,200.00	68,762.12
1	1	1	Senior Clerk	15.61	31.78
37	23	22			



DIVISION OF ASSESSMENTS AND LICENSES

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>TECHNICIANS</b>		
4	4	4	Inspector of Weights & Measures	15.61	21.43
1	1	1	Supervisor of Weights & Measures	31,200.00	70,264.38
5	5	5			
0	0	13	<b>VACANT FULL TIME</b>		
51	36	48	<b>TOTAL FULL TIME</b>		
<b>51</b>	<b>36</b>	<b>48</b>	<b>TOTAL DIVISION</b>		



## DIVISION OF TREASURY

James Hartley, Treasurer

**Mission Statement**

*To collect, protect and invest public monies in a professional manner that is consistent with the guidelines established by the Codified Ordinances of the City of Cleveland.*

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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 and manages employee direct deposit.

***PROGRAM NAME:CASH COLLECTION AND DEPOSITORY SERVICES***

**OBJECTIVES:** To safeguard the City's cash resources from the time of collection to deposit.

**ACTIVITIES:** Receive and prepare funds for deposit; open and monitor bank accounts; provide City departments and divisions with access to banking and other depository services.

***PROGRAM NAME:CASH MANAGEMENT***

**OBJECTIVES:** To provide cash management services consistent with approved policies/procedures and prudent business practices.

**ACTIVITIES:** Determine cash requirements and maintain appropriate cash flow; process wire and ACH transfers; administer citywide petty cash and requests for special change funds.

***PROGRAM NAME:DISBURSEMENTS***

**OBJECTIVES:** To maintain secure control over disbursement functions and provide for the prompt distribution of warrants to payees.

**ACTIVITIES:** Print and distribute warrants for vendor payments, employee reimbursements and CCA refunds.

***PROGRAM NAME:INVESTMENTS***

**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.



DIVISION OF TREASURY

**PROGRAM NAME: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; and coordinate the distribution of approved payroll inserts.

	Output Metric	Historic Data		
		2020	2021	2022
1	Interest earnings	\$1,709,440	\$284,769	\$8,389,870
2	Number of checks processed/printed	30,272	31,633	32,352+
3	Number of bank accounts managed	89	86	86



DIVISION OF TREASURY

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 471,210	\$ 480,718	\$ 416,916	\$ 502,038
Part-Time Permanent	—	—	12,469	29,390
Longevity	3,600	3,600	3,725	2,900
Vacation Conversion	—	9,405	—	—
Separation Payments	—	—	13,316	—
Bonus Incentive	—	—	5,000	—
	<b>\$ 474,810</b>	<b>\$ 493,723</b>	<b>\$ 451,426</b>	<b>\$ 534,328</b>
<b>Benefits</b>				
Hospitalization	\$ 72,338	\$ 72,338	\$ 68,308	\$ 75,551
Prescription	14,928	14,928	13,150	15,852
Dental	3,899	3,802	2,936	3,972
Vision Care	553	578	454	640
Public Employees Retire System	66,225	70,301	60,881	75,044
Fica-Medicare	6,679	6,952	6,342	7,734
Workers' Compensation	4,113	4,320	5,117	4,438
Life Insurance	265	266	226	340
	<b>\$ 169,001</b>	<b>\$ 173,485</b>	<b>\$ 157,413</b>	<b>\$ 183,571</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 150	\$ —	\$ —	\$ —
Tuition & Registration Fees	250	235	100	1,500
Mileage (Priv Auto) Trng Prps	63	62	—	500
Professional Dues & Subscript	510	411	572	1,000
	<b>\$ 973</b>	<b>\$ 708</b>	<b>\$ 672</b>	<b>\$ 3,000</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ —	\$ —	\$ —	\$ 350
Insurance And Official Bonds	—	—	11,060	—
Other Contractual	40,491	45,891	47,460	58,800
	<b>\$ 40,491</b>	<b>\$ 45,891</b>	<b>\$ 58,520</b>	<b>\$ 59,150</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 716	\$ 358	\$ 1,000
Postage	—	—	—	200
Office Furniture & Equipment	216	393	733	7,000
Other Supplies	3,060	3,602	4,260	5,000
Just In Time Office Supplies	113	681	760	1,000
	<b>\$ 3,389</b>	<b>\$ 5,392</b>	<b>\$ 6,111</b>	<b>\$ 14,200</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 1,495	\$ 1,495	\$ 1,495	\$ 5,000
Maintenance Contracts	1,355	1,383	1,542	1,800
	<b>\$ 2,850</b>	<b>\$ 2,878</b>	<b>\$ 3,037</b>	<b>\$ 6,800</b>



DIVISION OF TREASURY

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 35,891	\$ 49,002	\$ 1,740	\$ 2,046
Charges From Print & Repro	2,589	4,194	4,606	5,146
Charges From Central Storeroom	23,336	23,098	24,492	32,316
	<b>\$ 61,815</b>	<b>\$ 76,294</b>	<b>\$ 30,838</b>	<b>\$ 39,508</b>
	<b>\$ 753,330</b>	<b>\$ 798,371</b>	<b>\$ 708,016</b>	<b>\$ 840,557</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 4,113	\$ 33,780	\$ —	\$ —
Interest Earnings/Investment Income	1,709,440	284,351	8,372,396	8,000,000
	<b>\$ 1,713,553</b>	<b>\$ 318,130</b>	<b>\$ 8,372,396</b>	<b>\$ 8,000,000</b>



DIVISION OF TREASURY

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	City Treasurer	42,758.15	149,845.53
1	1	1	Deputy City Treasurer	31,200.00	101,048.35
<u>2</u>	<u>2</u>	<u>2</u>			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
0	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Principal Cashier	17.01	27.55
<u>1</u>	<u>1</u>	<u>1</u>			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Fiscal Manager	31,200.00	104,654.90
1	1	1	Investment Manager	31,200.00	99,604.81
1	0	0	Sr Personnel Assistant	31,200.00	55,388.98
<u>3</u>	<u>2</u>	<u>2</u>			
0	0	1	<b><u>VACANT FULL TIME</u></b>		
<u>6</u>	<u>5</u>	<u>6</u>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
0	1	1	Sr Personnel Assistant	31,200.00	55,388.98
<u>0</u>	<u>1</u>	<u>1</u>	<b>TOTAL PART TIME</b>		
<u>6</u>	<u>6</u>	<u>7</u>	<b>TOTAL DIVISION</b>		



DIVISION OF PURCHASES AND SUPPLIES

Tiffany Johnson, CPPB, Commissioner

**Mission Statement**

*To purchase in a timely manner all goods and services for the City, of the correct quality and at the lowest possible cost, in support of the mission of the City of Cleveland and in compliance with all Codified Ordinances.*

The Division of Purchases and Supplies is the central office through which all competitively bid purchases for the City are processed, under such regulations as are provided by ordinance and by the direction of the Board of Control. The Division also disposes of all property, real and personal, that has been deemed unsuitable for use, not needed by the City, or may have been condemned as useless. The procurement of goods and services and disposals are processed through the submission of requisitions and/or competitive bidding as required by ordinance authorization.

**PROGRAM NAME: PURCHASES AND SUPPLIES**

**OBJECTIVES:** To procure quality commodities and services at the lowest possible cost and in a timely manner through effective and efficient competitive bidding. To meet or exceed CSB/RSB/MBE/FBE goals. To provide a level playing field where all vendors can compete fairly for city business. To maximize return on the disposal of assets.

**ACTIVITIES:** Administers competitive bidding processes for both formal and non-formal bids, develops, implements, and maintains citywide requirements contracts; performs out-reach to the local vendor community; evaluates and reviews recommendations for contract award; prepares and processes contract recommendations for Board of Control approval; executes competitively bid contracts, processes petty cash vouchers; and disposes of surplus property, real and personal.

	Output Metric	Historic Data		
		2020	2021	2022
1	# Competitive Bids processed over \$50k	-	122	175
2	# Competitive Bids processed under \$50k	-	1,599	2,106
3	# Competitive Requirements Contracts processed	-	117	57
4	# Competitive Public Improvement Contracts processed	-	37	53
5	# Competitive Standard Contracts processed	-	2	2

\* Note: Data unavailable for 2020.



DIVISION OF PURCHASES AND SUPPLIES

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 403,192	\$ 333,593	\$ 466,004	\$ 693,841
Longevity	2,800	3,225	1,775	2,250
Vacation Conversion	—	6,156	—	—
Separation Payments	—	16,447	2,845	—
Bonus Incentive	—	—	6,000	—
	<b>\$ 405,992</b>	<b>\$ 359,421</b>	<b>\$ 476,624</b>	<b>\$ 696,091</b>
<b>Benefits</b>				
Hospitalization	\$ 74,829	\$ 69,783	\$ 114,899	\$ 141,051
Prescription	16,419	15,225	19,328	30,314
Dental	4,229	3,856	4,619	7,644
Vision Care	555	452	620	1,072
Public Employees Retire System	57,320	49,405	65,107	97,769
Fica-Medicare	5,038	4,768	6,509	10,096
Workers' Compensation	3,898	3,273	5,236	4,686
Life Insurance	313	248	344	620
Unemployment Compensation	—	173	—	—
	<b>\$ 162,601</b>	<b>\$ 147,183</b>	<b>\$ 216,663</b>	<b>\$ 293,252</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 3,021	\$ —
Tuition & Registration Fees	—	1,162	1,232	8,000
Professional Dues & Subscript	1,800	2,419	1,500	4,185
	<b>\$ 1,800</b>	<b>\$ 3,581</b>	<b>\$ 5,753</b>	<b>\$ 12,185</b>
<b>Contractual Services</b>				
Mileage (Private Auto)	\$ —	\$ —	\$ —	\$ 350
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 350</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 119	\$ 204	\$ 1,649	\$ 3,000
Postage	191	222	54	200
Just In Time Office Supplies	2,724	4,104	3,636	5,000
	<b>\$ 3,034</b>	<b>\$ 4,530</b>	<b>\$ 5,340</b>	<b>\$ 8,200</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 400
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 400</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 3,687	\$ 3,761	\$ 3,535	\$ 4,159
Charges From Print & Repro	5,623	6,298	6,597	7,371
Charges From Central Storeroom	666	1,110	541	714
	<b>\$ 9,977</b>	<b>\$ 11,170</b>	<b>\$ 10,673</b>	<b>\$ 12,244</b>
	<b>\$ 583,404</b>	<b>\$ 525,885</b>	<b>\$ 715,054</b>	<b>\$ 1,022,722</b>



DIVISION OF PURCHASES AND SUPPLIES

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 7,278	\$ 26,273	\$ 1,500	\$ —
	<b>\$ 7,278</b>	<b>\$ 26,273</b>	<b>\$ 1,500</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Purchases & Supplies	42,758.15	149,845.53
1	1	1			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Principal Clerk	17.27	23.32
2	2	2			
<b><u>PROFESSIONALS</u></b>					
3	1	1	Buyer	31,200.00	59,831.92
1	1	1	Deputy Comm Of Purch & Supplies	31,200.00	88,520.98
1	0	0	Financial Systems Coordinator	31,200.00	78,914.84
2	2	2	Project Director	31,200.00	88,646.98
7	4	4			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
10	7	11	<b>TOTAL FULL TIME</b>		
<b>10</b>	<b>7</b>	<b>11</b>	<b>TOTAL DIVISION</b>		



BUREAU OF INTERNAL AUDIT

Natasha Brandt, CPA, JD, CGMA, Manager Of Internal Audit

***Mission Statement***

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

The Bureau of Internal Audit acts as an independent division within the Department of Finance to provide 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 and providing continuous monitoring reviews on selected City programs.

**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.

	Output Metric	Historic Data		
		2020	2021	2022
1	Petty cash audits	75	73	70
2	Physical inventory audits	N/A	28	19
3	Review of bi-weekly payroll	26	26	26



BUREAU OF INTERNAL AUDIT

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 394,240	\$ 331,920	\$ 248,120	\$ 379,047
Part-Time Permanent	452	3,555	11,434	—
Longevity	600	775	775	950
Separation Payments	8,434	—	15,970	—
Bonus Incentive	—	—	3,000	—
Overtime	—	—	1	—
	<b>\$ 403,726</b>	<b>\$ 336,251</b>	<b>\$ 279,299</b>	<b>\$ 379,997</b>
<b>Benefits</b>				
Hospitalization	\$ 72,064	\$ 49,500	\$ 51,803	\$ 62,532
Prescription	14,452	11,299	7,888	13,400
Dental	3,592	2,370	1,758	3,450
Vision Care	471	356	229	444
Public Employees Retire System	56,863	48,233	37,099	53,200
Fica-Medicare	5,598	4,689	3,896	5,504
Workers' Compensation	3,683	3,095	3,203	2,746
Life Insurance	270	192	126	218
	<b>\$ 156,992</b>	<b>\$ 119,734</b>	<b>\$ 106,002</b>	<b>\$ 141,494</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 483	\$ —	\$ —	\$ 3,000
Tuition & Registration Fees	4,337	1,956	420	6,000
Mileage (Priv Auto) Trng Prps	167	—	—	900
Professional Dues & Subscript	1,971	4,916	2,815	5,200
	<b>\$ 6,959</b>	<b>\$ 6,872</b>	<b>\$ 3,235</b>	<b>\$ 15,100</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 150,000	\$ —	\$ 175,000
Mileage (Private Auto)	—	277	409	—
Parking In City Facilities	—	97	75	1,500
State Auditor Examination	231,767	363,134	206,969	488,000
	<b>\$ 231,767</b>	<b>\$ 513,508</b>	<b>\$ 207,453</b>	<b>\$ 664,500</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 800
Computer Software	21,170	23,133	24,000	26,000
Just In Time Office Supplies	181	1,980	494	2,000
	<b>\$ 21,351</b>	<b>\$ 25,113</b>	<b>\$ 24,494</b>	<b>\$ 28,800</b>



BUREAU OF INTERNAL AUDIT

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 1,607	\$ 1,701	\$ 1,627	\$ 1,914
Charges From Print & Repro	1,149	1,734	2,343	2,617
Charges From Central Storeroom	24	9	2	3
	<b>\$ 2,780</b>	<b>\$ 3,444</b>	<b>\$ 3,972</b>	<b>\$ 4,534</b>
	<b>\$ 823,574</b>	<b>\$ 1,004,921</b>	<b>\$ 624,455</b>	<b>\$ 1,234,425</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 6,627	\$ 26,595	\$ —	\$ —
	<b>\$ 6,627</b>	<b>\$ 26,595</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>ADMINISTRATORS &amp; OFFICIALS</b>		
1	1	1	Manager of Internal Audit	40,314.82	143,541.17
1	1	1			
			<b>PROFESSIONALS</b>		
1	0	0	Accountant II	17.27	25.73
2	1	1	Auditor	31,200.00	69,316.65
1	1	1	Deputy Auditor	49,500.00	99,347.61
1	0	0	Senior Internal Auditor	31,200.00	74,000.47
5	2	2			
0	0	3	<b>VACANT FULL TIME</b>		
6	3	6	<b>TOTAL FULL TIME</b>		
<b>6</b>	<b>3</b>	<b>6</b>	<b>TOTAL DIVISION</b>		



DIVISION OF FINANCIAL REPORTING AND CONTROL

James E. Gentile, CPA, City Controller

**Mission Statement**

*To maintain controls over the City's accounting system and the integrity of the information submitted to that system as well as to prepare and issue financial statements for the City on an annual basis.*

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The Division of Financial Reporting and Control is the centralized accounting function for the City of Cleveland. The Division's primary responsibilities are:

- Performing reconciliation of cash and investments.
- Maintaining control over the City's accounting system and the integrity of the information submitted to it.
- Preparing and issuing numerous required financial reports including the Comprehensive Annual Financial Report.
- Performing certain accounting tasks that are not applicable to any outside division or department.
- Issuing best practice accounting policies and procedures throughout the City.

**PROGRAM NAME:CASH RECONCILIATION**

OBJECTIVES: To reconcile cash and investments on a monthly basis to the General Ledger.

ACTIVITIES: Develop procedures for reconciling and making corrections to general ledger cash and investments for all funds on a monthly basis. Account for the daily reimbursement of commingled cash from segregated funds. Reconcile the balances recorded in the general ledger to the portfolio prepared by the Treasurer. Perform reconciliation's on Municipal Court bank account activity. Assist in implementation of City's cash and investment policy. Monitor the timeliness of draw down activity. Prepare and review the year-end work papers needed for financial reporting purposes. Compile and ensure accuracy of all outstanding warrants. Calculate and distribute commingled interest.

**PROGRAM NAME:GENERAL ACCOUNTING**

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's general fund, debt service funds, and trust and agency funds.

ACTIVITIES: Review financial data for the general fund. Periodically review system generated reports to help ensure data accuracy. Train user department's personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Assist in the closing activities and the preparation of the annual financial report. Monitor and ensure proper recording of City debt activity. Prepare certain journal entries that are not directly attributable to a specific department or division. Monitor and reconcile agency fund activity including allocating expenditures to the appropriate funds. Assist in the development of financial reports needed by user departments.



DIVISION OF 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 project activity for all fund types, fixed assets, internal service funds, and enterprise funds.

**ACTIVITIES:** Train user department’s financial personnel on accounting issues as needed. Coordinate and reconcile inter-fund receivable/payable accounts. Prepare and review the year-end work-papers needed for financial reporting purposes. Reconcile the minor enterprise and internal service funds’ fixed assets. Maintain status of capital projects activity for all City departments and divisions. Track and assess the adequacy of internal service billings and rates. Initiate drawdowns of capital funds. Periodically review system generated reports to help ensure data accuracy.

**PROGRAM NAME: SPECIAL REVENUE ACCOUNTING**

**OBJECTIVES:** To monitor and control all accounting activity as they relate to the City’s grant and miscellaneous non-grant special review funds.

**ACTIVITIES:** Periodically review system generated reports to help ensure data accuracy. Train user department’s financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Establish procedures for closing out inactive grants in the accounting system. Assist grantees in preparing year-end audit schedules and analyses. Monitor cash drawn for all grants operating on a cash reimbursement basis. Reduce the time 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 fund to maximize usage. Establish and update citywide grant policies and procedures.

	Output Metric	Historic Data		
		2020	2021	2022
1	City-wide financial reports completed by June 30th	7	7	7
2	Monthly financial reports distributed after close of month (yearly basis)	84	84	84
3	Monthly bank reconciliations performed after close of month	257	255	260



DIVISION OF FINANCIAL REPORTING AND CONTROL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 919,816	\$ 968,174	\$ 951,405	\$ 1,102,061
Seasonal	3,866	5,841	6,338	—
Part-Time Permanent	47,639	49,949	69,775	181,872
Longevity	4,300	3,925	3,050	3,225
Vacation Conversion	—	32,627	—	—
Separation Payments	754	5,770	91,068	—
Bonus Incentive	—	—	15,000	—
Overtime	6,627	9,970	13,556	32,198
	<b>\$ 983,001</b>	<b>\$ 1,076,256</b>	<b>\$ 1,150,192</b>	<b>\$ 1,319,356</b>
<b>Benefits</b>				
Hospitalization	\$ 135,210	\$ 122,442	\$ 163,762	\$ 171,744
Prescription	27,006	25,604	24,888	34,496
Dental	6,727	6,243	6,340	9,093
Vision Care	1,203	1,201	1,047	1,512
Public Employees Retire System	135,050	150,945	145,818	185,164
Fica-Medicare	13,773	15,119	16,146	19,131
Workers' Compensation	7,471	9,137	12,838	11,308
Life Insurance	549	607	570	840
	<b>\$ 326,990</b>	<b>\$ 331,299</b>	<b>\$ 371,407</b>	<b>\$ 433,288</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 2,199	\$ 3,629	\$ 15,000
Tuition & Registration Fees	—	880	2,166	3,000
Professional Dues & Subscript	2,410	2,974	1,882	3,400
	<b>\$ 2,410</b>	<b>\$ 6,053</b>	<b>\$ 7,677</b>	<b>\$ 21,400</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 100,000
Advertising And Public Notice	58	58	58	100
Parking In City Facilities	132	45	94	200
Other Contractual	—	6,155	—	—
	<b>\$ 191</b>	<b>\$ 6,258</b>	<b>\$ 152</b>	<b>\$ 100,300</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 18	\$ 8	\$ 222	\$ 40
Computer Software	—	—	—	2,000
Just In Time Office Supplies	1,182	2,519	1,440	2,600
	<b>\$ 1,200</b>	<b>\$ 2,527</b>	<b>\$ 1,661</b>	<b>\$ 4,640</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 120
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 120</b>



DIVISION OF FINANCIAL REPORTING AND CONTROL

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 7,293	\$ 9,158	\$ 9,053	\$ 10,650
Charges From Print & Repro	5,403	11,228	12,189	13,618
Charges From Central Storeroom	35	57	28	37
	<b>\$ 12,730</b>	<b>\$ 20,443</b>	<b>\$ 21,270</b>	<b>\$ 24,305</b>
	<b>\$ 1,326,522</b>	<b>\$ 1,442,836</b>	<b>\$ 1,552,358</b>	<b>\$ 1,903,409</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 8,096	\$ 48,836	\$ —	\$ —
	<b>\$ 8,096</b>	<b>\$ 48,836</b>	<b>\$ —</b>	<b>\$ —</b>



DIVISION OF FINANCIAL REPORTING AND CONTROL

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant City Comptroller	41,312.22	133,816.91
1	1	1	City Controller	42,758.15	162,333.54
2	2	2			
<b><u>PROFESSIONALS</u></b>					
2	2	2	Accountant Supervisor	31,200.00	85,416.05
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	FMIS Functional Manager	31,200.00	106,323.88
1	1	1	Fiscal Manager	31,200.00	104,654.90
1	0	0	Grant Administrator	31,200.00	88,520.98
1	0	0	Project Coordinator	31,200.00	106,323.88
7	4	4	Staff Accountant	38,500.00	78,114.53
14	9	9			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
16	11	15	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	1	1	Accountant IV	31,200.00	69,967.46
6	3	3	Student Aide	11.60	11.94
0	0	3	<b><u>VACANT PART TIME</u></b>		
7	4	7	<b>TOTAL PART TIME</b>		
<b>23</b>	<b>15</b>	<b>22</b>	<b>TOTAL DIVISION</b>		

**INFORMATION SYSTEMS SERVICES****Frolian Roy Fernando, Chief Technology Officer**

The Division of Information Technology & Services mission is to provide information that is stored, transmitted, and/or processed by technology to all areas of the executive branch of City Government. The services include information technical planning, application development and deployment, training, hardware and software acquisition, management of Telecommunications and technical support. The Division also manages the City's servers, operates the data/voice communications network, provides a Customer Support Center and retains responsibility for general office automation.

***PROGRAM NAME:APPLICATION & COMPUTER NETWORK APPLICATIONS***

**OBJECTIVES:** To develop, install and maintain the application and network infrastructure for the citywide enterprise. Ensure the enterprise networks, servers, databases, applications and telecommunication switches are configured and maintained to obtain maximum performance, minimal downtime and are secured.

**ACTIVITIES:** Provide development, implementation, maintenance and support for citywide applications and network infrastructure. Coordinate and support the implementation of new technologies and new systems to maximize the benefit and reliability to city services and departments.

***PROGRAM NAME:TECHNICAL SUPPORT SERVICES***

**OBJECTIVES:** To provide overall technical support for the planning, development, evaluation, installation and maintenance and inventory of the IT hardware / software environments for the City of Cleveland.

**ACTIVITIES:** Provide daily monitoring and tuning of the system hardware/software environments including the maintenance and installation of hardware/software products, operating support for the recovery from the solution to major system problems and the management and control of technical resources for the City of Cleveland.

***PROGRAM NAME:TELECOMMUNICATIONS DELIVERY SERVICES***

**OBJECTIVES:** To provide effective and cost-efficient telecommunications services to the City of Cleveland. To provide installation, repair and maintenance services to telecommunications systems and equipment, infrastructure cabling, data networks and related equipment.

**ACTIVITIES:** Operate citywide desktop telephones, pagers, cell phones, voicemail messaging and faxing and implement equipment purchases. Ensure the City's network infrastructure is current and meets the changing technology needs of the City's Departments and Divisions.



INFORMATION SYSTEMS SERVICES

Information Technology & Services

	Output Metric	Historic Data		
		2020	2021	2022
1	Active Network Accounts (User IDs) Supported	-	-	7,370
2	Core Business Apps, Technology Solutions	-	-	55
3	Help Desk Tickets, Service Requests Supported	5,810	6,299	8,101
4	Active Projects and Business Initiatives	-	-	15

\* Note: Figure for Metric 3 in 2022 through 10/2022. Blanks indicate unavailable or incomplete data for respective years and metrics.

Telecommunications

	Output Metric	Historic Data		
		2020	2021	2022
1	Citywide Calls Handled during Business Hours and After Hours	-	-	173,000
2	Active Projects and Business Initiatives	-	-	31
3	Help Desk Tickets Supported- Telecommunications/Cellular	-	-	3,901

\*Notes: Blanks indicate unavailable or incomplete data for respective years and metrics.



INFORMATION SYSTEMS SERVICES

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,033,945	\$ 1,966,682	\$ 1,831,916	\$ 2,655,587
Seasonal	5,371	—	—	—
Part-Time Permanent	35,509	33,589	33,055	95,330
Longevity	9,125	9,025	10,350	10,325
Wage Settlements	5	—	—	—
Vacation Conversion	—	32,648	—	—
Separation Payments	5,106	9,397	95,987	—
Bonus Incentive	—	—	26,000	—
Overtime	2,679	2,398	1,674	—
	<b>\$ 2,091,740</b>	<b>\$ 2,053,739</b>	<b>\$ 1,998,982</b>	<b>\$ 2,761,242</b>
<b>Benefits</b>				
Hospitalization	\$ 332,221	\$ 322,166	\$ 297,100	\$ 448,126
Prescription	67,128	64,302	55,533	93,682
Dental	18,131	17,213	14,045	25,121
Vision Care	2,535	2,574	2,006	3,456
Public Employees Retire System	291,822	293,212	261,370	388,418
Fica-Medicare	28,509	28,086	27,541	40,053
Workers' Compensation	17,435	18,084	22,385	19,512
Life Insurance	1,332	1,269	1,140	1,975
Unemployment Compensation	2,273	—	—	—
Clothing Allowance	—	1,414	1,436	2,400
Clothing Maintenance	2,509	1,050	350	1,050
	<b>\$ 763,894</b>	<b>\$ 749,371</b>	<b>\$ 682,906</b>	<b>\$ 1,023,793</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 150	\$ 14,674	\$ 10,000
Tuition & Registration Fees	3,869	—	33,935	50,000
Training	—	—	550	—
Professional Dues & Subscript	—	—	405	1,000
	<b>\$ 3,869</b>	<b>\$ 150</b>	<b>\$ 49,565</b>	<b>\$ 61,000</b>
<b>Utilities</b>				
Cellular Servicess	\$ 94,406	\$ 182,225	\$ 40,900	\$ —
Electricity - Cpp	278	—	625	786
Electricity - Other	280,622	73,483	606,843	545,825
Steam	203,782	205,123	229,293	235,592
	<b>\$ 579,087</b>	<b>\$ 460,832</b>	<b>\$ 877,662</b>	<b>\$ 782,203</b>
<b>Contractual Services</b>				
Professional Services	\$ 165,586	\$ 207,978	\$ 287,176	\$ 351,000
Advertising And Public Notice	—	—	190	—



INFORMATION SYSTEMS SERVICES

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Parking In City Facilities	35,104	40,315	9,130	41,205
Other Contractual	24,000	19,325	—	—
	<b>\$ 224,690</b>	<b>\$ 267,618</b>	<b>\$ 296,495</b>	<b>\$ 392,205</b>
<b>Materials &amp; Supplies</b>				
Computer Supplies	\$ 1,958	\$ 9,825	\$ 1,844	\$ 3,000
Computer Hardware	8,661	7,585	29,047	33,502
Computer Software	67,038	195,415	129,421	344,075
Just In Time Office Supplies	14,656	3,457	6,682	10,000
	<b>\$ 92,313</b>	<b>\$ 216,283</b>	<b>\$ 166,994</b>	<b>\$ 390,577</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ 16,112	\$ —	\$ —
Computer Hardware Maintenance	151,900	5,000	35,727	—
Computer Software Maintenance	1,970,237	2,663,376	5,208,058	5,822,211
Maintenance Building	223,365	167,189	148,143	541,484
	<b>\$ 2,345,502</b>	<b>\$ 2,851,677</b>	<b>\$ 5,391,928</b>	<b>\$ 6,363,695</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 744,810	\$ 1,140,706	\$ 1,362,209	\$ 1,602,512
Charges From Print & Repro	6,380	6,932	9,731	10,872
Charges From Central Storeroom	4	13	6	8
Charges From M.V.M.	7,714	12,803	36,061	33,616
	<b>\$ 758,907</b>	<b>\$ 1,160,453</b>	<b>\$ 1,408,007</b>	<b>\$ 1,647,008</b>
	<b>\$ 6,860,003</b>	<b>\$ 7,760,123</b>	<b>\$ 10,872,539</b>	<b>\$ 13,421,723</b>
<b>Revenues</b>				
	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 433,165	\$ 432,908	\$ 430,519	\$ 425,000
Miscellaneous	19,022	132,074	2,381	—
	<b>\$ 452,187</b>	<b>\$ 564,982</b>	<b>\$ 432,900</b>	<b>\$ 425,000</b>



INFORMATION SYSTEMS SERVICES

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
2	2	2	Assistant Commissioner of ITS	31,200.00	110,087.37
1	0	0	Assistant Manager Application Dev/Tech Support	46,224.91	146,984.67
1	1	1	Chief Technology Officer	80,000.00	235,503.65
1	1	1	Commissioner of Information Technology & Services	52,734.82	172,574.85
2	2	2	Supervisor of Hardware Evaluation	31,200.00	98,444.95
7	6	6			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Asset Management Analyst	31,200.00	59,633.19
2	2	2	Assistant Administrator	31,200.00	90,644.85
1	1	1	Building Manager	31,200.00	91,940.88
2	2	2	Business Process Analyst	55,000.00	115,220.16
1	1	1	Data Base Coordinator	31,200.00	93,645.35
1	1	1	Fiscal Manager	31,200.00	104,654.90
4	1	1	Network Analyst II	31,200.00	107,868.72
1	0	0	Program Manager	31,200.00	97,501.09
1	0	0	Project Manager I	31,200.00	80,063.39
2	2	2	Project Manager II	31,200.00	92,196.66
1	1	1	Software Analyst	45,000.00	102,728.12
1	1	1	Supervisor of Systems and Tech Support	55,000.00	93,199.31
1	0	0	Senior Systems Analyst	31,200.00	87,543.86
3	1	1	Systems Analyst	31,200.00	75,107.16
1	1	1	Web Developer	31,200.00	90,533.02
24	16	16			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
3	3	2	Custodial Worker	17.89	21.33
3	3	2			



INFORMATION SYSTEMS SERVICES

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>TECHNICIANS</u></b>					
5	5	5	PC Technician	31,200.00	53,769.65
0	0	8	<b><u>VACANT FULL TIME</u></b>		
<b>39</b>	<b>30</b>	<b>37</b>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	1	1	Sr. Budget & Mgmt Analyst	31,200.00	94,001.90
0	0	3	<b><u>VACANT PART TIME</u></b>	11.60	11.94
<b>1</b>	<b>1</b>	<b>4</b>	<b>TOTAL PART TIME</b>		
<b>40</b>	<b>31</b>	<b>41</b>	<b>TOTAL DIVISION</b>		



DIVISION OF RISK MANAGEMENT

Eduardo Romero, Commissioner

***Mission Statement***

*Protect the City of Cleveland's financial integrity and the subsequent consequences of accidental losses of a catastrophic nature. Identify, evaluate, analyze risks and recommend appropriate solutions for mitigation. Safeguard the City of Cleveland's assets. Promote an overarching culture of safety through education and accountability.*

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The Division of Risk Management (DRM) is responsible for effectively managing the City of Cleveland's exposures to accidental losses in order to protect the City's assets and assure operational continuity for its employees and the citizens we serve.

**PROGRAM NAME: RISK MANAGEMENT**

**OBJECTIVES:** To minimize the long-term cost of City activities by the identification, prevention, and mitigation of accidental losses. To apply risk management techniques to minimize the adverse effects of losses and to serve as a cost efficiency center.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of work injury, COVID, or personal safety cases managed (Department of Safety personnel only)	-	-	824
2	Total Medical Only Claims and Lost Time Claims filed (city-wide)	489	491	394
3	Days absent from Medical Only claims (city-wide)	1,492	1,997	2,496
4	Days absent from Lost Time claims (city-wide)	22,801	15,054	4,671
5	Safety Medical Unit visits/assessments (Department of Public Safety personnel only)	1,806	1,667	1,648

\*Notes: Blanks indicate unavailable or incomplete data for respective years and metrics.



DIVISION OF RISK MANAGEMENT

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ —	\$ —	\$ —	\$ 672,798
Longevity	—	—	—	1,150
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 673,948</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ —	\$ —	\$ 152,520
Prescription	—	—	—	32,664
Dental	—	—	—	7,584
Vision Care	—	—	—	1,080
Public Employees Retire System	—	—	—	94,492
Fica-Medicare	—	—	—	9,770
Life Insurance	—	—	—	576
Clothing Allowance	—	—	—	530
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 299,216</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 3,000
Professional Dues & Subscript	—	—	—	10,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 13,000</b>
<b>Contractual Services</b>				
Other Contractual	\$ —	\$ —	\$ —	\$ 500,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 500,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 2,500
Office Furniture & Equipment	—	—	—	10,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 12,500</b>
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,498,664</b>



DIVISION OF RISK MANAGEMENT

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>	105,000.00	155,504.25
0	1	1	Risk Manager		
0	1	1			
			<b><u>PROFESSIONALS</u></b>		
0	0	1	Administrative Assistant	31,200.00	84,792.75
0	3	3	Administrative Manager	31,200.00	154,629.45
0	0	2	Personnel Administrator	31,200.00	97,137.68
0	2	2	Personnel Assistant	31,200.00	52,381.41
0	1	1	Public Health Nurse III	56,620.18	62,084.01
0	3	9			
0	10	10	<b>TOTAL FULL TIME</b>		
<b>0</b>	<b>10</b>	<b>10</b>	<b>TOTAL DIVISION</b>		



OFFICE OF BUDGET AND MANAGEMENT

Gregory Cordek, Budget Administrator

***Mission Statement***

*To prepare balanced budgets and provide relevant information that assists decision makers in monitoring and controlling the financial performance of City Departments.*

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

***PROGRAM NAME:AUDIT COMPLIANCE***

OBJECTIVES: To establish and maintain effective, proactive procedures resulting in zero (0) material State Audit findings.

***PROGRAM NAME:CAPITAL***

OBJECTIVES: To monitor, track, and ensure the proper distribution of Capital funds required per the Capital Office, City Planning, and the Capital Improvement Plan required for the ongoing renovation of the City’s neighborhoods.

***PROGRAM NAME:FINANCIAL PLANNING***

OBJECTIVES: To produce detailed, monthly expenditure and revenue forecasts to help estimate the future financial state of the City including decisions for controlling expenses and increasing revenue.

***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.

***PROGRAM NAME:MANAGEMENT SUPPORT***

OBJECTIVES: To provide ongoing Performance Budget and Financial Advantage training to Division End Users. To assist and advise the Mayor’s Office and the various divisions in the efficient application of the resources available to them.

***PROGRAM NAME:OPERATIONS***

OBJECTIVES: To develop the budget document as an operations guide which outlines for constituents how departments and funds are organized and informs the reader of all funded activities, services and programs to be carried out by each department within the city’s available resources. To conduct quarterly status review sessions with Department Managers to ensure ongoing expenditures coincide with final approved budgets.



OFFICE OF BUDGET AND MANAGEMENT

	Output Metric	Historic Data		
		2020	2021	2022
1	Ongoing interdivisional budget meetings	6	40	49
2	County legislation and other filing	4	4	4
3	Days needed to upload appropriation ordinance into account software	1	7	0
4	% of Prior Years' GF Revenue in Reserve*	5.7%	6.6%	15.6%

\*Includes Rainy Day Reserve and Payroll Reserve



OFFICE OF BUDGET AND MANAGEMENT

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 512,359	\$ 515,619	\$ 511,917	\$ 580,332
Longevity	2,075	2,075	3,025	3,125
Vacation Conversion	—	9,004	—	—
Bonus Incentive	—	—	6,000	—
	<b>\$ 514,434</b>	<b>\$ 526,698</b>	<b>\$ 520,942</b>	<b>\$ 583,457</b>
<b>Benefits</b>				
Hospitalization	\$ 54,266	\$ 53,064	\$ 61,158	\$ 72,217
Prescription	11,933	11,421	11,112	15,376
Dental	2,705	2,715	2,557	3,738
Vision Care	568	596	517	756
Public Employees Retire System	71,359	75,588	70,491	82,123
Fica-Medicare	7,238	7,419	7,116	7,266
Workers' Compensation	4,660	4,652	8,182	5,122
Life Insurance	309	311	296	445
	<b>\$ 153,037</b>	<b>\$ 155,765</b>	<b>\$ 161,431</b>	<b>\$ 187,043</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 1,005	\$ 994	\$ 1,500
Tuition & Registration Fees	—	270	360	800
Professional Dues & Subscript	331	381	592	300
	<b>\$ 331</b>	<b>\$ 1,656</b>	<b>\$ 1,946</b>	<b>\$ 2,600</b>
<b>Contractual Services</b>				
Other Contractual	\$ —	\$ —	\$ —	\$ 10,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 10,000</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ —	\$ —	\$ 58	\$ —
Just In Time Office Supplies	331	245	146	500
	<b>\$ 331</b>	<b>\$ 245</b>	<b>\$ 204</b>	<b>\$ 500</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 3,715	\$ 13,755	\$ 1,865	\$ 2,076
	<b>\$ 3,715</b>	<b>\$ 13,755</b>	<b>\$ 1,865</b>	<b>\$ 2,076</b>
	<b>\$ 671,848</b>	<b>\$ 698,118</b>	<b>\$ 686,387</b>	<b>\$ 785,676</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 4,660	\$ 32,506	\$ —	\$ —
	<b>\$ 4,660</b>	<b>\$ 32,506</b>	<b>\$ —</b>	<b>\$ —</b>



OFFICE OF BUDGET AND MANAGEMENT

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Budget Administrator	31,200.00	124,755.81
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Budget Analyst	31,200.00	69,316.65
2	2	2	Budget & Management Analyst	31,200.00	69,021.49
1	1	1	Deputy Budget Administrator	31,200.00	97,137.68
3	2	2	Senior Budget & Management Analyst	31,200.00	94,001.90
7	5	5			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
8	6	8	<b>TOTAL FULL TIME</b>		
<b>8</b>	<b>6</b>	<b>8</b>	<b>TOTAL DIVISION</b>		



DIVISION OF PUBLIC HEALTH ADMINISTRATION

David M. Margolius, MD, Director

**Mission Statement**

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

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Cleveland Department of Public Health is committed to improving the quality of life in the City of Cleveland by promoting healthy behavior, protecting the environment, preventing disease and making our communities healthy places to live, visit, work and play. We do this through direct clinical care, prevention and health promotion, licensing and permitting, monitoring and inspecting and educating and informing the public. CDPH completed a strategic plan, where it identified a core framework of five strategic priorities - grow and sustain the competence, professionalism and wellbeing of the CDPH workforce; foster a culture of continuous quality improvement; coordinate internal and external resources for more effective, targeted public health interventions; increase stakeholders' awareness and satisfaction of our services; and engage in practices that expand program activities and enhance service delivery.

The Department consists of five cost centers: Administration, the Divisions of Health, Environment, Air Quality and Health Equity and Social Justice. In total, the Department employs approximately 140 employees and will have an operating budget in excess of \$24 million in 2021. Grants and revenue from federal, state, and local sources will support more than \$15 million in programs in 2021.

The administration section is responsible for providing additional management and oversight of health department services for the City of Cleveland. Specific activities of the administration section include providing fiscal management, legislative communication, technological support, and quality improvement analysis for health department programs and projects. Human resources is also part of the administration section, offering information about staff wellness activities, payroll, and medical and retirement benefits.

**PROGRAM NAME:HUMAN RESOURCES**

**OBJECTIVES:** Support organizational strategic planning while providing human resource and payroll services to motivate, develop, and retain a diverse and competent workforce within the Department of Public Health.

**ACTIVITIES:** Provide records and information relating to compensation and benefits, recruitment and selection of prospective employees, professional development activities, employee services, and health and safety awareness. Provide direction for all employees of the Department of Public Health, deploy strategic objectives in the Workforce Development Plan including professional development and training, and developing policies and procedures that ensure staff work in a safe, supportive, and effective work environment.

**PROGRAM NAME:INFORMATION TECHNOLOGY**

**OBJECTIVES:** Maintain a reliable and scalable technology infrastructure that enables the Department of Public Health to enhance practices, connectivity, and communicative tools to support the needs of the staff. To align the Administration Section with City and Departmental goals of increasing CDPH's ability to effectively address critical issues by utilizing technology to enhance productivity and efficiency.



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**DIVISION OF PUBLIC HEALTH ADMINISTRATION**

**ACTIVITIES:** To serve CDPH as the one-stop shop for all helpdesk requests, technical challenges and all other communication issues by managing permissions and servers connectivity. IT priority is to ensure that every division in the department can run their businesses, processes and communications effectively.

***PROGRAM NAME: QUALITY IMPROVEMENT AND PERFORMANCE  
MANAGEMENT***

**OBJECTIVES:** Develop and implement key plans within the Department of Public Health that address alignment of strategic priorities, community health improvement, performance management, workforce development, quality improvement, and communications. Align existing and prospective health department activities with Public Health Accreditation Board (PHAB) standards. Oversee all accreditation and reaccreditation activities.

**ACTIVITIES:** Coordinate the assessment of documentation needs, including the review, selection, and justification of all documentation within the "domain" areas of PHAB reaccreditation. Work with the Executive Team and other leadership to manage the progress of all relevant accreditation tasks. Develop and provide training on fundamental concepts and processes that support accreditation, quality improvement, and performance management. Research and recommend best practices in accreditation, quality improvement, and performance management preparation and maintenance. Increase awareness about accreditation, quality improvement, and performance management topics among staff, leadership, and key partners.

***PROGRAM NAME:FISCAL***

**OBJECTIVES:** To be accurate and timely in all fiscal matters. To maintain complete, digital, accessible, supporting documents for all reports. To support our customers and each other in a professional, understanding and respectful manner. To maintain a proactive attitude and approach by anticipating future problems, needs or changes and developing documented resolutions.

**ACTIVITIES:** Develop and analyze information to assess the current and future financial status of the Department of Public Health. Provide and interpret financial information. Formulate strategic and long-term plans for the Department of Public Health. Monitor approved budgets and authorize expenditures within City of Cleveland guidelines. Serve as a resource regarding fiscal matters and in resolving fiscal issues.



DIVISION OF PUBLIC HEALTH ADMINISTRATION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 760,783	\$ 670,455	\$ 927,218	\$ 1,318,017
Longevity	4,728	5,750	3,825	4,700
Vacation Conversion	—	11,606	—	—
Separation Payments	9,317	24,606	—	4,000
Bonus Incentive	—	—	12,000	—
Overtime	132	3,566	8,975	7,500
	<b>\$ 774,961</b>	<b>\$ 715,983</b>	<b>\$ 952,017</b>	<b>\$ 1,334,217</b>
<b>Benefits</b>				
Hospitalization	\$ 161,372	\$ 125,337	\$ 188,522	\$ 222,750
Prescription	32,979	25,073	30,666	43,390
Dental	7,891	6,047	7,429	10,850
Vision Care	1,035	928	1,034	1,620
Public Employees Retire System	108,849	102,644	131,125	185,878
Fica-Medicare	10,834	10,259	13,507	19,182
Workers' Compensation	7,347	7,532	13,447	10,692
Life Insurance	520	404	496	780
Clothing Allowance	—	240	—	130
Clothing Maintenance	—	—	—	150
	<b>\$ 330,826</b>	<b>\$ 278,465</b>	<b>\$ 386,225</b>	<b>\$ 495,422</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,478	\$ —	\$ —	\$ 2,000
Tuition & Registration Fees	719	—	—	5,500
Mileage (Priv Auto) Trng Prps	—	—	49	2,500
Professional Dues & Subscript	20,195	21,886	19,731	21,000
	<b>\$ 22,392</b>	<b>\$ 21,886</b>	<b>\$ 19,780</b>	<b>\$ 31,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 35,191	\$ 10,518	\$ 10,100	\$ 35,000
Mileage (Private Auto)	170	908	601	1,000
Parking In City Facilities	1,215	1,320	715	1,500
Property Rental	688,649	688,199	686,849	395,409
Other Contractual	—	20,334	53,005	23,428
	<b>\$ 725,225</b>	<b>\$ 721,278</b>	<b>\$ 751,270</b>	<b>\$ 456,337</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ 430	\$ —	\$ —	\$ —
Computer Software	58	—	—	—
Office Furniture & Equipment	204	—	1,321	—
Other Supplies	960	300	—	700
Just In Time Office Supplies	1,457	1,780	763	1,500
	<b>\$ 3,108</b>	<b>\$ 2,080</b>	<b>\$ 2,084</b>	<b>\$ 2,200</b>



DIVISION OF PUBLIC HEALTH ADMINISTRATION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 12,159	\$ 2,098	\$ 6,241	\$ 6,940
Charges From M.V.M.	957	2,775	—	1,294
	<b>\$ 13,116</b>	<b>\$ 4,873</b>	<b>\$ 6,241</b>	<b>\$ 8,234</b>
	<b>\$ 1,869,628</b>	<b>\$ 1,744,565</b>	<b>\$ 2,117,618</b>	<b>\$ 2,327,410</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Grant Revenue	\$ —	\$ —	\$ 6,446	\$ —
Miscellaneous	20,266	46,786	54,884	—
	<b>\$ 20,266</b>	<b>\$ 46,786</b>	<b>\$ 61,330</b>	<b>\$ —</b>



DIVISION OF PUBLIC HEALTH ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Assistant Director	36,590.39	165,322.61
1	1	1	Director of Public Health	50,795.81	204,022.08
1	0	0	Departmental Medical Director	80,000.00	285,749.91
4	3	3			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Administrative Officer	31,200.00	63,579.75
1	0	0	Business Process Analyst	55,000.00	115,220.16
1	1	1	Chief of Computer Operations	31,200.00	99,604.81
1	1	1	Fiscal Grant Administrator	40,000.00	101,376.45
1	1	1	Fiscal Manager	31,200.00	101,376.45
0	1	1	General Mgr Admin Services	31,200.00	110,567.26
2	2	2	Project Coordinator	31,200.00	106,323.88
1	1	1	Project Director	31,200.00	88,646.98
1	1	1	Sr Budget and Management Analyst	31,200.00	94,001.90
1	1	1	Sr. Programmer Analyst	31,200.00	76,592.09
10	9	9			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Assistant Administrator	31,200.00	90,644.85
1	1	1	Stock Clerk	15.61	21.15
2	1	1			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
16	13	15	<b>TOTAL FULL TIME</b>		
<b>16</b>	<b>13</b>	<b>15</b>	<b>TOTAL DIVISION</b>		



## DIVISION OF HEALTH

Frances Mills, Commissioner

**Mission Statement**

*The Division of Health's mission is to maximize the health and well-being of the people of Cleveland by preventing disease and injury, promoting wellness, assuring access to quality healthcare, and health education.*

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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 that relate to public health and disease control. Specific activities of the Health Division include direct medical services, public health nursing, communicable disease surveillance, inspection and licensure of medical facilities, laboratory services, chronic disease awareness, education, prevention and health promotion, approaching health by raising awareness of health disparities and health inequities and how social determinants factor into health outcomes.

The Health Division also operates the Bureau of Vital Statistics, which is responsible for the issuance of all birth and death certificates and for keeping, collecting and maintaining those statistics, which reflect the general health status of Cleveland.

Grant funding supplements General Fund monies and enables the Health Division to provide a wide range of health services throughout the community. These services include emergency preparedness activities, immunization activities reproductive planning and direct nursing care, epidemiology and population health including communicable disease surveillance.

***PROGRAM NAME:EMERGENCY PREPAREDNESS***

**OBJECTIVES:** To enhance emergency preparedness in the Greater Cleveland metropolitan statistical area. To develop plans to respond to a large-scale bioterrorist event by dispensing antibiotics to the entire population of the Greater Cleveland MSA within 48 hours.

**ACTIVITIES:** Lead emergency preparedness efforts in Northeast Ohio. Engages and maintains relationships with regional public health partners in the Cleveland MSA. Build training and exercise activities that support emergency preparedness. Increase awareness about personal emergency preparedness via education and outreach. Tests emergency preparedness capabilities both locally and regionally through drills and other emergency preparedness exercises. Leads planning and logistics responses to local emergencies such as COVID-19 response and Monkey pox.

***PROGRAM NAME:OFFICE OF NURSING***

**OBJECTIVES:** To provide services that protect and promote the health of people who live and work in Cleveland.

**ACTIVITIES:** Provide Immunizations, flu vaccinations, and reproductive and adolescent health services. Conduct day care, maternity unit, and abortion clinic inspections, and telephone triage. Provides community screening and preventive health services.



DIVISION OF HEALTH

***PROGRAM NAME: NEIGHBORHOOD HEALTH CENTERS - J. GLEN SMITH, THOMAS MCCAFFERTY***

**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 services.

***PROGRAM NAME: OFFICE OF EPIDEMIOLOGY & POPULATION HEALTH***

**OBJECTIVES:** To provide disease surveillance, data collection, data analysis, health education, and disease prevention services designed to protect the health of Clevelanders.

**ACTIVITIES:** Conduct communicable disease surveillance including follow-up education and prophylaxis for all reportable diseases within the State of Ohio for all residents within the City of Cleveland. Coordinate outbreak investigations and analyze communicable disease and chronic disease data. Provide education to public health staff, the community, and first responders on communicable diseases, chronic diseases, outbreak investigations and bioterrorism diseases. Coordinate planning activities, exercise development and increased awareness in relation to infectious disease emergencies. Section plays a leadership role in the COVID-19 response and has daily responsibilities for managing COVID-19 cases.

***PROGRAM NAME: BUREAU OF VITAL STATISTICS***

**OBJECTIVES:** To maintain an accurate record of all births occurring in Cleveland and for anyone born in Ohio and keep those statistics which reflect upon the general health status of the City. To register death certificates for all but 3 municipalities within Cuyahoga County.

**ACTIVITIES:** registers birth and death certificates for cleveland and municipalities within cuyahoga county. processes and distributes records of births, death and stillbirths. provides indigent cremation services.

***PROGRAM NAME: HEALTHY CLEVELAND INITIATIVE***

**OBJECTIVES:** To provide targeted planning and support on key health issues that impact residents and stakeholders in the City of Cleveland leveraging policies, partnerships and programs within our community that enhance quality of life and help to reduce health disparities and eliminate health inequities.

**ACTIVITIES:** Utilizing a socio-ecological approach to health, work with partners to influence health outcomes at all levels of change including policy, community, organizational, interpersonal and personal levels. Specific focus on following health areas: Healthy Eating/Active Living, Clean Air, Health Literacy and Healthy Neighborhoods. Committee members, made up of residents and organizational representatives who play a role in addressing



DIVISION OF HEALTH

health in our city carry out the work of the initiative. Staff works closely with the department and other community stakeholders to set priorities and objectives for committee work.

	Output Metric	Historic Data		
		2020	2021	2022
1	Birth Certificates issued	30,449	30,535	43,000
2	Death Certificates issued	32,805	62,475	73,000
3	COVID vaccine doses administered	660	71,139	6,629
4	Childhood Immunizations	221	297	295
5	HIV testing	1,183	1,463	1,185



DIVISION OF HEALTH

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,547,676	\$ 1,593,968	\$ 1,615,400	\$ 2,236,644
Longevity	8,940	9,550	9,150	11,065
Wage Settlements	7	—	—	—
Vacation Conversion	—	12,657	—	—
Separation Payments	37,520	25,464	63,952	31,000
Bonus Incentive	—	—	13,000	—
Overtime	826	21,708	4,498	4,000
	<b>\$ 1,594,969</b>	<b>\$ 1,663,347</b>	<b>\$ 1,706,000</b>	<b>\$ 2,282,709</b>
<b>Benefits</b>				
Hospitalization	\$ 294,352	\$ 230,768	\$ 318,868	\$ 429,750
Prescription	61,860	48,597	55,626	89,538
Dental	15,463	12,559	14,111	22,260
Vision Care	2,444	2,181	2,415	3,884
Public Employees Retire System	226,551	222,300	227,761	319,579
Fica-Medicare	21,238	22,154	22,609	31,338
Workers' Compensation	18,307	17,259	20,720	17,659
Life Insurance	2,224	1,162	1,275	2,099
Unemployment Compensation	6,544	254	2,057	2,000
Clothing Allowance	1,590	2,090	1,840	2,120
	<b>\$ 650,573</b>	<b>\$ 559,324</b>	<b>\$ 667,281</b>	<b>\$ 920,227</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 5	\$ —	\$ 3,823	\$ 1,000
Tuition & Registration Fees	—	982	817	2,000
Mileage (Priv Auto) Trng Prps	—	—	—	1,000
Professional Dues & Subscript	1,725	1,650	1,745	8,000
	<b>\$ 1,730</b>	<b>\$ 2,632</b>	<b>\$ 6,385</b>	<b>\$ 12,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 9,911	\$ 10,656	\$ 17,767	\$ 15,345
Gas	7,006	8,086	9,769	8,913
Electricity - Cpp	155,071	147,620	138,945	151,754
Electricity - Other	2,202	1,405	1,240	4,779
	<b>\$ 174,189</b>	<b>\$ 167,767</b>	<b>\$ 167,721</b>	<b>\$ 180,791</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,100,724	\$ 975,982	\$ 1,072,153	\$ 1,458,820
Mileage (Private Auto)	1,424	1,978	2,139	9,320
Security Services	—	—	—	54,649
Janitorial Services	14,010	20,000	30,000	30,000
Freight Expense	—	—	—	520



DIVISION OF HEALTH

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Advertising And Public Notice	—	—	—	1,000
Parking In City Facilities	685	715	55	1,400
Property Rental	230,771	191,818	191,818	191,818
Subgrantees	243,987	322,864	—	—
Other Contractual	79,180	106,237	571,056	114,200
Indigent Relief	118,774	60,361	242,488	143,250
	<b>\$ 1,789,555</b>	<b>\$ 1,679,954</b>	<b>\$ 2,109,709</b>	<b>\$ 2,004,977</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 500
Postage	150	66	118	200
Computer Hardware	33	—	—	5,000
Clothing	122	1,772	—	1,000
Office Furniture & Equipment	13,947	6,316	—	600
Hygiene And Cleaning Supplies	—	6,000	3,500	—
Medical Supplies	26,509	20,232	45,717	16,540
Food	—	999	36	1,000
Laboratory Supplies	9,383	20,698	991	25,874
Paper And Other Printing Suppl	18,349	—	—	—
Printed Materials	—	—	176	—
Other Supplies	168	—	1,607	2,000
Pharmaceutical Supplies	37,600	29,777	25,137	12,000
Just In Time Office Supplies	5,279	7,067	6,125	7,000
	<b>\$ 111,541</b>	<b>\$ 92,927</b>	<b>\$ 83,407</b>	<b>\$ 71,714</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ —	\$ 640	\$ 1,000
Car Washes	—	280	—	280
Maintenance Misc. Equipment	—	—	—	1,000
Maintenance Building	300	480	390	500
	<b>\$ 300</b>	<b>\$ 760</b>	<b>\$ 1,030</b>	<b>\$ 2,780</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 257,179	\$ 263,401	\$ 462,453	\$ 544,033
Charges From W.P.C.	11,550	—	—	1,000
Charges From Print & Repro	27,518	48,861	50,741	56,425
Charges From Central Storeroom	8,066	14,774	7,980	10,529
Charges From M.V.M.	11,893	9,297	8,121	11,016
Charges From Waste Collection	4,669	3,588	3,588	5,000
Charges From Parks Maintenance	2,588	2,588	2,588	6,670
	<b>\$ 323,464</b>	<b>\$ 342,509</b>	<b>\$ 535,470</b>	<b>\$ 634,673</b>
	<b>\$ 4,646,321</b>	<b>\$ 4,509,220</b>	<b>\$ 5,277,003</b>	<b>\$ 6,109,871</b>



DIVISION OF HEALTH

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 732,652	\$ 1,078,437	\$ 1,311,121	\$ 1,360,565
Grant Revenue	—	—	122,106	—
Miscellaneous	251,376	503,485	508,530	260,400
	<b>\$ 984,028</b>	<b>\$ 1,581,921</b>	<b>\$ 1,941,756</b>	<b>\$ 1,620,965</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Commissioner of Health	45,021.46	172,574.63
1	0	0	Health Services Administrator	31,200.00	91,261.11
3	2	2			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Chief of Laboratories	31,200.00	94,618.01
1	1	1	Dir Of Public Hlth Nursg/nurse practitioner	31,200.00	122,307.89
2	2	2	Epidemiologist	58,236.00	99,086.55
1	0	0	Grant Administrator	31,200.00	88,520.98
1	1	1	Health Center Director	31,200.00	88,520.98
1	0	0	Health Promotion Coordinator	31,200.00	90,977.66
1	0	0	Manager of Events	31,200.00	91,940.88
1	0	0	Preventive Health Counsel	15.00	25.26
4	1	1	Project Coordinator	31,200.00	106,323.88
4	3	3	Public Health Nurse III	56,620.18	62,084.01
1	1	1	Supervisor Of Vital Statistics	31,200.00	65,691.94
19	11	11			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
7	3	3	Junior Clerk	16.40	17.85
2	1	1	Principal Clerk	17.27	23.32
1	1	1	Private Secretary	19.49	24.59
4	5	5	Senior Clerk	15.61	31.78
1	1	1	Sr Personnel Assistant	31,200.00	55,388.98
15	11	11			



DIVISION OF HEALTH

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PARA-PROFESSIONALS</u></b>					
1	1	1	Community Health Aide	16.25	19.00
1	1	1			
<b><u>TECHNICIANS</u></b>					
2	2	2	Clinical Laboratory Technician II	19.56	27.55
2	0	0	Clinical Lab Tech II (Plebotomist)	19.56	27.55
1	0	0	Emergency Management Coordinator (PHEP)	36,000.00	95,976.90
2	0	0	Medical Coder Billing Analyst (Registrant)	18.73	24.37
2	0	0	Nurse Practitioner	31,200.00	122,307.89
2	0	0	Practical Nurse (RN LPN)	21.18	23.18
1	0	0	Truck Driver (Mobile Health Clinic)	26,000.00	32,968.00
12	2	2			
0	0	13	<b><u>VACANT FULL TIME</u></b>		
50	27	40	<b>TOTAL FULL TIME</b>		
<b>50</b>	<b>27</b>	<b>40</b>	<b>TOTAL DIVISION</b>		



DIVISION OF ENVIRONMENT

Wallace L. Chambers, Commissioner

**Mission Statement**

*To promote, prevent, and protect the environment to ensure citizens who reside in or visit the City of Cleveland are not negatively impacted by environmental hazards.*

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The Division of Environmental Health performs all of its investigations with the authority of Cleveland's codified ordinance, the State of Ohio Department of Agriculture and the State of Ohio Department of Public Health. Our Division strives to evoke confidence as we promote health and quality of life. Our daily objective is preventing and controlling those diseases or deaths that result from interactions between people and their environment. Our environmental health programs seek to minimize or eliminate risk factors in the human environment that threaten life and health. The span of investigations this Division performs is diverse and culturally sensitive. There are seven (7) environmental health programs within the Division of Environment. Environmental Health Services Program, Farm Animals and Bees, Food Safety, Lead Safe Living Healthy Homes, Public Swimming Pools, Spas and Spray, School Environmental Health and Safety, Hazardous, Solid and Infectious Waste Disposal.

**PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES**

**OBJECTIVES:** The Division of Environment Environmental Health Services Program objective is to ensure that the citizens in the city of Cleveland are free of environmental hazards that impact the quality of life. Environmental hazards that impact the quality of life in the city of Cleveland are the failure to abate grass 8' in height and/or the failure to abate the nuisance of fourteen noxious weeds, failure to abate the nuisance of refuse and/or junk, garbage, tires and other wastes, failure to abate the nuisance of stagnant water and the failure to eradicate an infestation of insects or rodents. In addition to these exterior hazards, public health sanitarians also inspect for mold and other indoor environmental hazards. Public Health Sanitarians in the Environmental Health Services Program are also responsible for inspecting Barbershops, Public Laundries and Hotel/Motels. Another responsibility of Public Health Sanitarians in Environmental Health Services is the prevention of zoonotic diseases. Zoonotic diseases (also called zoonoses) are infectious diseases that can be spread from animals to humans.

**Zoonotic diseases include:**

- ♦ Those that can be transmitted directly from animals to humans (e.g., rabies)
- ♦ Diseases that can be acquired indirectly by humans through ingestion, inhalation or contact with infected animal products, soil, water or other environmental surfaces that have been contaminated with animal waste or a dead animal (e.g., anthrax, leptospirosis)
- ♦ Vector-borne diseases that require a mosquito or other arthropod to transmit disease from animals to humans (e.g., Rocky Mountain spotted fever, St. Louis encephalitis, West Nile virus)

## DIVISION OF ENVIRONMENT

***PROGRAM NAME:FARM ANIMALS AND BEES***

**OBJECTIVES:** The Division of Environment Farm Animal Program is designed to allow the citizens of Cleveland to have farm animals based on the square footage of the parcel. The objective of this program is to permit the keeping of farm animals and bees in a manner that prevents nuisances to occupants of nearby properties and prevents conditions that are unsanitary or unsafe. The keeping of chickens, ducks, rabbits and similar farm animals shall be governed by regulations.

***PROGRAM NAME:FOOD SAFETY***

**OBJECTIVES:** The Division of Environment Food Safety Program objective is to ensure that all food sold in the city of Cleveland is safe and wholesome for human consumption. This is achieved by inspecting food service operations (e.g., restaurants, vending machine locations, mobile and temporary food service operations) and retail food establishments (grocery stores and corner stores). All inspections are governed by the rules and regulations of the Ohio Uniform Food Safety Code Chapter 3717 of the Ohio Administrative Code, Chapter 3717 of the Ohio Revised Code related to food service operations and Chapter 3701-21 of the Ohio Administrative Code. In addition to inspecting FSO's and RFE's, the Public Health provides trainings to the general public such as Person-in-Charge and ServSafe courses designed to educate on practices that prevent the spread of foodborne illnesses. Public Health Sanitarians also acts as liaison with the Division of Health's Epidemiology section regarding foodborne disease outbreaks involving food service operations.

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

**OBJECTIVES:** The Division of Environment Lead Safe Living-Healthy Homes Program objective is to reduce the incidence of lead poisoning in children who reside in the city of Cleveland. The Lead Safe Living-Healthy Homes Program provides lead awareness and education, public health lead investigations and case management to the parents and/or guardians of children who test positive for lead. The program addresses the needs of lead-poisoned children from birth through 72 months of age. The Lead Safe Living-Healthy Homes Program also assists family members, medical care providers and other community members to reduce and prevent lead poisoning. The program also promotes the national lead poisoning prevention guidelines set forth by the CDC.

***PROGRAM NAME:PUBLIC SWIMMING POOLS, SPAS AND SPRAY GROUNDS***

**OBJECTIVES:** The Division of Environment Public Swimming Pools and Spray Ground Program objective is to ensure that all swimming pools, spas and spray grounds in the city of Cleveland are chemically safe and free of recreational waterborne illnesses. Recreational water illnesses are caused by germs you get by swallowing, breathing in mist form, or having contact with contaminated water. Public Health Sanitarians in this program inspect and provide technical assistance and training on the operation, maintenance, troubleshooting and evaluation of public swimming pools, serve as a resource for the general public relative to aquatic recreation issues, protection from disease transmission, personal safety, and complaint investigations.



DIVISION OF ENVIRONMENT

**PROGRAM NAME: SCHOOL ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

**OBJECTIVES:** The Division of Environment School Environmental Health and Safety Program objective is to improve the environmental health of Cleveland's schools through non-regulatory means. A growing body of research strongly supports the importance of school environmental health to both the educational success and overall health and well-being of school children and staff. "Poor environmental conditions can thwart academic progress by making it harder for students to concentrate, causing or exacerbating illness in students and staff, increasing absences and lost work days, and diverting school funds to pay for costly repair and remediation projects" (www.eli.org). Public Health Sanitarians in this program inspect all Public and Charter schools in the city of Cleveland utilizing the Ohio Department of Health School Environmental Health Inspection Guidance Documents.

**PROGRAM NAME: SOLID AND INFECTIOUS WASTE DISPOSAL**

**OBJECTIVES:** The Division of Environment Hazardous, Solid and Infectious Waste Disposal objectives are to conduct solid and infectious waste inspections according to the Ohio EPA's regulation s and identify hazardous waste site s. The Division of Environment Hazardous, Solid and Infectious Waste Disposal include the licensing and inspection of facilities that handle solid and infectious wastes such as Sanitary Landfill, Industrial Landfill, Solid Waste Transfer Facilities, Composting Facilities, Construction and Demolition Debris Sites, Methane Gas Monitoring and all Solid Waste Facilities undergoing closure. The Program also inspects Infectious Waste Treatment Facilities (where infectious wastes are treated by chemical means, autoclaving, or incineration) and Generators of Infectious Waste Facilities (where infectious wastes are generally stored on-site.) These facilities are sub-divided into two groups - Large Generators (those generating more than 50pounds in a month); and Small Generators (those generating less than 50 pounds in a month). Such facilities include hospitals, doctor and dentist offices, tattoo and body piercing establishments, or other places that generate infectious waste as defined in the Ohio EPA regulations. This program also oversees the licensing and inspection of tattoo and body piercing establishments.

	Output Metric	Historic Data		
		2020	2021	2022
1	Food Safety Inspections Completed	3,873	4,420	4,456
2	Food Complaints Addressed	245	298	239
3	Nuisance Complaints Received	3,306	6,006	5,035
4	Other inspections completed (i.e. pools, laundromats, barbershops, tattoo parlors, etc.)	275	250	265
5	Lead poisoning referrals addressed	219	287	239



DIVISION OF ENVIRONMENT

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,126,400	\$ 1,181,028	\$ 1,050,718	\$ 1,300,410
Longevity	6,975	5,875	6,775	7,675
Wage Settlements	2	1,694	—	—
Vacation Conversion	—	7,077	—	—
Separation Payments	20,084	7,213	47,136	15,000
Bonus Incentive	—	—	6,000	—
Overtime	11,069	14,933	16,181	15,000
	<b>\$ 1,164,529</b>	<b>\$ 1,217,820</b>	<b>\$ 1,126,810</b>	<b>\$ 1,338,085</b>
<b>Benefits</b>				
Hospitalization	\$ 221,695	\$ 187,416	\$ 211,342	\$ 278,059
Prescription	47,315	40,222	39,074	58,770
Dental	12,377	10,025	8,899	14,223
Vision Care	1,772	1,546	1,366	2,272
Public Employees Retire System	164,034	171,230	153,784	184,202
Fica-Medicare	16,049	17,199	15,961	18,968
Workers' Compensation	9,843	10,567	11,769	16,699
Life Insurance	937	896	829	1,333
Unemployment Compensation	—	—	4,770	3,500
Clothing Allowance	—	2,160	840	—
	<b>\$ 474,022</b>	<b>\$ 441,261</b>	<b>\$ 448,634</b>	<b>\$ 578,026</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 20	\$ —	\$ 1,018	\$ 2,000
Tuition & Registration Fees	1,500	2,609	2,092	2,000
Training	—	865	—	—
Mileage (Priv Auto) Trng Prps	—	—	4	1,000
Professional Dues & Subscript	1,659	2,911	1,471	4,500
	<b>\$ 3,179</b>	<b>\$ 6,385</b>	<b>\$ 4,585</b>	<b>\$ 9,500</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 210,196	\$ 194,237	\$ 222,960
COBRA-Medical Coverage	—	—	11	—
Mileage (Private Auto)	8,789	7,496	8,086	10,000
Security Services	24,699	—	—	—
Advertising And Public Notice	270	—	—	—
Parking In City Facilities	—	—	—	500
Property Rental	132,770	132,770	132,770	132,770
Other Contractual	58,979	34,554	13,193	26,090
	<b>\$ 225,507</b>	<b>\$ 385,016</b>	<b>\$ 348,298</b>	<b>\$ 392,320</b>



DIVISION OF ENVIRONMENT

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Postage	\$ 356	\$ —	\$ —	\$ 500
Computer Software	—	—	—	5,000
Purchase Of Tests	—	—	—	877
Chemical	—	—	—	4,000
Fire/Ems Apparatus Parts	—	3,000	—	—
Small Equipment	—	—	—	19,700
Other Supplies	2,071	2,559	—	500
Safety Equipment	—	—	227	—
Just In Time Office Supplies	236	86	3,734	1,700
	<b>\$ 2,663</b>	<b>\$ 5,644</b>	<b>\$ 3,961</b>	<b>\$ 32,277</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ —	\$ 4,873	\$ 18,100
Computer Software Maintenance	—	—	—	722
Car Washes	600	—	300	300
	<b>\$ 600</b>	<b>\$ —</b>	<b>\$ 5,173</b>	<b>\$ 19,122</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ 24,498	\$ —	\$ 24,498
Charges From Print & Repro	11,902	20,823	24,220	26,933
Charges From Central Storeroom	29	—	—	36
Charges From M.V.M.	2,677	2,670	1,921	5,817
	<b>\$ 14,608</b>	<b>\$ 47,991</b>	<b>\$ 26,142</b>	<b>\$ 57,284</b>
	<b>\$ 1,885,108</b>	<b>\$ 2,104,117</b>	<b>\$ 1,963,602</b>	<b>\$ 2,426,614</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 30,166	\$ 27,430	\$ 14,398	\$ 15,000
Licenses & Permits	30,201	29,610	21,065	22,200
Miscellaneous	10,909	58,575	54	—
	<b>\$ 71,276</b>	<b>\$ 115,615</b>	<b>\$ 35,517</b>	<b>\$ 37,200</b>



DIVISION OF ENVIRONMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Environment	42,758.15	162,333.54
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Caseworker II	16.27	23.43
1	0	0	Caseworker Supervisor	31,200.00	54,098.92
1	1	1	Dist Supv Environmental Hlth	31,200.00	71,484.50
3	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
2	2	2	Project Coordinator	31,200.00	106,323.88
1	1	1	Program Manager	31,200.00	97,501.09
1	0	0	Receptionist	15.61	16.82
5	4	4			
<b><u>TECHNICIAN</u></b>					
1	0	0	Chemist	21.44	31.15
1	1	1	Data Conversion Operator	15.61	17.85
1	1	1	Environmental Compliance Specialist II	16.35	31.74
1	1	1	Environmental Compliance Specialist III	17.90	33.33
6	3	3	Public Health Sanitarian I	17.96	21.89
3	2	2	Public Health Sanitarian II	20.17	27.39
2	2	2	Public Health Sanitarian III	27.50	28.73
1	1	1	Public Health Sanitarian IV	29.30	35.32
16	11	11			
0	0	6	<b><u>VACANT FULL TIME</u></b>		
<b>25</b>	<b>18</b>	<b>24</b>	<b>TOTAL FULL TIME</b>		
<b>25</b>	<b>18</b>	<b>24</b>	<b>TOTAL DIVISION</b>		



DIVISION OF AIR QUALITY

David Hearne, Commissioner

**Mission Statement**

*We are a public health agency continuously improving air quality through citizen engagement and accountable, data-driven regulation of air pollution sources.*

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Since 1882, the Cleveland Division of Air Quality (CDAQ) has used state of the art approaches to protect the health of greater Clevelanders. CDAQ helps citizens improve the air quality of their region, City, neighborhood, and homes. Through analysis, education, and outreach, we empower our community to breathe easier. CDAQ also serves as Ohio EPA's delegated Local Air Agency for all of Cuyahoga County. CDAQ issues city air pollution permits under the Codified Ordinances of the City of Cleveland, and develops state air pollution control permits on behalf of Ohio EPA. Through facility inspections and investigation of citizen complaints, CDAQ ensures that regulated commercial and industrial sources are in compliance with their permits and any other conditions or requirements specified in Federal, State and local regulations. CDAQ installs, operates, and maintains air quality monitoring equipment, and reports resultant data to Ohio EPA, for ambient levels of criteria air pollutants throughout the Greater Cleveland area, including all of Cuyahoga County, as a component of the statewide monitoring network.

- Some of the many activities of the Division include:
  - Engaging our community to resolve air quality concerns.
  - Inspecting air pollution sources to determine compliance.
  - Investigating citizen air quality complaints.
  - Inspecting demolition sites and renovation projects for compliance with the Asbestos National Emission Standards for Hazardous Air Pollutants.
  - Pursuing appropriate enforcement actions for discovered violations.
  - Operating ambient air quality and special air monitoring equipment 365 days a year.
  - Preparing permits that clearly document air pollution requirements.
  - Providing air quality perspective and expertise for illegal dumping, hazardous waste, and Environmental Crimes Task Force investigations.
  - Witnessing facility stack emissions tests and reviewing the test reports.
  - Providing air quality and pollution prevention information to citizens and community organizations through a range of outreach activities.
  - Supporting programs and initiatives that improve air pollution control throughout the State of Ohio and the United States.



DIVISION OF AIR QUALITY

	Output Metric	Historic Data		
		2020	2021	2022
1	Inspections Performed	134	134	144
2	Complaints Investigated	364	363	298
3	Permits Completed	135	165	172
4	Outreach Events/Presentation	28	49	86



DIVISION OF AIR QUALITY

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 338,542	\$ 323,917	\$ 311,747	\$ 441,820
Longevity	875	700	700	700
Separation Payments	10,658	—	5,840	7,500
Bonus Incentive	—	—	5,000	—
Overtime	1,908	1,651	139	17,000
	<b>\$ 351,982</b>	<b>\$ 326,268</b>	<b>\$ 323,426</b>	<b>\$ 467,020</b>
<b>Benefits</b>				
Hospitalization	\$ 66,402	\$ 60,751	\$ 73,746	\$ 74,084
Prescription	14,149	12,625	9,591	15,852
Dental	3,379	3,297	2,663	3,972
Vision Care	568	536	415	648
Public Employees Retire System	47,682	46,953	43,753	62,052
Fica-Medicare	4,846	4,498	4,508	6,408
Workers' Compensation	3,933	3,058	16,442	3,184
Life Insurance	273	229	228	340
Clothing Allowance	400	400	400	1,500
	<b>\$ 141,634</b>	<b>\$ 132,348</b>	<b>\$ 151,745</b>	<b>\$ 168,040</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ (56)	\$ —	\$ 5,846	\$ 5,750
Tuition & Registration Fees	—	12,634	1,575	5,750
Mileage (Priv Auto) Trng Prps	—	48	—	1,000
Professional Dues & Subscript	6,873	242	75	500
	<b>\$ 6,817</b>	<b>\$ 12,924</b>	<b>\$ 7,496</b>	<b>\$ 13,000</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 1,800
Mileage (Private Auto)	—	52	—	—
Participation Fee	—	2,655	6,996	7,500
Property Rental	80,245	77,063	74,741	132,770
Local Match-Grant Programs	276,100	276,100	276,100	276,100
	<b>\$ 356,345</b>	<b>\$ 355,869</b>	<b>\$ 357,837</b>	<b>\$ 418,170</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ —	\$ —	\$ 156	\$ —
Computer Supplies	963	—	—	—
Computer Hardware	9,088	—	—	—
Computer Software	875	755	—	1,200
Clothing	3,835	—	—	2,500
Small Equipment	—	2,819	2,814	5,000
Shop Supplies	—	166	—	—



DIVISION OF AIR QUALITY

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Other Supplies	—	—	10,005	—
Special Events Supplies	3,750	6,110	13,309	7,300
Just In Time Office Supplies	—	165	104	—
	<b>\$ 18,511</b>	<b>\$ 10,014</b>	<b>\$ 26,389</b>	<b>\$ 16,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ 26,371	\$ —	\$ 26,371
Charges From Print & Repro	1,110	995	1,520	1,690
	<b>\$ 1,110</b>	<b>\$ 27,366</b>	<b>\$ 1,520</b>	<b>\$ 28,061</b>
<b>Expenditure Recovery</b>				
Expenditure Recovery	\$ —	\$ —	\$ 330	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 330</b>	<b>\$ —</b>
	<b>\$ 876,400</b>	<b>\$ 864,789</b>	<b>\$ 868,743</b>	<b>\$ 1,110,291</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 138,722	\$ 147,539	\$ 133,357	\$ 135,000
Miscellaneous	3,933	26,943	23,214	—
	<b>\$ 142,655</b>	<b>\$ 174,482</b>	<b>\$ 156,571</b>	<b>\$ 135,000</b>



DIVISION OF AIR QUALITY

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Chief of Air Pollution Outreach	34,008.00	88,199.53
1	1	1	Commissioner of Air Quality	42,758.15	162,333.54
1	1	1	Environmental Prgm Manager	45,000.00	102,728.12
2	2	2	Health Outreach Specialist	34,008.00	57,915.45
5	5	5			
<b><u>TECHNICIAN</u></b>					
2	0	0	Env Enforcement Specialist I	15.00	28.06
0	1	1	Env Compl Specialist I	15.00	26.96
1	0	0	Indoor Air Quality Specialist	34,008.00	57,915.45
3	1	1			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
8	6	8	<b>TOTAL FULL TIME</b>		
<b>8</b>	<b>6</b>	<b>8</b>	<b>TOTAL DIV OF AIR QUALITY</b>		



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**HEALTH EQUITY AND SOCIAL JUSTICE****Lita Wills, Commissioner****Mission Statement**

*The mission of the newly created Division of Health Equity and Social Justice will be to improve the health outcomes and the overall quality of life for our most disadvantaged populations in order to create thriving neighborhoods and a thriving city.*

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The City of Cleveland believes that social justice serves as the lens through which we must examine the quality of health and well-being of those who have been impacted the most by systemic challenges that serve as chronic impediments to growth and success. The root causes of many health threats are notably linked to the social determinants of health and the overall conditions that shape a person's opportunity to thrive and achieve their full potential regardless of race, ethnicity, social/economic status, etc. Improving health outcomes and the overall quality of life for our most disadvantaged populations are essential steps in creating thriving neighborhoods and a thriving city.

A critical part of ensuring that all people are able to attain positive health outcomes is to identify and eliminate the patterns of systematic disadvantage that thwart the well-being of marginalized populations. Such an effort requires a strategic and comprehensive methodology. The magnitude and the intricate nature of this type of endeavor warrants the development of the appropriate infrastructure required to create, advance and sustain the complex, fundamental changes that are required to ensure all City of Cleveland residents are able to thrive and live quality lives. Recognizing this created a new organizational structure specifically designed to support the advancement of this effort-the Division of Health Equity and Social Justice, a division within the Cleveland Department of Public Health.

The key priorities that will be advanced through this new Division will include, but are not limited to, the following:

- Identify the behavioral, cultural, social, environmental, racial and organizational determinants that promote or compromise health in disadvantaged groups; and identify/implement evidence-based strategies to address identified challenges and promote health equity and social justice.
- Improve health outcomes and overall quality of life for disadvantaged populations.

***PROGRAM NAME: MENTAL HEALTH AND SUBSTANCE USE***

**OBJECTIVES:** To offer help and guidance to those citizens suffering from mental health or chemical dependency problems, and to support initiatives that address substance use prevention and mental health promotion.

**ACTIVITIES:** Provide counseling and prevention activities for adults, youth, individuals, families and groups in the area of alcoholism and substance use. Promote initiatives that address mental health and wellbeing.

***PROGRAM NAME: MOMSFIRST***

**OBJECTIVES:** To reduce racial disparities in infant mortality and poor birth outcomes experienced by African Americans in the City of Cleveland.



HEALTH EQUITY AND SOCIAL JUSTICE

ACTIVITIES: Provide Outreach, Case Management, Health Education, Inter-conceptual Care Services, and Perinatal Depression Screening and Referral through home visits to attain reductions in disparities.

PROGRAM NAME: OFFICE OF HIV/AIDS SERVICES

OBJECTIVES: To respond to the HIV/AIDS epidemic in Cleveland and Cuyahoga County. 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. Prevent the spread of HIV/AIDS by maximizing health and social outcomes, and coordinating Network with other social service agencies to expand efforts. Establish models of service delivery.

PROGRAM NAME: OFFICE OF MINORITY HEALTH

OBJECTIVES: To provide leadership to reduce health inequities in minority communities of Cleveland.

ACTIVITIES: Inform and educate citizens and professionals about significant minority health and health care issues. Provide technical assistance for program; planning and evaluation related to minority health issues. Monitor and report the health status and outcomes of minority Clevelanders. Coordinates of community health efforts affecting Cleveland minority populations. Leads community engagement and policy efforts and partnerships related to minority health issues.

INITIATIVES AND PARTNERSHIPS

RAPHC-COALITION: The HESJ Division serves as a conduit between the City of Cleveland and the Racism as a Public Health Crisis Coalition. A public-private partnership between the City of Cleveland and the Cleveland community, established by Resolution No. 296-2020. RAPHC-C is a coalition that was formed to develop a framework or strategic plan to address racism and its impacts in the city of Cleveland. The goal of the RAPHC-Coalition is to identify where racism is operating in policy, process and practice and to develop innovative solutions to address it.



HEALTH EQUITY AND SOCIAL JUSTICE

	Output Metric	Historic Data		
		2020	2021	2022
1	MomsFirst number of new participants (mothers)	466	347	308
2	MomsFirst number of new participants (fathers)	31	22	16
3	MomsFirst number of face-to-face visits	3,403	1,881	3,361
4	Number of HOPWA clients receiving rental or mortgage assistance	408	718	507
5	Number of HOPWA clients receiving nutrition, transportation, or other assistance	918	7,291	1,344



HEALTH EQUITY AND SOCIAL JUSTICE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ —	\$ 38,600	\$ 117,942	\$ 791,527
Longevity	—	—	—	1,575
Separation Payments	—	—	—	8,000
Bonus Incentive	—	—	1,000	—
Overtime	—	—	—	3,000
	<b>\$ —</b>	<b>\$ 38,600</b>	<b>\$ 118,942</b>	<b>\$ 804,102</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ 5,406	\$ 53,493	\$ 175,778
Prescription	—	1,152	3,148	37,383
Dental	—	301	770	9,485
Vision Care	—	37	91	1,234
Public Employees Retire System	—	4,864	16,512	110,799
Fica-Medicare	—	543	1,682	11,460
Workers' Compensation	—	620	1,762	1,169
Life Insurance	—	7	48	677
Unemployment Compensation	—	—	—	2,000
	<b>\$ —</b>	<b>\$ 12,931</b>	<b>\$ 77,507</b>	<b>\$ 349,985</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 4,000
Tuition & Registration Fees	—	—	125	4,000
Professional Dues & Subscript	—	—	—	3,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 125</b>	<b>\$ 11,000</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 200,000	\$ 5,000	\$ 230,000
Mileage (Private Auto)	—	—	—	1,000
Property Rental	—	—	31,248	31,248
Other Contractual	—	—	—	561,864
	<b>\$ —</b>	<b>\$ 200,000</b>	<b>\$ 36,248</b>	<b>\$ 824,112</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ —	\$ —	\$ —	\$ 5,000
Computer Software	—	—	—	5,000
Purchase Of Tests	—	—	—	2,000
Just In Time Office Supplies	—	—	665	5,200
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 665</b>	<b>\$ 17,200</b>



HEALTH EQUITY AND SOCIAL JUSTICE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ —	\$ —	\$ 40,000
Charges From Print & Repro	—	—	250	28,278
Charges From Central Storeroom	—	—	—	500
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 250</b>	<b>\$ 68,778</b>
	<b>\$ —</b>	<b>\$ 251,531</b>	<b>\$ 233,737</b>	<b>\$ 2,075,177</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Health/HESJ	45,021.46	172,574.63
1	1	1			
<b><u>PROFESSIONALS</u></b>					
0	1	1	Assistant Administrator	31,200.00	90,644.85
1	0	0	Data Base Coordinator	31,200.00	93,645.35
1	1	1	Policy Research Analyst	31,200.00	85,361.69
1	4	4	Project Coordinator	31,200.00	106,323.88
0	1	1	Grant Administrator	31,200.00	88,520.98
0	1	1	Manager of Events	31,200.00	91,940.88
3	8	8			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
4	9	11	<b><u>TOTAL FULL TIME</u></b>		
<b>4</b>	<b>9</b>	<b>11</b>	<b><u>TOTAL DIVISION</u></b>		



PUBLIC SAFETY ADMINISTRATION

Karrie D. Howard, Chief Director

**Mission Statement**

*To provide executive oversight of all activities of the Department of Public Safety including the development of policy, coordination of resources, organizing, budgeting, and the development and implementation of staffing plans for the Divisions of the Department; act as a liaison between the Divisions and Cleveland City Council; and ensure fiscal responsibility for the Department.*

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The Cleveland Department of Public Safety, consisting of the Divisions of Police; Fire, Emergency Medical Service; Animal Care & Control; Corrections; the Office of Professional Standards; the Civilian Police Review Board; Office of Emergency Management; and Information Technology, works diligently to facilitate and preserve a safe city for those who live, work and play in the City of Cleveland. The Department is supported by team-members who engage in the good works of General Administration, Grant Management, and other additional functions.

Since 2020 the Department of Public Safety has been presented with unprecedented challenges. Faced with remnants of the COVID-19 pandemic the Divisions of Public Safety have functioned with staffing and economic challenges. The Department of Public Safety as a whole has and will continue to work diligently to provide high-quality services to the City. A modern role of Public Safety requires an ever evolving review of operations, policy, accountability, and effectiveness.

The Department of Public Safety looks forward to increased and responsible community engagement; accountability of its members; a robust recruitment plan endeavor to attract applicants from broad sections of the Greater Cleveland Community; a renewed focus on Wellness programs designed for Public Safety Responders; and piloting of the Public Safety Ambassador Program, which will begin a pipeline to careers in public safety and increase community engagement. In addition The Department will also work to acknowledge the extraordinary work of members of the Public Safety team. All of this, will be accomplished through a holistic focus on Public Safety operations, while improving its efficiency and effectiveness.

During 2022, Department of Public Safety aggressively sought grant funding and other supplemental funding to offset costs of operations, which are generally directly incurred by our citizens. These grants and other supplemental state and federal funding sources assists with staffing and equipping our first responders, thereby improving the quality of safety in the City of Cleveland. We will continue this vigilance throughout 2023.

Increased incorporation of technology into the operation and mission of Public Safety will be key to success moving forward. We will work to seek out innovative and helpful technology to improve networks and telecommunications systems.

**PROGRAM NAME:GENERAL ADMINISTRATION**

**OBJECTIVES:** To evaluate Department-wide operations, develop and implement necessary policies to sustain and evolve Department operations.

**ACTIVITIES:** Provide direction and oversight of the operating Departmental divisions; research, develop, and update policies; maintain ethical and responsible fiscal control; and coordinate efficient and effective personnel support.



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**PUBLIC SAFETY ADMINISTRATION*****PROGRAM NAME:OFFICE OF EMERGENCY MANAGEMENT***

**OBJECTIVES:** To assist first responders, City employees and the general public in preventing, planning for, protecting against, responding to and recovering from disasters and major events, natural or otherwise.

**ACTIVITIES:** Maintaining and staffing the City's Emergency Operations Center, developing the City's disaster response plans and annexes, coordinating Incident Management training programs for employees and others, coordinating and training various Community Emergency Response Teams (CERT).

***PROGRAM NAME:OFFICE OF INFORMATION TECHNOLOGY***

**OBJECTIVES:** To maintain and provide technical support for all Public Safety IT needs and projects such as the 911 Computer Aided Dispatch System (CAD), the Police Records management System (RMS), all radio telecommunications, and all mobile and security-related infrastructure and equipment.

**ACTIVITIES:** Maintaining and providing technical and logistical support for all technology needs of the Department of Public Safety; serving as project sponsor and project manager for new technology projects such as the wireless video surveillance camera system, Automated License Plate Reader System (APR), and record management systems.

***PROGRAM NAME:OFFICE OF INTEGRITY CONTROL, COMPLIANCE, AND EMPLOYEE ACCOUNTABILITY***

**OBJECTIVES:** Review, track, and investigate complaints regarding the Division of Fire and the Division of EMS, including, but not limited to internal and external complaints, alleged or possible administrative violations, and alleged or possible criminal related conduct/activity. The Department of Human Resources will continue to investigate allegations of sexual harassment, workplace violence, and EEO related matters.

**ACTIVITIES:** On-going and random audits of division payroll, record, inventory, and other administrative activity. Inspections of division facilities and operations in conjunction with the division chain of command. Monitor division compliance with regulatory agencies, including but not limited to licensing and certifications. Any other duties as assigned by the Director of Public Safety.



PUBLIC SAFETY ADMINISTRATION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,750,875	\$ 2,560,661	\$ 2,482,743	\$ 3,406,454
Part-Time Permanent	—	—	—	234,000
Longevity	12,275	11,675	10,325	11,500
Wage Settlements	445	—	—	—
Vacation Conversion	—	40,956	—	—
Separation Payments	108,589	76,938	101,180	90,000
Bonus Incentive	—	—	33,000	—
Overtime	29,668	17,373	47,976	20,000
	<b>\$ 2,901,852</b>	<b>\$ 2,707,604</b>	<b>\$ 2,675,224</b>	<b>\$ 3,761,954</b>
<b>Benefits</b>				
Hospitalization	\$ 463,477	\$ 396,838	\$ 410,107	\$ 681,850
Prescription	96,262	83,235	90,238	143,412
Dental	24,796	22,451	20,226	38,072
Vision Care	3,391	3,322	3,003	5,916
Public Employees Retire System	388,085	379,386	352,293	503,590
Fica-Medicare	40,196	37,499	37,562	53,460
Workers' Compensation	25,316	24,131	30,028	26,204
Life Insurance	1,711	1,565	1,454	3,073
	<b>\$ 1,043,234</b>	<b>\$ 948,427</b>	<b>\$ 944,912</b>	<b>\$ 1,455,577</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 599	\$ 8,048	\$ 10,041	\$ 60,000
Tuition & Registration Fees	—	1,195	3,337	155,000
Professional Dues & Subscript	957	593	2,280	1,000
	<b>\$ 1,556</b>	<b>\$ 9,836</b>	<b>\$ 15,658</b>	<b>\$ 216,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 246	\$ —	\$ —	\$ —
Gas	2,117	17,031	20,525	23,597
Electricity - Cpp	224	220	234	326
Electricity - Other	2,737	7,938	4,862	10,691
Steam	72,962	70,050	74,673	90,000
	<b>\$ 78,286</b>	<b>\$ 95,240</b>	<b>\$ 100,293</b>	<b>\$ 124,614</b>
<b>Contractual Services</b>				
Professional Services	\$ 19,076	\$ 4,333	\$ 10,827	\$ 5,000
Court Reporter	57	—	—	—
Advertising And Public Notice	—	—	—	2,500
Parking In City Facilities	5,544	7,196	10,724	8,000
Property Rental	189,600	196,350	203,100	210,100



PUBLIC SAFETY ADMINISTRATION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Other Contractual	16,445	50,068	43,318	165,000
County Aud & Treas Coll Fee	9	3	58	—
	<b>\$ 230,731</b>	<b>\$ 257,950</b>	<b>\$ 268,026</b>	<b>\$ 390,600</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 75	\$ 1,872	\$ 1,174	\$ 2,500
Postage	—	—	—	350
Computer Supplies	—	—	87	—
Computer Hardware	5,741	4,749	975	8,000
Clothing	—	—	—	30,500
Small Equipment	1,443	889	—	2,000
Office Furniture & Equipment	—	791	—	—
Food	—	7,902	—	5,000
Printed Materials	—	—	—	50,000
Other Supplies	—	—	—	180,315
Just In Time Office Supplies	2,186	3,905	3,305	5,000
	<b>\$ 9,444</b>	<b>\$ 20,107</b>	<b>\$ 5,541</b>	<b>\$ 283,665</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 1,021,961	\$ 1,191,295	\$ 1,457,972	\$ 1,500,015
Computer Hardware Maintenance	316,276	127,662	335,381	773,971
Computer Software Maintenance	—	231,667	—	—
Maintenance Building	2,286	3,319	20,584	—
	<b>\$ 1,340,523</b>	<b>\$ 1,553,943</b>	<b>\$ 1,813,938</b>	<b>\$ 2,273,986</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 562,121	\$ 616,433	\$ 299,848	\$ 352,744
Charges From Print & Repro	22,704	23,997	27,997	31,133
Charges From Central Storeroom	2,655	5,274	6,153	8,118
	<b>\$ 587,480</b>	<b>\$ 645,704</b>	<b>\$ 333,998</b>	<b>\$ 391,995</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ —	\$ 30,000	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 30,000</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 6,193,106</b>	<b>\$ 6,268,811</b>	<b>\$ 6,157,591</b>	<b>\$ 8,898,391</b>
<b>Revenues</b>				
	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 3,386	\$ 9,539	\$ 1,830	\$ 9,000
Fines, Forfeitures & Settlements	800	603	5,899	2,000
Miscellaneous	33,412	194,062	194	5,000
	<b>\$ 37,598</b>	<b>\$ 204,203</b>	<b>\$ 7,923</b>	<b>\$ 16,000</b>



PUBLIC SAFETY ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Director of Public Safety	50,795.81	204,022.08
2	2	2	Public Safety IT Manager	65,000.00	123,264.67
3	3	3			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
3	3	3	Principal Clerk	17.27	23.32
1	0	0	Senior Clerk	15.61	31.78
4	3	3			
<b><u>PROFESSIONALS</u></b>					
7	6	6	Administrative Manager	31,200.00	154,629.45
1	1	1	Administrative Officer	31,200.00	63,579.75
2	1	1	Assistant Administrator	31,200.00	90,644.85
1	0	0	Budget Administrator	31,200.00	124,755.81
1	0	0	Budget Analyst	31,200.00	69,316.65
1	2	2	Executive Commission Public Safety Project - Grants	36,590.39	167,609.05
3	2	2	Executive Commissioner of Public Safety - Operations	36,590.39	167,609.05
1	2	2	Fiscal Manager	31,200.00	104,654.90
1	0	0	Grant Administrator	31,200.00	88,520.98
4	4	4	Network Analyst II	31,200.00	107,868.72
3	3	3	Payroll Specialist	31,200.00	65,000.00
2	2	2	Personnel Administrator	31,200.00	97,137.68
1	1	1	Police Stress Consultant	75,000.00	142,280.19
2	1	1	Project Coordinator	31,200.00	106,323.88
1	1	1	Project Director	31,200.00	88,646.98
3	3	3	Software Analyst	45,000.00	102,728.12
1	1	1	Systems Analyst	31,200.00	75,107.16
35	30	30			
<b><u>TECHNICIAN</u></b>					
1	0	0	Computer Operator	15.00	27.05
1	0	0			



PUBLIC SAFETY ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b>NON EEO REPORTING</b>					
1	1	1	Emergency Mgt Planner	36,000.00	95,976.90
1	1	1	Manager of Public Safety Office QC	31,200.00	102,869.97
2	2	2			
0	0	7	<b>VACANT FULL TIME</b>		
<b>45</b>	<b>38</b>	<b>45</b>	<b>TOTAL FULL TIME</b>		
<b>PART TIME</b>					
0	0	12	<b>VACANT PART TIME</b>		
<b>0</b>	<b>0</b>	<b>12</b>	<b>TOTAL PART TIME</b>		
<b>45</b>	<b>38</b>	<b>57</b>	<b>TOTAL DIVISION</b>		



DIVISION OF POLICE

Dornat A. Drummond, Chief

**Mission Statement**

*The mission of the Cleveland Division of Police is to serve as guardians of the Cleveland community. Guided by the Constitution, we shall enforce the law, maintain order, and protect the lives, property, and rights of all people. We shall carry out our duties with a reverence for human life and in partnership with members of the community through professionalism, respect, integrity, dedication and excellence in policing.*

The highest priority of the Division of Police is providing basic police services to the community. The Division is organized into three main functional operations 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 and Homeland Special Operations to function as effectively as possible. Administrative Operations provides warrant, subpoena, and property processing; radio and telephone communications; management of information and human resources. Additional functions include the reporting and recording of crimes and incidents and the continued development of the Division through planning and training of all personnel.

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

Homeland Special Operations is composed of three main sections which provide a variety of investigative, technical, and preventative services along with establishing security initiatives. Investigations are completed by detective bureaus that specialize in specific crimes such as homicides, sex crimes, and domestic violence. Support units such as SWAT handle volatile situations where specialized training is required. Technical support provides forensic and crime scene analysis as well as photographic and lab services. Homeland Services prevents, responds, and investigates terror activities in our City and the Greater Cleveland area by securing our airports, analyzing crime data for future preventive crime and terrorist trends. Homeland Services coordinates and shares law enforcement intelligence with local, state, and federal law enforcement agencies.

**PROGRAM NAME:ADMINISTRATIVE OPERATIONS**

**OBJECTIVES:** Provide all necessary support activities for the Field Operations and Homeland Security Operations.

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



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**DIVISION OF POLICE*****PROGRAM NAME:FIELD OPERATIONS***

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

**ACTIVITIES:** Investigate all major offenses against persons and property. Provide Patrol and Community Based Policing activities. Participate with citizens on Community Relations Committees, the Auxiliary Police Program, crime prevention fairs, Night Out Against Crime, the Task Force on Violent Crime, and similar projects in response to community needs. Develop close working relationships with residents by interacting while on patrol and attending community functions.

Provide neighborhood patrols to areas that could benefit from close on-going interaction between the police and the community. Participate in community services programs which aggressively investigates and focuses on deterring crimes that occur on the streets in highly populated, distressed neighborhoods. Conduct DARE programs, Child Accident Prevention Programs, Crime Watch Training, and other programs in response to the needs of the community. Alleviate traffic congestion, restore normal traffic flow, and provide traffic and crowd control at special events. Respond to scenes of traffic accidents and prepare traffic reports.

***PROGRAM NAME:HOMELAND SPECIAL OPERATIONS***

**OBJECTIVES:** To target the perpetrators of specific crimes such as financial crimes, homicides, sexual assaults, drug trafficking, threats and criminal actions against the security of our city 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 criminal processing and the use of the Automated Fingerprint Identification System (AFIS) and the use of firearms through the National Integrated Ballistic Imaging Network (NIBIN). Establish homeland security initiatives within the City of Cleveland and the Greater Cleveland area. Prevent, respond, and investigate terrorist activities in our city and the Greater Cleveland area. Provide security and patrols of Cleveland Hopkins International Airport, Cleveland City Hall, and the borders of the city. Participate in law enforcement partnerships with federal agencies in an effort to combat drugs, conduct gang activity investigations, arrest violent fugitives, identify sexual predators, and control illegal firearms.



DIVISION OF POLICE

	Output Metric	Historic Data		
		2020	2021	2022
1	# Criminal Homicides	180	170	N/A**
2	# Guns Confiscated	914	1,305	N/A**
3	# Drugs Confiscated and Seized Cases (This metric is similar to Drug Property)	2,162	2,573	N/A**
4	# Drugs Confiscated/Seized Property Item (This metric is similar to Drug Cases)	4,190	5,514	N/A**
5	# Calls Dispatched	320,074	312,312	N/A**
6	# Tickets	31,623	36,507	N/A**

\*\* Note: Please see the Police 2022 annual report.



DIVISION OF POLICE

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 9,857,167	\$ 10,341,843	\$ 9,131,340	\$ 10,511,119
Seasonal	—	41	—	—
Military Leave	175,629	181,815	191,847	100,000
Part-Time Permanent	338,036	231,795	147,413	419,390
Student Trainees	1,326,685	1,725,382	1,201,526	2,200,000
School Guards	714,412	652,179	879,225	1,425,000
Uniformed Personnel	105,393,695	99,975,647	98,270,541	108,919,110
Uniformed Overtime	14,675,031	18,310,546	22,068,556	13,000,000
Longevity	791,000	750,000	695,800	671,600
Wage Settlements	113,233	1,581	115,489	—
Vacation Conversion	—	11,962	—	—
Separation Payments	5,033,420	6,101,765	6,051,004	5,000,000
Bonus Incentive	—	—	28,000	—
Overtime	1,665,301	1,895,700	2,015,446	1,700,000
Deferred Overtime Payments	567,519	566,947	567,221	600,000
	<b>\$ 140,651,129</b>	<b>\$ 140,747,201</b>	<b>\$ 141,363,407</b>	<b>\$ 144,546,219</b>
<b>Benefits</b>				
Hospitalization	\$ 20,003,544	\$ 18,633,791	\$ 18,524,599	\$ 19,126,284
Prescription	4,156,894	3,887,513	3,705,332	3,995,138
Dental	1,059,923	967,141	854,685	1,048,691
Vision Care	155,298	155,821	132,506	170,176
Public Employees Retire System	1,838,212	1,843,303	1,715,176	1,806,847
Police & Firemens Disab & Pens	24,661,698	23,556,757	23,849,744	23,946,760
Fica-Medicare	2,002,370	2,006,407	2,014,088	2,102,986
Workers' Compensation	1,376,415	3,430,877	3,507,623	2,797,261
Life Insurance	80,261	75,746	69,919	92,790
Unemployment Compensation	53,793	12,057	58,963	60,000
Clothing Allowance	710,034	663,993	540,802	627,150
Clothing Maintenance	1,250,492	1,240,000	1,127,142	1,217,350
	<b>\$ 57,348,935</b>	<b>\$ 56,473,406</b>	<b>\$ 56,100,578</b>	<b>\$ 56,991,433</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 9,501	\$ 19,611	\$ 133,642	\$ 200,000
Tuition & Registration Fees	11,581	23,157	31,260	20,000
Professional Dues & Subscript	4,429	3,213	5,780	5,000
	<b>\$ 25,511</b>	<b>\$ 45,981</b>	<b>\$ 170,682</b>	<b>\$ 225,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 44,431	\$ 58,699	\$ 103,662	\$ 106,254
Gas	31,994	33,439	40,851	66,282



DIVISION OF POLICE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Electricity - Cpp	1,250,057	1,185,346	1,102,163	1,343,344
Electricity - Other	75,723	72,339	71,114	98,468
Steam	124,434	101,715	76,957	113,925
	<b>\$ 1,526,639</b>	<b>\$ 1,451,538</b>	<b>\$ 1,394,747</b>	<b>\$ 1,728,273</b>
<b>Contractual Services</b>				
Professional Services	\$ 608,837	\$ 566,450	\$ 530,083	\$ 845,500
Court Reporter	5,268	33,178	21,674	30,000
Referee Services	49,869	44,383	40,948	50,000
Mileage (Private Auto)	—	—	—	3,000
Janitorial Services	575	—	—	—
Medical Services	2,723	—	2,063	10,000
Advertising And Public Notice	899	1,624	1,301	12,000
Parking In City Facilities	67,167	116,021	107,883	120,000
Insurance And Official Bonds	1,758	—	1,782	—
Property Rental	66,158	62,025	66,477	65,000
Towing	290,000	235,000	223,238	250,000
Other Contractual	30,743	92,211	69,968	100,000
Refunds & Miscellaneous	—	250	—	—
Local Match-Grant Programs	517,962	39,475	147,708	132,206
	<b>\$ 1,641,960</b>	<b>\$ 1,190,617</b>	<b>\$ 1,213,124</b>	<b>\$ 1,617,706</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 8,997	\$ 4,983	\$ 4,815	\$ 10,000
Postage	813	787	2,037	6,000
Computer Supplies	2,118	—	—	—
Computer Hardware	—	106,422	38,296	50,000
Computer Software	47,217	8,564	1,235	30,000
Fuel	20,037	68,607	89,441	75,000
Clothing	59,255	143,733	24,330	285,000
Hardware & Small Tools	1,815	19,923	71,191	75,000
Small Equipment	146,182	120,388	56,859	80,000
Office Furniture & Equipment	4,332	12,556	53,482	15,000
Ammunition	164,700	209,651	281,702	250,000
Hygiene And Cleaning Supplies	7,866	7,319	6,000	10,000
Lumber, Glass, And Drywall	996	4,233	—	2,000
Medical Supplies	12,899	1,760	1,376	8,000
Food	10,706	14,774	66	15,000
Laboratory Supplies	47,092	11,000	10,016	15,000
Photographic Supplies	27,808	24,574	12,931	40,000



DIVISION OF POLICE

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Medical Equipment	1,598	—	—	—
Paper And Other Printing Suppl	—	—	115	—
Printed Materials	12,240	34,657	9,751	15,000
Other Supplies	142,085	129,700	209,289	110,000
Safety Equipment	23,986	5,257	—	—
Batteries	—	—	—	1,000
Just In Time Office Supplies	63,766	45,115	36,855	55,000
Misc Maintenance Supplies	314	—	—	3,000
	<b>\$ 806,819</b>	<b>\$ 974,004</b>	<b>\$ 909,789</b>	<b>\$ 1,150,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 320	\$ —	\$ 826	\$ 2,000
Maintenance Contracts	1,009,646	107,956	1,206,208	1,887,784
Computer Hardware Maintenance	12,620	—	—	—
Computer Software Maintenance	39,840	129,017	177,459	—
Maintenance Machinery & Tools	—	—	—	2,000
Maintenance Vehicles	—	20,000	35,000	—
Repair Parts	—	10,000	—	—
Car Washes	22,000	18,990	27,763	45,000
Maintenance Misc. Equipment	32,155	17,292	15,000	20,000
Maintenance Building	75,597	47,050	129,352	76,000
Repair Of Overhead Doors	3,326	8,000	31,643	24,000
	<b>\$ 1,195,504</b>	<b>\$ 358,305</b>	<b>\$ 1,623,251</b>	<b>\$ 2,056,784</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 100,500	\$ 2,250	\$ 100,000	\$ —
Police Chief Expense Fund	105,000	80,000	85,276	250,000
	<b>\$ 205,500</b>	<b>\$ 82,250</b>	<b>\$ 185,276</b>	<b>\$ 250,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 3,067,274	\$ 4,175,017	\$ 2,486,296	\$ 2,924,895
Charges From Radio Comm System	1,030,945	2,218,019	1,512,754	2,506,044
Charges From W.P.C.	1,267	—	—	—
Charges From Print & Repro	407,563	417,244	470,299	522,985
Charges From Central Storeroom	80,837	95,189	88,645	116,962
Charges From M.V.M.	2,847,268	3,185,216	3,545,443	3,305,009
Charges From Parking Garage	—	14	—	—
	<b>\$ 7,435,154</b>	<b>\$ 10,090,698</b>	<b>\$ 8,103,436</b>	<b>\$ 9,375,895</b>
	<b>\$ 210,837,151</b>	<b>\$ 211,414,000</b>	<b>\$ 211,064,290</b>	<b>\$ 217,941,310</b>



DIVISION OF POLICE

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 485,126	\$ 504,755	\$ 522,095	\$ 634,688
Fines, Forfeitures & Settlements	70	15,521	18,145	—
Grant Revenue	630,140	1,955,759	2,766,174	1,916,666
Miscellaneous	10,404,313	17,779,130	9,212,335	10,817,492
	<b>\$ 11,519,649</b>	<b>\$ 20,255,165</b>	<b>\$ 12,518,750</b>	<b>\$ 13,368,846</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Chief of Police	69,682.20	197,122.79
17	17	17	Captain of Police	105,046.98	117,617.67
12	12	12	Commander of Police	121,934.50	136,434.90
1	1	1	Commissioner of Traffic Control	121,934.50	136,434.90
4	4	4	Deputy Chief of Police	63,966.00	155,730.30
57	54	54	Lieutenant of Police	90,488.78	101,395.93
211	169	169	Sergeant of Police	77,938.60	78,438.60
303	258	258			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Accountant Clerk I	15.00	19.00
1	1	1	Accountant Clerk II	15.00	20.51
3	2	2	Chief Clerk	31,200.00	58,873.98
11	10	10	Principal Clerk	17.27	23.32
1	1	1	Private Secretary	19.49	24.59
3	1	1	Secretary	15.00	23.09
1	1	1	Stock Clerk	15.61	21.15
2	2	2	Telephone Operator	15.00	49.25
1	0	0	Typist	15.61	17.85
24	18	18			
<b><u>PARA-PROFESSIONALS</u></b>					
2	2	2	Docket Clerk	31,200.00	53,930.38
2	2	2			



DIVISION OF POLICE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PROFESSIONALS</u></b>					
1	1	1	Accountant I	16.69	23.43
2	2	2	Administrative Officer	31,200.00	63,579.75
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Aviation Unit Manager	88,000.00	115,172.28
4	0	0	Crime Analyst I	38,000.00	61,836.94
1	1	1	Crime Analyst III	66,000.00	89,647.03
1	1	1	Mounted Unit Train Instr-Hndlr	38,000.00	58,270.57
1	0	0	Personnel Assistant	31,200.00	52,381.41
1	0	0	Project Coordinator	31,200.00	106,323.88
1	1	1	Project Director	31,200.00	88,646.98
1	1	1	Systems Analyst	31,200.00	75,107.16
15	9	9			
<b><u>PROTECTIVE SERVICES</u></b>					
979	899	899	Patrol Officer I	65,815.43	67,619.48
141	28	28	Patrol Officer II	59,062.31	60,243.56
49	65	65	Patrol Officer III	57,071.89	58,213.33
168	18	18	Patrol Officer IV	53,779.43	54,855.02
2	2	2	Police Safety Aide	31,200.00	35,139.29
180	13	180	Police Trainee*	15.00	16.50
23	11	11	Traffic Controller	17.51	17.86
1,362	1,023	1,023			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
7	6	6	Guard	19.47	20.18
7	6	6			
<b><u>TECHNICIANS</u></b>					
10	10	10	Chief Radio Dispatcher	56,629.65	59,203.73
7	5	5	Communication Specialist - Bilingual	31,200.00	47,200.52
3	3	3	Data Conversion Supervisor	23.51	23.98
3	1	1	Fingerprint Examiner	46,950.87	59,601.54
1	1	1	Forensic Video Specialist	50,000.00	84,044.09
85	71	71	Police Radio Dispatcher	31,200.00	51,481.50
23	13	13	Safety Telephone Operator	31,200.00	40,965.03
1	1	1	Scientific Examiner	68,261.85	74,251.03
36	29	29	Senior Data Conversion Operator	15.92	21.39
169	134	134			



DIVISION OF POLICE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>NON EEO REPORTING</u></b>					
0	1	1	Data Analysis Coordinator	31,200.00	99,176.13
1	0	0	Intelligence Analyst I	38,000.00	59,375.13
0	1	1	Intelligence Analyst II	53,000.00	72,838.21
0	1	1	Investigative Research Special	38,000.00	74,648.70
1	3	3			
0	0	55	<b><u>VACANT FULL TIME</u></b>		
0	0	230	<b><u>VACANT UNIFORM</u></b>		
1,883	1,453	1,738	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
4	4	4	Helicopter Pilot	60,000.00	80,771.09
355	208	208	School Crossing Guard	20.50	31.09
34	8	8	Traffic Controller	17.51	17.86
393	220	220			
0	0	155	<b><u>VACANT PART TIME</u></b>		
393	220	375	<b>TOTAL PART TIME</b>		
<b>2,276</b>	<b>1,673</b>	<b>2,113</b>	<b>TOTAL DIVISION</b>		

\* Denotes amount not included in Total Headcount



## DIVISION OF FIRE

Anthony P. Luke, Chief

**Mission Statement**

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

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The Cleveland Division of Fire is responsible for providing fire suppression, fire code enforcement, fire safety education, technical rescue operations, hazardous material regulation and response, basic and advanced life support, and pre-hospital care in support of the Division of Emergency Medical Service (EMS), for the City of Cleveland through a coordinated system of response assets located strategically throughout the community. The Division of Fire supports the response system by conducting administrative operations, communications, and training of its employees to ensure the community receives superior fire, rescue, and emergency medical response.

***PROGRAM NAME:ADMINISTRATION***

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

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

***PROGRAM NAME:COMMUNICATIONS***

**OBJECTIVES:** To provide efficient communication for the Division of Fire in coordination with the Division of EMS to ensure timely and effective deployment to all emergencies.

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

***PROGRAM NAME:OPERATIONS***

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

**ACTIVITIES:** Responds to over 70,000 emergency alarms annually with required personnel, apparatus and equipment to provide the fire suppression, emergency medical care, transport, and other rescue operations necessary to mitigate any emergency that presents itself to the community where life and



DIVISION OF FIRE

property are at risk. Conduct daily training, maintain apparatus, equipment and stations. Inspect buildings and fire hydrants and investigate fires, injuries and accidents.

***PROGRAM NAME:OPERATIONS SUPPORT***

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

**ACTIVITIES:** Provide, issue, maintain and repair all rescue equipment, small equipment and supplies to insure other programs maintain operational capacity, including self-contained breathing equipment (SCBA), personal protective clothing, hoses, nozzles, small tools and equipment, supplies and all materials needed for continued operations. Provide 24 hour emergency apparatus repair. Provide pre-incident information on streets, buildings, hazardous conditions, hydrant and water mains.

***PROGRAM NAME:PREVENTION AND PUBLIC EDUCATION***

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

**ACTIVITIES:** Perform fire and life safety inspections of all buildings except one and two family dwellings. Review new construction and building renovations plans for compliance with state and local fire safety laws. Test new and existing fire protection systems. Review and issue permits for control of flammable and hazardous substances. Provide hazardous material specialists to ensure hazardous material spills are cleaned up in compliance with local, state and federal laws.

***PROGRAM NAME:FIREFIGHTER/EMS/RESCUE TRAINING AND EDUCATION***

**OBJECTIVES:** To provide the necessary knowledge, skills and abilities to enable the Division of Fire to operate in a safe, efficient, effective and cooperative manner to respond to all emergencies. To also coordinate all pre-hospital care and training with the Division of EMS, ensuring effective, compliant, and professional application of all the pre-hospital medical care protocols.

**ACTIVITIES:** Conduct basic training classes for newly appointed firefighter to ensure compliance with federal, state and industry standards. Provide hazardous material training to members of the division to comply with Federal, OSHA, State and National fire Protection standards. Recertify firefighters as Emergency Medical Technicians and maintain and update the Division Drill manual. Conduct classes on safe driving, pump operations, aerial ladder operation, rescue techniques and other pertinent subjects. Maintain training records, test and evaluate new equipment and operations methods.



DIVISION OF FIRE

	Output Metric	Historic Data		
		2020	2021	2022
1	# Calls for Service	65,724	74,339	N/A**
2	# Fire Suppression Responses	2,228	1,739	N/A**
3	# Medical Emergency Responses	36,695	41,102	N/A**
4	# Permits Issued	2,706	3,617	N/A**

\*\*Note: Please see the Fire 2022 annual report.



DIVISION OF FIRE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 604,300	\$ 664,691	\$ 500,097	\$ 808,865
Military Leave	65,130	82,335	115,628	—
Injury Pay	403	—	—	—
Student Trainees	—	1,059,218	570,313	616,000
Uniformed Personnel	52,534,813	50,482,422	53,469,308	60,155,722
Uniformed Overtime	8,326,800	13,101,741	8,972,664	7,670,000
Longevity	372,800	379,325	374,625	363,200
Wage Settlements	55,412	255	—	—
Vacation Conversion	—	5,830	—	—
Separation Payments	1,238,275	1,169,326	2,760,671	1,200,000
Bonus Incentive	—	—	6,500	—
Overtime	3,819	9,498	13,864	20,000
Deferred Overtime Payments	92,277	127,255	104,292	175,000
	<b>\$ 63,294,030</b>	<b>\$ 67,081,895</b>	<b>\$ 66,887,962</b>	<b>\$ 71,008,787</b>
<b>Benefits</b>				
Hospitalization	\$ 8,965,314	\$ 8,856,919	\$ 9,870,206	\$ 9,880,372
Prescription	1,873,113	1,838,708	1,876,989	2,003,948
Dental	487,302	467,225	448,827	556,238
Vision Care	63,447	67,827	64,569	83,188
Public Employees Retire System	81,062	85,638	73,445	111,102
Police & Firemens Disab & Pens	15,141,179	15,468,091	15,219,198	16,578,081
Fica-Medicare	886,820	949,121	943,261	994,186
Workers' Compensation	564,658	1,486,888	2,367,569	1,386,889
Life Insurance	32,326	31,753	33,751	44,818
Unemployment Compensation	10,832	0	6,890	—
Clothing Allowance	290,300	301,396	307,470	327,800
Clothing Maintenance	431,750	445,340	472,225	532,675
	<b>\$ 28,828,103</b>	<b>\$ 29,998,909</b>	<b>\$ 31,684,401</b>	<b>\$ 32,499,297</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 3,660	\$ 2,462	\$ 19,993	\$ 15,000
Tuition & Registration Fees	6,093	36,394	22,742	25,000
Training	7,918	8,692	—	—
Other Training Supplies	11,011	16,954	4,538	14,500
Mileage (Priv Auto) Trng Prps	1,343	5,277	3,039	5,000
Professional Dues & Subscript	8,010	3,151	2,659	6,000
	<b>\$ 38,036</b>	<b>\$ 72,929</b>	<b>\$ 52,971</b>	<b>\$ 65,500</b>



DIVISION OF FIRE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Utilities</b>				
Brokered Gas Supply	\$ 65,879	\$ 85,253	\$ 140,835	\$ 150,620
Gas	43,849	41,642	54,831	78,399
Electricity - Cpp	527,211	499,539	511,935	529,740
Electricity - Other	27,773	24,866	28,096	33,532
Steam	32,094	46,015	31,524	34,196
	<b>\$ 696,807</b>	<b>\$ 697,315</b>	<b>\$ 767,221</b>	<b>\$ 826,487</b>
<b>Contractual Services</b>				
Professional Services	\$ 32,108	\$ 55,162	\$ 59,028	\$ 38,000
Court Reporter	1,649	—	13,650	750
Referee Services	7,334	16,610	8,016	—
Mileage (Private Auto)	11,893	6,892	6,916	15,000
Medical Services	—	695	—	10,000
Freight Expense	2,463	370	856	—
Parking In City Facilities	1,815	1,980	1,980	6,500
Property Rental	—	27,869	4,853	—
Equipment Rental	—	1,500	—	—
Other Contractual	40,000	81,110	33,379	136,000
Local Match-Grant Programs	—	14,034	—	—
Credit Card Processing Fees	—	—	51	—
	<b>\$ 97,261</b>	<b>\$ 206,221</b>	<b>\$ 128,728</b>	<b>\$ 206,250</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ 76	\$ 2,699	\$ 5,000
Postage	—	261	—	1,000
Computer Supplies	1,809	49	204	2,000
Computer Hardware	711	—	—	2,000
Computer Software	140	140	862	—
Fire/Ems Apparatus Parts	11,300	196,078	5,485	87,840
Clothing	13,400	150,145	51,765	90,000
Hardware & Small Tools	12,089	2,490	17,481	15,000
Small Equipment	26,540	37,130	14,126	45,000
Office Furniture & Equipment	30,686	23,263	14,797	20,000
Electrical Supplies	2,327	5,020	—	4,000
Hygiene And Cleaning Supplies	46,380	47,500	39,730	40,000
Lumber, Glass, And Drywall	—	2,760	2,506	5,000
Medical Supplies	—	16,249	49,043	50,000
Printed Materials	16,246	24,307	46,503	30,000
Other Supplies	86,879	182,056	94,458	76,000
Safety Equipment	51,549	141,009	89,994	150,000



DIVISION OF FIRE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Special Events Supplies	994	—	950	950
Batteries	192	2,318	13,037	5,000
Just In Time Office Supplies	11,458	9,042	9,983	10,000
	<b>\$ 312,700</b>	<b>\$ 839,894</b>	<b>\$ 453,623</b>	<b>\$ 638,790</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 950
Maintenance Contracts	6,719	3,995	5,000	49,000
Computer Hardware Maintenance	2,780	—	25,328	—
Computer Software Maintenance	212,597	159,988	122,773	285,059
Maintenance Electrical Equip	8,769	—	—	3,000
Maintenance Fire Apparatus	—	10,700	22,016	—
Maintenance Vehicles	—	—	—	5,000
Repair Parts	60,418	31,567	54,418	52,000
Car Washes	300	518	900	1,000
Maintenance Misc. Equipment	109,099	63,601	101,322	65,000
Maintenance Building	7,322	13,111	114,350	15,200
Repair Of Overhead Doors	77,845	104,682	63,772	65,000
	<b>\$ 485,850</b>	<b>\$ 388,163</b>	<b>\$ 509,878</b>	<b>\$ 541,209</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 102,397	\$ 364	\$ —	\$ 4,000
	<b>\$ 102,397</b>	<b>\$ 364</b>	<b>\$ —</b>	<b>\$ 4,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 374,047	\$ 395,505	\$ 324,526	\$ 381,774
Charges From Radio Comm System	206,932	459,182	363,192	608,575
Charges From W.P.C.	1,639	—	—	—
Charges From Print & Repro	26,629	41,824	43,154	47,988
Charges From Central Storeroom	288	446	772	1,019
Charges From M.V.M.	1,536,171	1,510,098	2,020,901	1,883,854
	<b>\$ 2,145,706</b>	<b>\$ 2,407,055</b>	<b>\$ 2,752,545</b>	<b>\$ 2,923,210</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ —	\$ 215,466	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 215,466</b>	<b>\$ —</b>	<b>\$ —</b>
	<b>\$ 96,000,889</b>	<b>\$ 101,908,211</b>	<b>\$ 103,237,329</b>	<b>\$ 108,713,530</b>



DIVISION OF FIRE

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 200,557	\$ 249,842	\$ 112,109	\$ 604,250
Fines, Forfeitures & Settlements	3,518	160	—	—
Grant Revenue	216,361	310,161	—	—
Licenses & Permits	494,382	584,208	879,897	1,018,000
Miscellaneous	722,601	3,296,657	15,232	14,000
	<b>\$ 1,637,419</b>	<b>\$ 4,441,028</b>	<b>\$ 1,007,237</b>	<b>\$ 1,636,250</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
6	6	6	Assistant Chief of Fire	132,376.50	151,205.28
25	25	25	Battalion Chief of Fire	104,987.53	118,129.13
57	56	56	Captain of Fire	90,437.53	101,835.46
1	1	1	Chief of Fire	64,407.00	197,122.79
165	164	164	Lieutenant of Fire	77,894.42	87,789.19
254	252	252			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
3	3	3	Chief Clerk	31,200.00	58,873.98
1	0	0	Principal Clerk	17.27	23.32
3	2	2	Private Secretary	19.49	24.59
7	5	5			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Assistant Personnel Administrator	31,200.00	65,691.94
1	1	1	Personnel Assistant	31,200.00	52,381.41
1	0	0	Project Director	31,200.00	88,646.98
0	1	1	Personnel Administrator	31,200.00	97,137.68
1	1	1	Sr Budget & Mgmt Analyst	31,200.00	94,001.90
4	3	3			
<b><u>PROTECTIVE SERVICES</u></b>					
87	39	39	Apprentice-Medic I Fire	57,025.38	58,298.83
0	84	84	Apprentice-Medic II Fire	58,025.38	59,298.83



DIVISION OF FIRE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
21	0	0	Apprentice-Medic III Fire	59,525.38	60,798.83
399	360	360	Firefighter	65,807.95	67,581.40
80	36	80	Fire Trainee*	15.00	16.50
507	483	483			
0	0	7	<b><u>VACANT FULL TIME</u></b>		
0	0	22	<b><u>VACANT UNIFORM</u></b>		
772	743	772	<b>TOTAL FULL TIME</b>		
<b>772</b>	<b>743</b>	<b>772</b>	<b>TOTAL DIVISION</b>		

\* Denotes amount not included in Total Headcount



## DIVISION OF EMERGENCY MEDICAL SERVICE

Orlando D. Wheeler, Interim Commissioner

**Mission Statement**

*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*

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The Division of Emergency Medical Service (EMS) is responsible for the delivery of advanced life support pre-hospital medical care and transportation to the appropriate medical facility to victims of illness or injury, for the City of Cleveland through a coordinated communications network. The Division of EMS ensures that patients receive optimal care through an initial cadet training program, Certificate of Accreditation #309 for EMT and continuing education by the State of Ohio Department of Public Safety, a comprehensive performance improvement program, state of the art technologies, and medical oversight from prominent medical professionals throughout the greater Cleveland area.

**PROGRAM NAME:ADMINISTRATION**

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

**ACTIVITIES:** Prepare, plan, and coordinate the Division's operating and capital budgets. Recruit and hire employees; maintain disciplinary records, record payroll and personnel records. Maintain patient care records; provide copies for legal, medical and billing purposes. Conduct performance improvement activities and ensure quality service to the public. Time keeping and payroll activities are overseen by a civilian Administrative Manager reporting to an Assistant Director of the Department of Public Safety.

**PROGRAM NAME:OPERATIONS**

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

**ACTIVITIES:** To respond to emergency scenes in a safe and expeditious manner. Provide basic and advanced pre-hospital medical interventions in accordance with State of Ohio Department of Public Safety guidelines as well as the Northeast Ohio Regional EMS Protocol approved by the Department of Public Safety Medical Director. Transport patients to appropriate medical facilities and thoroughly document all pre-hospital medical patient care and billing information to be used for performance review and service billing. Provide medical supply purchasing and distribution for the Divisions of EMS, Fire and Police, and oversee the logistic and technological support for all pre-hospital care functions for the Division of EMS. Provide supervisory oversight for all pre-hospital medical care and transportation.



DIVISION OF EMERGENCY MEDICAL SERVICE

**PROGRAM NAME: COMMUNICATIONS**

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

**ACTIVITIES:** Evaluate 9-1-1 calls for assistance through a call prioritizing system designed to determine the call type, priority level and subsequent type of response for the Division of EMS. Provide pre-arrival patient care instructions to assist callers with providing first aid, CPR or defibrillation prior to the arrival of the EMTs and Paramedics. Coordinate resources from other public safety agencies and appropriate third-party resources to assist in the treatment and transportation of patients. Assist other City of Cleveland agencies in checking on the welfare of community members.

**PROGRAM NAME: EMPLOYEE TRAINING AND EDUCATION**

**OBJECTIVES:** To plan, direct, coordinate and assist in all educational activities in a consolidated and cooperative manner with Division of Fire for all pre-hospital medical care, through State of Ohio Certificate of Accreditation #309, for the Department of Public Safety, including EMT, continuing education as well as recertification, cadet training, and quality assurance/performance improvement.

**ACTIVITIES:** Provide initial and cadet training for all divisional employees. Conduct State of Ohio EMT, continuing education and re-certification programs and classes for all levels of pre-hospital providers. Conduct professional development activities for administrative, supervisory, field, and communication's center employees. Provide professionally recognized enhancement programs for all employees. Provide clinical experience for pre-hospital care providers through the Field Training Officer Program. Perform pre-hospital paramedic and EMT functioning testing as directed by the Department of Public Safety Medical Director. Implement and maintain divisional performance standards to patient care protocols, policies and operating procedures. Set performance benchmarks and monitor compliance to benchmarks. Conduct education and remediation for employee performance that is substandard to performance benchmarks.

**PROGRAM NAME: PUBLIC EDUCATION**

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

**ACTIVITIES:** Provide programs that serve to educate the public on general health, safety and lifesaving skills. Provide certification and training in first aid, CPR and AED in accordance with established American Heart Association standards. Function as community training center for the American Heart Association. Provide general health screenings for the community through a series of coordinated neighborhood locations throughout the City of Cleveland. Promote general health and wellness education through cooperative efforts with other leading health agencies. In collaboration with the Department of Aging, assist with the Senior Power Program and the Senior Falls Program to reduce injuries to the city's senior population. Provide city employee CPR and AED training; install and maintain all AEDs located at City of Cleveland properties.



DIVISION OF EMERGENCY MEDICAL SERVICE

	Output Metric	Historic Data		
		2020	2021	2022
1	Average Response Time to Echo Calls	7.41 minutes	9.15 minutes	N/A **
2	Average Response Time to Delta Calls	8.54 minutes	9.38 minutes	N/A **
3	Average Time to Answer 911 Calls	5 seconds	5.1 seconds	N/A **

\*\* Note: Please see the EMS 2022 annual report.



DIVISION OF EMERGENCY MEDICAL SERVICE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 18,315,654	\$ 14,609,861	\$ 14,876,956	\$ 16,286,445
Military Leave	63,908	79,188	55,559	—
Part-Time Permanent	4,368	—	—	—
Injury Pay	—	58,910	18,137	—
Student Trainees	433,468	276,786	342,954	504,000
Uniformed Overtime	3,521	—	—	—
Longevity	86,075	90,000	93,650	103,150
Wage Settlements	10,007	24,501	2,018	—
Vacation Conversion	—	8,273	—	—
Separation Payments	148,675	159,413	168,155	125,000
Bonus Incentive	—	—	4,000	—
Overtime	3,317,997	4,091,595	3,960,995	4,000,000
Deferred Overtime Payments	90,067	92,735	90,210	102,500
	<b>\$ 22,473,741</b>	<b>\$ 19,491,262</b>	<b>\$ 19,612,635</b>	<b>\$ 21,121,095</b>
<b>Benefits</b>				
Hospitalization	\$ 2,969,667	\$ 2,935,307	\$ 3,014,305	\$ 3,247,642
Prescription	605,521	602,500	593,903	674,310
Dental	136,229	136,293	136,436	178,107
Vision Care	14,853	20,826	21,844	28,692
Public Employees Retire System	2,515,536	3,404,038	2,719,228	2,937,201
Fica-Medicare	321,287	277,118	277,978	306,023
Workers' Compensation	156,101	376,755	453,678	287,673
Life Insurance	12,669	12,432	12,299	16,426
Unemployment Compensation	7,223	—	0	15,000
Clothing Allowance	128,175	131,700	127,350	140,458
Clothing Maintenance	86,075	83,850	89,525	92,803
	<b>\$ 6,953,335</b>	<b>\$ 7,980,820</b>	<b>\$ 7,446,548</b>	<b>\$ 7,924,335</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 434	\$ 1,749	\$ 6,736	\$ 10,000
Tuition & Registration Fees	6,941	14,686	19,770	320,000
Other Training Supplies	—	45,413	7,064	25,000
	<b>\$ 7,375</b>	<b>\$ 61,848</b>	<b>\$ 33,570</b>	<b>\$ 355,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 2,385	\$ 2,878	\$ 5,082	\$ 5,385
Gas	1,718	1,675	1,925	2,056
Electricity - Cpp	3	2	2	6
Electricity - Other	1,961	1,503	2,311	2,462
	<b>\$ 6,067</b>	<b>\$ 6,058</b>	<b>\$ 9,320</b>	<b>\$ 9,909</b>



DIVISION OF EMERGENCY MEDICAL SERVICE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Contractual Services</b>				
Professional Services	\$ 38,186	\$ 37,208	\$ 11,752	\$ 50,000
Court Reporter	—	476	114	1,000
Referee Services	6,645	14,576	11,051	15,000
Janitorial Services	15,000	15,000	15,000	20,000
Medical Services	1,347	1,383	1,197	2,000
Parking In City Facilities	221	13	145	1,500
Property Rental	—	23,336	—	—
Other Contractual	104,589	32,440	22,273	20,000
	<b>\$ 165,988</b>	<b>\$ 124,431</b>	<b>\$ 61,531</b>	<b>\$ 109,500</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 4,271	\$ 25,833	\$ 35,483	\$ 10,000
Postage	384	599	162	2,500
Computer Hardware	13,950	2,927	69,220	10,000
Clothing	—	31,470	36,350	52,000
Hardware & Small Tools	2,056	—	91	200
Electrical Supplies	34	—	—	1,500
Hygiene And Cleaning Supplies	11,271	20,989	15,000	35,000
Medical Supplies	807,258	695,829	746,948	500,000
Medical Equipment	144,385	179,821	90,737	200,000
Printed Materials	15,692	47,347	35,312	40,000
Other Supplies	63	3,318	73	500
Safety Equipment	143,180	243,474	264,997	300,000
Pharmaceutical Supplies	384,614	490,000	443,700	750,000
Batteries	36,630	12,411	11,611	30,000
Just In Time Office Supplies	11,283	4,492	5,581	5,000
	<b>\$ 1,575,071</b>	<b>\$ 1,758,509</b>	<b>\$ 1,755,266</b>	<b>\$ 1,936,700</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 288,440	\$ 252,853	\$ 468,366	\$ 365,000
Computer Hardware Maintenance	6,003	31,121	—	—
Computer Software Maintenance	—	21,755	49,686	—
Maintenance Misc. Equipment	49,635	37,082	19,979	100,000
Maintenance Building	—	9,941	65,323	25,000
Repair Of Overhead Doors	1,054	4,831	8,926	3,000
	<b>\$ 345,132</b>	<b>\$ 357,584</b>	<b>\$ 612,281</b>	<b>\$ 493,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ —	\$ 1,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,000</b>



DIVISION OF EMERGENCY MEDICAL SERVICE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 258,498	\$ 331,718	\$ 73,876	\$ 86,909
Charges From Radio Comm System	59,694	136,163	98,354	159,887
Charges From Print & Repro	60,415	54,014	43,813	48,722
Charges From Central Storeroom	199	333	618	816
Charges From M.V.M.	1,296,624	1,600,199	1,895,197	1,766,674
	<b>\$ 1,675,430</b>	<b>\$ 2,122,427</b>	<b>\$ 2,111,859</b>	<b>\$ 2,063,008</b>
	<b>\$ 33,202,139</b>	<b>\$ 31,902,938</b>	<b>\$ 31,643,010</b>	<b>\$ 34,013,547</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 13,253,518	\$ 15,788,537	\$ 14,368,334	\$ 15,005,300
Grant Revenue	72,780	—	—	—
Miscellaneous	303,001	1,013,219	6,318	2,200
	<b>\$ 13,629,299</b>	<b>\$ 16,801,756</b>	<b>\$ 14,374,653</b>	<b>\$ 15,007,500</b>



DIVISION OF EMERGENCY MEDICAL SERVICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Emergency Medical Service	42,758.15	162,333.54
20	17	17	Emergency Medical Technician Supervisor	55,998.48	66,849.83
<u>21</u>	<u>18</u>	<u>18</u>			
<b><u>PROFESSIONALS</u></b>					
1	2	2	Administrative Manager	31,200.00	154,629.45
1	1	1	Sr Personnel Assistant	31,200.00	55,388.98
<u>2</u>	<u>3</u>	<u>3</u>			
<b><u>TECHNICIANS</u></b>					
38	31	31	Emergency Medical Dispatcher	37,773.52	52,552.83
10	0	0	Emergency Medical Dispatcher Trainee*	15.00	15.00
271	219	219	Emergency Medical Technician	40,048.67	57,038.47
35	10	10	Emergency Medical Technician Trainee*	15.00	15.00
<u>309</u>	<u>250</u>	<u>250</u>			
<b><u>NON EEO REPORTING</u></b>					
0	1	1	Deputy Commissioner of EMS	31,200.00	98,109.72
0	1	1			
0	0	33	<b><u>VACANT FULL TIME</u></b>		
<u>332</u>	<u>272</u>	<u>304</u>	<b>TOTAL FULL TIME</b>		
<u><b>332</b></u>	<u><b>272</b></u>	<u><b>304</b></u>	<b>TOTAL DIVISION</b>		

\* Denotes amount not included in Total Headcount



DIVISION OF ANIMAL CARE AND CONTROL

Stephanie Super, Acting Manager of Animal Care & Control

**Mission Statement**

*The City of Cleveland Division of Animal Care and Control mission is to protect the safety of our residents by impounding stray dogs and nuisance wildlife. Promote responsible pet ownership through enforcement of city animal ordinances, pet identification, and animal adoption programs.*

Animal Control Services is responsible for responding to all calls for services or complaints concerning all dogs and nuisance wildlife. The Division is committed to the reduction of the City's nuisance animal population by contracting services to trap and dispose of unwanted skunks, raccoons, opossums, and groundhogs. The Division is also committed to reducing the number of euthanized animals at the kennel by locating owners of lost dogs and promoting animal adoptions, rescues, and transfers to other shelters.

**PROGRAM NAME:ANIMAL CONTROL**

OBJECTIVES: Enforce city ordinances.

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

**PROGRAM NAME:NUISANCE ANIMAL REMOVAL**

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

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

	Output Metric	Historic Data		
		2020	2021	2022
1	# Strays Rescued	2,126	2,399	N/A **
2	# Animal Trapping Data	95	1,851	N/A **
3	# Adoptions	577	531	N/A **

\*\*Note: Please see the Animal Care & Control 2022 annual report.



DIVISION OF ANIMAL CARE AND CONTROL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,332,038	\$ 1,267,360	\$ 1,211,671	\$ 1,582,454
Military Leave	—	—	2,103	—
Part-Time Permanent	109,324	119,409	97,198	351,214
Longevity	3,825	3,825	3,300	5,575
Wage Settlements	397	1	—	—
Separation Payments	5,793	21,860	8,416	10,000
Bonus Incentive	—	—	17,000	—
Overtime	42,401	78,939	108,593	60,000
	<b>\$ 1,493,779</b>	<b>\$ 1,491,393</b>	<b>\$ 1,448,280</b>	<b>\$ 2,009,243</b>
<b>Benefits</b>				
Hospitalization	\$ 256,303	\$ 247,621	\$ 277,037	\$ 345,215
Prescription	54,206	52,377	47,602	71,788
Dental	12,342	10,430	9,221	16,344
Vision Care	2,264	2,105	1,719	2,868
Public Employees Retire System	214,806	207,728	199,835	278,276
Fica-Medicare	21,131	21,138	20,440	28,966
Workers' Compensation	12,815	90,249	56,989	145,142
Life Insurance	1,389	1,302	1,199	1,881
Unemployment Compensation	6,332	—	—	—
Clothing Allowance	4,000	4,750	4,100	6,925
Clothing Maintenance	6,650	7,000	6,300	7,425
	<b>\$ 592,238</b>	<b>\$ 644,699</b>	<b>\$ 624,442</b>	<b>\$ 904,830</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,197	\$ —	\$ —	\$ 2,000
Tuition & Registration Fees	—	1,050	—	3,000
Training	—	40	—	—
Professional Dues & Subscript	—	1,108	—	10,000
	<b>\$ 1,197</b>	<b>\$ 2,197</b>	<b>\$ —</b>	<b>\$ 15,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 4,465	\$ 9,008	\$ 10,230	\$ 13,207
Gas	11,521	1,282	1,363	2,092
Electricity - Cpp	35,246	33,072	30,777	34,202
Electricity - Other	8,661	—	—	—
Security & Monitoring System	10,000	1,630	8,191	16,000
	<b>\$ 69,894</b>	<b>\$ 44,992</b>	<b>\$ 50,560</b>	<b>\$ 65,501</b>
<b>Contractual Services</b>				
Professional Services	\$ 147,319	\$ 302,704	\$ 340,314	\$ 345,000
Court Reporter	—	208	—	—



DIVISION OF ANIMAL CARE AND CONTROL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Computer Software Rental	1,800	1,800	1,800	3,000
Other Contractual	—	—	1,200	2,300
Credit Card Processing Fees	1,115	1,144	1,293	2,000
	<b>\$ 150,234</b>	<b>\$ 305,857</b>	<b>\$ 344,607</b>	<b>\$ 352,300</b>
<b>Materials &amp; Supplies</b>				
Computer Software	\$ —	\$ —	\$ 1,200	\$ —
Hardware & Small Tools	500	161	296	1,500
Small Equipment	735	5,278	6,195	5,000
Hygiene And Cleaning Supplies	27,812	18,974	22,265	15,000
Medical Supplies	70,882	127,095	141,150	135,000
Other Supplies	—	32,177	21,821	22,000
Safety Equipment	11,180	6,719	2,319	15,000
Special Events Supplies	—	—	—	5,000
Just In Time Office Supplies	2,359	1,244	2,109	2,000
	<b>\$ 113,469</b>	<b>\$ 191,647</b>	<b>\$ 197,355</b>	<b>\$ 200,500</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 945	\$ 301	\$ 4,590	\$ 7,500
Computer Software Maintenance	—	—	1,080	—
	<b>\$ 945</b>	<b>\$ 301</b>	<b>\$ 5,670</b>	<b>\$ 7,500</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 55,046	\$ 66,603	\$ 4,397	\$ 5,172
Charges From Radio Comm System	9,324	25,092	14,766	24,715
Charges From Print & Repro	10,920	8,367	13,833	15,383
Charges From Central Storeroom	1,487	1,438	1,410	1,861
Charges From M.V.M.	58,837	76,770	93,125	86,809
	<b>\$ 135,614</b>	<b>\$ 178,269</b>	<b>\$ 127,531</b>	<b>\$ 133,940</b>
	<b>\$ 2,557,369</b>	<b>\$ 2,859,355</b>	<b>\$ 2,798,445</b>	<b>\$ 3,688,814</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 66,680	\$ 67,839	\$ 52,187	\$ 83,000
Miscellaneous	12,815	63,983	3,109	—
	<b>\$ 79,495</b>	<b>\$ 131,823</b>	<b>\$ 55,296</b>	<b>\$ 83,000</b>



DIVISION OF ANIMAL CARE AND CONTROL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Chief Animal Control Officer	31,200.00	101,853.25
1	0	0	Manager of Animal Control Services	31,200.00	101,853.25
<hr/>	<hr/>	<hr/>			
2	1	1			
<b><u>ADMINISTRATION SUPPORT</u></b>					
1	1	1	Chief Clerk	31,200.00	58,873.98
3	2	2	Jr Clerk	16.40	17.85
1	0	0	Senior Clerk	15.61	31.78
<hr/>	<hr/>	<hr/>			
5	3	3			
<b><u>PROTECTIVE SERVICES</u></b>					
13	12	12	Animal Control Officer	19.87	20.27
<hr/>	<hr/>	<hr/>			
13	12	12			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
2	2	2	Custodial Worker	17.89	21.33
<hr/>	<hr/>	<hr/>			
2	2	2			
<b><u>TECHNICIANS</u></b>					
4	3	3	Registered Animal Health Technician	20.04	26.14
<hr/>	<hr/>	<hr/>			
4	3	3			
<b><u>NON EEO REPORTING</u></b>					
1	0	0	Animal Adoption Vol/Coor	31,200.00	51,434.98
1	0	0	Animal Control Supervisor I	40,000.00	65,909.15
0	1	1	Animal Control Supervisor II	45,000.00	74,648.70
7	5	5	Animal Care Worker	17.10	21.33
2	2	2	Canine Enrichment Specialist	16.56	21.33
1	1	1	Shelter Operations Manager	40,000.00	85,312.80
<hr/>	<hr/>	<hr/>			
12	9	9			
0	0	6	<b><u>VACANT FULL TIME</u></b>		
<hr/>	<hr/>	<hr/>			
38	30	36	<b>TOTAL FULL TIME</b>		



DIVISION OF ANIMAL CARE AND CONTROL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PART TIME</u></b>					
2	2	2	Animal Control Officer	19.87	20.27
3	0	0	Animal Care Worker	17.10	21.33
1	1	1	Animal Control Supervisor I	40,000.00	65,909.15
1	0	0	Jr Clerk	16.40	17.85
1	0	0	Registered Animal Health Technician	20.04	26.14
3	2	2	Vet In Charge of Spay & Neut C	31,200.00	113,124.77
11	5	5			
0	0	6	<b><u>VACANT PART TIME</u></b>		
11	5	11	<b>TOTAL PART TIME</b>		
<b>49</b>	<b>35</b>	<b>47</b>	<b>TOTAL DIVISION</b>		



DIVISION OF CORRECTION

Lisa Scafidi, Corrections Liaison

**Mission Statement**

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

Following more than a decade of discussions and planning, Cleveland and Cuyahoga County entered into an agreement transferring all of Cleveland jail operations to the County Sheriff. The County Sheriff provides all prisoner services, including booking, processing, after booking medical care, and housing for individuals arrested by Cleveland police officers or sentenced by the Judges of Cleveland Municipal Court; and; for individuals arrested by agencies operating under Authorizing Agreements or Memorandums of Understanding with the City of Cleveland.

The Division of Correction continues to monitor the process to ensure compliance with the negotiated terms of the contract between the City and County and ensure the County provides the level of services required by the Agreement and Ohio Administrative code chapter 5120:1-8 "minimum standards for jails in Ohio;" and, validates County invoices for services provided.

	Output Metric	Historic Data		
		2020	2021	2022
1	# Inmates received from County Fiscal for verification	10,182	10,008	7,019 **
2	# Inmates verified as "Cleveland" inmates for payment	7,588	7,644	5,105 **
3	# Inmate days received from County Fiscal for verification	53,758	55,988	39, 228 **
4	# Inmate days approved for payment – per diem	23,958	25,033	18,400 **
5	Savings from billing reconciliations (\$)	\$2,962,971	\$3,064,545	\$2,061,972**

\*\* Note: 2022 Numbers reflect 1/1/22-10/31/22



DIVISION OF CORRECTION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 54,646	\$ 109,363	\$ 139,784	\$ 144,718
Part-Time Permanent	19,057	4,395	—	—
Longevity	575	575	1,500	1,500
Wage Settlements	2,951	220	—	—
Bonus Incentive	—	—	2,000	—
Overtime	—	293	—	—
	<b>\$ 77,229</b>	<b>\$ 114,847</b>	<b>\$ 143,284</b>	<b>\$ 146,218</b>
<b>Benefits</b>				
Hospitalization	\$ 14,416	\$ 17,627	\$ 24,609	\$ 22,369
Prescription	3,187	3,901	4,473	4,662
Dental	825	951	1,047	1,146
Vision Care	93	149	182	216
Public Employees Retire System	10,964	16,484	19,780	20,680
Fica-Medicare	1,099	1,580	1,997	2,121
Workers' Compensation	475	78,794	315,318	40,553
Life Insurance	44	67	89	110
Unemployment Compensation	1,436	—	—	—
	<b>\$ 32,541</b>	<b>\$ 119,551</b>	<b>\$ 367,495</b>	<b>\$ 91,857</b>
<b>Contractual Services</b>				
Medical Services	\$ 405,436	\$ 774,229	\$ 434,539	\$ 750,000
Other Contractual	2,050,000	3,000,000	4,030,000	2,250,000
	<b>\$ 2,455,436</b>	<b>\$ 3,774,229</b>	<b>\$ 4,464,539</b>	<b>\$ 3,000,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 414	\$ 1,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 414</b>	<b>\$ 1,000</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 859	\$ 840	\$ 890	\$ 1,126
	<b>\$ 859</b>	<b>\$ 840</b>	<b>\$ 890</b>	<b>\$ 1,126</b>
	<b>\$ 2,566,065</b>	<b>\$ 4,009,467</b>	<b>\$ 4,976,622</b>	<b>\$ 3,240,201</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 475	\$ 191,988	\$ 1,746	\$ —
	<b>\$ 475</b>	<b>\$ 191,988</b>	<b>\$ 1,746</b>	<b>\$ —</b>



DIVISION OF CORRECTION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>PROFESSIONALS</b>		
1	2	2	Project Coordinator	31,200.00	106,323.88
1	2	2			
1	2	2	<b>TOTAL FULL TIME</b>		
<b>1</b>	<b>2</b>	<b>2</b>	<b>TOTAL DIVISION</b>		



PUBLIC SAFETY INSPECTOR GENERAL

Karrie D. Howard, Chief Director

**Mission Statement**

*To assist the Department of Public Safety in achieving compliance with policies, procedures, and the requirements set forth by the Consent Decree, General Police Orders, General Orders, Civil Service Rules and by planning and conducting reviews and audits.*

In accordance with paragraphs 250-254 of the Consent Decree, the Public Safety Inspector General will work in the Office of the Mayor, but will report to the Director of Public Safety. The Public Safety Inspector General will serve as the lead internal investigative official within the Department of Public Safety and serves to provide an additional layer of oversight for the Department of Public Safety and its employees in an effort to eliminate and deter misconduct and inefficiency within department operations. The PSIG's primary responsibility is to conduct objective investigations and issue reports, independently or as directed by the Chief Director, which analyze, audit, inspect and evaluate compliance with the Public Safety divisions' policies, procedures and practices, including compliance with federal and state law.

**PROGRAM NAME: PUBLIC SAFETY INSPECTOR GENERAL**

**OBJECTIVES:** To work with the Division of Police to achieve compliance with policies, procedures, state and federal laws, and the requirements of the Consent Decree.

**OBJECTIVES:** To work with all Public Safety divisions to ensure continual compliance with policies, procedures, state and federal laws.

**ACTIVITIES:** To fulfill the mandates of the Consent Decree, the Inspector General will perform investigations, analyze trends, and make reports and recommendations, as appropriate, at the request of the Chief Director of Public Safety or the Mayor.

**ACTIVITIES:** Independently, or as directed by the Mayor or Chief Director of Public Safety, the PSIG will request and receive reports from the Office of Integrity Control, Compliance and Employee Accountability (OICCEA) for the Divisions of Fire, EMS, AC&C and the Internal Affairs Section for the Cleveland Division of Police, to gather statistics or other information for analysis and generating reports or presentations.



PUBLIC SAFETY INSPECTOR GENERAL

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 120,961	\$ 11,279	\$ —	\$ 160,008
Separation Payments	—	7,218	—	—
	<b>\$ 120,961</b>	<b>\$ 18,497</b>	<b>\$ —</b>	<b>\$ 160,008</b>
<b>Benefits</b>				
Hospitalization	\$ 14,416	\$ 1,201	\$ —	\$ 30,504
Prescription	3,073	384	—	6,528
Dental	825	67	—	1,680
Vision Care	93	8	—	216
Public Employees Retire System	16,917	2,835	—	22,396
Fica-Medicare	1,718	264	—	2,314
Workers' Compensation	221	179	—	50
Life Insurance	44	4	—	120
	<b>\$ 37,308</b>	<b>\$ 4,942</b>	<b>\$ —</b>	<b>\$ 63,808</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,790	\$ —	\$ —	\$ 2,000
Tuition & Registration Fees	1,150	—	—	3,000
Professional Dues & Subscript	390	—	—	1,000
	<b>\$ 3,330</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,000</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 600	\$ —	\$ —
Mileage (Private Auto)	—	—	—	700
	<b>\$ —</b>	<b>\$ 600</b>	<b>\$ —</b>	<b>\$ 700</b>
<b>Materials &amp; Supplies</b>				
Office Furniture & Equipment	\$ —	\$ —	\$ —	\$ 3,750
Just In Time Office Supplies	102	—	—	1,500
	<b>\$ 102</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 5,250</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ —	\$ —	\$ —	\$ 500
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 500</b>
	<b>\$ 161,701</b>	<b>\$ 24,039</b>	<b>\$ —</b>	<b>\$ 236,266</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 221	\$ —	\$ —	\$ —
	<b>\$ 221</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>



PUBLIC SAFETY INSPECTOR GENERAL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Police Inspector General	100,000.00	135,000.00
1	0	0			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Auditor	31,200.00	69,316.65
1	0	0			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
<b>2</b>	<b>0</b>	<b>2</b>	<b>TOTAL FULL TIME</b>		
<b>2</b>	<b>0</b>	<b>2</b>	<b>TOTAL DIVISION</b>		



## DEPARTMENT OF JUSTICE

Dornat D. Drummond, Chief of Police

**Mission Statement**

*To account for expenses directly related to the Consent Decree in the areas of recruiting, training, independent monitor review, additional personnel and information technology needs.*

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In addition to the Divisions of Office of Professional Standards, Police Review Board, Community Police Commission, and the Police Inspector General, the Consent Decree also requires additional functions that include: recruiting, training, independent monitor review, additional personnel and information technology needs.

The recruitment plan will include specific strategies for attracting a diverse group of applicants, including officers that are familiar with the different neighborhoods of Cleveland, who possess strategic thinking and problem solving skills, emotional maturity, interpersonal skills, and the ability to collaborate with a diverse cross-section of the community (Paragraph 304).

The Division of Police will ensure all officers receive adequate training to understand: (a) how to police effectively and safely in accordance with policies; and (b) the requirements of the Consent Decree, Ohio Law, and the Constitution and laws of the United States (Paragraph 269).

An independent monitor jointly selected by the City of Cleveland and the Department of Justice will serve as an agent of the court to assess and report whether the requirements of the Consent Decree have been implemented, and whether this implementation is resulting in constitutional and effective policing, professional treatment of individuals, and increased community trust of the Division of Police (Paragraph 350).

Additional Personnel will include:

- Implementation Coordinator (Paragraph 385) - To facilitate the provision of data, documents, materials, and access to the City's and the Division of Police's personnel to the independent monitor, Department of Justice, and any other necessary parties to ensure compliance with the requirements of the Consent Decree.
- Civilian Head of Internal Affairs (Paragraph 178) - A qualified citizen will be hired to report directly to the Chief of Police. This position will be someone who is not a current or former employee of the Division of Police, and is not a current or retired law enforcement officer.
- Crisis Intervention (Paragraph 131) - A Captain and Sergeant of Police will work together to better facilitate communication between the Division of Police and members of the mental health community and to increase the effectiveness of the Crisis Intervention Program.
- The Division of Police will collect and maintain all data and records necessary to accurately evaluate its use of force, search and seizure practices, facilitate transparency, and, as permitted by law, broad public access to information related to the Division of Police. To fulfill the data analysis requirements of the Consent Decree, four information technology positions will be added and additional software will be purchased. (Paragraph 257)



DEPARTMENT OF JUSTICE

**PROGRAM NAME: CONSENT DECREE ADDITIONAL PERSONNEL**

**OBJECTIVES:** To account for the additional positions required by the Consent Decree in the areas of Implementation Coordinator, Civilian Head of Internal Affairs, and Crisis Intervention.

**ACTIVITIES:** **Implementation Coordinator-** Ensure that all data, documents and records are maintained as provided in the Consent Agree and assist in assigning implementation and compliance related tasks.

**Civilian Head of Internal Affairs-** Conduct objective, comprehensive, and timely investigations of all internal allegations of officer misconduct.

**Crisis Intervention-** Develop and maintain partnerships with program stakeholders, participate in and implement changes recommended by the Advisory Committee, select candidates for designation of specialized CIT officers, and create ways to honor and recognize Crisis Intervention staff when appropriate.

**PROGRAM NAME: INFORMATION TECHNOLOGY**

**OBJECTIVES:** To ensure collection, tracking, and reporting of data related specific stops outlined in the Consent Decree.

**ACTIVITIES:** Routine reporting, an annual assessment to the independent monitor, development of a protocol to accurately analyze data collected, issue reports summarizing data, and ensure transparency.

**PROGRAM NAME: MONITOR**

**OBJECTIVES:** To work with Cleveland Division of Police to achieve compliance with the requirements of the Consent Decree.

**ACTIVITIES:** To fulfill the mandates of the Consent Decree, the independent monitor will perform compliance reviews, conduct biennial surveys, evaluate outcome measurements, develop a monitoring plan, provide recommendations, and file written reports with the court every six months.

**PROGRAM NAME: RECRUITMENT PLAN**

**OBJECTIVES:** To revise the recruitment procedures and hiring to ensure that the Division of Police attracts and hires a diverse group of qualified personnel.

**ACTIVITIES:** Develop and implement a recruitment policy and a strategic recruitment plan that includes clear goals, objectives, and action steps for attracting qualified applicants from a broad cross-section of the community.

**PROGRAM NAME: TRAINING**

**OBJECTIVES:** To train the Division of Police to reflect their commitment to procedural justice, bias-free policing, community policing, and will install agency expectations that officers police diligently, and have an understanding of commitment to the constitutional rights they encounter.

**ACTIVITIES:** Develop and implement a written training plan for the Division of Police's recruit academy, probationary field training, and in-service training to ensure that recruits, and officers are trained to effectively and lawfully carry out their duties in accordance with the policies of the Division of Police, the requirements and goals of the Consent Decree, Ohio law, and the Constitution and laws of the United States.



DEPARTMENT OF JUSTICE

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 409,443	\$ 376,417	\$ 398,978	\$ 612,478
Part-Time Permanent	73,915	80,801	—	—
Uniformed Personnel	363,236	253,908	105,588	372,767
Uniformed Overtime	18,592	458,677	398,559	230,000
Longevity	3,625	1,975	2,275	4,875
Wage Settlements	225	—	—	—
Vacation Conversion	—	10,421	—	—
Separation Payments	244,631	6,819	106,491	—
Bonus Incentive	—	—	6,000	—
Overtime	2,084	2,533	66	4,000
Deferred Overtime Payments	2,172	—	—	—
	<b>\$ 1,117,923</b>	<b>\$ 1,191,550</b>	<b>\$ 1,017,957</b>	<b>\$ 1,224,120</b>
<b>Benefits</b>				
Hospitalization	\$ 89,493	\$ 80,636	\$ 111,391	\$ 174,180
Prescription	18,870	16,746	19,237	36,862
Dental	4,003	3,390	2,794	8,502
Vision Care	636	628	526	1,296
Public Employees Retire System	67,126	67,455	56,550	84,686
Police & Firemens Disab & Pens	78,587	139,174	100,845	117,540
Fica-Medicare	15,981	17,095	14,508	17,511
Workers' Compensation	7,397	9,903	9,323	7,821
Life Insurance	429	355	289	666
Clothing Allowance	1,333	1,200	133	2,000
Clothing Maintenance	3,200	2,400	2,400	4,000
	<b>\$ 287,056</b>	<b>\$ 338,983</b>	<b>\$ 317,996</b>	<b>\$ 455,064</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 640	\$ —	\$ 11,719	\$ 18,850
Tuition & Registration Fees	8,065	4,565	21,397	37,050
Professional Dues & Subscript	—	—	—	500
	<b>\$ 8,705</b>	<b>\$ 4,565</b>	<b>\$ 33,116</b>	<b>\$ 56,400</b>
<b>Contractual Services</b>				
Professional Services	\$ 577	\$ 255,000	\$ 15,784	\$ 530,900
Mileage (Private Auto)	—	—	—	1,000
Advertising And Public Notice	—	75	297	—
Program Promotion	1,870	2,503	4,386	22,780
Parking In City Facilities	660	660	660	—
Other Contractual	814,820	1,063,519	1,143,593	1,264,539
	<b>\$ 817,927</b>	<b>\$ 1,321,758</b>	<b>\$ 1,164,721</b>	<b>\$ 1,819,219</b>



DEPARTMENT OF JUSTICE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Computer Software	\$ 224,739	\$ —	\$ —	\$ 10,900
Special Events Supplies	2,673	45	146	15,000
Just In Time Office Supplies	—	—	—	6,500
	<b>\$ 227,412</b>	<b>\$ 45</b>	<b>\$ 146</b>	<b>\$ 32,400</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 104,184	\$ 375,713	\$ 156,754	\$ 587,000
	<b>\$ 104,184</b>	<b>\$ 375,713</b>	<b>\$ 156,754</b>	<b>\$ 587,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 5,007	\$ 4,375	\$ 2,749	\$ 3,234
Charges From Print & Repro	523	7,295	9,520	10,587
	<b>\$ 5,529</b>	<b>\$ 11,670</b>	<b>\$ 12,269</b>	<b>\$ 13,821</b>
	<b>\$ 2,568,736</b>	<b>\$ 3,244,283</b>	<b>\$ 2,702,958</b>	<b>\$ 4,188,024</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 8,122	\$ 42,365	\$ —	\$ —
	<b>\$ 8,122</b>	<b>\$ 42,365</b>	<b>\$ —</b>	<b>\$ —</b>



DEPARTMENT OF JUSTICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Special Assistant to the Mayor	31,200.00	133,803.08
1	0	0	Captain of Police	105,046.98	117,617.67
0	1	1	Lieutenant of Police	90,488.78	101,395.93
2	2	2	Sergeant of Police	77,938.60	78,438.60
<u>4</u>	<u>4</u>	<u>4</u>			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Data Base Administrator	39,937.34	126,746.59
1	1	1	Data Base Analyst	31,200.00	132,501.95
1	1	1	Project Manager II	31,200.00	92,196.66
<u>3</u>	<u>3</u>	<u>3</u>			
<b><u>PROTECTIVE SERVICES</u></b>					
2	0	0	Patrol Officer I	65,815.43	67,619.48
<u>2</u>	<u>0</u>	<u>0</u>			
<b><u>NON EEO REPORTING</u></b>					
4	0	0	Data Analysis Coordinator	31,200.00	99,176.13
<u>4</u>	<u>0</u>	<u>0</u>			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
0	0	2	<b><u>VACANT UNIFORM</u></b>		
<u>13</u>	<u>7</u>	<u>13</u>	<b>TOTAL FULL TIME</b>		
<b><u>PART TIME</u></b>					
1	0	0	Executive Assist To The Mayor	50,795.81	204,022.08
<u>1</u>	<u>0</u>	<u>0</u>	<b>TOTAL PART TIME</b>		
<u>14</u>	<u>7</u>	<u>13</u>	<b>TOTAL DIVISION</b>		



DIVISION OF PUBLIC WORKS ADMINISTRATION

Frank Williams, Director

**Mission Statement**

*Provide a sustainable, proactive approach to service delivery and recreational activities, which improves the quality of life for our residents and visitors. Provide consistent quality service, clean neighborhoods and safe right of ways for pedestrians, motorists, and visitors that make our city a better place to live, work and play. Operate and maintain clean, accessible, vibrant public spaces for exploration, relaxation, and exercise, while connecting culturally diverse venues of sports, entertainment, and educational experiences.*

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The Department of Public Works is responsible for planning, constructing, operating, and maintaining all city-owned parks, playgrounds, recreation centers, golf courses, cemeteries, Rockefeller Greenhouse, parking facilities, Markets, and the Cleveland Public Auditorium and Stadium; operation of moveable bridges and viaducts; maintenance and repair of all streets and bridges including cleaning, snow removal and ice control, crack sealing and maintenance of all streets and boulevards; maintenance of all traffic control devices, determination and layout of all parking restrictions, design and placement of all traffic markings, traffic signs and traffic control devices; collection and control of all solid waste and recycling; purchase, repair and maintain the City's vehicle fleet. This Department also coordinates the functions of its Divisions with other Departments and offices of the City, and with Federal, State, County, and neighboring municipal agencies.

**PROGRAM NAME:ADMINISTRATION**

**OBJECTIVES:** Control and supervise all activities and personnel of the Office of Administration; shall coordinate departmental support for the various divisions of the Department of Public Works in the areas of personnel, legislation, budgeting, purchasing, information technology and in such additional areas as are determined to be necessary by the Director of Public Works for the efficient operation of the Department; and shall perform such other duties as may from time to time be required by ordinance or by the Director of Public Works.

**ACTIVITIES:** Coordinate and enforce all personnel, budget and purchasing, legislation and information technology policies and procedures. Enforce disciplinary actions, prepare and monitor budget revenue and expenditures. Manage technology projects and department specific software/hardware functions. Prepare and process legislation for the Department.

**PROGRAM NAME:OPERATIONS**

**OBJECTIVES:** To provide successful management of all operational activities with the Department of Public works.

**ACTIVITIES:** Coordinate the operations of the divisions of Motor Vehicle, Park Maintenance, Parking Facilities, Property Management, Streets, Traffic Engineering, and Waste Collection.



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**DIVISION OF PUBLIC WORKS ADMINISTRATION*****PROGRAM NAME: RECREATION AND SPECIAL EVENTS***

**OBJECTIVES:** To coordinate and manage events within the City of Cleveland. To improve community awareness of programs and activities provided by the Department of Public Works. To provide recreation and leisure opportunities at the City's recreation facilities for Cleveland area residents of all ages. To provide a venue for meetings, trade shows and theatrical events.

**ACTIVITIES:** Schedule vendor meetings as needed to ensure vendors have the required information to carry out events. Establish event calendars and other promotional literature to market department assets. Provide year round recreation programming and activity. Provide efficient operation of the Public Auditorium and the West Side Market.



DIVISION OF PUBLIC WORKS ADMINISTRATION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 2,073,424	\$ 1,842,753	\$ 1,771,758	\$ 2,198,828
Longevity	15,150	15,475	12,425	13,500
Vacation Conversion	—	13,630	—	—
Separation Payments	10,591	39,249	92,333	—
Bonus Incentive	—	—	25,000	—
Overtime	—	8,745	3,959	—
	<b>\$ 2,099,166</b>	<b>\$ 1,919,853</b>	<b>\$ 1,905,476</b>	<b>\$ 2,212,328</b>
<b>Benefits</b>				
Hospitalization	\$ 365,001	\$ 330,152	\$ 331,934	\$ 407,336
Prescription	75,716	68,366	63,395	83,126
Dental	19,182	17,010	15,945	22,055
Vision Care	2,991	2,934	2,496	3,544
Public Employees Retire System	291,213	274,077	250,340	311,777
Fica-Medicare	29,179	26,728	26,571	32,078
Workers' Compensation	18,637	19,315	48,691	26,103
Life Insurance	1,410	1,317	1,247	1,780
Unemployment Compensation	—	1,925	—	—
Clothing Allowance	400	400	400	400
Clothing Maintenance	150	150	150	150
	<b>\$ 803,879</b>	<b>\$ 742,374</b>	<b>\$ 741,170</b>	<b>\$ 888,349</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ —	\$ 365	\$ 2,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 365</b>	<b>\$ 2,000</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 598	\$ —	\$ 2,150
Parking In City Facilities	2,310	2,231	2,233	5,780
Insurance And Official Bonds	—	—	—	250
Property Rental	166,347	166,347	166,347	166,347
Other Contractual	—	—	101,412	—
Credit Card Processing Fees	—	—	—	2,000
	<b>\$ 168,657</b>	<b>\$ 169,176</b>	<b>\$ 269,991</b>	<b>\$ 176,527</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ —	\$ —	\$ —	\$ 10,000
Computer Software	—	—	—	28,000
Clothing	—	—	—	1,200
Office Furniture & Equipment	—	—	7,502	17,804
Other Supplies	—	5,842	3,474	200
Special Events Supplies	—	—	2,000	15,000



DIVISION OF PUBLIC WORKS ADMINISTRATION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Just In Time Office Supplies	1,813	2,973	4,059	5,200
	<b>\$ 1,813</b>	<b>\$ 8,815</b>	<b>\$ 17,034</b>	<b>\$ 77,404</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 7,610	\$ 8,318	\$ 8,567	\$ 10,078
Charges From Print & Repro	8,089	11,691	20,392	22,677
Charges From Central Storeroom	312	242	659	1,000
Charges From M.V.M.	2,588	3,133	10,841	10,110
	<b>\$ 18,598</b>	<b>\$ 23,384</b>	<b>\$ 40,459</b>	<b>\$ 43,865</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ —	\$ —	\$ 175,000	\$ —
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 175,000</b>	<b>\$ —</b>
	<b>\$ 3,092,113</b>	<b>\$ 2,863,603</b>	<b>\$ 3,149,495</b>	<b>\$ 3,400,473</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 15,137	\$ 36,430	\$ 39,263	\$ 70,000
Licenses & Permits	300	—	—	—
Miscellaneous	46,715	137,829	18,097	20,000
	<b>\$ 62,152</b>	<b>\$ 174,259</b>	<b>\$ 57,360</b>	<b>\$ 90,000</b>



DIVISION OF PUBLIC WORKS ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
2	1	1	Assistant Director	36,590.39	165,322.61
1	1	1	Director of Public Works	50,795.81	204,022.08
1	0	0	Manager of Administration	40,314.82	143,541.17
1	0	0	Manager of Events	31,200.00	91,940.88
1	0	0	Public Auditorium Sales Manager	31,200.00	122,307.89
6	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Chief Clerk	31,200.00	58,873.98
1	0	0	Principal Clerk	17.27	23.32
2	1	1			
<b><u>PROFESSIONALS</u></b>					
2	1	1	Administrative Manager	31,200.00	154,629.45
6	6	6	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Manager of Marketing	31,200.00	70,088.94
1	1	1	Assistant Manager of Recreation	31,200.00	66,938.64
3	3	3	Budget Analyst	31,200.00	69,316.65
1	1	1	Data Base Administrator	39,937.34	126,746.59
1	2	2	Payroll Specialist	31,200.00	65,000.00
4	3	3	Personnel Administrator	31,200.00	97,137.68
6	5	5	Project Coordinator	31,200.00	106,323.88
1	1	1	Project Director	31,200.00	88,646.98
2	0	0	Senior Personnel Assistant	31,200.00	55,388.98
28	24	24			



DIVISION OF PUBLIC WORKS ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b><u>TECHNICIANS</u></b>		
1	1	1	Accident & Safety Inspector	23.94	25.94
1	1	1	PC Technician	31,200.00	53,769.65
2	2	2			
0	0	7	<b><u>VACANT FULL TIME</u></b>		
38	29	36	<b>TOTAL FULL TIME</b>		
<b>38</b>	<b>29</b>	<b>36</b>	<b>TOTAL DIVISION</b>		



DIVISION OF RECREATION

Samuel Gissentaner, Commissioner

***Mission Statement***

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

The Division of Recreation operates 21 recreation centers (includes an indoor roller rink, outdoor roller and ice skating rink, and a residential camp), 1 arts center, 19 indoor pools, 22 outdoor pools, 2 football complex / one with a track, 1 baseball complex and permits 155 ball-fields, (including 4 ball-field complexes). Each facility provides recreational opportunities for all ages and interest groups. The involvement of neighborhood residents will continue to be a priority via Friends of Recreation Councils that assist with programming and evaluation.

***PROGRAM NAME:CAMPING***

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

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

***PROGRAM NAME:CULTURAL ARTS***

OBJECTIVES: To provide cultural arts to City residents.

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

***PROGRAM NAME: FOOD SERVICE PROGRAM***

OBJECTIVES: To supplement the dietary requirements of children.

ACTIVITIES: Provide free meals for City of Cleveland youth 18 years of age and under for both after school and Summer meals.

***PROGRAM NAME:ORGANIZED SPORTS***

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

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

***PROGRAM NAME:RECREATION CENTERS***

OBJECTIVES: To provide year around recreation programs and activities to City residents.

ACTIVITIES: Operate and maintain recreation centers. Develop and implement year round activities for all ages.

***PROGRAM NAME:SUMMER PROGRAMS***

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

ACTIVITIES: Conduct activities in pools, ball-fields, and in recreation centers.



DIVISION OF RECREATION

	Output Metric	Historic Data		
		2020	2021	2022
1	Admittances (# of visitors)	187,598	160,984	326,331
2	Organized Program Participation – Ran by the City (# of participants)	43,089	22,403	33,856
3	Total Lifeguards	30	62	72



DIVISION OF RECREATION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,724,899	\$ 4,922,503	\$ 4,488,557	\$ 5,061,369
Seasonal	151,499	525,851	989,399	1,130,000
Part-Time Permanent	1,469,801	1,218,600	1,622,976	1,332,351
Injury Pay	—	9,161	2,942	—
Longevity	30,900	31,550	28,625	39,900
Wage Settlements	1,360	151	—	—
Vacation Conversion	—	45,160	—	—
Separation Payments	3,187	156,048	41,054	30,000
Bonus Incentive	—	—	42,000	—
Overtime	66,709	203,082	157,566	72,900
	<b>\$ 6,448,355</b>	<b>\$ 7,112,108</b>	<b>\$ 7,373,118</b>	<b>\$ 7,666,520</b>
<b>Benefits</b>				
Hospitalization	\$ 1,062,409	\$ 1,044,581	\$ 998,530	\$ 1,203,157
Prescription	224,636	221,358	195,979	250,396
Dental	52,521	51,001	43,635	61,133
Vision Care	8,410	8,253	7,067	10,152
Public Employees Retire System	928,208	1,030,253	1,025,599	1,074,836
Fica-Medicare	88,249	98,031	102,101	108,182
Workers' Compensation	65,772	121,850	176,072	150,000
Life Insurance	5,402	5,291	5,002	6,321
Unemployment Compensation	51,588	9,362	2,382	6,000
Clothing Allowance	400	4,500	4,700	400
Clothing Maintenance	1,500	1,950	—	150
	<b>\$ 2,489,095</b>	<b>\$ 2,596,428</b>	<b>\$ 2,561,066</b>	<b>\$ 2,870,727</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 93,984	\$ 20,188	\$ 40,231	\$ 100,000
Tuition & Registration Fees	1,155	93,768	—	570
Professional Dues & Subscript	—	—	—	360
	<b>\$ 95,139</b>	<b>\$ 113,956</b>	<b>\$ 40,231</b>	<b>\$ 100,930</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 193,079	\$ 254,118	\$ 524,158	\$ 490,684
Gas	132,766	149,777	205,988	234,459
Electricity - Cpp	915,765	1,072,312	1,155,086	1,070,709
Electricity - Other	102,836	92,175	123,162	122,004
Security & Monitoring System	13,092	13,872	23,555	15,000
Contractual Utilities	32,096	24,851	33,170	99,000
	<b>\$ 1,389,635</b>	<b>\$ 1,607,104</b>	<b>\$ 2,065,119</b>	<b>\$ 2,031,856</b>



DIVISION OF RECREATION

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 35,386	\$ 24,818	\$ 30,851	\$ 48,270
Mileage (Private Auto)	10	—	7,638	9,000
Waste Disposal Fee - Ohio EPA	—	681	—	—
Parking In City Facilities	6,201	4,981	5,193	7,840
Taxes	—	—	2,008	—
Other Contractual	1,793,955	2,052,430	2,153,618	2,159,370
Bank Service Fees	(125)	(427)	—	—
	<b>\$ 1,835,428</b>	<b>\$ 2,082,483</b>	<b>\$ 2,199,308</b>	<b>\$ 2,224,480</b>
<b>Materials &amp; Supplies</b>				
Chemical	\$ 3,637	\$ 81,463	\$ 110,902	\$ 150,000
Clothing	5,428	10,546	6,863	8,835
Small Equipment	1,996	3,946	3,808	8,000
Electrical Supplies	—	1,184	—	2,250
Hygiene And Cleaning Supplies	3,400	1,630	1,854	3,600
Aquatics (Pool) Supplies	9,029	19,687	999	17,000
Playground Equipment And Suppl	—	2,201	—	15,000
Medical Supplies	86	—	959	1,350
Food	14,378	11,967	27,098	25,000
Other Supplies	2,619	15,325	5,593	12,300
Arts & Crafts Supplies	35,880	33,204	39,522	35,000
Sporting Goods Supplies	11,282	97,299	66,382	75,000
Just In Time Office Supplies	1,219	4,960	5,173	8,300
	<b>\$ 88,954</b>	<b>\$ 283,413</b>	<b>\$ 269,152</b>	<b>\$ 361,635</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 3,675	\$ 2,183	\$ 2,183	\$ 3,600
Maintenance Machinery & Tools	4,917	5,020	3,450	8,000
Maintenance Fire Apparatus	5,396	4,950	6,330	7,000
Repair Parts	12,670	26,245	—	50,000
Car Washes	630	180	—	450
Maintenance Misc. Equipment	10,533	3,740	10,688	4,000
Maintenance Building	300	750	720	—
	<b>\$ 38,121</b>	<b>\$ 43,067</b>	<b>\$ 23,371</b>	<b>\$ 73,050</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 226,210	\$ 139,775	\$ 111,947	\$ 131,695
Charges From Radio Comm System	3,885	9,274	5,671	9,491
Charges From W.P.C.	—	432	664	—
Charges From Print & Repro	16,831	16,948	26,366	30,000



DIVISION OF RECREATION

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges From Central Storeroom	505	434	396	470
Charges From M.V.M.	169,304	157,793	209,176	195,000
Charges From Waste Collection	16,322	16,380	16,350	20,000
	<b>\$ 433,056</b>	<b>\$ 341,037</b>	<b>\$ 370,569</b>	<b>\$ 386,656</b>
	<b>\$ 12,817,782</b>	<b>\$ 14,179,597</b>	<b>\$ 14,901,933</b>	<b>\$ 15,715,854</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Grant Revenue	\$ —	\$ 15,000	\$ —	\$ —
Licenses & Permits	1,000	—	20	—
Miscellaneous	66,667	426,932	54,589	9,000
	<b>\$ 67,667</b>	<b>\$ 441,932</b>	<b>\$ 54,609</b>	<b>\$ 9,000</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	0	0	Assistant Commissioner of Recreation	31,200.00	101,308.95
1	1	1	Commissioner of Recreation	42,758.15	173,874.06
1	2	2	Deputy Commissioner of Recreation	31,200.00	97,137.68
6	6	6	Manager of Recreation	40,000.00	91,940.88
9	9	9			
<b>ADMINISTRATIVE SUPPORT</b>					
22	13	13	Junior Clerk	16.40	17.85
1	1	1	Private Secretary	19.49	24.59
2	2	2	Secretary	15.00	23.09
25	16	16			
<b>PROFESSIONALS</b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	2	2	Assistant Administrator	31,200.00	90,644.85
4	3	3	Assistant Manager of Recreation	31,200.00	66,938.64
1	0	0	Project Coordinator	31,200.00	106,323.88
23	22	22	Recreation Center Manager	32,500.00	79,225.56
30	28	28			



DIVISION OF RECREATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Real Estate Maintenance Man	19.88	21.88
1	1	1			
<b><u>TECHNICIAN</u></b>					
20	10	10	Physical Director	16.54	16.87
53	33	33	Recreation Instructor II	15.00	20.25
1	0	0	Recreation Instructor III	15.00	22.23
74	43	43			
0	0	33	<b><u>VACANT FULL TIME</u></b>		
139	97	130	<b>TOTAL FULL TIME</b>		
0	0	55	<b><u>VACANT PART TIME</u></b>		
195	140	195	<b>TOTAL PART TIME</b>		
0	0	245	<b><u>VACANT SEASONAL</u></b>		
263	18	263	<b>TOTAL SEASONAL*</b>		
<b>597</b>	<b>255</b>	<b>588</b>	<b>TOTAL DIVISION</b>		

\*Seasonals work from June to August



DIVISION OF PARKING FACILITIES

Kim Johnson, Commissioner

**Mission Statement**

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

**PROGRAM NAME:ON-STREET**

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

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

**PROGRAM NAME:OFF-STREET**

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

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

	Output Metric	Historic Data		
		2020	2021	2022
1	Willard Garage Revenue	\$1,206,329	\$1,407,018	\$1,614,607
2	Gateway East Garage Revenue	\$1,030,833	\$1,496,125	\$1,968,625
3	Municipal Lot Revenue	\$435,280	\$567,221	\$477,582
4	Meter Collection Revenue	\$565,868	\$736,698	\$869,897
5	West Side Market Parking Lots Revenue	\$211,214	\$226,627	\$440,753



DIVISION OF PARKING FACILITIES

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 557,331	\$ 529,457	\$ 470,386	\$ 546,139
Longevity	6,325	5,850	5,775	6,350
Separation Payments	4,712	1,143	2,179	—
Bonus Incentive	—	—	3,000	—
Overtime	522	—	—	5,000
	<b>\$ 568,890</b>	<b>\$ 536,450</b>	<b>\$ 481,340</b>	<b>\$ 557,489</b>
<b>Benefits</b>				
Hospitalization	\$ 172,396	\$ 153,812	\$ 168,426	\$ 168,221
Prescription	35,996	32,222	31,979	36,378
Dental	9,199	8,006	7,266	8,868
Vision Care	1,409	1,364	1,152	1,504
Public Employees Retire System	81,194	76,096	66,624	80,571
Fica-Medicare	7,885	7,442	6,593	8,132
Workers' Compensation	6,422	20,286	25,973	16,502
Life Insurance	726	673	607	775
Unemployment Compensation	4,216	—	—	—
Clothing Allowance	3,883	3,075	2,500	3,575
Clothing Maintenance	4,200	3,850	3,500	4,750
	<b>\$ 327,525</b>	<b>\$ 306,827</b>	<b>\$ 314,620</b>	<b>\$ 329,276</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 9,476	\$ 7,613	\$ 6,396	\$ 7,524
Charges From Radio Comm System	14,528	29,925	19,280	37,000
Charges From M.V.M.	42,652	62,601	45,615	58,500
	<b>\$ 66,656</b>	<b>\$ 100,139</b>	<b>\$ 71,292</b>	<b>\$ 103,024</b>
	<b>\$ 963,071</b>	<b>\$ 943,416</b>	<b>\$ 867,251</b>	<b>\$ 989,789</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 6,422	\$ 36,667	\$ —	\$ —
	<b>\$ 6,422</b>	<b>\$ 36,667</b>	<b>\$ —</b>	<b>\$ —</b>



DIVISION OF PARKING FACILITIES

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>PROFESSIONALS</u></b>					
2	2	2	Supervisor of Parking Enforcement	31,200.00	44,904.32
2	2	2			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
11	8	8	Parking Enforcement Officer	17.51	17.86
11	8	8			
<b><u>TECHNICIANS</u></b>					
1	1	1	Parking Meter Foreman	31,200.00	49,695.93
1	1	1	Parking Meter Serviceman	19.13	19.94
2	2	2			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
15	12	14	<b>TOTAL FULL TIME</b>		
15	12	14	<b>TOTAL DIVISION</b>		



## DIVISION OF PROPERTY MANAGEMENT

Thomas A. Nagel, Commissioner

**Mission Statement**

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

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***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: CAPITAL REPAIRS & IMPROVEMENTS***

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

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

***PROGRAM NAME: FACILITIES SECURITY***

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

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

***PROGRAM NAME: HOUSEKEEPING SERVICES***

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

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



DIVISION OF PROPERTY MANAGEMENT

	Output Metric	Historic Data		
		2020	2021	2022
1	Service Requests, Received/Completed	N/A	N/A	1,670 / 1,034
2	Work Orders, Issued/Completed	N/A	N/A	1,551 / 1,308
3	Capital Maintenance Number Contracts / Money Utilized	N/A	N/A	6 / \$1,715,187
4	Staffing % of Budgeted	N/A	N/A	92%



DIVISION OF PROPERTY MANAGEMENT

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 3,960,152	\$ 4,026,112	\$ 4,239,648	\$ 4,533,655
Part-Time Permanent	40,226	34,401	—	—
Injury Pay	—	—	12,813	—
Longevity	23,875	24,100	25,525	29,075
Wage Settlements	299	30	—	—
Vacation Conversion	—	17,408	—	—
Separation Payments	15,943	5,839	93,186	20,000
Bonus Incentive	—	—	26,000	—
Overtime	160,128	346,639	444,083	184,979
	<b>\$ 4,200,622</b>	<b>\$ 4,454,529</b>	<b>\$ 4,841,255</b>	<b>\$ 4,767,709</b>
<b>Benefits</b>				
Hospitalization	\$ 765,863	\$ 722,215	\$ 709,532	\$ 762,907
Prescription	166,240	149,036	159,399	158,120
Dental	40,655	37,139	36,424	39,312
Vision Care	6,166	6,138	5,667	6,580
Public Employees Retire System	606,542	622,905	659,892	653,914
Fica-Medicare	58,280	61,225	67,278	66,056
Workers' Compensation	38,657	45,545	59,111	69,620
Life Insurance	3,066	2,956	3,064	3,795
Unemployment Compensation	3,777	1,523	513	2,000
Clothing Allowance	6,620	4,530	5,350	13,975
Tool Insurance	1,200	800	1,000	—
Clothing Maintenance	7,525	7,425	8,200	8,025
	<b>\$ 1,704,589</b>	<b>\$ 1,661,436</b>	<b>\$ 1,715,429</b>	<b>\$ 1,784,304</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ —	\$ —	\$ 10,000
Professional Dues & Subscript	72	—	68	650
	<b>\$ 72</b>	<b>\$ —</b>	<b>\$ 68</b>	<b>\$ 10,650</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 16,391	\$ 22,371	\$ 44,226	\$ 45,835
Gas	8,769	9,293	13,095	19,256
Electricity - Cpp	470,896	503,529	515,707	672,896
Electricity - Other	3,027	2,438	3,585	3,961
Steam	941,013	773,851	1,245,862	1,036,462
	<b>\$ 1,440,096</b>	<b>\$ 1,311,482</b>	<b>\$ 1,822,475</b>	<b>\$ 1,778,410</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 11,454	\$ 2,100	\$ 7,396
Mileage (Private Auto)	—	—	739	—



DIVISION OF PROPERTY MANAGEMENT

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Security Services	72,112	31,056	67,141	75,000
Parking In City Facilities	2,922	3,769	4,969	3,600
Other Contractual	—	—	7,260	2,103
	<b>\$ 75,034</b>	<b>\$ 46,278</b>	<b>\$ 82,209</b>	<b>\$ 88,099</b>
<b>Materials &amp; Supplies</b>				
Chemical	\$ 25,478	\$ 9,000	\$ 25,032	\$ 4,500
Clothing	7,150	12,850	19,824	6,000
Hardware & Small Tools	—	10,000	—	1,000
Electrical Supplies	14,906	30,000	30,000	35,000
Hygiene And Cleaning Supplies	162,588	65,000	113,402	160,000
Painting Equipment & Supplies	2,500	3,302	3,100	—
Heating And Air Filters	2,750	11,000	20,000	5,000
Medical Supplies	2,984	—	—	800
Other Supplies	1,171	965	1,327	—
Safety Equipment	13,781	3,144	—	30,000
Just In Time Office Supplies	497	1,174	653	1,750
Building Maintenance Supplies	2,157	24,163	3,999	10,000
	<b>\$ 235,962</b>	<b>\$ 170,597</b>	<b>\$ 217,337</b>	<b>\$ 254,050</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ 40,000	\$ —	\$ 2,500
Maintenance Machinery & Tools	30,960	70,371	47,993	102,417
Maintenance Fire Apparatus	1,691	—	72,673	63,581
Repair Parts	—	2,495	—	—
Maintenance Building	11,223	29,872	55,489	8,100
	<b>\$ 43,874</b>	<b>\$ 142,738</b>	<b>\$ 176,155</b>	<b>\$ 176,598</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 51,661	\$ 52,671	\$ 45,014	\$ 52,955
Charges From Radio Comm System	7,770	17,753	11,779	21,065
Charges From Water	—	—	—	450
Charges From W.P.C.	—	—	—	900
Charges From Print & Repro	2,402	3,405	4,867	5,415
Charges From Central Storeroom	267	320	234	350
Charges From M.V.M.	128,711	130,944	161,480	150,530
Charges From Waste Collection	2,392	2,346	2,185	5,000
	<b>\$ 193,203</b>	<b>\$ 207,439</b>	<b>\$ 225,559</b>	<b>\$ 236,665</b>
	<b>\$ 7,893,451</b>	<b>\$ 7,994,500</b>	<b>\$ 9,080,487</b>	<b>\$ 9,096,485</b>



DIVISION OF PROPERTY MANAGEMENT

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 81,378	\$ 77,258	\$ 73,473	\$ 77,248
Miscellaneous	57,563	1,278,097	65,161	1,300,000
	<b>\$ 138,941</b>	<b>\$ 1,355,355</b>	<b>\$ 138,634</b>	<b>\$ 1,377,248</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Property Management	45,201.46	172,574.85
1	1	1	Manager of General Maintenance	31,200.00	91,940.88
2	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Private Secretary	19.49	24.59
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
2	1	1	Assistant Custodian	31,200.00	57,067.41
5	5	5	Building Stationary Engineer	22.14	35.14
8	7	7			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
24	21	21	Custodial Worker	17.89	21.33
2	2	2	Custodial Worker Supervisor	22.04	24.04
1	1	1	Custodian	31,200.00	83,376.71
3	3	3	Guard	19.47	20.18
1	1	1	Mechanical Handyman	19.61	21.61
13	12	12	Municipal Service Laborer	18.82	20.82
44	40	40			
<b><u>SKILLED CRAFT</u></b>					
2	2	2	Carpenter	45.20	56.50
1	1	1	Carpenter Unit Leader	46.45	57.75
1	1	1	Cement Finisher	44.60	55.75



DIVISION OF PROPERTY MANAGEMENT

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	1	1	Chief Building Stationary Engineer	23.67	36.67
4	2	2	Electrical Worker	50.90	63.63
3	3	3	Painter	36.85	46.06
1	1	1	Plasterer	39.73	49.66
5	5	5	Plumber	55.33	69.16
1	1	1	Plumber Foreman	53.63	66.72
1	1	1	Roofer	43.43	54.29
1	1	1	Sheetmetal Worker	55.84	69.80
21	19	19			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
<b>76</b>	<b>69</b>	<b>71</b>	<b>TOTAL FULL TIME</b>		
<b>76</b>	<b>69</b>	<b>71</b>	<b>TOTAL DIVISION</b>		



## DIVISION OF PARK MAINTENANCE &amp; PROPERTIES

Anthony W. Scott, Commissioner

**Mission Statement**

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

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***PROGRAM NAME:CEMETERY MAINTENANCE & SERVICES***

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

ACTIVITIES: Maintain grounds. Provide burial services.

***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: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.

***PROGRAM NAME:VACANT PROPERTY CUTTING AND CLEANING***

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

ACTIVITIES: Cut weeds and remove debris from vacant properties.

***PROGRAM NAME:PARKS GROUND MAINTENANCE***

OBJECTIVES: To provide pleasant and attractive public areas.

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

***PROGRAM NAME:SNOW REMOVAL***

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

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

***PROGRAM NAME:URBAN FORESTRY***

OBJECTIVES: To provide a safe and low risk 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



DIVISION OF PARK MAINTENANCE & PROPERTIES

signs, pedestrian and vehicular traffic, as well as building clearance. Remove overgrown tree roots that cause raised sidewalks, and overgrown tree lawns. Provide public information regarding the care of trees to concerned citizens.

**PROGRAM NAME: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: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.

Park Maintenance

	Output Metric	Historic Data		
		2020	2021	2022
1	Trees pruned	-	3,433	2,105
2	New trees planted	-	1,246	350
3	Stumps grinded	-	338	162
4	Vacant lots serviced	-	-	27,039
5	Vacant structures serviced	-	2,550	3,555
6	Illegal dump sites serviced (Winter)	-	233	110

\*Notes: Blanks indicate unavailable or incomplete data for respective years and metrics.

Cemeteries

	Output Metric	Historic Data		
		2020	2021	2022
1	Internments Performed	1,374	1,511	1,316
2	Headstones Set	561	1,005	1,004
3	Service Requests Completed	958	1,673	1,158



DIVISION OF PARK MAINTENANCE & PROPERTIES

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 5,145,341	\$ 5,586,277	\$ 4,929,025	\$ 5,362,475
Seasonal	1,707,819	1,957,048	1,697,852	1,817,320
Longevity	37,775	36,250	36,950	44,150
Wage Settlements	7,487	11	351	—
Vacation Conversion	—	2,168	—	—
Separation Payments	95,902	13,252	53,694	44,428
Bonus Incentive	800	500	13,500	—
Overtime	149,307	204,447	611,656	123,930
	<b>\$ 7,144,432</b>	<b>\$ 7,799,953</b>	<b>\$ 7,343,029</b>	<b>\$ 7,392,303</b>
<b>Benefits</b>				
Hospitalization	\$ 1,241,861	\$ 1,277,457	\$ 1,253,024	\$ 1,286,085
Prescription	260,721	267,629	251,761	264,942
Dental	59,557	59,968	51,704	64,122
Vision Care	9,148	9,958	8,311	10,684
Public Employees Retire System	1,013,125	1,093,833	1,020,891	1,050,442
Fica-Medicare	99,734	108,900	101,997	105,822
Workers' Compensation	66,777	174,656	347,381	661,290
Life Insurance	4,787	4,836	4,329	5,734
Unemployment Compensation	238,676	71,163	244,749	145,000
Clothing Allowance	34,442	35,707	32,200	33,225
Tool Insurance	5,000	5,000	5,000	5,000
Clothing Maintenance	13,457	13,725	12,900	15,775
	<b>\$ 3,047,286</b>	<b>\$ 3,122,832</b>	<b>\$ 3,334,246</b>	<b>\$ 3,648,121</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 645	\$ —	\$ —	\$ —
Tuition & Registration Fees	70	70	175	25,000
	<b>\$ 715</b>	<b>\$ 70</b>	<b>\$ 175</b>	<b>\$ 25,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 42,421	\$ 54,844	\$ 95,857	\$ 89,213
Gas	28,405	27,179	31,962	49,322
Electricity - Cpp	456,921	492,223	470,775	458,782
Electricity - Other	33,476	30,657	38,465	40,955
Steam	12,273	11,210	12,515	14,320
Security & Monitoring System	—	763	3,081	4,108
	<b>\$ 573,496</b>	<b>\$ 616,877</b>	<b>\$ 652,655</b>	<b>\$ 656,700</b>
<b>Contractual Services</b>				
Professional Services	\$ 92,769	\$ —	\$ 20,517	\$ 12,176
Waste Disposal	225	610	4,010	1,350



DIVISION OF PARK MAINTENANCE & PROPERTIES

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Medical Services	—	—	—	1,349
Program Promotion	—	—	440	—
Parking In City Facilities	605	1,163	1,328	1,360
Property Rental	43,676	43,676	43,676	43,676
Other Contractual	2,328,634	2,357,689	2,538,619	3,579,088
County Aud & Treas Coll Fee	—	12,760	12,015	—
	<b>\$ 2,465,909</b>	<b>\$ 2,415,898</b>	<b>\$ 2,620,605</b>	<b>\$ 3,638,999</b>
<b>Materials &amp; Supplies</b>				
Chemical	\$ —	\$ —	\$ —	\$ 927
Salt & De-Icer	—	—	—	7,200
Auto & Light Truck Parts	5,000	—	—	—
Clothing	—	—	—	1,030
Hardware & Small Tools	14,452	900	11,807	10,000
Seed, Fertilizer & Herbicide	—	4,911	252	13,000
Small Equipment	21,738	14,238	22,306	24,500
Office Furniture & Equipment	—	6,986	—	—
Fence, Posts & Bars	3,000	—	—	15,000
Hygiene And Cleaning Supplies	16,803	37,087	33,970	30,636
Clay, Soil & Turf	16,057	9,118	6,970	10,000
Playground Equipment And Suppl	37,643	28,009	26,608	40,857
Lumber, Glass, And Drywall	5,000	3,000	4,585	10,000
Other Supplies	22,866	28,892	23,810	23,500
Sporting Goods Supplies	7,832	2,085	3,825	5,000
Safety Equipment	23,597	27,923	14,861	26,278
Greenhouse Maintenance Suppl	42,280	43,830	37,515	39,000
Just In Time Office Supplies	365	497	705	1,009
Misc Maintenance Supplies	39,877	8,145	1,200	15,500
	<b>\$ 256,512</b>	<b>\$ 215,621</b>	<b>\$ 188,414</b>	<b>\$ 273,437</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 4,446	\$ 1,575	\$ 8,984	\$ 9,270
Computer Software Maintenance	—	—	—	4,500
Repair Parts	256,994	270,000	284,690	270,000
Maintenance Building	—	197	—	—
	<b>\$ 261,440</b>	<b>\$ 271,772</b>	<b>\$ 293,674</b>	<b>\$ 283,770</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 1,750	\$ 100,000	\$ —	\$ 6,500
Other Refunds & Adjustments	—	89	—	—
	<b>\$ 1,750</b>	<b>\$ 100,089</b>	<b>\$ —</b>	<b>\$ 6,500</b>



DIVISION OF PARK MAINTENANCE & PROPERTIES

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 73,084	\$ 94,875	\$ 109,162	\$ 128,420
Charges From Radio Comm System	79,244	170,031	107,321	180,000
Charges From W.P.C.	12,199	2,783	66	4,058
Charges From Print & Repro	18,162	19,441	21,038	23,400
Charges From Central Storeroom	2,506	1,307	1,484	2,000
Charges From M.V.M.	2,273,410	2,306,382	2,871,794	2,678,000
Charges From Waste Collection	257,962	175,694	104,500	365,000
	<b>\$ 2,716,566</b>	<b>\$ 2,770,513</b>	<b>\$ 3,215,365</b>	<b>\$ 3,380,878</b>
	<b>\$ 16,468,106</b>	<b>\$ 17,313,623</b>	<b>\$ 17,648,163</b>	<b>\$ 19,305,708</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 1,420,096	\$ 1,377,502	\$ 1,390,689	\$ 1,317,087
Licenses & Permits	—	7	—	—
Miscellaneous	81,568	406,099	26,191	61,880
	<b>\$ 1,501,665</b>	<b>\$ 1,783,609</b>	<b>\$ 1,416,880</b>	<b>\$ 1,378,967</b>



DIVISION OF PARK MAINTENANCE & PROPERTIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Park Maint. & Properties	42,758.15	173,874.06
1	1	1	Deputy Commissioner of Parks Maint. & Properties	31,200.00	122,307.89
3	3	3	Manager of Urban Forestry	31,200.00	87,261.17
5	5	5			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
5	4	4	Field Operations Forester	32,445.00	71,298.16
1	1	1	Senior Clerk	15.61	31.78
1	0	0	Storekeeper	15.61	21.15
8	6	6			
<b><u>PROFESSIONALS</u></b>					
3	2	2	Administrative Manager	31,200.00	154,629.45
1	1	1	Project Coordinator	31,200.00	106,323.88
4	3	3			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
3	2	2	Gardener	20.97	22.97
12	12	12	Ground Maintenance Foreman	23.78	25.78
13	10	10	Ground Maintenance Truck Driver II	22.22	22.66
2	2	2	Horticulturist Maintenance Foreman	26.58	28.58
39	30	30	Real Estate Maintenance Worker	19.88	21.88
69	56	56			
<b><u>SKILLED CRAFT</u></b>					
10	5	5	Arborist I	20.97	22.97
11	10	10	Arborist II	24.13	26.13
5	4	4	Automobile Repair Worker	18.25	24.57
26	19	19			
0	0	16	<b><u>VACANT FULL TIME</u></b>		
112	89	105	<b>TOTAL FULL TIME</b>		
<b><u>VACANT SEASONAL</u></b>					
0	0	359	<b><u>VACANT SEASONAL</u></b>		
379	20	379	<b>TOTAL SEASONAL</b>		
<b>491</b>	<b>109</b>	<b>484</b>	<b>TOTAL DIVISION</b>		




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 DIVISION OF WASTE COLLECTION AND DISPOSAL
 

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Terrell H. Pruitt, Commissioner

**Mission Statement**

*To reduce public health hazards resulting from refuse dumping in City of Cleveland neighborhoods by providing collection and appropriate disposal of residential, commercial, recyclables and city owned public Street waste receptacles for the citizens of the City of Cleveland. The division of Waste Collection and Disposal division is committed to providing an efficient collection and disposal service. The City currently provides service to approximately 152,000 dwelling units on a weekly basis. The waste collection process includes residential waste, recycling, bulk items, tires, receptacles, and dead animal collection.*

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In 2016 the City completed the delivery of roll-carts for automated collection service. This service was first born as a Pilot Program that begun in 2008 and started with 15,000 Cleveland residents.

The new system was implemented to encourage curbside recycling and increase efficiency. City residents received a black roll-cart for trash and a blue recycling for recycling that can be wheeled to the curb for collection. The new program is now City wide.

The City of Cleveland annually disposes of approximately 230,000 tons of municipal solid waste from residential collection. The majority of the municipal solid waste is processed at the City's Ridge Road Transfer Station, where it is then loaded onto contracted trailers and then shipped to a landfill. The transfer station has a Capacity of 3,000 tons per day. All construction and demolition debris is disposed of via the use of privately owned landfills, and Transfer Stations, or Processing Facilities. The City owned transfer station also accepts waste from local private haulers for a fee.

In addition to providing residential waste collection service, the Division of Waste Collection also offers alternative disposal via the Commercial waste and recycling Collection service program. The Commercial Collection service provides both permanent and temporary dumpster rental services to city residents, local businesses and City facilities, located within the Cleveland area. Our commercial waste and recycling services are offered at a competitive rate.

If the City had to close the Ridge Road Transfer Station, the current final closure, post-closure, and/or corrective measures cost estimates and any other environmental obligations would cost the City \$111,812 and would be paid for by the Waste Collection and Disposal operating budget.

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

**OBJECTIVES:** To remove commingled recyclable commodities from the City's waste stream and to reduce the loss of re-usable resources going into the landfills.

**ACTIVITIES:** Provide weekly collection of solid waste and recyclables, conduct on-site inspections concerning appearance of areas served, provide bulk by appointment and once a month collection of bulk items.

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

**OBJECTIVES:** Recycling collected at curbside is taken to the City transfer station and loaded into transfer trailers and sent to the Cities contracted processor to



DIVISION OF WASTE COLLECTION AND DISPOSAL

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

ACTIVITIES: Transfer operations, once the municipal solid waste and recycling is delivered to the transferred the trash is sent to the landfill and the recycling is sent to our processor where they sort and market the materials. The Transfer station also provides drop-off sites for residential tires and recycling.

PROGRAM NAME:ANCILLARY SERVICES

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

ACTIVITIES: Provides roll-off boxes for clean ups and special events in neighborhoods and downtown. The Ancillary Division also provides waste collection to the West Side Market, downtown streets and parks and all municipal buildings as well as repair, replace and service outdoor waste receptacles. The Ancillary Division also provides waste container rental through commercial waste collection service, provide distribution and maintenance of roll carts as well as collection of dead animal, document shedding, staffing of the electronics and household hazardous waste drop-off sites. Our Ancillary Division also preforms annual inspection on all private haulers equipment operating within the City of Cleveland.

	Output Metric	Historic Data		
		2020	2021	2022
1	Weekly Average Number of Collection Stops	N/A	N/A	330,000
2	Daily Average Waste Collector Attendance	N/A	N/A	93
3	Daily Average Waste Collections Driver Attendance	N/A	N/A	74
4	Daily Average Truck Availability	N/A	N/A	64



DIVISION OF WASTE COLLECTION AND DISPOSAL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 8,856,501	\$ 9,350,986	\$ 9,499,857	\$ 10,111,498
Seasonal	745,821	898,352	730,403	850,000
Part-Time Permanent	27,287	25,909	6,015	25,004
Injury Pay	—	2,444	—	—
Student Trainees	2,114	—	—	—
Longevity	54,275	52,825	59,025	73,150
Wage Settlements	792	30,805	—	—
Vacation Conversion	—	5,525	—	—
Separation Payments	47,699	35,409	47,455	40,000
Bonus Incentive	500	—	6,000	—
Overtime	1,236,015	1,386,269	1,601,931	1,200,000
	<b>\$ 10,971,005</b>	<b>\$ 11,788,524</b>	<b>\$ 11,950,686</b>	<b>\$ 12,299,652</b>
<b>Benefits</b>				
Hospitalization	\$ 2,089,605	\$ 1,997,382	\$ 1,960,452	\$ 2,232,634
Prescription	435,629	417,082	414,027	461,844
Dental	107,941	100,393	94,607	114,277
Vision Care	16,542	16,792	15,650	19,872
Public Employees Retire System	1,591,630	1,641,468	1,904,325	1,769,820
Fica-Medicare	152,758	165,613	167,308	178,289
Workers' Compensation	101,397	901,381	1,116,267	697,540
Life Insurance	8,950	8,695	8,595	11,153
Unemployment Compensation	39,294	—	4,187	10,000
Clothing Allowance	78,075	75,358	73,208	74,350
Clothing Maintenance	25,338	24,338	24,650	29,076
	<b>\$ 4,647,159</b>	<b>\$ 5,348,501</b>	<b>\$ 5,783,276</b>	<b>\$ 5,598,855</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 537	\$ 8,000
Tuition & Registration Fees	150	—	192	1,000
Mileage (Priv Auto) Trng Prps	—	—	—	90
Professional Dues & Subscript	—	—	669	270
	<b>\$ 150</b>	<b>\$ —</b>	<b>\$ 1,398</b>	<b>\$ 9,360</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 75,378	\$ 91,150	\$ 176,070	\$ 170,053
Gas	55,687	59,261	83,069	78,613
Electricity - Cpp	242,442	198,945	194,684	211,315
	<b>\$ 373,508</b>	<b>\$ 349,356</b>	<b>\$ 453,823</b>	<b>\$ 459,981</b>



DIVISION OF WASTE COLLECTION AND DISPOSAL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Contractual Services</b>				
Professional Services	\$ 111,260	\$ 40,846	\$ 95,250	\$ 81,300
Referee Services	—	—	—	250
Waste Disposal	7,970,744	10,764,900	9,189,867	9,432,833
Security Services	—	—	—	1,024
Janitorial Services	—	30,907	11,500	2,060
Medical Services	—	—	—	3,500
Waste Disposal Fee - Ohio EPA	1,567,579	1,577,093	1,328,991	1,721,990
Advertising And Public Notice	5,000	—	100,000	100,000
Program Promotion	—	42,230	1,507	—
Parking In City Facilities	—	55	715	1,100
Transfer Station	55,728	—	—	111,812
Special Assessment	1,193	199	65	4,000
Other Contractual	73,428	657,820	433,295	600,000
Credit Card Processing Fees	15,328	19,447	5,513	26,480
	<b>\$ 9,800,261</b>	<b>\$ 13,133,496</b>	<b>\$ 11,166,703</b>	<b>\$ 12,086,349</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 1,000
Postage	—	530	—	10,000
Computer Supplies	—	—	—	800
Computer Software	—	—	174	—
Hardware & Small Tools	—	—	—	2,000
Fence, Posts & Bars	—	—	—	1,000
Hygiene And Cleaning Supplies	18,506	13,804	10,044	4,500
Other Supplies	25,641	35	11,908	12,500
Safety Equipment	1,848	9,799	—	4,678
Just In Time Office Supplies	1,991	2,170	3,056	3,000
	<b>\$ 47,986</b>	<b>\$ 26,339</b>	<b>\$ 25,182</b>	<b>\$ 39,478</b>
<b>Maintenance</b>				
Maintenance Misc. Equipment	\$ 13,126	\$ —	\$ 29,880	\$ 25,000
Maintenance Building	11,006	27,839	3,180	15,000
Repair Of Overhead Doors	—	15,000	23,009	5,000
	<b>\$ 24,132</b>	<b>\$ 42,839</b>	<b>\$ 56,068</b>	<b>\$ 45,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ 3,210	\$ —	\$ 8,000
	<b>\$ —</b>	<b>\$ 3,210</b>	<b>\$ —</b>	<b>\$ 8,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 99,232	\$ 116,392	\$ 112,995	\$ 132,930
Charges From Radio Comm System	65,886	143,408	110,634	184,900



DIVISION OF WASTE COLLECTION AND DISPOSAL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges From W.P.C.	4,609	4,119	7,272	8,300
Charges From Print & Repro	16,664	38,855	136,572	151,875
Charges From Central Storeroom	324	293	2,737	3,612
Charges From M.V.M.	4,221,300	4,926,748	5,723,468	5,335,331
	<b>\$ 4,408,014</b>	<b>\$ 5,229,815</b>	<b>\$ 6,093,678</b>	<b>\$ 5,816,948</b>
	<b>\$ 30,272,215</b>	<b>\$ 35,922,081</b>	<b>\$ 35,530,813</b>	<b>\$ 36,363,623</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 14,287,169	\$ 14,860,589	\$ 13,459,548	\$ 14,958,438
Grant Revenue	—	1,277	10,000	—
Miscellaneous	102,759	619,648	201	500
	<b>\$ 14,389,927</b>	<b>\$ 15,481,514</b>	<b>\$ 13,469,749</b>	<b>\$ 14,958,938</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
5	5	5	Asst. Superintendent of Waste Collection	29.96	31.96
1	1	1	Commissioner of Waste Collection & Disposal	40,314.82	155,504.25
1	1	1	CD Executive Assistant	31,200.00	76,596.79
7	7	7			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	2	2	Assistant Administrator	31,200.00	90,644.85
1	0	0	Senior Clerk	15.61	31.78
2	2	2			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
2	2	2	Project Coordinator	31,200.00	106,323.88
3	3	3			
<b><u>SKILLED CRAFT</u></b>					
2	2	2	Construction Equipment Operator Group B	48.30	60.38
2	2	2			



DIVISION OF WASTE COLLECTION AND DISPOSAL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Labor Foreman	23.77	25.77
2	2	2	Municipal Service Laborer	18.82	20.82
4	6	6	Transfer Station Attendant	25.05	27.05
99	76	76	Waste Collection Driver	23.04	23.50
10	9	9	Waste Collection Foreman	23.77	25.77
5	3	3	Waste Collection Foreman I	26.01	28.01
97	79	79	Waste Collector	18.82	21.32
218	176	176			
<b><u>TECHNICIANS</u></b>					
2	2	2	Radio Operator	21.49	23.49
2	2	2			
0	0	25	<b><u>VACANT FULL TIME</u></b>		
234	192	217	<b>TOTAL FULL TIME</b>		
<b><u>VACANT SEASONAL</u></b>					
0	0	11	<b><u>VACANT SEASONAL</u></b>		
36	25	36	<b>TOTAL SEASONAL</b>		
<b><u>VACANT PART TIME</u></b>					
0	0	1	<b><u>VACANT PART TIME</u></b>		
1	0	1	<b>TOTAL PART TIME</b>		
<b>271</b>	<b>217</b>	<b>254</b>	<b>TOTAL DIVISION</b>		



DIVISION OF TRAFFIC ENGINEERING

Robert Mavec, Commissioner

**Mission Statement**

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

The Division of Traffic Engineering is charged with the planning and geometric design of streets, highways, and abutting lands - particularly as related to safe and efficient traffic operation. The Division is responsible for the erection and maintenance of all traffic control devices; preparation of drawings, standards and specifications; the determination and layout of parking restrictions; and the design and placement of pavement markings, traffic signs and traffic control devices.

***PROGRAM NAME:FADED SIGN PROGRAM***

OBJECTIVES: Replace missing and badly faded signs.

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

***PROGRAM NAME:LED SIGNAL LAMP PROGRAM***

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

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

***PROGRAM NAME:PAVEMENT MARKINGS***

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

ACTIVITIES: The Division paints all pavement markings once a year during the Spring, Summer, and Fall months. The Division is responsible for over 5,000 crosswalks, 5,000 stop bars, 4,300 pavement arrows, and 630 miles of lane lines.

***PROGRAM NAME:TRAFFIC SIGNALIZATION PROGRAM***

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

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

	Output Metric	Historic Data		
		2020	2021	2022
1	Miles of Lane Line Painted	345	333	342
2	Crosswalks Painted	4,211	3,671	3,448
3	Sign Replace Install	8,230	7,291	5,995
4	Signal Upgrades	22	26	14



DIVISION OF TRAFFIC ENGINEERING

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,917,161	\$ 1,971,296	\$ 1,804,376	\$ 1,883,629
Longevity	9,825	11,525	10,400	11,475
Wage Settlements	64	5	—	—
Vacation Conversion	—	16,833	—	—
Separation Payments	—	17,465	11,996	50,000
Bonus Incentive	—	—	3,000	—
Overtime	76,570	88,570	85,965	93,000
	<b>\$ 2,003,619</b>	<b>\$ 2,105,695</b>	<b>\$ 1,915,736</b>	<b>\$ 2,038,104</b>
<b>Benefits</b>				
Hospitalization	\$ 403,985	\$ 399,938	\$ 413,297	\$ 442,513
Prescription	82,121	80,563	75,510	89,712
Dental	21,081	20,293	18,452	23,223
Vision Care	2,715	2,655	2,374	3,144
Public Employees Retire System	288,914	292,589	266,267	284,509
Fica-Medicare	26,782	27,992	25,241	25,045
Workers' Compensation	17,922	43,225	51,265	85,000
Life Insurance	1,362	1,314	1,225	1,646
Unemployment Compensation	—	—	2,650	2,453
Clothing Allowance	19,390	10,595	10,595	45,175
Clothing Maintenance	6,075	7,875	7,000	15,675
	<b>\$ 870,347</b>	<b>\$ 887,039</b>	<b>\$ 873,874</b>	<b>\$ 1,018,095</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 7,275	\$ 10,287	\$ 20,535	\$ 20,688
Gas	3,392	3,782	5,473	5,993
Electricity - Cpp	209,191	223,124	204,509	240,400
Electricity - Other	339,980	190,376	290,109	305,996
	<b>\$ 559,837</b>	<b>\$ 427,568</b>	<b>\$ 520,626</b>	<b>\$ 573,077</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,492	\$ 6,476	\$ 8,194	\$ 1,700
Parking In City Facilities	1,461	1,499	1,612	5,000
Other Contractual	30,000	1,288	49,522	50,000
	<b>\$ 32,952</b>	<b>\$ 9,264</b>	<b>\$ 59,328</b>	<b>\$ 56,700</b>



DIVISION OF TRAFFIC ENGINEERING

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Materials &amp; Supplies</b>				
Clothing	\$ —	\$ —	\$ —	\$ 1,500
Hardware & Small Tools	2,354	—	2,490	10,000
Electrical Supplies	12,944	198	—	1,000
Hygiene And Cleaning Supplies	—	—	702	500
Other Supplies	81,712	91,494	67,949	83,300
Just In Time Office Supplies	—	804	399	1,000
	<b>\$ 97,010</b>	<b>\$ 92,495</b>	<b>\$ 71,540</b>	<b>\$ 97,300</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 12,322	\$ 13,490	\$ 13,026	\$ 15,325
Charges From Radio Comm System	11,023	23,223	15,212	25,360
Charges From Light And Power	2,748	4,008	—	—
Charges From Print & Repro	5,681	7,709	10,985	12,220
Charges From Central Storeroom	39	142	11	155
Charges From M.V.M.	115,312	130,738	192,158	180,000
	<b>\$ 147,125</b>	<b>\$ 179,310</b>	<b>\$ 231,392</b>	<b>\$ 233,060</b>
	<b>\$ 3,710,891</b>	<b>\$ 3,701,371</b>	<b>\$ 3,672,497</b>	<b>\$ 4,016,336</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ —	\$ 1,153	\$ 4,752	\$ 2,000
Licenses & Permits	7,500	6,900	5,900	6,000
Miscellaneous	49,174	124,012	4,967	30,500
	<b>\$ 56,674</b>	<b>\$ 132,065</b>	<b>\$ 15,619</b>	<b>\$ 38,500</b>



DIVISION OF TRAFFIC ENGINEERING

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Traffic Engineering	42,758.15	149,845.53
1	1	1			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Principal Clerk	17.27	23.32
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Consulting Engineer	36,000.00	104,888.34
1	1	1	Engineer	22.78	40.37
			Project Coordinator	31,200.00	106,323.88
2	2	2			
<b><u>SKILLED CRAFT</u></b>					
7	8	8	Low Tension Lineman	35.83	37.17
1	1	1	Sign Painter	37.10	37.84
1	1	1	Sign Painter Unit Leader	39.94	40.74
9	10	10			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	0	0	Line Helper Driver	22.03	28.97
3	3	3	Traffic Sign Process Operator	29.12	29.70
10	7	7	Traffic Sign & Marking Technician	19.23	20.52
14	10	10			
<b><u>TECHNICIANS</u></b>					
1	1	1	Chief of Traffic Signal Unit	31,200.00	99,526.95
2	2	2	Traffic Sign & Marking Supervisor	29.07	29.66
1	1	1	Traffic Signal Control Technician	37.91	39.32
4	4	4			
0	0	1	<b><u>VACANT FULL TIME</u></b>		
31	28	29	<b>TOTAL FULL TIME</b>		
<b>31</b>	<b>28</b>	<b>29</b>	<b>TOTAL DIVISION</b>		



## COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

Alyssa Hernandez, Director

Louise V. Jackson, Commissioner, Division of Neighborhood Services

***PROGRAM NAME: CONSUMER AFFAIRS***

**OBJECTIVE:** To provide relief from fraudulent, unfair, deceptive, and unconscionable business practices, by monitoring and enforcing the Cleveland Consumer Protection Code, Fair Housing Codes, and Community Reinvestment Act as well as State and Federal Consumer Protection laws.

**ACTIVITIES:** Consumer Affairs enforces Cleveland's 1972 Consumer Protection Code, as well as educates the public regarding scams and fraudulent business practices. It works with the media, holds public neighborhood forums, and works cooperatively with private and governmental consumer agencies. It interacts with various levels of government to impact key consumer issues, ranging from Public Utilities Commission of Ohio (PUCO) rate matters to banking practices. This office may subpoena witnesses and hold hearings to determine whether a vendor has engaged in unfair practices with a Cleveland consumer. Along with field work, this may result in prosecution.

***PROGRAM NAME: EXTERIOR PAINT PROGRAM***

**OBJECTIVE:** This Paint Program provides a valuable incentive to homeowners and tenants to maintain the exterior of their home and aid in reducing lead based paint hazards. To be eligible, an applicant must be a City resident and live in a one or two family structure that is being painted, and meet the program income guidelines.

**ACTIVITIES:** The Program provides grants of up to \$1500 for reimbursement of exterior paint and paint supplies for owner occupants and up to \$750 for tenants. The grant will not exceed the cost of the exterior paint and supplies. The entire property must be painted to qualify for the reimbursement. Lead regulations must be followed when houses are painted. To ensure compliance, a pre-inspection is conducted to verify that the property needs to be painted and that safe work practices will be followed. A certified Risk Assessor or Clearance Technician must do the final clearance exam. Final clearance as defined by the regulations is a visual clearance of the work site completed by a State Certified Lead Risk Assessor or Clearance Technician.

***PROGRAM NAME: COMMUNITY ENGAGEMENT HEALTHY HOME INITIATIVE***

**OBJECTIVE:** The goal of the initiative is to deploy Community Engagement Specialists by neighborhood to improve the quality of life of residents and the City's housing stock. The program will be focused on healthy homes and linking residents and landlords to resources, education and training once trust is built.

**ACTIVITIES:** Under the oversight of the Community Engagement Specialists Manager (Program Manager), the Community Engagement Specialists (CES) will work out of Community Development Corporations offices and report to the CDC Executive Director or their designee so that they can benefit from the knowledge and network of the CDCs. The main roles and responsibilities of the Community Engagement Specialists includes: working with the Department of Community Development, Department of Building and Housing, Program Manager, CDC team, and Council member to determine which areas of neighborhood have the most need; identifying external and



COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

internal housing issues; building trust with residents and landlords, and provide technical assistance; connecting residents and landlords with internal and external resources; administering the paint program in the field with support from the Home Maintenance Program Administrator; and conduct classes and forums for home owners and landlords on a quarterly basis, with support of Program Manager.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of people/households served	261 <sup>1)</sup>	617	44 <sup>2)</sup>
2	Number of housing units painted	311	68	78
3	Number of community engagement survey interactions	N/A	16,737	19,660

- 1) This metric includes data for Right to Counsel only from July 2020 – December 2020
- 2) This metric includes only the Consumer Affairs data from January 2022 – November 2022. The data for Right to Counsel in 2022 has not yet been reported.



COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 235,554	\$ 186,296	\$ 187,640	\$ 343,995
Board Members	35,400	36,000	39,358	45,396
Longevity	475	475	775	775
Vacation Conversion	—	5,056	—	—
Separation Payments	—	4,497	2,613	—
Bonus Incentive	—	—	3,000	—
	<b>\$ 271,429</b>	<b>\$ 232,324</b>	<b>\$ 233,386</b>	<b>\$ 390,166</b>
<b>Benefits</b>				
Hospitalization	\$ 23,860	\$ 17,290	\$ 54,540	\$ 60,299
Prescription	5,495	3,901	5,361	12,584
Dental	1,213	881	1,240	3,129
Vision Care	385	249	258	540
Public Employees Retire System	38,736	32,146	31,824	54,735
Fica-Medicare	3,811	3,279	3,248	5,655
Workers' Compensation	2,390	6,758	2,600	2,276
Life Insurance	178	126	133	285
Unemployment Compensation	1,522	—	1,788	—
	<b>\$ 77,590</b>	<b>\$ 64,630</b>	<b>\$ 100,991</b>	<b>\$ 139,503</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 2,200
Tuition & Registration Fees	—	—	—	400
Mileage (Priv Auto) Trng Prps	—	—	—	200
Professional Dues & Subscript	—	40	—	—
	<b>\$ —</b>	<b>\$ 40</b>	<b>\$ —</b>	<b>\$ 2,800</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,560,000
Mileage (Private Auto)	25	—	—	200
Advertising And Public Notice	—	—	—	5,800
Parking In City Facilities	—	—	—	200
Other Contractual	—	—	—	250
	<b>\$ 1,000,025</b>	<b>\$ 1,000,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,566,450</b>
<b>Materials &amp; Supplies</b>				
Painting Equipment & Supplies	\$ 521,516	\$ 518,937	\$ 521,232	\$ —
Just In Time Office Supplies	1,216	3,795	1,348	1,500
	<b>\$ 522,732</b>	<b>\$ 522,732</b>	<b>\$ 522,580</b>	<b>\$ 1,500</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 120	\$ 14	\$ —	\$ 14
	<b>\$ 120</b>	<b>\$ 14</b>	<b>\$ —</b>	<b>\$ 14</b>
	<b>\$ 1,871,896</b>	<b>\$ 1,819,739</b>	<b>\$ 2,356,957</b>	<b>\$ 2,100,433</b>



COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Grant Revenue	\$ —	\$ —	\$ 31,167	\$ —
Miscellaneous	2,390	12,768	—	—
	<b>\$ 2,390</b>	<b>\$ 12,768</b>	<b>\$ 31,167</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
3	2	2	Administrative Manager	31,200.00	154,629.45
3	2	2			
<b><u>PROFESSIONALS</u></b>					
1	2	2	Assistant Administrator	31,200.00	90,644.85
1	0	0	Consumer Protection Specialist	15.00	21.39
2	2	2			
0	0	1	<b><u>VACANT FULL TIME</u></b>		
5	4	5	<b>TOTAL FULL TIME</b>		
<b><u>BOARD MEMBERS</u></b>					
1	0	0	Member of Fair Housing Board-Chair	9,538.00	9,538.00
4	3	3	Member of Fair Housing Board-Member	8,963.00	8,963.00
0	0	2	<b><u>VACANT BOARD MEMBERS</u></b>		
5	3	5	<b>TOTAL BOARD MEMBERS</b>		
10	7	10	<b>TOTAL DIVISION</b>		



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**BUILDING AND HOUSING DIRECTOR'S OFFICE****Sally Martin, Director****Mission Statement**

*The Department of Building & Housing is committed to ensuring that existing and new structures in the City of Cleveland are constructed and maintained in a safe and habitable manner by enforcing the Cleveland Building, Housing, and Zoning Codes, the National Electrical Code, and the Ohio Building, Mechanical, Plumbing, and Elevator Codes. The Department staff reviews construction project plans, issues permits, and inspects properties. The Department's staff provides quality, timely service to their customers and conducts themselves with professionalism and integrity.*

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

***PROGRAM NAME:DIRECTOR'S OFFICE***

**OBJECTIVES:** The Director's Office manages the Department's business operations.

**ACTIVITIES:** The Director's Office monitors the Department expenditures and revenues and performs accounting functions. The staff in the Director's Office maintains records and provides information services. This division performs personnel, labor-relations, and technology functions.



BUILDING AND HOUSING DIRECTOR'S OFFICE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,454,874	\$ 1,519,452	\$ 1,498,042	\$ 2,032,977
Longevity	10,675	11,250	9,925	9,750
Vacation Conversion	—	12,874	—	—
Separation Payments	16,101	1,770	40,063	10,000
Bonus Incentive	—	—	13,000	—
Overtime	9,637	80	18,792	15,000
	<b>\$ 1,491,287</b>	<b>\$ 1,545,426</b>	<b>\$ 1,579,822</b>	<b>\$ 2,067,727</b>
<b>Benefits</b>				
Hospitalization	\$ 265,646	\$ 252,951	\$ 253,889	\$ 360,406
Prescription	55,282	52,993	48,562	76,016
Dental	13,397	11,964	10,381	17,751
Vision Care	1,958	2,086	1,845	3,072
Public Employees Retire System	206,644	220,993	213,191	282,710
Fica-Medicare	20,537	21,635	22,113	29,132
Workers' Compensation	12,245	13,597	18,037	15,712
Life Insurance	1,065	1,103	1,062	1,692
	<b>\$ 576,775</b>	<b>\$ 577,322</b>	<b>\$ 569,081</b>	<b>\$ 786,491</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 6,632	\$ —	\$ 58	\$ 7,000
Tuition & Registration Fees	4,899	6,125	1,534	2,500
Other Training Supplies	—	—	237	250
Mileage (Priv Auto) Trng Prps	—	—	—	100
Professional Dues & Subscript	—	—	—	1,000
	<b>\$ 11,530</b>	<b>\$ 6,125</b>	<b>\$ 1,829</b>	<b>\$ 10,850</b>
<b>Contractual Services</b>				
Professional Services	\$ 183,800	\$ 334,608	\$ 537,946	\$ 636,102
Court Reporter	—	—	—	124
Travel- Non-Training	—	20	—	138
Mileage (Private Auto)	243	—	237	405
Medical Services	—	—	—	412
Freight Expense	—	—	—	134
Advertising And Public Notice	383	399	208	—
Parking In City Facilities	8,203	10,864	9,286	10,800
Property Rental	—	—	—	327,328
Other Contractual	101,104	82,427	15,580	131,607
County Aud & Treas Coll Fee	445	1,486	2,350	—
Credit Card Processing Fees	23,068	20,079	29,130	24,000
	<b>\$ 317,245</b>	<b>\$ 449,883</b>	<b>\$ 594,737</b>	<b>\$ 1,131,050</b>



BUILDING AND HOUSING DIRECTOR'S OFFICE

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 111	\$ 229	\$ —	\$ 500
Postage	305	198	160	515
Computer Supplies	—	—	—	1,500
Computer Hardware	1,638	—	—	—
Computer Software	3,381	—	—	2,000
Office Furniture & Equipment	1,026	—	611	691
Hygiene And Cleaning Supplies	178	—	192	—
Shop Tools	35	65	—	—
Other Supplies	—	—	—	412
Special Events Supplies	—	—	11	—
Batteries	51	74	40	103
Just In Time Office Supplies	2,721	8,606	2,843	9,785
	<b>\$ 9,446</b>	<b>\$ 9,171</b>	<b>\$ 3,857</b>	<b>\$ 15,506</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ 1,190	\$ —	\$ —
Maintenance Contracts	—	—	—	6,000
Computer Software Maintenance	—	76	—	—
	<b>\$ —</b>	<b>\$ 1,266</b>	<b>\$ —</b>	<b>\$ 6,000</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ —	\$ 3,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 3,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 76,671	\$ 80,730	\$ 66,688	\$ 78,452
Charges From Print & Repro	89,615	111,537	121,626	135,252
Charges From Central Storeroom	105,072	145,174	127,599	168,361
Charges From M.V.M.	8,900	17,366	27,030	25,197
Charges From Parking Garage	—	—	13	—
	<b>\$ 280,258</b>	<b>\$ 354,808</b>	<b>\$ 342,957</b>	<b>\$ 407,262</b>
	<b>\$ 2,686,543</b>	<b>\$ 2,944,000</b>	<b>\$ 3,092,284</b>	<b>\$ 4,427,886</b>



BUILDING AND HOUSING DIRECTOR'S OFFICE

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 268,322	\$ 270,419	\$ 447,969	\$ 400,650
Fines, Forfeitures & Settlements	—	183	—	—
Licenses & Permits	15,066,629	18,749,095	22,005,451	22,542,749
Miscellaneous	27,373	99,367	13,198	39,670
Other Shared Revenue	—	—	17	—
	<b>\$ 15,362,324</b>	<b>\$ 19,119,064</b>	<b>\$ 22,466,636</b>	<b>\$ 22,983,069</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Director of Building & Housing	50,795.81	204,022.08
1	0	0	Secretary to the Director	36,590.39	164,322.61
0	1	1	Assistant Director - General	36,590.39	165,322.61
2	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
5	3	3	Legal Secretary	31,200.00	61,851.78
3	2	2	Principal Cashier	17.01	27.55
1	1	1	Senior Cashier	15.61	23.43
1	1	1	Senior Clerk	15.61	31.78
10	7	7			
<b><u>PROFESSIONALS</u></b>					
2	2	2	Accountant II	17.27	25.73
0	1	1	Administrative Manager	31,200.00	154,629.45
2	1	1	Administrative Officer	31,200.00	63,579.75
2	0	0	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Plan Examiner	18.87	27.05
1	0	0	Data Base Administrator	39,937.34	126,746.59
2	1	1	Demolition Compliance Officer	31,200.00	111,525.20
2	1	1	Financial Systems Coordinator	31,200.00	78,914.84
2	2	2	Env Compliance Specialist II	16.35	31.74
1	1	1	Program Manager	31,200.00	97,501.09
1	0	0	Fiscal Manager	31,200.00	104,654.90
1	1	1	Project Coordinator	31,200.00	106,323.88
17	11	11			



BUILDING AND HOUSING DIRECTOR'S OFFICE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PARA PROFESSIONALS</u></b>					
1	1	1	Paralegal	31,200.00	58,652.55
1	1	1			
<b><u>TECHNICIAN</u></b>					
2	2	2	Sr Data Conversion Operator	15.92	21.39
2	2	2			
<b><u>NON EEO REPORTING</u></b>					
2	2	2	Business Process Analyst	55,000.00	115,220.16
2	2	2			
0	0	8	<b>VACANT FULL TIME</b>		
<b>34</b>	<b>25</b>	<b>33</b>	<b>TOTAL FULL TIME</b>		
<b><u>PARTIME</u></b>					
1	0	0	Student Aide	11.60	11.94
1	0	0	<b>TOTAL PART TIME</b>		
<b>35</b>	<b>25</b>	<b>33</b>	<b>TOTAL DIVISION</b>		



DIVISION OF CODE ENFORCEMENT

Thomas Vanover, Commissioner

**PROGRAM NAME: DIVISION OF CODE ENFORCEMENT**

**OBJECTIVES:** The Division of Code Enforcement inspects structures to enforce the Cleveland Building, Housing, and Zoning Codes, the National Electrical Code, and the Ohio Building, Mechanical, Plumbing, and Elevator Codes. These inspections are to maintain uniform standards and requirements for residential, commercial, and industrial buildings.

**ACTIVITIES:** The staff in the Division of Code Enforcement inspects all new and rehabilitation construction, engages in a systematic and complaint-driven code-enforcement program for existing properties, and provides nuisance abatement to unsafe and/or condemned properties. The inspectors issue violation notices, condemn, board-up and secure, abate, or demolish those structures not in compliance with these Codes when the structures constitute a nuisance and/or a hazard to the general public.

	Output Metric	Historic Data		
		2020	2021	2022
1	Code Enforcement Inspections	39,653	47,197	39,979
2	Complaints Received	1,452	6,083	5,984
3	Violation Notices Issued	3,789	4,491	4,564



DIVISION OF CODE ENFORCEMENT

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 5,688,327	\$ 5,840,750	\$ 5,277,876	\$ 5,985,081
Longevity	28,025	31,225	30,050	64,125
Vacation Conversion	—	4,226	—	—
Separation Payments	31,330	31,948	25,319	20,000
Bonus Incentive	2,400	—	19,000	—
Overtime	6,157	4,834	15,977	12,000
	<b>\$ 5,756,240</b>	<b>\$ 5,912,982</b>	<b>\$ 5,368,222</b>	<b>\$ 6,081,206</b>
<b>Benefits</b>				
Hospitalization	\$ 1,127,559	\$ 1,026,727	\$ 1,037,884	\$ 1,205,849
Prescription	238,075	216,272	205,582	252,018
Dental	62,397	54,210	49,202	63,753
Vision Care	8,780	7,772	7,148	9,892
Public Employees Retire System	823,674	831,749	747,625	841,402
Fica-Medicare	80,286	82,899	74,775	85,739
Workers' Compensation	47,351	59,454	69,055	59,535
Life Insurance	4,702	4,362	4,107	5,696
Unemployment Compensation	14,895	—	—	28,000
Clothing Maintenance	1,350	1,050	900	600
Autoomobile Maintenance Allow	—	—	—	2,400
	<b>\$ 2,409,069</b>	<b>\$ 2,284,496</b>	<b>\$ 2,196,279</b>	<b>\$ 2,554,884</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 3,777	\$ —
Tuition & Registration Fees	12,410	10,865	12,128	10,400
Other Training Supplies	1,308	—	2,585	7,500
Mileage (Priv Auto) Trng Prps	1,302	—	40	1,500
Professional Dues & Subscript	2,000	2,000	2,000	5,000
	<b>\$ 17,020</b>	<b>\$ 12,865</b>	<b>\$ 20,531</b>	<b>\$ 24,400</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 1,000	\$ —	\$ —
Travel- Non-Training	80	654	768	4,000
Mileage (Private Auto)	126,582	156,295	143,498	195,000
Parking In City Facilities	9,845	4,785	1,265	7,500
Wellness Expense Anthem	—	146	—	—
Other Contractual	24,162	—	15,600	25,000
	<b>\$ 160,670</b>	<b>\$ 162,880</b>	<b>\$ 161,131</b>	<b>\$ 231,500</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 1,545
Postage	—	—	24	—



DIVISION OF CODE ENFORCEMENT

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Computer Supplies	—	65	—	2,575
Computer Hardware	585	—	—	—
Clothing	19,648	16,176	16,200	17,000
Small Equipment	988	903	—	—
Office Furniture & Equipment	1,490	—	—	—
Photographic Supplies	—	—	—	2,060
Other Supplies	—	—	36	—
Safety Equipment	10,416	12,189	9,855	13,600
Just In Time Office Supplies	3,762	5,099	4,416	5,000
	<b>\$ 36,889</b>	<b>\$ 34,432</b>	<b>\$ 30,532</b>	<b>\$ 41,780</b>
	<b>\$ 8,379,887</b>	<b>\$ 8,407,654</b>	<b>\$ 7,776,694</b>	<b>\$ 8,933,770</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ (800)	\$ —	\$ —	\$ —
Miscellaneous	47,351	280,561	—	—
	<b>\$ 46,551</b>	<b>\$ 280,561</b>	<b>\$ —</b>	<b>\$ —</b>



DIVISION OF CODE ENFORCEMENT

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Code Enforcement	42,758.15	162,333.54
1	1	1			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Principal Clerk	17.27	23.32
4	4	4	Legal Secretary	31,200.00	61,851.78
5	5	5			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Bureau Manager - Building	31,200.00	96,736.10
1	1	1	Bureau Manager - Demolition	31,200.00	96,736.10
1	1	1	Chief Electrical Inspector	31,200.00	80,071.23
1	1	1	Chief Elevator Inspector	31,200.00	80,071.23
1	1	1	Chief Plumbing Inspector	31,200.00	80,071.23
1	1	1	Chief Heating Inspector	31,200.00	80,071.23
2	0	0	Demolition Contract Specialist	31,200.00	111,448.42
1	1	1	Assistant Plan Examiner	18.87	27.05
2	0	0	Paralegal	31,200.00	58,652.55
11	7	7			
<b><u>TECHNICIAN</u></b>					
7	7	7	Chief Building Inspector	31,200.00	80,071.23
7	6	6	Elevator Inspector	29.18	34.14
1	0	0	Environmental Compliance Specialist III	17.90	33.33
31	22	22	Residential Building Inspector	20.64	25.19
5	4	4	Residential Building Inspec Interim	22.71	26.53
7	5	5	Senior Data Conversion Operator	15.92	21.39
58	44	44			
<b><u>NON EEO REPORTING</u></b>					
10	9	9	Building Inspector 1	28.52	29.09
2	2	2	Building Inspector 2	30.10	30.70
4	4	4	Building Inspector 3	31.67	32.30
2	1	1	Building Inspector Interim	22.71	26.53
2	3	3	Electrical Safety Inspector 1	29.55	33.10



DIVISION OF CODE ENFORCEMENT

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
2	0	0	Electrical Safety Inspector 2	30.55	34.10
3	2	2	Mechanical Inspector 1	15.00	23.22
2	2	2	Mechanical Inspector 2	28.52	29.09
1	1	1	Mechanical Inspector 3	30.01	30.70
2	1	1	Plumbing Inspector 1	29.55	32.45
2	2	2	Plumbing Inspector 2	30.05	32.95
1	1	1	Plumbing Inspector 3	31.05	33.95
33	28	28			
0	0	20	<b>VACANT FULL TIME</b>		
108	85	105	<b>TOTAL FULL TIME</b>		
<b>108</b>	<b>85</b>	<b>105</b>	<b>TOTAL DIVISION</b>		



DIVISION OF CONSTRUCTION PERMITTING

Navid Hussain, Commissioner

**PROGRAM NAME: DIVISION OF CONSTRUCTION PERMITTING**

**OBJECTIVES:** The Division of Construction Permitting insures that standards are met when structures are constructed, altered, or repaired.

**ACTIVITIES:** The Division of Construction Permitting reviews permit applications according to City and State standards. This division registers contractors before the contractors obtain permits to perform construction work in the City.

	Output Metric	Historic Data		
		2020	2021	2022
1	Permits Issued	14,617	15,606	15,728
2	Construction Permit Value	\$873 M	\$1.09 B	\$1.27 B
3	Permit Inspections	38,703	42,295	37,524



DIVISION OF CONSTRUCTION PERMITTING

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,043,449	\$ 1,107,717	\$ 1,042,858	\$ 1,139,665
Longevity	8,000	8,000	8,475	8,025
Vacation Conversion	—	1,477	—	—
Separation Payments	—	—	3,542	10,000
Bonus Incentive	—	—	7,000	—
Overtime	10,454	—	13,541	6,000
	<b>\$ 1,061,903</b>	<b>\$ 1,117,194</b>	<b>\$ 1,075,416</b>	<b>\$ 1,163,690</b>
<b>Benefits</b>				
Hospitalization	\$ 177,037	\$ 171,793	\$ 185,332	\$ 207,758
Prescription	37,495	36,451	35,597	43,836
Dental	9,569	9,073	8,340	10,860
Vision Care	1,524	1,487	1,398	1,864
Public Employees Retire System	150,284	159,949	149,114	159,221
Fica-Medicare	14,292	15,053	14,423	14,734
Workers' Compensation	9,006	9,919	12,153	11,201
Life Insurance	795	799	781	1,043
Unemployment Compensation	—	—	—	12,896
	<b>\$ 400,002</b>	<b>\$ 404,523</b>	<b>\$ 407,138</b>	<b>\$ 463,413</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ 798	\$ 370	\$ 500
Other Training Supplies	—	—	—	1,200
Mileage (Priv Auto) Trng Prps	—	—	—	500
Professional Dues & Subscript	—	—	—	1,000
	<b>\$ —</b>	<b>\$ 798</b>	<b>\$ 370</b>	<b>\$ 3,200</b>
<b>Contractual Services</b>				
Professional Services	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,300
Mileage (Private Auto)	—	9	—	—
Freight Expense	—	—	—	100
Other Contractual	3,300	—	3,300	8,343
	<b>\$ 13,300</b>	<b>\$ 10,009</b>	<b>\$ 13,300</b>	<b>\$ 18,743</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 400
Computer Supplies	—	—	—	300
Just In Time Office Supplies	1,066	712	1,605	3,000
	<b>\$ 1,066</b>	<b>\$ 712</b>	<b>\$ 1,605</b>	<b>\$ 3,700</b>
	<b>\$ 1,476,271</b>	<b>\$ 1,533,236</b>	<b>\$ 1,497,829</b>	<b>\$ 1,652,746</b>



DIVISION OF CONSTRUCTION PERMITTING

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 9,006	\$ 60,839	\$ —	\$ —
	<b>\$ 9,006</b>	<b>\$ 60,839</b>	<b>\$ —</b>	<b>\$ —</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Commissioner of Construction Permitting	31,200.00	105,232.03
1	1	1	Commissioner of Construction Permitting	42,758.15	162,333.54
2	2	2			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Project Coordinator	31,200.00	106,323.88
1	0	0	Customer Support Rep	15.00	21.05
1	1	1	Senior Clerk	15.61	31.78
3	2	2			
<b><u>PROFESSIONALS</u></b>					
4	4	4	Assistant Plan Examiner	18.87	27.05
5	4	4	Master Plan Examiner	31,200.00	119,875.05
9	8	8			
<b><u>TECHNICIANS</u></b>					
3	3	3	Senior Data Conversion Oper	15.92	21.39
3	3	3			
<b><u>NON EEO REPORTING</u></b>					
2	2	2	Residential Plan Examiner	19.00	23.62
2	2	2			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
19	17	19	<b>TOTAL FULL TIME</b>		
<b>19</b>	<b>17</b>	<b>19</b>	<b>TOTAL DIVISION</b>		



DEPARTMENT OF ECONOMIC DEVELOPMENT

Anthony Thornton, Interim Director

**Mission Statement**

*To provide governmental leadership that will capitalize on Cleveland's economic strength by the encouragement of economic development, and to provide programs for the city, which will generate additional tax revenue, employment and real property values.*

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Major responsibilities include the following: manage the overall operations of the Department; plan a comprehensive economic development program; operate major commercial/institutional development and redevelopment programs; develop and implement a comprehensive industrial development strategy; operate business investment lending programs; serve as an ombudsman for small businesses within City government; coordinate small business assistance groups; organize local neighborhood based retention and expansion plans; provide business development and marketing resources; and planning and economic policy support.

**PROGRAM NAME:ADMINISTRATION**

**OBJECTIVES:** To provide day-to-day management of staff assignments, program development, legislation affairs, program policy and planning. To provide a development strategy for Cleveland in cooperation with other city departments and provide economic development support to the Mayor, City Council, city departments, and the business community. Also, perform capital and operating budget management, loan portfolio and compliance management, grantor agency financial reporting, and coordinate program audits and management information services.

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

**PROGRAM NAME:BUSINESS DEVELOPMENT**

**OBJECTIVES:** To assist in the development of real estate opportunities for new businesses as well as assist area businesses with City regulatory, licensing, zoning and building code procedures and clearances. Also, provide assistance in real estate and site location and drafts of expansion plans for area businesses. Develop strategies to promote Cleveland as a good place to live and work.

**ACTIVITIES:** Collect and make available pertinent real estate and city data. Produce site and expansion plans. Implement interdepartmental programs. Implement and administer the Neighborhood Development Investment Fund (NDIF). Produce marketing brochures promoting both Cleveland and Economic Development assistance programs.



DEPARTMENT OF ECONOMIC DEVELOPMENT

***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.



DEPARTMENT OF ECONOMIC DEVELOPMENT

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 1,209,158	\$ 1,118,910	\$ 1,041,697	\$ 1,349,324
Part-Time Permanent	—	—	11,162	—
Longevity	4,100	4,525	4,525	3,450
Vacation Conversion	—	13,883	—	—
Separation Payments	6,804	5,075	74,713	—
Bonus Incentive	—	—	9,000	—
	<b>\$ 1,220,061</b>	<b>\$ 1,142,393</b>	<b>\$ 1,141,098</b>	<b>\$ 1,352,774</b>
<b>Benefits</b>				
Hospitalization	\$ 177,949	\$ 138,266	\$ 165,607	\$ 227,329
Prescription	37,191	34,351	39,839	47,240
Dental	9,417	9,180	7,089	13,050
Vision Care	1,466	1,474	972	1,716
Public Employees Retire System	169,666	174,141	148,175	185,193
Fica-Medicare	17,085	17,077	16,115	19,181
Workers' Compensation	10,731	10,194	12,831	11,219
Life Insurance	719	696	507	843
Unemployment Compensation	—	—	4,108	—
	<b>\$ 424,223</b>	<b>\$ 385,379</b>	<b>\$ 395,243</b>	<b>\$ 505,771</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 50,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 50,000</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 9,199	\$ 9,601	\$ 7,646	\$ 8,502
Charges From Central Storeroom	1,687	2,630	3,211	4,237
Charges From M.V.M.	446	100	—	—
	<b>\$ 11,331</b>	<b>\$ 12,331</b>	<b>\$ 10,857</b>	<b>\$ 12,739</b>
	<b>\$ 1,655,616</b>	<b>\$ 1,540,103</b>	<b>\$ 1,547,198</b>	<b>\$ 1,921,284</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Licenses & Permits	\$ 107,705	\$ 108,782	\$ 114,221	\$ 110,958
Miscellaneous	10,731	152,191	71,110	—
	<b>\$ 118,436</b>	<b>\$ 260,973</b>	<b>\$ 185,331</b>	<b>\$ 110,958</b>



DEPARTMENT OF ECONOMIC DEVELOPMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Assistant Director	36,590.39	165,322.61
1	1	1	Budget Administrator	31,200.00	124,755.81
1	1	1	Director of Economic Development	50,795.81	204,022.08
1	1	1	Executive Assistant To The Mayor	50,795.81	204,022.08
4	3	3			
<b><u>PROFESSIONALS</u></b>					
2	1	1	Administrative Manager	31,200.00	154,629.45
1	0	0	Assistant Administrator	31,200.00	90,644.85
1	0	0	Auditor	31,200.00	69,316.65
3	1	1	Development Finance Analyst I	34,000.00	70,905.43
4	4	4	Development Finance Analyst II	51,043.20	100,089.05
3	0	0	Economic Development Specialist	40,000.00	56,632.08
1	0	0	Office Manager	31,200.00	58,652.55
2	5	5	Project Coordinator	31,200.00	106,323.88
17	11	11			
<b><u>NON EEO REPORTING</u></b>					
0	1	1	Staff Accountant	38,500.00	78,114.53
0	1	1			
0	0	5	<b><u>VACANT FULL TIME</u></b>		
21	15	20	<b>TOTAL FULL TIME</b>		
<b>21</b>	<b>15</b>	<b>20</b>	<b>TOTAL DIVISION</b>		



COUNTY AUDITOR DEDUCTIONS

Expenditures

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>
<b>Contractual Services</b>				
Non Productive Land Sales	\$ 12,400	\$ 22,924	\$ 134,394	\$ —
Board Of Election Expense	637,583	—	1,167,955	150,000
County Aud & Treas Coll Fee	744,455	1,027,612	1,236,337	1,000,000
	<b><u>\$ 1,394,438</u></b>	<b><u>\$ 1,050,536</u></b>	<b><u>\$ 2,538,686</u></b>	<b><u>\$ 1,150,000</u></b>
	<b><u>\$ 1,394,438</u></b>	<b><u>\$ 1,050,536</u></b>	<b><u>\$ 2,538,686</u></b>	<b><u>\$ 1,150,000</u></b>



TRANSFERS TO OTHER FUNDS

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Interfund Subsidies</b>				
Transfer To Rainy Day Res Fund	\$ —	\$ 7,691,000	\$ 20,000,000	\$ —
Transfer To Stadium Fund	9,486,600	10,194,803	9,660,630	10,290,000
Subsidy To St Construction	13,900,000	17,000,000	17,226,982	8,464,575
Transfer to Other SubClasses	11,216,330	17,117,250	312,102,272	6,920,000
Transfer To Debt Service Fund	8,795,394	10,481,633	11,390,236	12,663,043
Transfer To Schools Rec Fund	1,125,000	1,125,000	1,125,000	1,125,000
Subsidy To Sinking Fund	797,000	713,819	616,992	731,308
Subsidy To Cemetery	150,000	—	249,480	268,454
Transfer To Parking Facilities	2,000,000	—	800,000	1,509,022
Subsidy to Golf Courses	705,000	605,000	602,817	662,526
Subsidy to Conv Center	1,750,000	1,717,000	1,830,456	2,396,005
Subsidy to Westside Market	—	493,000	540,375	216,529
	<b>\$ 49,925,324</b>	<b>\$ 67,138,505</b>	<b>\$ 376,145,240</b>	<b>\$ 45,246,462</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ 13,962,000	\$ 15,976,276	\$ 6,300,000	\$ 1,275,000
	<b>\$ 13,962,000</b>	<b>\$ 15,976,276</b>	<b>\$ 6,300,000</b>	<b>\$ 1,275,000</b>
	<b>\$ 63,887,324</b>	<b>\$ 83,114,781</b>	<b>\$ 382,445,240</b>	<b>\$ 46,521,462</b>



OTHER ADMINISTRATIVE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ —	\$ —	\$ 24,500	\$ —
Professional Dues & Subscript	2,494	2,468	14,403	14,403
Ohio Municipal League	24,600	24,600	24,600	24,600
NOACA	68,559	68,559	—	160,000
Mayors & Mgrs Assoc.	19,500	19,500	19,500	19,500
Global Cleveland	125,000	125,000	150,000	150,000
U.S. Conference Of Mayors	17,511	17,511	—	17,511
National League Of Cities	19,920	19,920	—	19,920
Greater Cleveland Partnership	25,000	25,000	25,000	25,000
	<b>\$ 302,584</b>	<b>\$ 302,558</b>	<b>\$ 258,003</b>	<b>\$ 430,934</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 14,332,330	\$ 14,174,615	\$ 13,785,551	\$ 15,044,400
	<b>\$ 14,332,330</b>	<b>\$ 14,174,615</b>	<b>\$ 13,785,551</b>	<b>\$ 15,044,400</b>
<b>Contractual Services</b>				
Professional Services	\$ 757,735	\$ 877,628	\$ 1,125,000	\$ 820,000
Insurance And Official Bonds	—	5,901	—	—
Property Rental	—	900,000	3,000,000	2,800,000
Other Contractual	479,081	244,260	203,161	250,000
Justice Center-Tower Maint	3,702,068	—	2,800,000	2,500,000
Local Match-Grant Programs	—	—	160,000	—
Bank Service Fees	138,277	124,102	107,746	150,000
	<b>\$ 5,077,161</b>	<b>\$ 2,151,890</b>	<b>\$ 7,395,908</b>	<b>\$ 6,520,000</b>
	<b>\$ 19,712,075</b>	<b>\$ 16,629,064</b>	<b>\$ 21,439,461</b>	<b>\$ 21,995,334</b>



OTHER ADMINISTRATIVE

Revenues

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 1,764,033	\$ 1,688,745	\$ 615,208	\$ 668,332
Fines, Forfeitures & Settlements	151	14,428	356,250	—
Grant Revenue	60,344,252	108,963,904	215,000,000	—
Licenses & Permits	—	5,000	—	—
Miscellaneous	12,983,699	13,989,594	14,150,267	13,977,652
Other Shared Revenue	10,688,575	14,530,152	15,576,248	16,754,500
Property Tax	38,373,449	39,078,992	44,868,430	41,980,401
State And Local Gov Fund	25,504,426	29,422,197	31,125,941	31,759,940
Transfers In	—	—	—	4,500,000
Other Tax	—	0	—	—
Income Tax	410,100,006	429,087,081	463,416,301	470,400,000
Interest Earnings/Investment Income	5,603	418	17,474	—
	<b>\$ 559,764,195</b>	<b>\$ 636,780,512</b>	<b>\$ 785,126,119</b>	<b>\$ 580,040,825</b>

# Special Revenue Fund



**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.

**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.

**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.

**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.



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>RESTRICTED INCOME TAX FUND</b>						
RECEIPTS	\$ 51,428,514	\$ 53,660,393	\$ 58,389,679	\$ 59,200,000	\$ 810,321	1%
EXPENDITURES	54,392,929	53,511,822	53,590,754	63,875,000	10,284,246	19%
Net	\$ (2,964,415)	\$ 148,571	\$ 4,798,925	\$ (4,675,000)	\$ (9,473,925)	-197%
Decertifications	750,000	98,444	197,244	—	—	—
Beginning Balance	2,252,587	38,172	285,187	5,281,356	—	—
<b>Ending Balance</b>	<b>\$ 38,172</b>	<b>\$ 285,187</b>	<b>\$ 5,281,356</b>	<b>\$ 606,356</b>	<b>\$ (4,675,000)</b>	<b>-89%</b>
<b>STREET CONSTRUCTION</b>						
RECEIPTS	\$ 32,341,635	\$ 36,731,084	\$ 36,054,233	\$ 30,215,005	\$ (5,839,228)	-16%
EXPENDITURES	39,239,755	35,097,405	37,257,402	36,710,322	(547,080)	-1%
Net	\$ (6,898,120)	\$ 1,633,679	\$ (1,203,169)	\$ (6,495,317)	\$ (5,292,148)	440%
Decertifications	8	45,273	87,952	—	—	—
Beginning Balance	13,053,816	6,155,704	7,834,655	6,719,439	—	—
<b>Ending Balance</b>	<b>\$ 6,155,704</b>	<b>\$ 7,834,655</b>	<b>\$ 6,719,439</b>	<b>\$ 224,122</b>	<b>\$ (6,495,317)</b>	<b>-97%</b>
<b>FT Staffing Levels</b>	<b>147</b>	<b>137</b>	<b>137</b>	<b>151</b>	—	—
<b>RAINY DAY RESERVE FUND</b>						
RECEIPTS	\$ 212,554	\$ 7,721,621	\$ 20,824,876	\$ —	\$ (20,824,876)	%
EXPENDITURES	—	—	—	—	—	%
Net	\$ 212,554	\$ 7,721,621	\$ 20,824,876	\$ —	\$ (20,824,876)	-100%
Beginning Balance	37,073,185	37,285,738	45,007,359	65,832,235	—	—
<b>Ending Balance</b>	<b>\$ 37,285,738</b>	<b>\$ 45,007,359</b>	<b>\$ 65,832,235</b>	<b>\$ 65,832,235</b>	<b>\$ —</b>	<b>%</b>
<b>SCHOOL ACTIVITIES</b>						
RECEIPTS	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ —	%
EXPENDITURES	1,125,000	1,125,000	1,125,000	1,125,000	—	%
Net	\$ —	\$ —	\$ —	\$ —	\$ —	%
Beginning Balance	—	—	—	—	—	—
<b>Ending Balance</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>%</b>



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>PAYROLL RESERVE</b>						
RECEIPTS	\$ —	\$ —	\$ 90,000,000	\$ —	\$ (90,000,000)	-100%
EXPENDITURES	—	—	—	—	—	%
Net	\$ —	\$ —	\$ 90,000,000	\$ —	\$ (90,000,000)	-100%
Beginning Balance	—	—	—	90,000,000	—	—
<b>Ending Balance</b>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 90,000,000</u>	<u>\$ 90,000,000</u>	<u>\$ —</u>	<u>%</u>
<b>CLEVELAND STADIUM</b>						
RECEIPTS	\$ 15,552,372	\$ 15,321,179	\$ 14,784,784	\$ 14,640,000	\$ (144,784)	-1%
EXPENDITURES	10,722,300	22,444,740	18,754,842	14,698,532	(4,056,310)	-22%
Net	\$ 4,830,071	\$ (7,123,561)	\$ (3,970,058)	\$ (58,532)	\$ 3,911,526	-99%
Decertifications	—	—	—	—	—	—
Beginning Balance	29,760,171	34,590,242	27,466,681	23,496,623	(3,970,058)	—
<b>Ending Balance</b>	<u>\$ 34,590,242</u>	<u>\$ 27,466,681</u>	<u>\$ 23,496,623</u>	<u>\$ 23,438,091</u>	<u>\$ (58,532)</u>	<u>0%</u>



RESTRICTED INCOME TAX

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 35,379,928	\$ 36,821,484	\$ 38,969,104	\$ 41,947,064
	<b>\$ 35,379,928</b>	<b>\$ 36,821,484</b>	<b>\$ 38,969,104</b>	<b>\$ 41,947,064</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ 16,484,743	\$ 14,612,047	\$ 12,519,535	\$ 20,991,082
	<b>\$ 16,484,743</b>	<b>\$ 14,612,047</b>	<b>\$ 12,519,535</b>	<b>\$ 20,991,082</b>
<b>Debt Service</b>				
Professional Svcs-Debt Srvc	\$ 359	\$ 369	\$ 381	\$ —
Principal	1,952,490	1,522,971	1,582,848	473,354
Interest	575,409	554,950	518,886	463,500
	<b>\$ 2,528,258</b>	<b>\$ 2,078,290</b>	<b>\$ 2,102,114</b>	<b>\$ 936,854</b>
	<b>\$ 54,392,929</b>	<b>\$ 53,511,821</b>	<b>\$ 53,590,753</b>	<b>\$ 63,875,000</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Income Tax	\$ 51,262,502	\$ 53,635,886	\$ 57,927,038	\$ 58,800,000
Interest Earnings/Investment Income	166,012	24,507	462,641	400,000
	<b>\$ 51,428,514</b>	<b>\$ 53,660,393</b>	<b>\$ 58,389,678</b>	<b>\$ 59,200,000</b>



**STREET CONSTRUCTION, MAINTENANCE & REPAIR**

**Randall Scott, Commissioner**

**Mission Statement**

*The mission of the Division of Streets is to maintain a safe/clean pavement condition and bridge condition along the major, minor, and residential streets within the City of Cleveland. This includes all aspects of Snow Removal, Pavement Repairs, Resurfacing, Bridge Maintenance, Street Sweeping, and Graffiti Abatement.*

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***PROGRAM NAME:BRIDGE MAINTENANCE***

**OBJECTIVES:** To ensure that the City of Cleveland bridge network is maintained and in good working condition, including five movable bridges over the Cuyahoga River.

**ACTIVITIES:** The Division reviews bridge inspection reports and makes necessary repairs to the bridge stock based on the inspections. The general maintenance includes drainage systems, expansion joints, and minor surface repairs. The Division is also responsible for staffing the movable bridges during their 24 hour operation.

***PROGRAM NAME:GRAFFITI ABATEMENT***

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

**ACTIVITIES:** The Division aggressively removes or covers up any graffiti within the City of Cleveland's right of way and parks using the Division's own resources and with the assistance of volunteers.

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

**OBJECTIVES:** To provide snow and ice control services and maintain reasonable and safe traffic flow along the main and residential streets of the City of Cleveland.

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

***PROGRAM NAME:STREET CLEANING***

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

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

***PROGRAM NAME:STREET REPAIR***

**OBJECTIVES:** To maintain, repair deficiencies, and remove all hazardous areas within the City of Cleveland's roadway network.

**ACTIVITIES:** The Division systematically repairs pot holes throughout the city year round and most importantly in the spring time when pot holes are most prevalent. The Division also repairs deteriorated roadway base and caps utility cuts.



**STREET CONSTRUCTION, MAINTENANCE & REPAIR**

***PROGRAM NAME: STREET RESURFACING***

**OBJECTIVES:** To maintain, repair, and improve the pavement condition within the City of Cleveland.

**ACTIVITIES:** Using allocated capital funding, the Division of Streets removes old deteriorated pavement and replaces it with new asphalt surfaces. The Division of Streets also replaces all ADA ramps on roadways that are completely resurfaced.

	Output Metric	Historic Data		
		2020	2021	2022
1	Total Tons Used "Potholes"	1,904 tons	2,232 tons	2,369 tons
2	Street Sweeping Miles	3,780	3,780	2,520
3	Lineal Footage of Leaf Pick-Up	842 curb miles	842 curb miles	842 curb miles
4	Illegal dump sites serviced (Summer)	1,970	2,200	3,195



STREET CONSTRUCTION, MAINTENANCE & REPAIR

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 8,694,300	\$ 9,125,777	\$ 8,607,901	\$ 8,967,436
Seasonal	3,890,175	4,281,692	5,719,270	5,465,232
Injury Pay	6,579	1,562	—	—
Longevity	55,075	54,775	51,850	52,800
Wage Settlements	4,058	137	—	—
Vacation Conversion	—	19,552	—	—
Separation Payments	91,959	185,783	68,618	100,000
Bonus Incentive	—	—	7,000	—
Overtime	1,034,209	1,210,103	2,003,035	1,000,000
	<b>\$ 13,776,355</b>	<b>\$ 14,879,379</b>	<b>\$ 16,457,674</b>	<b>\$ 15,585,468</b>
<b>Benefits</b>				
Hospitalization	\$ 1,554,970	\$ 1,516,075	\$ 1,473,016	\$ 1,496,721
Prescription	324,673	320,771	316,270	312,372
Dental	73,322	69,753	61,990	77,660
Vision Care	11,390	12,043	10,806	13,680
Public Employees Retire System	1,980,698	2,059,470	2,041,289	2,192,865
Fica-Medicare	191,273	207,544	230,587	221,407
Workers' Compensation	121,032	384,439	393,769	367,920
Life Insurance	6,103	6,016	5,687	7,489
Unemployment Compensation	209,572	50,837	100,709	150,000
Clothing Allowance	41,875	41,318	38,800	41,178
Tool Insurance	4,470	4,470	3,960	—
Clothing Maintenance	19,425	19,050	17,775	25,334
	<b>\$ 4,538,802</b>	<b>\$ 4,691,787</b>	<b>\$ 4,694,657</b>	<b>\$ 4,906,626</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 3,190	\$ —
Professional Dues & Subscript	225	—	—	—
	<b>\$ 225</b>	<b>\$ —</b>	<b>\$ 3,190</b>	<b>\$ —</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 53,803	\$ 80,108	\$ 145,413	\$ 128,982
Water	1,504	—	—	8,233
Gas	41,536	48,088	64,676	61,106
Electricity - Cpp	94,378	100,323	84,936	139,941
Electricity - Other	27,025	21,293	34,667	31,370
Security & Monitoring System	13,412	44,367	—	1,200
	<b>\$ 231,658</b>	<b>\$ 294,178</b>	<b>\$ 329,693</b>	<b>\$ 370,832</b>
<b>Contractual Services</b>				
Professional Services	\$ 207,672	\$ 277,102	\$ 416,798	\$ 261,550



**STREET CONSTRUCTION, MAINTENANCE & REPAIR**

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Medical Services	—	—	—	2,500
Parking In City Facilities	2,549	4,308	4,758	6,604
Property Rental	12,443	169,989	125,000	125,000
Equipment Rental	60,869	85,999	147,400	80,000
Other Contractual	900	900	81,729	252,000
	<b>\$ 284,433</b>	<b>\$ 538,298</b>	<b>\$ 775,685</b>	<b>\$ 727,654</b>
<b>Materials &amp; Supplies</b>				
Salt & De-Icer	\$ 3,706,877	\$ 2,237,576	\$ 2,212,217	\$ 2,250,000
Construction Equipment Parts	—	—	49,999	—
Clothing	6,000	—	—	2,060
Hardware & Small Tools	1,410	—	—	10,000
Welding Supplies & Equipment	10,000	58,675	10,000	8,000
Boilers, Heaters & Cool Equip	10,000	20,000	10,000	15,450
Seed, Fertilizer & Herbicide	335	6,750	—	1,000
Small Equipment	11,870	67,145	60,975	10,740
Electrical Supplies	27,816	12,102	49,999	6,180
Fence, Posts & Bars	—	13,365	—	1,090
Hygiene And Cleaning Supplies	48,338	22,489	44,689	23,000
Painting Equipment & Supplies	20,827	25,192	20,331	15,000
Motors And Pumps	—	6,036	12,540	—
Lumber, Glass, And Drywall	15,351	28,506	34,256	5,000
Other Supplies	284,597	186,929	231,031	250,000
Guard Rail Supplies	29,670	49,944	72,703	30,000
Bridge Maintenance Supplies	503,153	270,625	247,485	639,885
Safety Equipment	4,130	51,472	43,204	11,000
Just In Time Office Supplies	5,070	7,461	4,007	4,000
Building Maintenance Supplies	5,348	—	8,349	6,000
Paving Material	22,291	2,150	—	150,000
Asphalt	380,222	194,250	185,455	450,000
Cement Sand & Gravel	511,755	382,828	380,339	475,000
Misc Maintenance Supplies	129,132	577,767	321,677	100,000
	<b>\$ 5,734,192</b>	<b>\$ 4,221,261</b>	<b>\$ 3,999,256</b>	<b>\$ 4,463,405</b>
<b>Maintenance</b>				
Computer Software Maintenance	\$ —	\$ —	\$ 138,877	\$ 18,000
Maintenance Machinery & Tools	—	—	—	15,450
Repair Parts	9,461	—	—	—
Repair Of Overhead Doors	16,640	45,835	91,484	30,000
	<b>\$ 26,101</b>	<b>\$ 45,835</b>	<b>\$ 230,361</b>	<b>\$ 63,450</b>



STREET CONSTRUCTION, MAINTENANCE & REPAIR

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ 1,000	\$ 5,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,000</b>	<b>\$ 5,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 336,232	\$ 167,145	\$ 52,103	\$ 61,295
Charges From Radio Comm System	87,218	180,024	120,885	200,541
Charges From W.P.C.	1,817	2,472	7,246	5,000
Charges From Print & Repro	22,935	26,680	31,765	35,766
Charges From Central Storeroom	219	111	101	119
Charges From M.V.M.	2,818,999	3,140,654	3,915,868	3,650,313
Charges From Waste Collection	7,488	6,912	8,064	5,000
	<b>\$ 3,274,908</b>	<b>\$ 3,523,997</b>	<b>\$ 4,136,032</b>	<b>\$ 3,958,034</b>
<b>Capital Outlay</b>				
Local Resurfacing	\$ 2,773,081	\$ 1,602,668	\$ 2,773,081	\$ 2,773,081
Street Const/Reconst	—	300,000	—	—
Transfer To Capital Project	8,600,000	5,000,000	3,856,772	3,856,772
	<b>\$ 11,373,081</b>	<b>\$ 6,902,668</b>	<b>\$ 6,629,853</b>	<b>\$ 6,629,853</b>
	<b>\$ 39,239,755</b>	<b>\$ 35,097,404</b>	<b>\$ 37,257,402</b>	<b>\$ 36,710,322</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 27,525	\$ 13,413	\$ 12,889	\$ 35,000
Licenses & Permits	929,773	1,096,279	544,756	895,200
Miscellaneous	121,792	755,815	170,556	400
Other Shared Revenue	17,289,323	17,856,630	17,908,354	18,074,405
Transfers In	13,900,000	17,000,000	17,226,982	11,000,000
Interest Earnings/Investment Income	73,222	8,948	190,697	210,000
	<b>\$ 32,341,636</b>	<b>\$ 36,731,085</b>	<b>\$ 36,054,233</b>	<b>\$ 30,215,005</b>



**STREET CONSTRUCTION, MAINTENANCE & REPAIR**

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
2	1	1	Assistant Commissioner of Streets	31,200.00	105,232.03
1	1	1	Commissioner of Streets	40,314.82	155,504.25
0	1	1	Project Coordinator	31,200.00	106,323.88
<u>3</u>	<u>3</u>	<u>3</u>			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Section Chief of Engineering and Construction	50,000.00	108,011.58
<u>3</u>	<u>3</u>	<u>3</u>			
<b><u>SKILLED CRAFT</u></b>					
3	3	3	Asphalt Construction Unit Leader	29.10	43.68
19	16	16	Asphalt Tamper	27.94	41.85
1	1	1	Bridge Oiler	19.64	25.55
2	2	2	Carpenter	45.20	56.50
3	2	2	Construction Equipment Operator Group A	48.42	60.53
5	6	6	Construction Equipment Operator Group B	48.30	60.38
18	19	19	Electric Bridge Operator	20.35	20.76
4	4	4	Electric Bridge Operator Unit Leader	21.79	22.23
2	1	1	Electrical Worker	50.90	63.63
3	3	3	Ironworker	49.77	62.21
1	1	1	Jackhammer Operator	27.94	41.85
1	1	1	Machinist	22.26	26.11
1	1	1	Master Mechanic	49.22	61.53
11	8	8	Paver	28.28	42.46
3	3	3	Paving Unit Leader	29.12	43.68
4	4	4	Street Equipment Maintenance Specialist	27.99	28.55
8	7	7	Street Maintenance District Unit Leader	36.79	38.79
7	9	9	Street Maintenance Unit Leader	23.77	25.77
3	2	2	Welder/Fabricator Technician	27.41	29.41
<u>99</u>	<u>93</u>	<u>93</u>			



**STREET CONSTRUCTION, MAINTENANCE & REPAIR**

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Concrete Mixer Driver	26.66	27.19
1	2	2	General Shop Unit Leader	29.98	31.98
10	9	9	Municipal Service Laborer	18.82	20.82
3	3	3	Street Carry-all Driver	27.99	28.55
2	2	2	Tanker Truck Driver	27.99	28.55
24	23	23	Truck Driver	22.51	22.96
41	40	40			
<b><u>TECHNICIAN</u></b>					
5	6	6	Radio Operator	21.49	23.49
5	6	6			
0	0	6	<b><u>VACANT FULL TIME</u></b>		
151	145	151	<b>TOTAL FULL TIME</b>		
<b><u>VACANT SEASONAL</u></b>					
0	0	19	<b><u>VACANT SEASONAL</u></b>		
127	158	177	<b>TOTAL SEASONAL (PEAK) *</b>		
<b>278</b>	<b>303</b>	<b>328</b>	<b>TOTAL DIVISION</b>		

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



SCHOOLS RECREATION & CULTURAL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Contractual Services</b>				
Other Contractual	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000
	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>
	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Transfers In	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000
	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>	<b>\$ 1,125,000</b>



CLEVELAND STADIUM

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Contractual Services</b>				
Professional Services	\$ 14,398	\$ 177,853	\$ —	\$ 250,000
Insurance And Official Bonds	387,792	394,692	510,000	425,000
Stadium Property Tax	783,510	829,895	798,532	798,532
	<b>\$ 1,185,700</b>	<b>\$ 1,402,440</b>	<b>\$ 1,308,532</b>	<b>\$ 1,473,532</b>
<b>Interfund Subsidies</b>				
Transfer To Debt Service Fund	\$ 8,536,600	\$ 9,042,300	\$ 9,514,073	\$ 9,225,000
	<b>\$ 8,536,600</b>	<b>\$ 9,042,300</b>	<b>\$ 9,514,073</b>	<b>\$ 9,225,000</b>
<b>Capital Outlay</b>				
Transfer to other SubFunds	\$ 1,000,000	\$ 12,000,000	\$ 7,932,236	\$ 4,000,000
	<b>\$ 1,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 7,932,236</b>	<b>\$ 4,000,000</b>
	<b>\$ 10,722,300</b>	<b>\$ 22,444,740</b>	<b>\$ 18,754,841</b>	<b>\$ 14,698,532</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Miscellaneous	—	—	4,733	—
Other Shared Revenue	4,837,448	4,870,011	4,669,485	4,000,000
Transfers In	10,336,600	10,194,803	9,660,630	10,290,000
Interest Earnings/Investment Income	128,323	6,365	199,936	100,000
	<b>\$ 15,552,371</b>	<b>\$ 15,321,179</b>	<b>\$ 14,784,784</b>	<b>\$ 14,640,000</b>

# Major Enterprise Funds



Enterprise Funds are used to account for operations that function in a manner similar to private business enterprises and are financed primarily by user fees to the general public. Major Enterprises, consisting of Public Utilities and Airports, are totally self-supporting



# Major Enterprise Funds

# Major Enterprise Funds Summary

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget	\$ Change	% Change
<b>UTILITIES ADMINISTRATION</b>						
RECEIPTS	\$ 6,530,001	\$ 6,664,977	\$ 8,161,291	\$ 9,407,428	\$ 1,246,137	15%
EXPENDITURES	6,713,911	6,786,318	7,248,894	9,407,428	2,158,534	30%
Net	\$ (183,910)	\$ (121,341)	\$ 912,397	\$ —	\$ (912,397)	-100%
Decertifications	24,170	1,332	12,788	—	—	—
Beginning Balance	573,467	413,727	293,718	1,218,903	—	—
<b>Ending Balance</b>	<b>\$ 413,727</b>	<b>\$ 293,718</b>	<b>\$ 1,218,903</b>	<b>\$ 1,218,903</b>	<b>\$ —</b>	<b>%</b>
<b>FT Staffing Levels</b>	<b>56</b>	<b>57</b>	<b>48</b>	<b>73</b>	<b>25</b>	<b>52%</b>
<b>FISCAL CONTROL</b>						
RECEIPTS	\$ 7,467,734	\$ 7,679,630	\$ 7,607,013	\$ 8,924,031	\$ 1,317,018	17%
EXPENDITURES	7,682,809	7,854,058	7,689,164	8,924,031	1,234,867	16%
Net	\$ (215,075)	\$ (174,428)	\$ (82,151)	\$ —	\$ 82,151	-100%
Decertifications	29,316	1,326	—	—	—	—
Beginning Balance	479,379	293,620	120,518	38,367	—	—
<b>Ending Balance</b>	<b>\$ 293,620</b>	<b>\$ 120,518</b>	<b>\$ 38,367</b>	<b>\$ 38,367</b>	<b>\$ —</b>	<b>%</b>
<b>FT Staffing Levels</b>	<b>73</b>	<b>75</b>	<b>68</b>	<b>83</b>	<b>15</b>	<b>22%</b>
<b>WATER</b>						
RECEIPTS	\$ 321,637,242	\$ 323,234,887	\$ 323,865,269	\$ 320,305,522	\$ (3,559,747)	-1%
EXPENDITURES	329,319,665	328,330,826	339,638,136	382,188,972	42,550,836	13%
Net	\$ (7,682,423)	\$ (5,095,939)	\$ (15,772,867)	\$ (61,883,450)	\$ (46,110,583)	292%
Decertifications	706,653	538,348	448,459	—	—	—
Beginning Balance	199,250,511	192,274,741	187,717,150	172,392,742	—	—
<b>Ending Balance</b>	<b>\$ 192,274,741</b>	<b>\$ 187,717,150</b>	<b>\$ 172,392,742</b>	<b>\$ 110,509,292</b>	<b>\$ (61,883,450)</b>	<b>-36%</b>
<b>FT Staffing Levels</b>	<b>1,019</b>	<b>991</b>	<b>909</b>	<b>1,187</b>	<b>278</b>	<b>31%</b>
<b>WATER POLLUTION CONTROL</b>						
RECEIPTS	\$ 28,152,280	\$ 28,197,946	\$ 31,379,041	\$ 33,106,275	\$ 1,727,234	6%
EXPENDITURES	29,825,294	27,201,922	29,661,275	39,897,595	10,236,320	35%
Net	\$ (1,673,014)	\$ 996,024	\$ 1,717,766	\$ (6,791,320)	\$ (8,509,086)	-495%
Decertifications	7,971	1,367	80,110	—	—	—
Beginning Balance	23,486,603	21,821,560	22,818,951	24,616,827	—	—
<b>Ending Balance</b>	<b>\$ 21,821,560</b>	<b>\$ 22,818,951</b>	<b>\$ 24,616,827</b>	<b>\$ 17,825,507</b>	<b>\$ (6,791,320)</b>	<b>-28%</b>
<b>FT Staffing Levels</b>	<b>130</b>	<b>127</b>	<b>125</b>	<b>165</b>	<b>40</b>	<b>32%</b>



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>CLEVELAND PUBLIC POWER</b>						
RECEIPTS	\$ 189,070,965	\$ 200,033,650	\$ 192,856,233	\$ 220,594,587	\$ 27,738,354	14%
EXPENDITURES	189,598,457	197,231,864	202,262,488	220,594,587	18,332,099	9%
Net	\$ (527,492)	\$ 2,801,786	\$ (9,406,255)	\$ —	\$ 9,406,255	-100%
Decertifications	606,769	32,409	34,056	—	—	—
Beginning Balance	26,495,863	26,575,140	29,409,335	20,037,136	—	—
<b>Ending Balance</b>	<b><u>\$ 26,575,140</u></b>	<b><u>\$ 29,409,335</u></b>	<b><u>\$ 20,037,136</u></b>	<b><u>\$ 20,037,136</u></b>	<b><u>\$ —</u></b>	<b><u>%</u></b>
<b>FT Staffing Levels</b>	<b>219</b>	<b>204</b>	<b>201</b>	<b>290</b>	<b>89</b>	<b>44%</b>
<b>PORT CONTROL</b>						
RECEIPTS	\$ 161,644,262	\$ 167,495,302	\$ 156,166,157	\$ 173,640,580	\$ 17,474,423	11%
EXPENDITURES	149,317,611	149,025,510	157,261,097	173,640,580	16,379,483	10%
Net	\$ 12,326,651	\$ 18,469,792	\$ (1,094,940)	\$ —	\$ 1,094,940	-100%
Receivables & Adjustments	2,185,018	4,228,920	(1,147,449)	—	—	—
Decertifications	776,193	57,065	1,786,765	—	—	—
Beginning Balance	80,368,172	95,656,034	118,411,811	117,956,187	—	—
<b>Ending Balance</b>	<b><u>\$ 95,656,034</u></b>	<b><u>\$ 118,411,811</u></b>	<b><u>\$ 117,956,187</u></b>	<b><u>\$ 117,956,187</u></b>	<b><u>\$ —</u></b>	<b><u>%</u></b>
<b>FT Staffing Levels</b>	<b>328</b>	<b>296</b>	<b>305</b>	<b>405</b>	<b>100</b>	<b>33%</b>



UTILITIES GENERAL ADMINISTRATION

Martin J. Keane, Director

**Mission Statement**

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

The Department of Public Utilities is composed of the following divisions and sections: General Administration, Radio Communication, Utilities Fiscal Control, Water, Water Pollution Control, and Cleveland Public Power. Also included in the Department are TV20 and the Photography Lab sections. The Department is self-supporting but participates in obtaining federal and state grants and loans for various improvements when these monies are available.

The Division of Utilities Administration is specifically designed to have administrative charge, control, and supervision over the Divisions of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communications. Functions and duties of the various divisions are treated separately under their respective headings. In addition, the Division of Utilities Administration is responsible for providing high quality customer service to customers of the Divisions of Water, Water Pollution Control, and Cleveland Public Power.

**PROGRAM NAME: ADMINISTRATION**

**OBJECTIVES:** To coordinate and manage the activities of the Department of Public Utilities.

**ACTIVITIES:** Monitor the promotion of Cleveland Small Business Enterprise involvement in the procurement process. Direct operating and financial performance of Water, Water Pollution, Cleveland Public Power, and the Office of Radio Communications. Manage priorities and oversee capital improvement plans. Provide oversight and control of customer service, finance, human resources, information technology and public affairs functions for all divisions.

**PROGRAM NAME: CABLE TELEVISION**

**OBJECTIVE:** To educate and inform the citizens of Cleveland regarding City services, programs initiatives and events by way of the City of Cleveland cable access television station

**ACTIVITIES:** TV20 "LIVE" on-line streaming 24 hours a day and video on demand. Provide original programming to promote the many services made available to the residents of the City of Cleveland. Features Mayoral press conferences, "LIVE" broadcasts of Cleveland City Council Committee Meetings, a Weekly News show and programs regarding education, housing, healthcare, economic development, arts and entertainment.



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UTILITIES GENERAL ADMINISTRATION

***PROGRAM NAME: PHOTOGRAPHIC BUREAU***

**OBJECTIVE:** To visually document the activities, events and business of the City of Cleveland.

**ACTIVITIES:** Serve as the Mayor's photographers; provide photographic services to all City entities, including departments, divisions and Cleveland City Council; offer digital images for use in City government print publications and electronic media. Photograph current events happening in the City for public relations and historical purposes.



UTILITIES GENERAL ADMINISTRATION

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,001,954	\$ 3,971,526	\$ 3,560,983	\$ 5,267,118
Student Trainees	69,684	51,107	20,386	94,994
Longevity	18,700	20,275	21,400	20,825
Vacation Conversion	—	63,783	—	—
Separation Payments	2,701	118,051	175,921	72,000
Bonus Incentive	—	—	43,000	—
Overtime	7,653	18,464	53,981	54,500
	<b>\$ 4,100,692</b>	<b>\$ 4,243,205</b>	<b>\$ 3,875,671</b>	<b>\$ 5,509,437</b>
<b>Benefits</b>				
Hospitalization	\$ 613,223	\$ 616,034	\$ 550,025	\$ 902,442
Prescription	127,480	129,048	113,709	189,354
Dental	32,071	31,326	26,761	47,578
Vision Care	4,953	5,517	4,312	7,544
Public Employees Retire System	569,984	592,204	513,081	759,534
Fica-Medicare	55,180	57,709	53,082	78,357
Workers' Compensation	33,122	43,245	39,524	40,355
Life Insurance	2,557	2,583	2,222	4,034
Unemployment Compensation	5,726	—	3,549	—
	<b>\$ 1,444,296</b>	<b>\$ 1,477,665</b>	<b>\$ 1,306,264</b>	<b>\$ 2,029,198</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 11,373	\$ 2,282	\$ 823	\$ 32,000
Tuition & Registration Fees	3,320	2,696	4,987	15,000
Other Training Supplies	—	—	—	12,000
Professional Dues & Subscript	5,125	414	914	11,000
	<b>\$ 19,818</b>	<b>\$ 5,392</b>	<b>\$ 6,724</b>	<b>\$ 70,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 81,919	\$ 5,169	\$ 140,142	\$ 235,000
Cable Professional Services	4,510	4,252	5,554	6,500
Mileage (Private Auto)	1,055	659	1,580	3,300
Advertising And Public Notice	9,066	1,146	3,500	34,000
Program Promotion	9,000	10,000	70,380	77,000
Parking In City Facilities	14,015	16,205	17,891	22,120
Insurance And Official Bonds	—	100	—	—
Property Rental	118,728	118,728	118,728	118,728
Other Contractual	119,396	155,090	192,063	277,250
	<b>\$ 357,689</b>	<b>\$ 311,349</b>	<b>\$ 549,837</b>	<b>\$ 773,898</b>



UTILITIES GENERAL ADMINISTRATION

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 101	\$ —	\$ —	\$ —
Postage	11	97	13	1,000
Computer Supplies	—	884	—	1,000
Computer Hardware	5,772	472	7,455	6,000
Computer Software	1,513	2,443	468	4,800
Office Furniture & Equipment	—	—	1,414	3,000
Photographic Supplies	2,539	8,159	9,233	18,000
Other Supplies	779	14,795	526	2,500
Just In Time Office Supplies	1,297	1,818	3,528	6,600
	<b>\$ 12,011</b>	<b>\$ 28,667</b>	<b>\$ 22,637</b>	<b>\$ 42,900</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 500
Maintenance Contracts	7,797	4,737	7,797	9,060
Computer Software Maintenance	—	1,000	10,922	7,250
Maintenance Utility Systems	13,471	3,024	13,251	20,000
Maintenance Misc. Equipment	3,606	4,607	8,614	10,000
	<b>\$ 24,874</b>	<b>\$ 13,368</b>	<b>\$ 40,585</b>	<b>\$ 46,810</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 100,000	\$ —	\$ —	\$ —
Indirect Cost	633,509	670,053	670,052	633,183
	<b>\$ 733,509</b>	<b>\$ 670,053</b>	<b>\$ 670,052</b>	<b>\$ 633,183</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 2,894	\$ 2,874	\$ 4,529	\$ 6,464
Charges From Water	1,063	—	—	—
Charges From Print & Repro	7,672	9,635	16,279	20,050
Charges From Central Storeroom	3	13	4	14
Charges From M.V.M.	2,805	16,766	2,483	5,474
	<b>\$ 14,436</b>	<b>\$ 29,289</b>	<b>\$ 23,295</b>	<b>\$ 32,002</b>
<b>Capital Outlay</b>				
Trucks	\$ —	\$ 7,330	\$ —	\$ 250,000
Other Equipment	6,585	—	3,829	20,000
Transfer To Capital Project	—	—	750,000	—
	<b>\$ 6,585</b>	<b>\$ 7,330</b>	<b>\$ 753,829</b>	<b>\$ 270,000</b>
	<b>\$ 6,713,911</b>	<b>\$ 6,786,318</b>	<b>\$ 7,248,894</b>	<b>\$ 9,407,428</b>



UTILITIES GENERAL ADMINISTRATION

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 5,230,843	\$ 5,165,097	\$ 6,018,235	\$ 7,389,493
Miscellaneous	1,299,158	1,499,881	2,143,056	2,017,935
	<b>\$ 6,530,001</b>	<b>\$ 6,664,977</b>	<b>\$ 8,161,291</b>	<b>\$ 9,407,428</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Assistant Manager-App. Dev. and Technical Support	46,224.91	146,984.67
1	1	1	Chief Assistant Director of Law	31,500.00	174,924.05
1	1	1	Director of Public Utilities	100,000.00	375,000.00
1	0	0	General Manager of Administrative Services	31,200.00	110,567.26
2	2	2	Manager of Marketing	31,200.00	122,307.89
1	1	1	Network/Data Center Operations Manager	55,000.00	125,556.68
2	1	1	Safety Programs Officer I	31,200.00	75,077.69
0	1	1	Executive Commissioner of Public Safety-Operations	36,590.39	167,609.05
0	1	1	Secretary to Director	36,590.39	164,322.61
9	8	8			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Chief Clerk	31,200.00	58,873.98
1	0	0	Legal Secretary	31,200.00	61,851.78
0	1	1	Paralegal	31,200.00	58,652.55
2	2	2			
<b><u>PROFESSIONALS</u></b>					
14	8	8	Administrative Manager	31,200.00	154,629.45
9	7	7	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Contract Compliance Officer	31,200.00	66,938.64
2	2	2	Assistant Director of Law I (S)	31,200.00	126,573.85
3	1	1	Assistant Manager of Marketing	31,200.00	70,088.94
1	1	1	Assistant Personnel Administrator	31,200.00	65,691.94
1	1	1	Chief Photographer	31,200.00	61,242.36
2	0	0	Civil Service Examiner II	31,200.00	72,117.04
1	1	1	Data Base Coordinator	31,200.00	93,645.35



UTILITIES GENERAL ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	1	1	Desktop Publishing Specialist	31,200.00	110,949.16
2	2	2	Hazardous Material Specialist	21.63	38.64
1	1	1	Network Analyst II	31,200.00	107,868.72
1	0	0	Personnel Administrator	31,200.00	97,137.68
1	1	1	Photographer	15.00	25.73
5	2	2	Project Coordinator	31,200.00	106,323.88
4	2	2	Reporter/Producer-TV20	31,200.00	80,071.23
3	2	2	Safety Program Manager	31,200.00	104,982.68
1	0	0	Senior Graphic Designer	40,000.00	75,000.00
1	1	1	Senior Systems Analyst	31,200.00	87,543.86
1	1	1	Superintendent of Motorized Equipment	31,200.00	78,184.48
1	1	1	Systems Analyst	31,200.00	75,107.16
2	2	2	Telecommunications Specialist	31,200.00	79,852.78
1	0	0	Web Developer	31,200.00	90,533.02
<b>59</b>	<b>38</b>	<b>38</b>			
<b>TECHNICIANS</b>					
1	0	0	Business Process Analyst	55,000.00	115,220.16
2	2	2	Senior Computer Operator	15.00	31.78
3	2	2			
0	0	23	<b>VACANT FULL TIME</b>		
<b>73</b>	<b>50</b>	<b>73</b>	<b>TOTAL FULL TIME</b>		
<b>VACANT TRAINEE</b>					
0	0	8	<b>VACANT TRAINEE</b>		
<b>10</b>	<b>2</b>	<b>10</b>	<b>TOTAL TRAINEE</b>		
<b>83</b>	<b>52</b>	<b>83</b>	<b>TOTAL DIVISION</b>		



UTILITIES FISCAL CONTROL

Catherine Troy, Interim CFO

**Mission Statement**

*To provide professional financial management services and protect the fiscal integrity of funds and assets for all divisions of the City of Cleveland, Department of Public Utilities. The CFO's office monitors collections for the Department of Public Utilities to ensure we maximize collection of revenue and the efficient allocation and expending of funds necessary to support each division's operation. To adhere to the practice of generally accepted accounting principles in a manner consistent with the guidelines received by the State of Ohio and the City of Cleveland codified Ordinances.*

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**PROGRAM NAME:ACCOUNTS RECEIVABLE SECTION**

**OBJECTIVES:** Review and audit all customer billing transactions and perform required accounting duties of the operating divisions.

**ACTIVITIES:** Audit customer refunds; process certified collection receipts; reconcile bank statements and process returned checks due to non-sufficient funds; Perform daily and monthly bank reconciliations. Prepare month end billing activity reports for Water (CWD), Sewer and Cleveland Public Power (CPP).

**PROGRAM NAME:ADMINISTRATION**

**OBJECTIVES:** To supervise all financial units of the Department of Public Utilities (including contracts and compliance, payables, purchasing, budget, inventory, payroll, capital, etc.) in order to manage financial controls and compliance, ensuring prudent financial management.

**ACTIVITIES:** Provide timely, accurate, audible reporting of all financial transactions.

**PROGRAM NAME:CASH RECEIPTS AND REMITTANCE PROCESSING**

**OBJECTIVES:** To process water, sewer and electricity customer payments and mail deposit receipts in 24 hours.

**ACTIVITIES:** Process all payments. Account for all activities in the Water and Cleveland Public Power billing systems. Prepare bank deposits and funds for delivery to the City of Cleveland Treasurer. Archive all payment stubs and payment information as required by law and regulations.

**PROGRAM NAME:CUSTOMER PAYMENT CENTER**

**OBJECTIVE:** The Customer Payment Center of the Division of Utilities Fiscal Control is responsible for taking customer payments at the Carl B. Stokes Public Utilities Building at 1201 Lakeside Avenue each business day.

**ACTIVITIES:** Collect all over the counter payments. Balance all cash transactions at the end of each business day. Over the counter payments are uploaded into CWD's Customer Care & Billing system and CPP's Banner billing system each night.



UTILITIES FISCAL CONTROL

**PROGRAM NAME: GENERAL ACCOUNTING SECTION**

**OBJECTIVES:** Compile financial reports for the Department of Public Utilities. Comply with all reporting requirements set by the State of Ohio and the Governmental Accounting Standards Board (GASB).

**ACTIVITIES:** Monitor all financial transactions, i.e. bill payments, revenue, expenditures and miscellaneous receipts. Account for all cash and currency as required by City of Cleveland ordinance. Verify that all cash and currency are remitted to the City of Cleveland Treasury. Perform all accounting functions. Prepare financial statements and operational reports for the divisions of Water, Water Pollution Control and Cleveland Public Power.

	Output Metric	Historic Data		
		2020	2021	2022
1	Payments Processed	8,077,156	8,033,453	7,328,061



UTILITIES FISCAL CONTROL

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,470,644	\$ 4,583,929	\$ 4,215,756	\$ 5,088,851
Longevity	35,325	36,575	34,650	36,550
Wage Settlements	76	—	—	—
Vacation Conversion	—	38,124	—	—
Separation Payments	21,819	134,490	92,753	65,000
Bonus Incentive	—	—	35,000	—
Overtime	31,132	29,022	61,496	75,000
	<b>\$ 4,558,996</b>	<b>\$ 4,822,140</b>	<b>\$ 4,439,656</b>	<b>\$ 5,265,401</b>
<b>Benefits</b>				
Hospitalization	\$ 815,116	\$ 794,784	\$ 749,060	\$ 982,463
Prescription	168,359	165,225	151,950	201,468
Dental	41,659	39,291	33,310	47,577
Vision Care	6,847	6,692	5,790	8,344
Public Employees Retire System	644,460	666,150	605,046	710,135
Fica-Medicare	62,393	66,375	60,851	71,926
Workers' Compensation	37,935	43,433	45,488	44,000
Life Insurance	3,386	3,360	3,124	4,524
Unemployment Compensation	6,022	—	—	—
Clothing Allowance	1,560	1,800	1,680	—
Clothing Maintenance	1,300	1,500	1,400	—
	<b>\$ 1,789,036</b>	<b>\$ 1,788,609</b>	<b>\$ 1,657,698</b>	<b>\$ 2,070,437</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 1,251	\$ 15,000
Tuition & Registration Fees	1,171	534	3,368	10,000
Other Training Supplies	1,093	173	—	—
Professional Dues & Subscript	1,095	1,641	839	7,000
	<b>\$ 3,360</b>	<b>\$ 2,347</b>	<b>\$ 5,457</b>	<b>\$ 32,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 41,286	\$ 775	\$ 138,220	\$ 100,000
Program Promotion	471	—	—	—
Parking In City Facilities	2,393	2,640	2,420	3,000
Other Contractual	43,350	32,642	—	82,000
	<b>\$ 87,499</b>	<b>\$ 36,057</b>	<b>\$ 140,640</b>	<b>\$ 185,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 21,678	\$ —	\$ —	\$ 5,000
Postage	—	—	—	1,000
Computer Hardware	—	—	—	3,000
Computer Software	—	—	—	3,000



UTILITIES FISCAL CONTROL

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Office Furniture & Equipment	7,722	5,488	4,635	10,000
Other Supplies	5,768	—	3	2,000
Just In Time Office Supplies	5,103	4,172	8,123	20,000
	<b>\$ 40,271</b>	<b>\$ 9,660</b>	<b>\$ 12,762</b>	<b>\$ 44,000</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 5,000
Maintenance Contracts	211,688	91,091	270,907	215,000
Computer Software Maintenance	—	—	42,859	55,000
	<b>\$ 211,688</b>	<b>\$ 91,091</b>	<b>\$ 313,766</b>	<b>\$ 275,000</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 969,003	\$ 995,229	\$ 995,228	\$ 969,177
	<b>\$ 969,003</b>	<b>\$ 995,229</b>	<b>\$ 995,228</b>	<b>\$ 969,177</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 22,956	\$ 24,628	\$ 27,249	\$ 33,016
	<b>\$ 22,956</b>	<b>\$ 24,628</b>	<b>\$ 27,249</b>	<b>\$ 33,016</b>
<b>Capital Outlay</b>				
Computer Hardware	\$ —	\$ —	\$ 96,709	\$ —
Other Equipment	—	84,295	—	50,000
	<b>\$ —</b>	<b>\$ 84,295</b>	<b>\$ 96,709</b>	<b>\$ 50,000</b>
	<b>\$ 7,682,809</b>	<b>\$ 7,854,058</b>	<b>\$ 7,689,164</b>	<b>\$ 8,924,031</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 7,418,213	\$ 7,428,060	\$ 7,573,540	\$ 8,916,531
Miscellaneous	37,935	250,052	216	—
Interest Earnings/Investment Income	11,577	1,498	33,229	7,500
Non Operating Other/Other	9	20	27	—
	<b>\$ 7,467,734</b>	<b>\$ 7,679,630</b>	<b>\$ 7,607,012</b>	<b>\$ 8,924,031</b>



UTILITIES FISCAL CONTROL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Budget Administrator	31,200.00	124,755.81
1	1	1	Utilities Comptroller	31,200.00	111,853.03
2	1	1			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Chief Clerk	31,200.00	58,873.98
5	4	4	Head Storekeeper	20.72	26.74
1	1	1	Principal Cashier	17.01	27.55
1	1	1	Principal Clerk	17.27	23.32
4	4	4	Senior Cashier	15.61	23.43
1	1	1	Stock Clerk	15.61	21.15
8	8	8	Storekeeper	15.61	21.15
21	20	20			
<b><u>PROFESSIONALS</u></b>					
3	3	3	Accountant I	16.69	23.43
6	5	5	Accountant II	17.27	25.73
1	1	1	Accountant III	17.96	28.54
5	5	5	Accountant Supervisor	31,200.00	85,416.05
6	6	6	Administrative Manager	31,200.00	154,629.45
1	0	0	Administrative Officer	31,200.00	63,579.75
7	6	6	Assistant Administrator	31,200.00	90,644.85
2	1	1	Buyer	31,200.00	59,831.92
1	1	1	Chief Auditor	31,200.00	99,604.81
3	3	3	Fiscal Manager	31,200.00	104,654.90
4	4	4	Personnel Assistant	31,200.00	52,381.41
1	1	1	Senior Budget and Management Analyst	31,200.00	94,001.90
3	2	2	Senior Internal Auditor	31,200.00	74,000.47
3	1	1	Staff Accountant	38,500.00	78,114.53
4	3	3	Warehouse Inventory Manager	31,200.00	88,646.98
50	42	42			



UTILITIES FISCAL CONTROL

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b>TECHNICIANS</b>		
10	7	7	Senior Data Conversion Operator	15.92	21.39
10	7	7			
0	0	13	<b>VACANT FULL TIME</b>		
83	70	83	<b>TOTAL FULL TIME</b>		
<b>83</b>	<b>70</b>	<b>83</b>	<b>TOTAL DIVISION</b>		



DIVISION OF WATER

Alex Margevicius, Commissioner

**Mission Statement**

*To provide a reliable supply of high quality water and customer services to promote public health and safety, economy, and quality of life of Greater Cleveland.*

The Division of Water (CWD) was created in 1853 and charged with the responsibility of taking in and treating lake water, pumping and distributing potable water and providing related water services to customers within its service areas.

The Division of Water operates a major public water supply system, which services not only the City of Cleveland, but also approximately 79 suburban municipalities in Cuyahoga, Geauga, Lake, Medina, Portage, and Summit counties. The present service area covers about 680 square miles of which 593 square miles are for core services while 87 square miles are provisional emergency feed areas. CWD serves more than 1.4 million people. The City is empowered to establish rates and collect charges for the service provided by its Water Division, to acquire property and construct facilities to provide water services throughout the greater Cleveland service area and to perform other necessary functions with respect to the operation and maintenance of the water works system. The Division of Water is a self-supporting regional utility.

The Division of Water draws raw water from four intake tunnels in Lake Erie, chemically treats and disinfects the water, passes it through mixing and settling basins and then sand and gravel filters so that it becomes potable, and pumps it into reservoirs, storage towers, tanks and distribution lines. These services are provided to all of greater Cleveland, with approximately 50% of the water to industrial and commercial users and the remaining 50% to residential users.

The Division of Water maintains and operates four treatment plants, five major pumping stations, eleven secondary pumping stations, twenty one storage facilities, and about 5,200 miles of water mains in four different pressure zones which are determined by elevation above and distance away from 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 it is necessary for the area to have an adequate, economical and sustainable public water supply.

***PROGRAM NAME: CAPITAL***

**OBJECTIVES:** To upgrade and improve the water treatment and delivery system.

**ACTIVITIES:** Utilize engineering staff to design and undertake capital projects. Continue a multi-year, ongoing Capital Improvement Program to sustain aging infrastructure.

***PROGRAM NAME: WATER OPERATIONS***

**OBJECTIVES:** To provide potable water and related water services to customers in the Greater Cleveland service areas.

**ACTIVITIES:** Take in and treat lake water, pump and distribute potable water. Install and read meters to determine customer usage. Make service calls for system maintenance.



DIVISION OF WATER

	Output Metric	Historic Data		
		2020	2021	2022
1	Bills on Time (within 4 days of read)	99.8%	99.9%	99.8%
2	Number of bills issued	5,314,982	5,340,418	5,009,555
3	AMR Bills issues based on Actual Reads	95.4%	95.51%	94.7%
4	Number of AMR bills issued	4,881,124	4,843,850	4,755,374



DIVISION OF WATER

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 56,751,386	\$ 58,648,358	\$ 54,936,430	\$ 60,988,910
Military Leave	5,130	9,418	9,978	—
Part-Time Permanent	75,093	83,948	53,987	46,452
Injury Pay	20,425	5,538	10,029	—
Student Trainees	209,722	89,025	142,883	380,970
Longevity	371,925	372,725	355,150	382,700
Wage Settlements	18,422	33,315	12,150	—
Vacation Conversion	—	228,718	—	—
Separation Payments	394,778	743,447	890,567	880,000
Bonus Incentive	—	12,646	251,706	—
Overtime	4,268,406	4,835,751	4,566,764	5,162,350
	<b>\$ 62,115,286</b>	<b>\$ 65,062,888</b>	<b>\$ 61,229,643</b>	<b>\$ 67,841,382</b>
<b>Benefits</b>				
Hospitalization	\$ 10,707,843	\$ 10,419,462	\$ 9,852,343	\$ 11,816,807
Prescription	2,233,340	2,178,852	2,056,240	2,435,358
Dental	557,017	530,782	479,856	603,327
Vision Care	83,535	83,218	74,709	98,504
Public Employees Retire System	8,846,645	9,083,341	8,450,248	8,651,490
Fica-Medicare	856,320	901,139	849,525	875,081
Workers' Compensation	652,843	998,684	1,488,292	1,478,323
Life Insurance	44,779	43,923	41,394	55,002
Unemployment Compensation	97,592	0	50,923	—
Clothing Allowance	221,170	230,200	210,160	249,623
Tool Insurance	9,760	9,490	10,030	8,060
Clothing Maintenance	117,450	122,020	121,735	133,484
	<b>\$ 24,428,295</b>	<b>\$ 24,601,110</b>	<b>\$ 23,685,455</b>	<b>\$ 26,405,059</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 31,487	\$ —	\$ 53,668	\$ 165,350
Tuition & Registration Fees	19,315	63,392	78,723	159,260
Training	70,000	—	48,575	27,600
Other Training Supplies	1,678	5,276	2,852	10,950
Mileage (Priv Auto) Trng Prps	—	—	—	500
Professional Dues & Subscript	238,239	279,096	304,408	306,954
	<b>\$ 360,719</b>	<b>\$ 347,764</b>	<b>\$ 488,226</b>	<b>\$ 670,614</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 285,677	\$ 376,064	\$ 712,970	\$ 941,781
Sewer-Other	15,824,899	7,770,988	6,158,672	7,662,602
Telephone	1,088,606	1,115,615	1,078,474	1,748,788



DIVISION OF WATER

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Water	75,000	75,000	75,000	100,000
Gas	413,717	475,854	676,516	784,748
Electricity - Cpp	17,249,241	16,977,860	16,409,812	18,969,460
Electricity - Other	4,888,573	4,247,688	4,972,163	4,944,815
Steam	58,007	53,113	66,963	70,535
	<b>\$ 39,883,720</b>	<b>\$ 31,092,182</b>	<b>\$ 30,150,570</b>	<b>\$ 35,222,729</b>
<b>Contractual Services</b>				
Professional Services	\$ 9,140,505	\$ 6,671,637	\$ 10,891,101	\$ 10,864,589
Mileage (Private Auto)	1,114	—	1,019	3,725
Advertising And Public Notice	28,944	22,674	22,855	215,250
Program Promotion	34,518	115,825	64,132	125,850
Parking In City Facilities	5,170	8,975	3,708	9,390
Taxes	136,033	130,697	132,283	142,000
Property Rental	71,931	137,460	78,847	179,120
Equipment Rental	48,014	85,206	13,740	104,800
Other Contractual	3,192,459	2,936,131	1,897,129	4,829,080
State Auditor Examination	81,000	85,000	78,857	81,000
Bank Service Fees	243,418	263,875	257,248	264,000
Credit Card Processing Fees	3,276,567	3,280,057	3,477,065	3,326,567
	<b>\$ 16,259,672</b>	<b>\$ 13,737,537</b>	<b>\$ 16,917,982</b>	<b>\$ 20,145,371</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 155,790	\$ —	\$ —	\$ —
Postage	3,567,665	4,135,238	3,412,541	4,002,000
Computer Supplies	585	50	6,175	16,500
Computer Hardware	863,543	579,411	453,910	1,000,800
Computer Software	79,391	55,363	11,162	152,000
Fuel	195,218	30,000	153,702	327,000
Chemical	8,382,618	7,524,999	7,741,057	16,161,395
Salt & De-Icer	12,146	13,356	14,540	30,750
Clothing	23,853	27,503	17,088	25,400
Hardware & Small Tools	305,857	300,940	245,277	400,000
Small Equipment	230,786	305,053	271,123	463,000
Office Furniture & Equipment	5,871	36,091	59,348	53,000
Electrical Supplies	377,597	280,434	367,494	437,000
Hygiene And Cleaning Supplies	218,260	106,863	171,737	207,300
Plumbing Supplies And Equip	3,452	—	—	—
Motors And Pumps	191,806	23,080	95,041	533,400
Laboratory Supplies	316,773	244,937	400,735	504,000



DIVISION OF WATER

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Other Supplies	71,129	149,966	108,729	210,300
Safety Equipment	885,151	562,195	481,755	494,270
Just In Time Office Supplies	32,104	37,016	38,270	79,300
Building Maintenance Supplies	179,132	48,476	35,819	126,600
Cement Sand & Gravel	2,602,965	2,479,902	3,191,744	3,553,000
Misc Maintenance Supplies	166,187	215,952	177,268	322,500
	<b>\$ 18,867,877</b>	<b>\$ 17,156,825</b>	<b>\$ 17,454,513</b>	<b>\$ 29,099,515</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 1,200
Maintenance Contracts	68,723	3,551	52,883	402,500
Computer Hardware Maintenance	645,010	1,595,769	892,935	1,161,200
Computer Software Maintenance	4,242,191	5,071,063	4,723,934	5,207,958
Maintenance Machinery & Tools	89,311	146,683	240,102	386,200
Maintenance Vehicles	201,750	187,600	341,470	275,300
Maintenance Utility Systems	22,766,165	18,622,036	22,020,933	25,727,089
Maintenance Misc. Equipment	946,429	499,484	578,808	1,467,492
Maintenance Building	1,220,172	1,197,086	1,712,398	1,374,000
	<b>\$ 30,179,752</b>	<b>\$ 27,323,273</b>	<b>\$ 30,563,461</b>	<b>\$ 36,002,939</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 750	\$ 2,027	\$ 600	\$ 2,500
Judgments, Damages, & Claims	164,261	348,581	258,965	400,000
Indirect Cost	4,721,518	4,751,819	4,751,820	4,683,936
	<b>\$ 4,886,529</b>	<b>\$ 5,102,427</b>	<b>\$ 5,011,385</b>	<b>\$ 5,086,436</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 2,300	\$ —	\$ —	\$ 2,650
Charges From Telephone Exch	1,750,242	2,392,648	501,884	1,168,273
Charges From Utilities Admin	3,761,620	3,731,211	4,327,770	5,249,380
Charges From Fiscal Control	5,341,116	5,348,200	5,452,950	6,306,279
Charges From Radio Comm System	217,103	511,184	327,290	539,129
Charges From W.P.C.	81,076	120,530	180,921	155,100
Charges From Print & Repro	183,059	166,795	168,716	187,362
Charges From M.V.M.	2,467,811	3,147,281	3,832,898	3,539,160
Charges Frm Str Cnst Mnt & Rep	—	340,725	—	100,000
Charges From Waste Collection	68,468	65,732	65,133	85,560
	<b>\$ 13,872,794</b>	<b>\$ 15,824,305</b>	<b>\$ 14,857,562</b>	<b>\$ 17,332,893</b>
<b>Capital Outlay</b>				
Infrastructure	\$ —	\$ —	\$ —	\$ 43,000,000
Professional Services	—	—	—	2,500,000
Building Betterments -Existing	—	—	—	25,000,000



DIVISION OF WATER

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Computer Software	—	—	—	400,000
Computer Hardware	—	—	—	400,000
Motorized Equipment	—	—	—	300,000
Automobiles	—	—	—	100,000
Trucks	—	—	—	1,500,000
Machinery, Tools, Instruments	—	—	—	500,000
Other Equipment	—	—	—	1,300,000
Transfer To Water Capital Proj	68,900,000	67,000,000	78,300,000	—
	<b>\$ 68,900,000</b>	<b>\$ 67,000,000</b>	<b>\$ 78,300,000</b>	<b>\$ 75,000,000</b>
<b>Debt Service</b>				
Professional Svcs-Debt Srvc	\$ 41,718	\$ 36,694	\$ 37,554	\$ 5,000,000
Principal	30,558,666	43,045,376	44,907,336	51,495,952
Interest	18,964,640	18,000,442	16,034,451	12,886,080
	<b>\$ 49,565,024</b>	<b>\$ 61,082,512</b>	<b>\$ 60,979,341</b>	<b>\$ 69,382,032</b>
	<b>\$ 329,319,667</b>	<b>\$ 328,330,823</b>	<b>\$ 339,638,137</b>	<b>\$ 382,188,970</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 317,477,557	\$ 318,881,998	\$ 315,657,269	\$ 309,185,536
Fines, Forfeitures & Settlements	16,449	11,404	12,958	—
Licenses & Permits	577,007	571,219	1,063,095	1,020,000
Miscellaneous	596,741	3,424,023	66,778	600,000
Interest Earnings/Investment Income	2,957,741	338,501	7,064,238	9,500,000
Non Operating Other/Other	2,751	7,738	887	—
	<b>\$ 321,628,246</b>	<b>\$ 323,234,883</b>	<b>\$ 323,865,225</b>	<b>\$ 320,305,536</b>



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrator of Engineering and Planning	31,200.00	132,501.95
3	1	1	Application Delivery Services Manager	65,000.00	112,640.51
2	1	1	Assistant Chief of Water Distribution	31,200.00	102,053.58
3	0	0	Assistant Director - General	36,590.39	165,322.61
5	2	2	Assistant Manager-App. Dev. and Technical Support	46,224.91	146,984.67
3	2	2	Assistant Water Plant Manager - Parma	31,200.00	85,213.27
1	1	1	Chief of Public Utilities Security	65,000.00	138,633.30
1	1	1	Chief of Pumping	31,200.00	114,893.31
1	1	1	Chief of Purification	31,200.00	102,080.86
1	1	1	Commissioner of Water	45,201.46	242,568.76
4	4	4	Customer Support Center Manager	65,000.00	112,640.51
1	1	1	General Manager of Administrative Services	31,200.00	110,567.26
3	3	3	Manager of General Maintenance	31,200.00	91,940.88
1	0	0	Manager of Telecommunications	31,200.00	122,307.89
1	1	1	Manager of Water Distribution Systems	31,200.00	137,159.96
1	1	1	Network Data Center Operations Manager	55,000.00	125,556.68
4	0	0	Safety Programs Officer I	31,200.00	75,077.69
7	4	4	Safety Programs Officer II	31,200.00	60,047.76
1	0	0	Secretary to Director of Public Utilities	36,590.39	164,322.61
7	5	5	Superintendent of Distribution	31,200.00	85,284.00
51	30	30			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
3	2	2	Chief Clerk	31,200.00	58,873.98
16	10	10	Customer Account Associate Billing Service	16.65	21.65
29	20	20	Customer Account Associate Credit and Collections	16.65	21.65
62	30	30	Customer Service Representative - Call Center	15.00	21.05
5	4	4	Customer Support Associate Meter Operations	15.92	21.05
1	1	1	Customer Support Center Manager of Billing Services	65,000.00	112,640.51
3	3	3	Head Storekeeper	20.72	26.74
17	15	15	Principal Clerk	17.27	23.32
1	0	0	Secretary	15.00	23.09
2	1	1	Senior Clerk	15.61	31.78
9	8	8	Storekeeper	15.61	21.15



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
0	1	1	Principal Cashier	17.01	27.55
2	2	2	Telephone Operator	15.00	49.25
150	97	97			
<b>PROFESSIONALS</b>					
1	1	1	Accountant I	16.69	23.43
1	1	1	Accountant Supervisor	31,200.00	85,416.05
0	1	1	Staff Accountant	38,500.00	78,114.53
1	1	1	Accounts Payable Manager	31,200.00	82,295.98
20	19	19	Administrative Manager	31,200.00	154,629.45
5	3	3	Administrative Officer	31,200.00	63,579.75
2	1	1	Asset Management Coordinator	31,200.00	89,546.29
40	33	33	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Chief of Public Utilities Security	60,000.00	106,641.00
5	4	4	Assistant Director of Law I (s)	31,200.00	126,573.85
2	1	1	Assistant Manager of Marketing	31,200.00	70,088.94
8	5	5	Associate Engineer	24.04	47.78
4	2	2	Billing Services Analyst	31,200.00	76,531.40
1	1	1	Chief Civil Engineer	31,200.00	99,604.81
1	1	1	Chief of Laboratories	31,200.00	94,618.01
8	5	5	Chief Systems Analyst	31,200.00	115,184.63
1	0	0	Chief Training Officer	31,200.00	83,376.71
2	1	1	Construction Technician	15.00	27.05
14	9	9	Consulting Engineer	36,000.00	104,888.34
1	0	0	Contract Compliance Officer	31,200.00	83,376.71
2	1	1	Data Base Administrator	39,937.34	126,746.59
3	0	0	Data Base Analyst	31,200.00	132,501.95
2	0	0	Data Base Coordinator	31,200.00	93,645.35
4	3	3	Deputy Project Director	31,200.00	73,991.03
1	1	1	Engineer	22.78	40.37
3	1	1	Fiscal Manager	31,200.00	104,654.90
4	3	3	GIS/IS Coordinator	52,000.00	110,473.42
3	2	2	GIS Technician	31,200.00	56,587.73
4	2	2	Hazardous Materials Specialist	21.63	38.64
1	1	1	Labor Relations Manager	31,200.00	132,501.95
4	3	3	Labor Relations Officer	31,200.00	91,261.11
11	7	7	Network Analyst II	31,200.00	107,868.72



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
6	4	4	Personnel Administrator	31,200.00	97,137.68
8	6	6	Personnel Assistant	31,200.00	52,381.41
24	18	18	Project Coordinator	31,200.00	106,323.88
6	4	4	Project Director	31,200.00	88,646.98
1	0	0	Project Manager II	31,200.00	92,196.66
1	0	0	Regulatory Compliance Manager	50,000.00	94,970.71
2	2	2	Safety Programs Manager	31,200.00	104,982.68
2	2	2	Senior Electric Security System Technician	35.13	43.91
3	2	2	Senior Systems Analyst	31,200.00	87,543.86
1	1	1	Software Analyst	45,000.00	102,728.12
1	1	1	Supervisor of Systems and Technical Support	55,000.00	93,199.31
6	6	6	Systems Analyst	31,200.00	75,107.16
3	2	2	Talent Development Specialist	31,200.00	80,386.51
16	8	8	Unit Supervisor	26.48	27.01
1	1	1	Warehouse Inventory Manager	31,200.00	88,646.98
4	4	4	Water Plant Manager	31,200.00	114,893.31
16	13	13	Water Service Investigator	21.92	22.36
2	0	0	Web Developer	31,200.00	90,533.02
<b>263</b>	<b>188</b>	<b>188</b>			
<b><u>PARA-PROFESSIONALS</u></b>					
1	1	1	Chief Legal Investigator	31,200.00	78,914.84
1	0	0	Claims Examiner	15.00	32.46
<b>2</b>	<b>1</b>	<b>1</b>			
<b><u>PROTECTIVE SERVICES</u></b>					
6	4	4	Security Manager	31,200.00	100,133.34
53	43	43	Security Officer	14.44	22.85
<b>59</b>	<b>47</b>	<b>47</b>			
<b><u>SKILLED CRAFT</u></b>					
12	14	14	Assistant Water Plant Manager	31,200.00	85,213.27
2	2	2	Bricklayer	45.66	57.08
1	1	1	Bricklayer Foreman	46.91	58.33
2	2	2	Bricklayer Helper	28.10	42.99
4	4	4	Carpenter	45.20	56.50
1	1	1	Carpenter Foreman	46.45	57.75



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
8	8	8	Cement Finisher	44.60	55.75
2	2	2	Cement Finisher Foreman	45.85	57.00
1	1	1	Chief Building Stationary Engineer	23.67	36.67
13	11	11	Construction Equipment Operator Group A	48.42	60.53
2	2	2	Construction Equipment Operator Group B	48.30	60.38
14	14	14	Electrical Worker	50.90	63.63
1	1	1	Electrical Worker Foreman	52.15	64.88
1	1	1	Ironworker	49.77	62.21
30	27	27	Machinist	22.26	26.11
1	1	1	Machinist Helper	19.28	22.07
7	7	7	Machinist Unit Leader	15.00	30.94
5	5	5	Painter	36.85	46.06
1	1	1	Painter Foreman	38.10	47.31
3	2	2	Pipefitter	56.46	70.57
1	1	1	Pipefitter Foreman	54.15	67.37
3	3	3	Plumber	55.33	69.16
2	2	2	Sheet Metal Worker	55.84	69.80
1	1	1	Small Equipment Repair Worker	18.36	23.22
56	53	53	Water Plant Operator I	22.18	31.65
1	0	0	Water System Construction Inspector Supervisor	31,200.00	72,867.63
1	1	1	Welder Fabricator	27.41	29.41
176	168	168			

**SERVICE & MAINTENANCE**

12	11	11	Custodial Worker	17.89	21.33
2	2	2	Custodial Worker Supervisor	22.04	24.04
2	2	2	Grounds Maintenance Worker	18.82	20.82
10	9	9	Labor Unit Leader	23.77	25.77
57	48	48	Municipal Service Laborer	18.82	20.82
30	24	24	Truck Driver	22.51	22.96
13	11	11	Water Hydraulic Repairman	23.36	24.62
1	1	1	Water Hydraulic Supervisor	29.54	30.04
7	6	6	Water Hydraulic Unit Leader	27.27	27.27
15	10	10	Water Pipe Repair Supervisor	29.34	30.31
33	24	24	Water Pipe Repair Unit Leader	25.43	26.39
99	74	74	Water Pipe Repairman	19.07	23.93



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
14	11	11	Water System Construction Inspector	22.00	27.96
295	233	233			
			<b>TECHNICIANS</b>		
1	1	1	Access Control Specialist	60,700.00	95,976.90
5	2	2	Business Process Analyst	55,000.00	115,220.16
5	5	5	Chemist	21.44	31.15
3	1	1	Chief Radio Dispatcher	27.38	27.88
1	1	1	Computer Operator	15.00	27.05
1	0	0	Environmental Compliance Specialist I	15.00	26.96
1	0	0	Inspection Supervisor of Permits and Sales	29.28	29.78
10	9	9	Inspector of Permits and Sales	22.70	26.29
7	2	2	Instrumentation Technician II	26.47	27.73
4	3	3	Laboratory Assistant	15.61	20.12
93	71	71	Meter Technician	18.02	21.59
8	7	7	Meter Technicain Supervisor	29.26	29.76
15	10	10	Meter Technician Unit Leader	25.96	26.46
20	18	18	Radio Dispatcher	23.87	24.35
3	1	1	Senior Chemist	15.61	23.43
2	1	1	Senior Draftsman	15.00	41.70
1	1	1	Senior Programmer Analyst	31,200.00	76,592.09
1	1	1	Telecommunications Analyst I	15.00	49.25
181	134	134			
0	0	289	<b>VACANT FULL TIME</b>		
1,177	898	1,187	<b>TOTAL FULL TIME</b>		
0	0	1	<b>VACANT PART TIME</b>		
0	0	1	<b>TOTAL PART TIME</b>		
0	0	20	<b>VACANT TRAINEE</b>		
30	4	24	<b>TOTAL TRAINEE</b>		
1,207	902	1,212	<b>TOTAL DIVISION</b>		



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**WATER POLLUTION CONTROL****Ramona N. Lowery, Commissioner****Mission Statement**

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

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The Division of Water Pollution Control manages the sanitary sewage, stormwater drainage, and combined collections systems in the City of Cleveland. The Division is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Cleveland from their point of origin to an interceptor sewer or treatment facility for processing.

Water Pollution Control is responsible for cleaning and maintaining a network of 1,436 miles of sewer lines, approximately 43,000 catch basins and adjoining laterals, and 12 pump stations. The Division is also charged with managing and supervising the elimination, control or regulation of any matter relating to pollution of water courses within the City limits.

Water Pollution Control has expanded services by extending regular business days, and the Division continues to upgrade service equipment to insure adequate resources are available to address sewer concerns. The Division has established a preventive maintenance program in known flooding areas to eliminate potential street and basement flooding problems before they occur. As the storm water agent for the City of Cleveland, Water Pollution Control has established storm water best management demonstration projects at its Kirby Avenue headquarters to test alternatives to divert storm water from entering combined sewer systems.

***PROGRAM NAME: CAPITAL***

**OBJECTIVE:** Maintain and improve the main sewers, pump stations, connections and appurtenances.

**ACTIVITIES:** Purchase and repair motorized equipment related to preservation of the sewer system. Construct new storm water storage facilities, relief sewers, replacement sewers and pump stations.

***PROGRAM NAME: MAINTENANCE OPERATIONS***

**OBJECTIVE:** Maintain the free-flow of sanitary and clear water through elimination of potential blockages and conditions that could result in loss of service, personal injury or property damage.

**ACTIVITIES:** Remove debris in right of ways and flush potential blockages. Clean catch basins, main sewers, house connections, and other appurtenances of the system. Repair damaged main sewers, catch basins, manholes and connections within the limits of the pavement. Repair, maintain and replace sewer pump stations and appurtenances. Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.

***PROGRAM NAME: MARKETING***

**OBJECTIVE:** Provide Public Education and Community Participation

**ACTIVITIES:** Work with various groups and organizations, school systems, environmental fairs and other media events to educate the public on important issues



WATER POLLUTION CONTROL

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: PERMITS AND INSPECTION**

**OBJECTIVE:** To address customer concerns relative to street and basement flooding; maintain accurate sewer records and verify that construction of sewer connections meet the standards of the division.

**ACTIVITIES:** Respond to flooding complaints. Inspect construction of sewers. Identify, measure and record the location of new and existing lateral connections.

**PROGRAM NAME: TEST TEE PROGRAM**

**OBJECTIVE:** To provide an improved level of service to our customers by determining if a problem exists in the City’s portion of the sewer connection or the customers, without cost to the customer.

**ACTIVITIES:** Investigate sewer connections from existing test tee to the main sewer. Install test tees in the treelawn and investigate sewer connections from test tee excavation to the main sewer.

	Output Metric	Historic Data		
		2020	2021	2022
1a	Response time to water in basement requests during work hours (average minutes)	52.25	42.20	39.02
1b	Total Call outs – work hours	5,193	4,540	4,406
2a	Response time to water in basement requests during off hours (average minutes)	57.83	49.40	37.44
2b	Total Call outs – off hours	499	321	198
3a	Catch basins cleaned	8,393	11,734	10,673
3b	Catch basins inspected	15,308	19,989	24,448
4	House connection repairs – Time to complete repair (days)	2.80	2.40	2.80
5	Total repairs completed	302	304	285



WATER POLLUTION CONTROL

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 7,092,099	\$ 7,369,776	\$ 7,391,527	\$ 9,619,367
Injury Pay	3,161	11,619	7,375	—
Student Trainees	44,901	89,150	235,551	128,038
Longevity	43,150	38,750	43,225	46,500
Wage Settlements	1,148	74	—	—
Vacation Conversion	—	19,010	—	—
Separation Payments	116,874	37,951	33,854	45,000
Bonus Incentive	—	—	20,000	—
Overtime	233,650	241,194	231,385	300,000
	<b>\$ 7,534,982</b>	<b>\$ 7,807,524</b>	<b>\$ 7,962,917</b>	<b>\$ 10,138,905</b>
<b>Benefits</b>				
Hospitalization	\$ 1,317,583	\$ 1,256,425	\$ 1,230,635	\$ 1,852,036
Prescription	274,949	262,438	259,583	385,278
Dental	69,280	65,473	62,286	99,406
Vision Care	10,050	9,767	9,441	15,144
Public Employees Retire System	1,071,827	1,091,545	1,106,274	1,435,454
Fica-Medicare	106,544	110,032	111,028	145,591
Workers' Compensation	79,622	227,723	608,013	322,235
Life Insurance	5,785	5,676	5,657	8,848
Unemployment Compensation	1,703	—	3,513	—
Clothing Allowance	39,760	35,660	36,600	45,000
Tool Insurance	3,540	4,540	4,540	5,500
Clothing Maintenance	23,900	22,515	23,050	25,000
	<b>\$ 3,004,542</b>	<b>\$ 3,091,795</b>	<b>\$ 3,460,620</b>	<b>\$ 4,339,492</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 8,190	\$ 9,365	\$ 12,799	\$ 20,685
Tuition & Registration Fees	3,436	9,532	8,653	12,215
Other Training Supplies	140	—	—	—
Professional Dues & Subscript	7,485	2,398	4,723	98,135
	<b>\$ 19,251</b>	<b>\$ 21,294</b>	<b>\$ 26,174</b>	<b>\$ 131,035</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 35,001	\$ 48,469	\$ 87,336	\$ 97,000
Sewer-Other	17,802	13,096	11,806	18,025
Telephone	44,392	17,978	124,867	100,000
Water	7,654	5,116	4,465	12,500
Gas	26,575	25,747	40,642	60,000



WATER POLLUTION CONTROL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Electricity - Cpp	169,196	160,884	151,327	209,267
Electricity - Other	10,840	13,518	18,065	16,000
	<b>\$ 311,461</b>	<b>\$ 284,808</b>	<b>\$ 438,508</b>	<b>\$ 512,792</b>
<b>Contractual Services</b>				
Professional Services	\$ 2,718,620	\$ 773,257	\$ 753,626	\$ 767,384
Mileage (Private Auto)	—	—	—	600
Advertising And Public Notice	15,876	500	1,000	12,000
Program Promotion	36,841	22,219	27,286	23,000
Parking In City Facilities	1,595	1,320	1,880	2,500
Property Rental	—	—	—	4,000
Equipment Rental	32,950	20,000	8,000	20,000
Other Contractual	331,782	184,834	236,577	412,350
State Auditor Examination	33,000	20,000	13,584	20,000
Bank Service Fees	1,255	1,480	1,758	2,500
Credit Card Processing Fees	1,375	1,424	1,462	3,000
	<b>\$ 3,173,293</b>	<b>\$ 1,025,035</b>	<b>\$ 1,045,173</b>	<b>\$ 1,267,334</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 57,354	\$ 240	\$ —	\$ —
Postage	—	—	17	100
Computer Supplies	833	—	—	3,500
Computer Hardware	20,681	30,327	20,391	25,000
Clothing	5,640	4,372	3,314	3,000
Hardware & Small Tools	28,505	22,258	55,367	45,000
Small Equipment	5,558	4,684	224	5,000
Office Furniture & Equipment	12,526	8,260	23,450	2,500
Electrical Supplies	42,211	25,000	15,000	25,000
Hygiene And Cleaning Supplies	22,761	25,728	12,000	20,000
Shop Tools	—	60	—	—
Other Supplies	22,263	42,648	18,387	12,566
Safety Equipment	196,367	105,431	104,449	100,000
Just In Time Office Supplies	3,315	1,591	3,037	5,000
Building Maintenance Supplies	41,637	22,300	61,608	66,000
Paving Material	—	300,000	299,843	300,000
Cement Sand & Gravel	—	551,771	401,800	700,000
	<b>\$ 459,651</b>	<b>\$ 1,144,669</b>	<b>\$ 1,018,887</b>	<b>\$ 1,312,666</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Computer Hardware Maintenance	3,000	12,751	12,632	10,000
Computer Software Maintenance	93,261	141,001	103,672	162,948



WATER POLLUTION CONTROL

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Maintenance Vehicles	581,458	581,421	751,936	763,000
Maintenance Utility Systems	1,677,577	881,147	1,003,021	1,305,000
Maintenance Misc. Equipment	24,537	3,847	2,500	22,500
Maintenance Building	—	420	—	—
	<b>\$ 2,384,832</b>	<b>\$ 1,625,587</b>	<b>\$ 1,878,761</b>	<b>\$ 2,268,448</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 48,915	\$ 92,202	\$ 48,692	\$ 88,000
Indirect Cost	1,098,451	1,094,079	1,094,080	1,156,099
	<b>\$ 1,147,366</b>	<b>\$ 1,186,281</b>	<b>\$ 1,142,772</b>	<b>\$ 1,244,099</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 60,990	\$ 76,090	\$ 112,301	\$ 132,112
Charges From Utilities Admin	522,450	507,807	601,080	813,284
Charges From Fiscal Control	741,818	742,810	757,350	977,029
Charges From Radio Comm System	46,057	101,883	64,597	108,133
Charges From Water	3,171,439	2,797,906	3,089,233	3,100,000
Charges From Print & Repro	19,512	26,145	30,830	34,248
Charges From M.V.M.	201,876	285,379	488,476	455,350
Charges Frm Str Cnst Mnt & Rep	—	118,646	—	100,000
Charges From Waste Collection	3,362	2,282	2,323	2,633
	<b>\$ 4,767,504</b>	<b>\$ 4,658,949</b>	<b>\$ 5,146,191</b>	<b>\$ 5,722,789</b>
<b>Capital Outlay</b>				
Infrastructure	\$ —	\$ —	\$ —	\$ 7,484,000
Professional Services	—	—	—	200,000
Building Betterments -Existing	—	—	—	150,000
Trucks	—	—	—	166,000
Transfer To Wpc Capital Proj	4,500,000	3,527,705	4,682,400	—
	<b>\$ 4,500,000</b>	<b>\$ 3,527,705</b>	<b>\$ 4,682,400</b>	<b>\$ 8,000,000</b>
<b>Debt Service</b>				
Professional Srvcs-Debt Srvc	\$ —	\$ —	\$ 2,700	\$ 119,000
Principal	806,594	961,110	1,036,159	2,057,310
Interest	1,715,818	1,867,166	1,820,011	2,783,725
	<b>\$ 2,522,412</b>	<b>\$ 2,828,276</b>	<b>\$ 2,858,870</b>	<b>\$ 4,960,035</b>
	<b>\$ 29,825,294</b>	<b>\$ 27,201,922</b>	<b>\$ 29,661,274</b>	<b>\$ 39,897,595</b>



WATER POLLUTION CONTROL

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 27,422,954	\$ 27,533,252	\$ 30,475,631	\$ 32,736,276
Grant Revenue	5,500	—	—	—
Licenses & Permits	321,267	248,234	281,038	300,000
Miscellaneous	162,157	389,540	334	—
Interest Earnings/Investment Income	240,402	26,920	622,036	70,000
	<b>\$ 28,152,281</b>	<b>\$ 28,197,946</b>	<b>\$ 31,379,040</b>	<b>\$ 33,106,276</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrator of Engineering and Planning	31,200.00	132,501.95
1	1	1	Commissioner of Water Pollution Control	40,314.82	155,504.25
2	1	1	Deputy Commissioner of Water Pollution Control	31,200.00	105,232.03
1	1	1	Manager of General Maintenance	31,200.00	91,940.88
1	1	1	Superintendent of Sewer Maintenance	31,200.00	83,231.86
6	5	5			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Chief Clerk	31,200.00	58,873.98
4	4	4	Customer Service Representative - Call Center	15.00	21.05
2	1	1	Data Control Clerk	15.00	19.70
1	1	1	Senior Clerk	15.61	31.78
8	6	6			
<b><u>PROFESSIONALS</u></b>					
1	2	2	Administrative Manager	31,200.00	154,629.45
1	2	2	Administrative Officer	31,200.00	63,579.75
3	4	4	Assistant Administrator	31,200.00	90,644.85
8	5	5	Associate Engineer	24.04	47.78
1	1	1	Chief Civil Engineer	31,200.00	99,604.81
1	1	1	Construction Technician	15.00	27.05
3	3	3	Consulting Engineer	36,000.00	104,888.34
1	0	0	Project Coordinator	31,200.00	106,323.88
1	1	1	Unit Supervisor	26.48	27.01
20	19	19			



**WATER POLLUTION CONTROL**

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>SKILLED CRAFT</u></b>					
5	0	0	Apprentice Sewer Service Worker	15.00	18.04
3	2	2	Bricklayer	45.66	57.08
3	2	2	Bricklayer Helper	28.10	42.99
5	2	2	Const. Equipment Operator Group A	48.42	60.53
1	1	1	Const. Equipment Operator Group B	48.30	60.38
1	1	1	Electrical Worker	50.90	63.63
3	3	3	Heavy Duty Technician	24.14	29.42
1	1	1	Heavy Duty Technician Unit Leader	32.39	36.51
4	2	2	Machinist	22.26	26.11
2	2	2	Machinist Unit Leader	15.00	30.94
<b>28</b>	<b>16</b>	<b>16</b>			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
2	2	2	Custodial Worker	17.89	21.33
1	1	1	Custodial Worker Supervisor	22.04	24.04
8	7	7	House Connection Inspector	17.85	21.90
5	4	4	Municipal Service Laborer	18.82	20.82
5	4	4	Sewer Construction & Maint. Operations Supervisor	29.34	29.84
14	7	7	Sewer Maintenance Unit Leader	25.43	25.93
16	14	14	Sewer Maintenance Unit Leader Operator	26.66	27.16
54	34	34	Sewer Service Worker	15.00	35.46
<b>105</b>	<b>73</b>	<b>73</b>			
<b><u>TECHNICIANS</u></b>					
3	2	2	Radio Dispatcher WPC	23.87	24.35
3	2	2			
<b>0</b>	<b>0</b>	<b>44</b>	<b><u>VACANT FULL TIME</u></b>		
<b>170</b>	<b>121</b>	<b>165</b>	<b><u>TOTAL FULL TIME</u></b>		
<b>0</b>	<b>0</b>	<b>8</b>	<b><u>VACANT TRAINEES</u></b>		
<b>11</b>	<b>8</b>	<b>16</b>	<b><u>TOTAL TRAINEES</u></b>		
<b>181</b>	<b>129</b>	<b>181</b>	<b><u>TOTAL DIVISION</u></b>		



CLEVELAND PUBLIC POWER

Ammon Danielson, Commissioner

**Mission Statement**

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

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The Division of Cleveland Public Power is responsible for all electric generation, transmission, and distribution facilities owned by the city. The Division provides electricity to about 77,000 residential, commercial, industrial, and governmental customers. In addition, the Division provides service to over 67,000 streetlights in the City of Cleveland.

The Division purchases power from numerous sources, which includes American Electric Power, AMP, 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 four 138 kV interconnections. The interconnections are located at the Division's Lake Road Substation, Nottingham Substation, Pofok Substation, and the Ridge Road Substation.

Cleveland Public Power is currently undergoing a Capacity Expansion Program that will extend the southern portion of CPP's transmission system and improve CPP's system reliability and ability to serve future load growth opportunities.

**PROGRAM NAME:CLEVELAND PUBLIC POWER OPERATIONS**

**OBJECTIVES:** To generate, transmit and distribute electricity and to provide effective street lighting.

**ACTIVITIES:** Purchase power wholesale from diversified sources. Generate electricity from CPP's gas turbines and other potential sources. Distribute electricity through neighborhood substations Provide and maintain effective street lighting. Respond to emergency calls 24 hours a day with trouble crews.

**PROGRAM NAME:CLEVELAND PUBLIC POWER OPERATIONS CAPITAL**

**OBJECTIVES:** To reinforce and expand current systems through capital improvements.

**ACTIVITIES:** Connect new customers to the electrical system. Make improvements to land, buildings, and structures. Purchase and repair motorized equipment related to upkeep of electrical generation, transmission and distribution facilities.



CLEVELAND PUBLIC POWER

	Output Metric	Historic Data		
		2020	2021	2022
1	Minor outages repaired in 2 hours	N/A	N/A	93%
2	Major outages repairs in 8 hours	N/A	N/A	86%
3	Total Minor Outages	N/A	N/A	293
4	Total Major Outages	N/A	N/A	189
5	Number of bills issued	N/A	916,594	840,625
6	Bills on Time (within 4 days of read)	N/A	99.9%	99.9%
7	Percentage of Bills Outstanding 180 days of more (active)	N/A	N/A	15%
8	Amount Outstanding 180 days or more (active)	\$6,529,226	\$7,579,516	\$4,443,285

*\* Note: Data collection and recording for Metrics 1 through 4 and 7 new in 2022. No figures available for Metrics 5 and 6 in 2020 due to the implementation of a new billing system on 12/2020.*



CLEVELAND PUBLIC POWER

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 15,582,939	\$ 14,917,937	\$ 14,626,177	\$ 16,930,903
Injury Pay	18,937	4,288	1,731	—
Student Trainees	317,445	199,356	281,443	126,660
Longevity	99,700	92,450	87,550	90,150
Wage Settlements	43,272	87	—	—
Vacation Conversion	—	58,072	—	—
Separation Payments	153,573	376,352	122,324	225,000
Bonus Incentive	200	200	39,200	—
Overtime	2,224,861	2,105,716	2,703,447	2,503,821
	<b>\$ 18,440,927</b>	<b>\$ 17,754,457</b>	<b>\$ 17,861,871</b>	<b>\$ 19,876,534</b>
<b>Benefits</b>				
Hospitalization	\$ 2,454,187	\$ 2,350,931	\$ 2,287,772	\$ 3,004,506
Prescription	514,745	491,603	477,379	621,568
Dental	126,605	116,655	106,940	150,049
Vision Care	19,365	19,139	16,957	24,196
Public Employees Retire System	2,622,038	2,461,365	2,475,491	2,463,763
Fica-Medicare	257,439	247,207	249,014	242,542
Workers' Compensation	191,863	487,261	863,771	915,075
Life Insurance	10,027	9,553	9,187	13,282
Unemployment Compensation	11,888	1,052	21,941	12,500
Clothing Allowance	124,410	2,940	4,140	126,735
Tool Insurance	12,400	7,875	9,500	—
Clothing Maintenance	87,365	103,485	93,260	73,053
	<b>\$ 6,432,332</b>	<b>\$ 6,299,066</b>	<b>\$ 6,615,353</b>	<b>\$ 7,647,269</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 4,797	\$ —	\$ 10,873	\$ 13,500
Tuition & Registration Fees	859	—	1,387	8,150
Other Training Supplies	—	3,000	10,000	10,000
Professional Dues & Subscript	61,891	62,615	60,606	65,212
	<b>\$ 67,547</b>	<b>\$ 65,615</b>	<b>\$ 82,866</b>	<b>\$ 96,862</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 43,087	\$ 60,895	\$ 107,953	\$ 152,000
Sewer-Other	31,553	48,113	45,222	41,600
Telephone	413,252	252,074	483,551	400,000
Water	13,282	20,356	19,732	20,000
Gas	37,200	47,743	69,893	102,000
Electricity - Other	1,285,884	1,266,197	1,487,476	2,055,750
Steam	44,365	49,238	50,021	50,000
	<b>\$ 1,868,621</b>	<b>\$ 1,744,617</b>	<b>\$ 2,263,848</b>	<b>\$ 2,821,350</b>



CLEVELAND PUBLIC POWER

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 3,868,626	\$ 1,468,333	\$ 3,456,254	\$ 2,102,753
Waste Disposal Fee - Ohio EPA	—	65	—	—
Program Promotion	31,698	66,649	64,369	69,667
Parking In City Facilities	1,870	1,980	1,760	1,980
Insurance And Official Bonds	17,947	—	—	—
Property Rental	282,509	265,377	262,896	323,790
Equipment Rental	23,900	30,000	—	30,000
Other Contractual	1,468,270	1,070,749	1,156,751	1,229,763
State Auditor Examination	28,000	31,000	12,571	31,000
Bank Service Fees	(16,097)	9,284	8,553	30,000
Credit Card Processing Fees	465,856	464,960	503,056	550,000
	<b>\$ 6,172,580</b>	<b>\$ 3,408,397</b>	<b>\$ 5,466,209</b>	<b>\$ 4,368,953</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 42,337	\$ 269	\$ —	\$ —
Postage	452,156	381,740	377,451	411,775
Computer Hardware	91,529	39,655	41,100	65,000
Computer Software	54,528	6,500	26,035	—
Fuel	125,000	—	50,000	125,000
Purchased Power	91,804,936	91,017,232	96,382,872	115,678,800
Power Transmission Costs	18,193,430	27,227,360	30,551,912	23,751,878
CapacityCharges	10,860,003	8,677,755	4,855,631	5,532,907
Clothing	130,000	6,000	53,621	106,000
Hardware & Small Tools	32,561	83,940	95,466	135,000
Small Equipment	22,207	—	11,327	20,000
Office Furniture & Equipment	196	—	7,140	4,000
Electrical Supplies	741,714	384,032	511,129	567,500
Hygiene And Cleaning Supplies	17,475	17,227	15,301	27,000
Other Supplies	146,930	82,923	35,366	35,868
Safety Equipment	211,886	166,365	173,086	181,500
Capital Improvement Inventory	4,021,436	5,629,179	5,397,213	4,954,523
Just In Time Office Supplies	4,353	5,577	5,461	10,000
Building Maintenance Supplies	21,435	—	—	—
Paving Material	3,000	—	4,905	5,000
Cement Sand & Gravel	—	180,300	178,726	200,000
	<b>\$ 126,977,111</b>	<b>\$ 133,906,056</b>	<b>\$ 138,773,744</b>	<b>\$ 151,811,751</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 19,750	\$ —	\$ —	\$ —
Computer Hardware Maintenance	—	62,603	19,221	236,000
Computer Software Maintenance	340,677	304,342	371,079	522,465



CLEVELAND PUBLIC POWER

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Maintenance Vehicles	406,057	512,368	393,501	468,500
Car Washes	28,100	—	—	—
Maintenance Utility Systems	178,184	12,615	116,992	1,000,000
Maintenance Misc. Equipment	62,006	—	30,218	78,000
Maintenance Building	330,050	349,252	282,677	400,000
	<b>\$ 1,364,822</b>	<b>\$ 1,241,179</b>	<b>\$ 1,213,689</b>	<b>\$ 2,704,965</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 8,402	\$ 72,004	\$ 33,157	\$ 60,000
Indirect Cost	1,767,558	1,801,679	1,801,680	1,744,949
	<b>\$ 1,775,960</b>	<b>\$ 1,873,683</b>	<b>\$ 1,834,837</b>	<b>\$ 1,804,949</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 7,546	\$ 1,855	\$ —	\$ —
Charges From Telephone Exch	1,735,498	4,088,124	4,007,524	4,714,479
Charges From Utilities Admin	940,400	914,049	1,081,940	1,330,829
Charges From Fiscal Control	1,335,279	1,337,050	1,363,240	1,600,000
Charges From Radio Comm System	96,253	193,830	130,034	216,734
Charges From Water	433,695	427,294	430,499	440,730
Charges From W.P.C.	3,801	3,053	3,537	10,000
Charges From Print & Repro	33,365	39,827	41,386	56,050
Charges From M.V.M.	260,430	343,814	514,708	496,116
Charges From Waste Collection	48,103	38,418	27,993	45,000
	<b>\$ 4,894,370</b>	<b>\$ 7,387,315</b>	<b>\$ 7,600,861</b>	<b>\$ 8,909,938</b>
<b>Capital Outlay</b>				
Infrastructure	\$ —	\$ —	\$ —	\$ 1,600,000
Professional Services	—	—	—	850,000
Building Betterments -Existing	—	—	—	200,000
Computer Software	—	—	—	140,000
Computer Hardware	—	—	—	60,000
Automobiles	—	—	—	209,931
Trucks	—	—	—	711,238
Other Equipment	—	—	—	828,831
Trans To Light&Power Cap Proj	9,759,500	7,625,000	4,655,936	—
	<b>\$ 9,759,500</b>	<b>\$ 7,625,000</b>	<b>\$ 4,655,936</b>	<b>\$ 4,600,000</b>
<b>Debt Service</b>				
Professional Svcs-Debt Srvc	\$ 60,800	\$ 51,000	\$ 51,600	\$ 70,000
Principal	4,752,500	9,104,117	9,551,761	9,960,000
Interest	7,031,387	6,771,362	6,289,917	5,922,016
	<b>\$ 11,844,686</b>	<b>\$ 15,926,479</b>	<b>\$ 15,893,278</b>	<b>\$ 15,952,016</b>
	<b>\$ 189,598,456</b>	<b>\$ 197,231,864</b>	<b>\$ 202,262,490</b>	<b>\$ 220,594,587</b>



CLEVELAND PUBLIC POWER

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 188,023,694	\$ 198,247,568	\$ 191,503,933	\$ 213,814,583
Licenses & Permits	30,804	4,335	5,276	—
Miscellaneous	176,079	1,049,873	11,728	130,000
Other Tax	5,790,909	5,951,222	5,935,131	6,000,000
Interest Earnings/Investment Income	149,980	24,929	636,360	650,000
Non Operating Other/Other	(5,101,130)	(5,244,286)	(5,236,193)	—
	<b>\$ 189,070,335</b>	<b>\$ 200,033,640</b>	<b>\$ 192,856,235</b>	<b>\$ 220,594,583</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Administrator of Engineering and Planning	31,200.00	132,501.95
2	1	1	Assistant Commissioner of Cleveland Public Power	31,200.00	143,955.85
5	2	2	Assistant Supt. Of Electric Transmission and Distribution	31,200.00	100,089.05
1	1	1	Chief Supt. of Electric Transmission and Distribution	50,000.00	122,637.15
1	1	1	Commissioner of Cleveland Public Power	45,201.46	202,752.86
1	1	1	Customer Support Center Manager	65,000.00	112,640.51
1	0	0	Deputy Commissioner of Cleveland Public Power	46,224.91	152,740.52
3	2	2	Supt. of Electrical Transmission and Distribution	50,000.00	116,972.03
15	9	9			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	0	0	Chief Clerk	31,200.00	58,873.98
22	14	14	Customer Service Representative - Call Center	15.00	21.05
0	2	2	Customer Account Associate -- Billing Services	16.65	21.65
0	6	6	Customer Account Associate -- Credit & Collections	16.65	21.65
2	2	2	Principal Clerk	17.27	23.32
1	0	0	Senior Clerk	15.61	31.78
26	24	24			
<b><u>PROFESSIONALS</u></b>					
6	5	5	Administrative Manager	31,200.00	154,629.45
1	1	1	Administrative Officer	31,200.00	63,579.75
7	6	6	Assistant Administrator	31,200.00	90,644.85
1	1	1	Assistant Manager of Marketing	31,200.00	70,088.94
2	2	2	Associate Engineer	24.04	47.78



CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
5	4	4	Chief Electric Transmission Operator	42.89	43.74
6	3	3	Consulting Engineer	36,000.00	104,888.34
1	1	1	Energy Marketing Manager	31,200.00	131,444.96
1	0	0	Electric Transmission SCADA Engineer	31,200.00	115,184.63
2	1	1	GIS Technician	31,200.00	56,587.73
7	5	5	Project Coordinator	31,200.00	106,323.88
1	1	1	Transmissions Operations Manager	31,200.00	117,900.21
1	1	1	Unit Supervisor	26.48	27.01
41	31	31			
<b><u>SKILLED CRAFT</u></b>					
2	0	0	Apprentice Cable Splicer I	27.61	29.74
0	1	1	Apprentive Cable Splicer II	27.61	29.74
2	1	1	Apprentice Cable Splicer III	27.61	29.74
7	1	1	Apprentice Lineman	27.81	29.96
2	1	1	Apprentice Lineman II	27.81	29.96
4	5	5	Apprentice Lineman III	27.81	29.96
4	5	5	Apprentice Lineman IV	27.81	29.96
2	1	1	Cement Finisher	44.60	55.75
1	1	1	Cement Finisher Foreman	45.85	57.00
2	2	2	Construction Equipment Operator Group A	48.42	60.53
4	4	4	Electric Transmission and Distribution Inspector	36.13	42.17
8	8	8	Electric Worker	50.90	63.63
1	1	1	Electrical Worker Foreman	52.15	64.88
7	5	5	Heavy Duty Technician	24.14	29.42
1	1	1	Heavy Duty Technician Unit Leader	32.39	36.51
4	2	2	Line Clearance Man	26.84	29.56
6	5	5	Line Foreman	38.73	44.81
7	1	1	Lineman Leader	40.49	43.38
5	3	3	Low Tension Lineman	35.83	37.17
1	0	0	Low Tension Lineman Apprentice	27.27	28.91
0	1	1	Low Tension Lineman Apprentice III	27.27	28.91
1	1	1	Painter	36.85	46.06
21	12	12	Senior Lineman	39.30	42.17
12	6	6	Trouble Line Worker	37.36	43.41
104	68	68			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Cable Foreman	41.90	44.81



CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
6	2	2	Cable Splicer Helper II	27.76	28.97
6	5	5	Custodial Worker	17.89	21.33
1	1	1	Electric Meter Industrial Installer	34.19	35.51
2	2	2	Electric Meter Instrument Specialist and General Tester	34.57	35.90
2	2	2	Electric Meter Service Foreman	38.73	40.14
3	1	1	Electric Meter Service Installer I	31.85	33.75
6	5	5	Electric Meter Service Installer II	29.68	30.90
2	0	0	Electric Meter Apprentice 1st	26.68	29.29
2	1	1	Electric Meter Apprentice 2nd	26.68	29.29
0	1	1	Electric Meter Apprentice 3rd	26.68	29.29
1	0	0	Gas Turbine Mechanic	31.85	33.75
1	1	1	General Construction Unit Leader	37.10	39.10
9	4	4	Intern Apprentice	16.91	17.25
1	0	0	Instrumentation Tech I	23.72	25.18
16	12	12	Line Helper Driver	22.03	28.97
0	3	3	Line Helper Driver I	22.03	28.97
15	4	4	Line Helper Driver II	22.03	28.97
4	4	4	Line Switchman	41.42	44.31
6	5	5	Municipal Service Laborer	18.82	20.82
6	5	5	Senior Cable Splicer	36.13	42.17
1	1	1	Transformer Repair Foreman	37.97	42.52
3	2	2	Underground Conduit Foreman	38.73	44.81
94	62	62			
			<b>TECHNICIANS</b>		
5	5	5	Dispatcher Electric System Operator	33.23	34.53
4	4	4	Meter Reader	15.61	17.68
1	1	1	Senior Draftsman	15.00	41.70
10	10	10			
0	0	86	<b>VACANT FULL TIME</b>		
290	204	290	<b>TOTAL FULL TIME</b>		
			<b>VACANT TRAINEES</b>		
15	17	15	<b>TOTAL TRAINEES</b>		
305	221	305	<b>TOTAL DIVISION</b>		



AIRPORT GENERAL OPERATIONS

Dennis D. Kramer, Interim Director

**Mission Statement**

*To create a competitive airport of choice by providing an authentic, safe travel experience that exceeds our passengers' expectations and builds the trust of our partners, our people and our stakeholders.*

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The Department of Port Control is responsible for the administration and control of all activities at Cleveland Hopkins International and Burke Lakefront Airports as well as the use of City owned land along Lake Erie and the Cuyahoga River.

Included in this responsibility are the planning, development and maintenance of airfields, terminal complexes and all related facilities. The DPC manages the day-to-day operations at both airports; accepts and supervises the expenditure of grants from the state and federal agencies. It sets and collects landing fees, rentals, concession fees, and other airport related charges. The Department represents the City in negotiations for the airport related contracts. Additionally, the Department is responsible for providing safe, efficient, friendly, and professional service to the traveling public and other airport users.

The primary objectives of the Division of Cleveland Hopkins International and Burke Lakefront Airports will be to maintain the airfields, terminals, and other structures for the safety and comfort of the traveling public and other airport users, while keeping the cost increase at or below the rate of inflation. Planned capital improvements will allow for improved safety and increased capacity of the airfields. Promotional and air service programs will be continued to improve public awareness of airports' functions; environmental programs will be implemented to permit the greatest use of the airfields at the least discomfort to the surrounding residents.

**PROGRAM NAME:ADMINISTRATION AND PERFORMANCE MANAGEMENT**

OBJECTIVES: To provide administrative support to all divisions of the Department.

ACTIVITIES: Oversee human resources, safety & risk management, organizational development, performance management, and administrative services.

**PROGRAM NAME:BUSINESS DEVELOPMENT & MANAGEMENT**

OBJECTIVES: To provide business development and management services to Department tenants and service providers.

ACTIVITIES: Oversee concession contracts, property leases, property development projects, ground transportation, and inventory control.

**PROGRAM NAME:BURKE LAKEFRONT AIRPORT-OPERATIONS**

OBJECTIVES: To maintain a safe and efficient airfield and facilities.

ACTIVITIES: Oversee the daily operations of Burke Lakefront Airport, including airfield operations, facilities maintenance, and custodial and Airport Rescue Fire Fighting.



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**AIRPORT GENERAL OPERATIONS*****PROGRAM NAME:CLEVELAND HOPKINS INTERNATIONAL AIRPORT-  
OPERATIONS***

**OBJECTIVES:** To maintain a safe and efficient airfield and facilities.

**ACTIVITIES:** Oversee the daily operations of the Cleveland Hopkins International Airport, including airfield operations, grounds maintenance, building maintenance, custodial services, utilities management, airport security, vehicle maintenance, and Airport Rescue Fire Fighting.

***PROGRAM NAME:DIRECTOR'S OFFICE***

**OBJECTIVES:** To provide general oversight and direction to the Department.

**ACTIVITIES:** Oversee legislative and corporate affairs, disadvantage/minority/female business development, and legal support.

***PROGRAM NAME:PLANNING AND ENGINEERING***

**OBJECTIVES:** To provide oversight of all construction and environmental projects at the Airports.

**ACTIVITIES:** Oversee capital planning, engineering, construction, real estate, environmental and noise abatement activities.

***PROGRAM NAME:FINANCE AND PROCUREMENT***

**OBJECTIVES:** To provide financial management and procurement support services to all divisions of the Department.

**ACTIVITIES:** Oversee accounting, budgeting, auditing, financial analysis/reporting, and procurement activities.

***PROGRAM NAME:INFORMATION TECHNOLOGY SERVICES***

**OBJECTIVES:** To provide information technology support services to airport users and Department employees.

**ACTIVITIES:** Oversee network planning, design, installation and maintenance as well as software systems installation, maintenance, and integration.

***PROGRAM NAME:MARKETING AND AIR SERVICE DEVELOPMENT***

**OBJECTIVES:** To provide marketing, public relations, and air service development services to the public and Departmental employees.

**ACTIVITIES:** Oversee advertising, public relations, community relations, air service development, and airport terminal support services.

***PROGRAM NAME:PLANNING***

**OBJECTIVES:** To provide for the future developments of the Airport system.

**ACTIVITIES:** To manage the strategic direction of the Airport development and identify the infrastructure needed to satisfy customer needs; managing environmental compatibility, and monitoring and implementing applicable federal and state environmental incentives; and managing digital information needs and identify infrastructure needed to maintain effective e-commerce.



AIRPORT GENERAL OPERATIONS

	Output Metric	Historic Data		
		2020	2021	2022
1	Total passengers	4,122,517	7,283,896	8,693,866
2	Landed Weights	3,514,736	4,609,992	5,222,496
3	Passenger Spend Per Enplanement	\$9.73	\$10.92	\$12.02
4	Cost Per Enplanement	\$31.96	\$20.46	\$14.71



AIRPORT GENERAL OPERATIONS

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 20,435,755	\$ 19,637,154	\$ 18,122,661	\$ 25,516,581
Seasonal	871,701	653,496	413,369	700,000
Military Leave	4,439	7,842	3,060	—
Part-Time Permanent	226,169	125,125	98,823	225,996
Longevity	122,850	116,100	103,550	107,600
Wage Settlements	11,984	313	—	—
Vacation Conversion	—	125,528	—	—
Separation Payments	413,828	362,424	306,108	368,118
Bonus Incentive	1,600	1,186	139,500	—
Overtime	1,588,336	2,480,703	3,080,284	2,300,000
	<b>\$ 23,676,661</b>	<b>\$ 23,509,871</b>	<b>\$ 22,267,357</b>	<b>\$ 29,218,295</b>
<b>Benefits</b>				
Hospitalization	\$ 3,654,258	\$ 3,236,282	\$ 2,987,316	\$ 3,427,623
Prescription	769,101	675,054	625,492	999,734
Dental	192,780	168,320	147,606	252,341
Vision Care	29,111	27,218	23,421	39,320
Public Employees Retire System	3,351,493	3,282,902	3,048,552	4,046,545
Fica-Medicare	332,393	330,922	312,428	407,375
Workers' Compensation	249,590	461,698	517,139	488,772
Life Insurance	15,460	13,997	12,908	21,405
Unemployment Compensation	157,787	49,315	104,002	—
Clothing Allowance	139,950	127,212	129,548	173,985
Tool Insurance	11,150	11,150	9,150	—
Clothing Maintenance	50,500	43,850	38,775	69,625
	<b>\$ 8,953,573</b>	<b>\$ 8,427,920</b>	<b>\$ 7,956,337</b>	<b>\$ 9,926,725</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 93	\$ 4,336	\$ 71,877	\$ 93,750
Tuition & Registration Fees	2,774	7,450	63,022	137,176
Other Training Supplies	2,560	—	—	—
Professional Dues & Subscript	121,702	140,525	126,109	184,739
	<b>\$ 127,129</b>	<b>\$ 152,311</b>	<b>\$ 261,008</b>	<b>\$ 415,665</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 282,414	\$ 308,800	\$ 623,436	\$ 422,997
Water	720,380	884,160	1,276,748	1,199,624
Gas	169,465	378,795	228,919	250,206
Electricity - Cpp	275,730	268,028	250,337	317,048
Electricity - Other	3,558,723	3,443,591	3,847,847	5,517,650
	<b>\$ 5,006,711</b>	<b>\$ 5,283,375</b>	<b>\$ 6,227,287</b>	<b>\$ 7,707,525</b>



AIRPORT GENERAL OPERATIONS

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Contractual Services</b>				
Professional Services	\$ 2,278,326	\$ 2,909,592	\$ 4,593,067	\$ 6,039,000
Travel- Non-Training	—	3,115	—	—
Waste Disposal	57,445	55,000	570,000	—
Advertising And Public Notice	—	785	795	2,000
Program Promotion	32,700	—	—	25,000
Participation Fee	8,487	13,542	14,826	—
Parking In City Facilities	2,074	1,738	2,792	4,000
Insurance And Official Bonds	1,186,710	1,347,328	1,500,461	1,650,000
Taxes	4,362,907	4,356,671	4,400,852	4,950,997
Parking Tax	1,820,767	1,125,808	2,451,346	2,443,917
Equipment Rental	—	24,850	163,962	75,000
Other Contractual	5,617,667	3,952,774	9,249,345	11,328,417
State Auditor Examination	36,000	35,000	13,179	40,000
Transfer To Other Airport Fnd	8,000,000	12,000,000	12,000,000	12,000,000
Customized	229,165	—	—	—
Bank Service Fees	7,111	10,874	20,752	18,000
Credit Card Processing Fees	8,603	14,336	14,764	20,000
	<b>\$ 23,647,962</b>	<b>\$ 25,851,413</b>	<b>\$ 34,996,140</b>	<b>\$ 38,596,331</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 1,896	\$ 2,861	\$ 2,015	\$ 4,000
Computer Hardware	108,461	26,352	53,624	91,000
Computer Software	—	10,840	94,408	71,000
Chemical	1,701,822	886,939	1,808,240	2,030,000
Clothing	27,278	—	4,845	100,800
Hardware & Small Tools	43,301	400	30,602	35,000
Boilers, Heaters & Cool Equip	187,000	—	101,228	50,000
Seed, Fertilizer & Herbicide	—	5,000	30,000	35,000
Small Equipment	20,000	10,387	70,389	35,000
Office Furniture & Equipment	2,469	4,260	20,882	52,262
Electrical Supplies	22,000	15,000	948,462	1,005,000
Fence, Posts & Bars	50,000	400,000	20,132	50,000
Hygiene And Cleaning Supplies	410,278	451,630	332,285	351,875
Medical Supplies	39,899	71,950	59,256	80,000
Food	29,265	29,337	36,929	7,550
Other Supplies	696,000	875,691	1,012,912	1,262,700
Safety Equipment	73,760	76,255	117,744	99,519
Special Events Supplies	119	—	100	5,000



AIRPORT GENERAL OPERATIONS

**Expenditures (Continued)**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Just In Time Office Supplies	15,239	21,769	25,144	25,000
Building Maintenance Supplies	225,520	203,213	10,959	36,250
Cement Sand & Gravel	59,906	29,917	109,033	51,500
Misc Maintenance Supplies	—	—	—	50,000
	<b>\$ 3,714,212</b>	<b>\$ 3,121,800</b>	<b>\$ 4,889,190</b>	<b>\$ 5,528,456</b>
<b>Maintenance</b>				
Computer Hardware Maintenance	\$ 247,805	\$ 75,546	\$ 77,475	\$ 82,000
Computer Software Maintenance	680,645	758,147	1,029,113	1,140,774
Maintenance Machinery & Tools	1,748,319	1,534,443	592,598	865,500
Maintenance Fire Apparatus	7,957	13,000	13,500	14,500
Maintenance Vehicles	528,769	394,388	678,956	605,500
Maintenance Utility Systems	78,369	6,043	—	—
Maintenance Misc. Equipment	963,465	861,786	1,012,382	1,050,000
Maintenance Building	10,164	13,026	15,470	1,500
	<b>\$ 4,265,492</b>	<b>\$ 3,656,378</b>	<b>\$ 3,419,494</b>	<b>\$ 3,759,774</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ 267,465	\$ 249,333	\$ 115,012	\$ 450,000
Indirect Cost	3,219,380	3,219,380	3,219,380	3,219,380
	<b>\$ 3,486,845</b>	<b>\$ 3,468,713</b>	<b>\$ 3,334,392</b>	<b>\$ 3,669,380</b>
<b>Interdepart Service Charges</b>				
Charges From General Fund	\$ 8,279,694	\$ 7,522,952	\$ 8,008,749	\$ 8,007,492
Charges From Telephone Exch	1,076,251	1,657,897	910,391	1,250,000
Charges From Utilities Admin	2,088	2,451	2,105	2,088
Charges From Radio Comm System	267,578	483,811	344,526	500,000
Charges From W.P.C.	—	—	—	2,000
Charges From Print & Repro	54,671	55,419	60,506	75,000
Charges From Central Storeroom	3,303	2,652	3,112	2,000
Charges From M.V.M.	(219)	40,811	47,537	35,000
Charges From Division Of Maint	13,923	—	40,000	40,000
Charges From Waste Collection	54,656	82,945	77,902	86,000
	<b>\$ 9,751,945</b>	<b>\$ 9,848,938</b>	<b>\$ 9,494,828</b>	<b>\$ 9,999,580</b>
<b>Capital Outlay</b>				
Transfer To Airports Cap Proj	\$ 729,465	\$ —	\$ 1,850,000	\$ 2,000,000
	<b>\$ 729,465</b>	<b>\$ —</b>	<b>\$ 1,850,000</b>	<b>\$ 2,000,000</b>
<b>Debt Service</b>				
Principal	\$ 44,093,000	\$ 44,559,732	\$ 43,498,864	\$ 45,760,000
Interest	21,864,616	21,145,060	19,066,204	17,058,848
	<b>\$ 65,957,616</b>	<b>\$ 65,704,792</b>	<b>\$ 62,565,068</b>	<b>\$ 62,818,848</b>
	<b>\$ 149,317,612</b>	<b>\$ 149,025,510</b>	<b>\$ 157,261,100</b>	<b>\$ 173,640,579</b>



AIRPORT GENERAL OPERATIONS

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 108,505,821	\$ 131,347,359	\$ 120,201,342	\$ 143,894,882
Fines, Forfeitures & Settlements	4,422	1,100	140	—
Grant Revenue	41,766,744	20,306,626	16,919,386	8,545,700
Miscellaneous	10,694,998	15,363,951	16,997,719	19,200,000
Sale Of City Assets	—	399,611	—	—
Interest Earnings/Investment Income	585,892	76,417	2,047,572	2,000,000
Non Operating Other/Other	86,381	240	—	—
	<b>\$ 161,644,259</b>	<b>\$ 167,495,303</b>	<b>\$ 156,166,159</b>	<b>\$ 173,640,582</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Administrator of Engineering and Planning	31,200.00	132,501.95
5	4	4	Administration Bureau Manager	40,314.82	155,504.25
2	2	2	Asst. Manager Appl Dev/Technical Support	46,224.91	146,984.67
1	1	1	Commissioner of Cleve. Hopkins Int. Airport	40,314.92	173,874.06
2	1	1	Deputy Comm. of Cleve. Hopkins Int. Airport	31,200.00	114,691.24
1	1	1	Director of Port Control	100,000.00	375,000.00
1	1	1	General Manager of Administrative Services	31,200.00	110,567.26
1	1	1	HR Fiscal Administrator	31,200.00	74,899.14
14	11	11			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Chief Clerk	31,200.00	58,873.98
3	3	3	Principal Clerk	17.27	23.32
1	1	1	Private Secretary	19.49	24.59
1	1	1	Private Secretary to the Director	31,200.00	54,653.05
1	1	1	Head Storekeeper	20.72	26.74
1	1	1	Network/Data Center Operations Manager	55,000.00	125,556.68
2	2	2	Stock Clerk	15.61	21.15
2	2	2	Storekeeper	15.61	21.15
12	12	12			



AIRPORT GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>PROFESSIONALS</u></b>					
1	1	1	Accountant III	17.96	28.54
4	3	3	Accountant IV	31,200.00	69,967.46
13	11	11	Administrative Manager	31,200.00	154,629.45
3	2	2	Administrative Officer	31,200.00	63,579.75
1	1	1	Airport Chief Engineer	31,200.00	132,501.95
1	1	1	Airport Comptroller	31,200.00	104,982.68
5	5	5	Airport Maintenance Manager	31,200.00	110,567.48
6	7	7	Airport Maintenance Superintendent	31,200.00	74,342.74
3	2	2	Airport Maintenance Supervisor	31,200.00	71,639.35
1	1	1	Airport Operations/ Sec Manager	31,200.00	105,232.03
1	1	1	Airport Planning Envir. Officer	31,200.00	104,982.68
1	0	0	Airport Safety Manager	31,200.00	108,067.64
1	1	1	Air Trade Development Manager	31,200.00	122,307.89
3	3	3	Assistant Administrator	31,200.00	90,644.85
2	1	1	Assistant Director of Law I (S)	31,200.00	126,573.85
0	1	1	Assistant Director of Law II	31,500.00	135,168.61
1	0	0	Assistant Airport Safety Chief/Training	31,200.00	70,234.84
1	1	1	Chief Civil Engineer	31,200.00	99,604.81
1	0	0	Chief Eng & Constr Inspector	29.77	31.77
1	0	0	Chief Systems Analyst	31,200.00	115,184.63
1	0	0	Chief Training Officer	31,200.00	83,376.71
2	0	0	Consulting Engineer	36,000.00	104,888.34
1	1	1	Contract Compliance Officer	31,200.00	83,376.71
2	2	2	Fiscal Manager	31,200.00	104,654.90
1	0	0	Labor Relations Officer	31,200.00	91,261.11
2	2	2	Network Analyst II	31,200.00	107,868.72
2	2	2	Personnel Administrator	31,200.00	97,137.68
21	19	19	Project Coordinator	31,200.00	106,323.88
1	1	1	Project Director	31,200.00	88,646.98
1	1	1	Safety Programs Officer 1	31,200.00	75,077.69
2	2	2	Super Admin Services-Data	31,200.00	66,938.64
1	0	0	Sr. Graphic Designer	40,000.00	75,000.00
2	1	1	Systems Analyst	31,200.00	75,107.16
1	0	0	Warehouse Inventory Manager	31,200.00	88,646.98
90	73	73			



**AIRPORT GENERAL OPERATIONS**

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>SKILLED CRAFT</u></b>					
2	2	2	Carpenter	45.20	56.50
8	7	7	Electrical Worker	50.90	63.63
1	1	1	Electrical Worker Foreman	52.15	64.88
11	9	9	Heavy Duty Mechanic	24.14	29.42
2	2	2	Heavy Duty Unit Leader	32.39	36.51
3	2	2	Painter	36.85	46.06
1	1	1	Painter Foreman	38.10	47.31
2	2	2	Plumber	55.33	69.16
<b>30</b>	<b>26</b>	<b>26</b>			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
16	12	12	Airport Field Foreman	23.77	25.77
64	38	38	Airport Maintenance Man	21.50	21.93
1	1	1	Building Stationary Engineer	22.14	35.14
51	47	47	Custodial Worker	17.89	21.33
7	4	4	Custodial Worker Supervisor	22.04	24.04
1	1	1	Supt Vehicle Admin Services	31,200.00	78,184.48
4	2	2	Window Washer	17.89	25.55
<b>144</b>	<b>105</b>	<b>105</b>			
<b><u>TECHNICIANS</u></b>					
4	6	6	Airport Term Operations Agent	16.24	20.48
17	4	4	Airport Operations Agent I	19.87	24.35
8	7	7	Airport Operations Agent II	24.97	28.66
6	4	4	Airport Operations Agent III	31,200.00	66,756.52
3	3	3	Airport Operations Superintendent	53,682.00	122,622.22
12	10	10	Airport Safety Supervisor	65,116.65	73,831.68
2	2	2	Airport Security Coordinator	31,200.00	74,899.14
3	1	1	Engineering & Construction Inspector	22.42	24.42
1	1	1	Environmental Assistant	31,200.00	60,274.69
1	1	1	Radio Dispatcher	23.87	24.35
<b>57</b>	<b>39</b>	<b>39</b>			



**AIRPORT GENERAL OPERATIONS**

**COMPARISON OF STAFFING LEVEL**

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
			<b><u>PROTECTIVE SERVICE</u></b>		
42	34	34	ARFF Paramedic	21.22	30.60
2	2	2	Airport Safety Shift Commander	31,200.00	84,486.93
44	36	36			
0	0	103	<b><u>VACANT FULL TIME</u></b>		
<b>391</b>	<b>302</b>	<b>405</b>	<b>TOTAL FULL TIME</b>		
0	0	8	<b><u>VACANT PART TIME</u></b>		
<b>10</b>	<b>2</b>	<b>10</b>	<b>TOTAL PART TIME</b>		
0	0	10	<b><u>VACANT SEASONAL</u></b>		
<b>25</b>	<b>15</b>	<b>25</b>	<b>TOTAL SEASONAL</b>		
<b>426</b>	<b>319</b>	<b>440</b>	<b>TOTAL DIVISION</b>		

# Small 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. Small Enterprise Group, consisting of Cemeteries, Golf Courses, Municipal Parking Facilities, the Cleveland Public Auditorium and the West Side Market, do not maintain full accrual accounting and may require tax support.



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>CEMETERIES</b>						
RECEIPTS	\$ 1,785,215	\$ 1,845,125	\$ 1,792,770	\$ 1,743,454	\$ (49,316)	-3%
EXPENDITURES	1,730,741	1,736,744	1,752,104	1,964,819	212,715	12%
Net	\$ 54,474	\$ 108,381	\$ 40,666	\$ (221,365)	\$ (262,031)	-644%
Decertifications	5	2,026	14,493	—	—	—
Beginning Balance	1,321	55,800	166,207	221,366	—	—
<b>Ending Balance</b>	<b>\$ 55,800</b>	<b>\$ 166,207</b>	<b>\$ 221,366</b>	<b>\$ 1</b>	<b>\$ (221,365)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>18</b>	<b>2</b>	<b>13%</b>
<b>GOLF COURSES</b>						
RECEIPTS	\$ 1,393,565	\$ 1,366,079	\$ 1,307,659	\$ 1,262,526	\$ (45,133)	-3%
EXPENDITURES	1,393,104	1,364,017	1,382,456	1,408,984	26,528	2%
Net	\$ 461	\$ 2,061	\$ (74,797)	\$ (146,458)	\$ (71,661)	96%
Decertifications	8	216	217,390	—	—	—
Beginning Balance	1,120	1,589	3,866	146,459	—	—
<b>Ending Balance</b>	<b>\$ 1,589</b>	<b>\$ 3,866</b>	<b>\$ 146,459</b>	<b>\$ 1</b>	<b>\$ (146,458)</b>	<b>-100%</b>
<b>MUNICIPAL PARKING FACILITIES</b>						
RECEIPTS	\$ 6,091,771	\$ 5,216,912	\$ 7,932,880	\$ 8,361,242	\$ 428,362	5%
EXPENDITURES	5,613,163	5,751,587	8,701,308	8,491,717	(209,591)	-2%
Net	\$ 478,608	\$ (534,674)	\$ (768,428)	\$ (130,475)	\$ 637,953	-83%
Receivables & Adjustments	—	—	10,000	—	—	%
Decertifications	—	787	3,995	—	—	—
Beginning Balance	940,188	1,418,796	884,908	130,475	—	—
<b>Ending Balance</b>	<b>\$ 1,418,796</b>	<b>\$ 884,908</b>	<b>\$ 130,475</b>	<b>\$ 0</b>	<b>\$ (130,475)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>1</b>	<b>8%</b>
<b>PUBLIC AUDITORIUM</b>						
RECEIPTS	\$ 2,467,998	\$ 2,470,773	\$ 2,854,019	\$ 3,235,322	\$ 381,303	13%
EXPENDITURES	2,403,205	2,541,012	2,849,743	3,247,728	397,985	14%
Net	\$ 64,792	\$ (70,239)	\$ 4,276	\$ (12,406)	\$ (16,682)	-390%
Decertifications	—	10,039	2,418	—	—	—
Beginning Balance	1,120	65,912	5,713	12,407	—	—
<b>Ending Balance</b>	<b>\$ 65,912</b>	<b>\$ 5,713</b>	<b>\$ 12,407</b>	<b>\$ 1</b>	<b>\$ (12,406)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>—</b>	<b>%</b>



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>WEST SIDE MARKET</b>						
RECEIPTS	\$ 1,182,356	\$ 1,623,822	\$ 1,716,498	\$ 1,621,529	\$ (94,969)	-6%
EXPENDITURES	1,619,386	1,667,336	1,331,677	2,036,069	704,392	53%
Net	\$ (437,030)	\$ (43,514)	\$ 384,821	\$ (414,540)	\$ (799,361)	-208%
Decertifications	—	—	13,269	—		—
Beginning Balance	496,995	59,965	16,451	414,541	—	—
<b>Ending Balance</b>	<b>\$ 59,965</b>	<b>\$ 16,451</b>	<b>\$ 414,541</b>	<b>\$ 1</b>	<b>\$ (414,540)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>20%</b>



CEMETERIES

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 806,980	\$ 830,347	\$ 805,686	\$ 878,140
Longevity	6,150	6,575	6,225	7,100
Wage Settlements	202	20	—	—
Separation Payments	—	6,022	—	—
Bonus Incentive	—	—	2,000	—
Overtime	35,442	39,844	37,661	48,068
	<b>\$ 848,773</b>	<b>\$ 882,808</b>	<b>\$ 851,571</b>	<b>\$ 933,308</b>
<b>Benefits</b>				
Hospitalization	\$ 208,374	\$ 180,240	\$ 172,509	\$ 210,383
Prescription	43,279	37,232	35,135	42,922
Dental	10,478	8,776	7,917	10,192
Vision Care	1,544	1,455	1,319	1,720
Public Employees Retire System	123,424	123,341	118,649	133,974
Fica-Medicare	11,898	12,454	11,947	13,181
Workers' Compensation	7,692	9,066	17,276	57,160
Life Insurance	780	703	710	988
Unemployment Compensation	—	425	—	12,896
Clothing Allowance	5,600	5,477	4,400	5,600
Tool Insurance	1,000	1,000	1,000	1,000
Clothing Maintenance	2,100	1,950	1,650	2,100
	<b>\$ 416,170</b>	<b>\$ 382,121</b>	<b>\$ 372,512</b>	<b>\$ 492,116</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ —	\$ —	\$ —	\$ 52
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 52</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 4,931	\$ 11,149	\$ 20,836	\$ 11,742
Gas	3,962	4,838	7,773	6,985
Electricity - Cpp	40,090	43,136	38,104	44,911
Electricity - Other	34,964	31,492	32,739	34,967
Security & Monitoring System	1,822	3,068	1,932	3,690
	<b>\$ 85,768</b>	<b>\$ 93,683</b>	<b>\$ 101,384</b>	<b>\$ 102,295</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ —	\$ —	\$ 2,000
Medical Services	—	—	—	309
Other Contractual	208,568	208,568	210,020	208,568
Bank Service Fees	3,205	3,797	2,632	2,060
Credit Card Processing Fees	16,888	19,411	18,160	13,650
	<b>\$ 228,660</b>	<b>\$ 231,775</b>	<b>\$ 230,812</b>	<b>\$ 226,587</b>



CEMETERIES

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Hardware & Small Tools	\$ —	\$ 1,482	\$ —	\$ 1,030
Seed, Fertilizer & Herbicide	8,204	3,294	8,598	9,940
Small Equipment	—	—	191	4,000
Hygiene And Cleaning Supplies	2,001	—	750	2,000
Clay, Soil & Turf	1,600	—	4,500	4,708
Lumber, Glass, And Drywall	6,918	8,406	12,612	10,000
Other Supplies	8,651	6,931	6,529	12,847
Safety Equipment	845	636	—	1,900
Just In Time Office Supplies	420	438	427	824
	<b>\$ 28,640</b>	<b>\$ 21,187</b>	<b>\$ 33,607</b>	<b>\$ 47,249</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ —	\$ —	\$ 1,875	\$ 5,000
Maintenance Machinery & Tools	25	—	—	1,000
Maintenance Fire Apparatus	—	—	—	258
Maintenance Building	1,775	—	4,935	1,258
	<b>\$ 1,800</b>	<b>\$ —</b>	<b>\$ 6,810</b>	<b>\$ 7,516</b>
<b>Claims, Refunds, Maintenance</b>				
Judgments, Damages, & Claims	\$ —	\$ —	\$ —	\$ 1,751
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,751</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 10,406	\$ 11,465	\$ 9,897	\$ 11,650
Charges From W.P.C.	4,651	1,905	—	1,000
Charges From Print & Repro	3,244	3,937	4,428	5,280
Charges From Central Storeroom	1,127	1,187	1,288	1,700
Charges From M.V.M.	100,690	106,676	139,794	130,315
Charges From Division Of Maint	—	—	—	1,000
Charges From Waste Collection	810	—	—	3,000
	<b>\$ 120,929</b>	<b>\$ 125,171</b>	<b>\$ 155,406</b>	<b>\$ 153,945</b>
	<b>\$ 1,730,741</b>	<b>\$ 1,736,744</b>	<b>\$ 1,752,104</b>	<b>\$ 1,964,819</b>



CEMETERIES

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 1,021,699	\$ 1,159,427	\$ 960,219	\$ 915,000
Miscellaneous	7,692	44,360	—	—
Sale Of City Assets	566,682	636,954	496,350	490,000
Transfers In	150,000	—	249,480	268,454
Interest Earnings/Investment Income	38,065	3,946	83,229	70,000
Non Operating Other/Other	1,077	438	3,492	—
	<b>\$ 1,785,215</b>	<b>\$ 1,845,125</b>	<b>\$ 1,792,770</b>	<b>\$ 1,743,454</b>

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Manager of Urban Forestry	31,200.00	87,261.17
1	1	1			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Senior Clerk	15.61	31.78
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
9	7	7	Cemetery Maintenance Worker I	18.82	20.82
2	2	2	Cemetery Maintenance Worker II	28.93	30.93
2	2	2	Cemetery Foreman	23.78	25.78
1	1	1	Cemetery Supervisor	27.17	29.17
14	12	12			
<b><u>SKILLED CRAFT</u></b>					
1	1	1	Automobile Repair Worker	18.25	24.57
1	1	1			
0	0	2	<b><u>VACANT FULL TIME</u></b>		
18	16	18	<b>TOTAL FULL TIME</b>		
<b>18</b>	<b>16</b>	<b>18</b>	<b>TOTAL DIVISION</b>		



GOLF COURSE

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Utilities</b>				
Electricity - Other	\$ 40,849	\$ 19,859	\$ 44,562	\$ 46,786
Security & Monitoring System	—	2,512	540	—
	<b>\$ 40,849</b>	<b>\$ 22,371</b>	<b>\$ 45,102</b>	<b>\$ 46,786</b>
<b>Contractual Services</b>				
Professional Services	\$ 759,055	\$ 755,000	\$ 755,000	\$ 755,000
Security Services	1,284	744	744	1,500
Taxes	—	2,794	3,218	10,000
Property Rental	95	—	—	—
Other Contractual	528,683	526,897	530,772	514,230
Credit Card Processing Fees	12,906	14,208	13,680	17,000
	<b>\$ 1,302,022</b>	<b>\$ 1,299,643</b>	<b>\$ 1,303,415</b>	<b>\$ 1,297,730</b>
<b>Materials &amp; Supplies</b>				
Hygiene And Cleaning Supplies	\$ 4,186	\$ 2,825	\$ 4,929	\$ 15,450
Food	30,470	20,506	10,000	13,000
Other Supplies	3,965	10,585	8,779	13,557
Sporting Goods Supplies	—	6,964	9,394	10,000
Cement Sand & Gravel	7,000	—	—	—
	<b>\$ 45,621</b>	<b>\$ 40,880</b>	<b>\$ 33,101</b>	<b>\$ 52,007</b>
<b>Maintenance</b>				
Maintenance Fire Apparatus	\$ 713	\$ 690	\$ 390	\$ 680
Maintenance Building	3,532	—	—	619
	<b>\$ 4,245</b>	<b>\$ 690</b>	<b>\$ 390</b>	<b>\$ 1,299</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 366	\$ 433	\$ 448	\$ 585
Charges From Division Of Maint	—	—	—	4,585
Charges From Waste Collection	—	—	—	5,992
	<b>\$ 366</b>	<b>\$ 433</b>	<b>\$ 448</b>	<b>\$ 11,162</b>
	<b>\$ 1,393,103</b>	<b>\$ 1,364,017</b>	<b>\$ 1,382,456</b>	<b>\$ 1,408,984</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 674,328	\$ 748,270	\$ 695,836	\$ 600,000
Miscellaneous	14,237	12,808	9,005	—
Transfers In	705,000	605,000	602,817	662,526
	<b>\$ 1,393,565</b>	<b>\$ 1,366,079</b>	<b>\$ 1,307,659</b>	<b>\$ 1,262,526</b>



PARKING LOTS GENERAL OPERATIONS

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 612,329	\$ 691,526	\$ 773,638	\$ 868,317
Part-Time Permanent	119,512	134,319	119,220	130,014
Longevity	4,000	3,800	5,000	5,825
Wage Settlements	171	2	—	—
Separation Payments	35,088	16,764	—	—
Bonus Incentive	—	—	6,000	—
Overtime	12,919	25,986	51,228	55,000
	<b>\$ 784,020</b>	<b>\$ 872,397</b>	<b>\$ 955,085</b>	<b>\$ 1,059,156</b>
<b>Benefits</b>				
Hospitalization	\$ 170,697	\$ 160,658	\$ 159,756	\$ 197,756
Prescription	34,652	33,323	35,050	39,642
Dental	8,917	7,776	6,844	9,399
Vision Care	1,178	1,158	1,116	1,580
Public Employees Retire System	108,997	120,169	132,573	142,083
Fica-Medicare	10,985	12,286	13,407	14,636
Workers' Compensation	7,092	7,763	9,776	13,135
Life Insurance	577	566	581	835
Unemployment Compensation	3,618	—	7,187	5,000
Clothing Allowance	3,163	2,500	2,500	2,900
Clothing Maintenance	493	450	450	600
	<b>\$ 350,368</b>	<b>\$ 346,649</b>	<b>\$ 369,240</b>	<b>\$ 427,566</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 920	\$ 595	\$ 595	\$ 1,515
	<b>\$ 920</b>	<b>\$ 595</b>	<b>\$ 595</b>	<b>\$ 1,515</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 135,499	\$ 134,772	\$ 128,515	\$ 175,673
Electricity - Other	8,690	6,031	9,381	11,593
	<b>\$ 144,190</b>	<b>\$ 140,803</b>	<b>\$ 137,896</b>	<b>\$ 187,266</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,505,794	\$ 1,799,794	\$ 1,717,179	\$ 2,300,000
Security Services	2,000	500	2,000	14,600
Taxes	245,340	260,599	250,750	250,750
Parking Tax	269,406	267,938	429,221	606,186
Property Rental	99,612	99,612	99,612	100,000
Equipment Rental	9,999	9,999	9,999	10,000
Special Assessment	4,582	4,582	4,426	4,750



PARKING LOTS GENERAL OPERATIONS

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Other Contractual	23,945	43,900	2,716,945	2,737,000
Bank Service Fees	19,602	16,160	6,808	30,000
Credit Card Processing Fees	73,201	67,427	141,138	200,000
	<b>\$ 2,253,481</b>	<b>\$ 2,570,511</b>	<b>\$ 5,378,078</b>	<b>\$ 6,253,286</b>
<b>Materials &amp; Supplies</b>				
Clothing	\$ 5,000	\$ —	\$ 5,000	\$ 5,000
Hardware & Small Tools	—	—	—	2,000
Welding Supplies & Equipment	—	—	200	200
Electrical Supplies	5,000	2,500	1,200	—
Hygiene And Cleaning Supplies	3,758	2,465	—	1,350
Other Supplies	24,707	8,240	14,880	15,000
Batteries	10,752	11,720	16,000	16,000
Just In Time Office Supplies	917	1,097	1,519	2,100
	<b>\$ 50,135</b>	<b>\$ 26,022</b>	<b>\$ 38,799</b>	<b>\$ 41,650</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 32,015	\$ 44,801	\$ 63,577	\$ 120,000
Repair Parts	8,798	11,400	16,000	20,000
Car Washes	975	960	—	1,000
Maintenance Building	600	600	600	—
	<b>\$ 42,388</b>	<b>\$ 57,761</b>	<b>\$ 80,177</b>	<b>\$ 141,000</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ 214,479	\$ 203,139	\$ 226,040	\$ 247,463
	<b>\$ 214,479</b>	<b>\$ 203,139</b>	<b>\$ 226,040</b>	<b>\$ 247,463</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 23,320	\$ 40,623	\$ 42,533	\$ 50,040
Charges From Light And Power	5,335	—	—	—
Charges From Print & Repro	5,381	13,612	5,524	6,145
Charges From Central Storeroom	93	118	91	130
Charges From M.V.M.	14,964	20,066	26,550	25,000
Charges From Waste Collection	1,080	1,040	1,060	1,500
Charges From Parks Maintenance	5,266	—	1,662	50,000
	<b>\$ 55,439</b>	<b>\$ 75,459</b>	<b>\$ 77,421</b>	<b>\$ 132,815</b>
<b>Interfund Subsidies</b>				
Transfer to Other SubClasses	\$ 637,340	\$ 79,157	\$ 15,705	\$ —
	<b>\$ 637,340</b>	<b>\$ 79,157</b>	<b>\$ 15,705</b>	<b>\$ —</b>
<b>Debt Service</b>				
Principal	\$ 933,527	\$ 1,344,709	\$ 1,405,079	\$ —
Interest	146,877	34,384	17,194	—
	<b>\$ 1,080,404</b>	<b>\$ 1,379,093</b>	<b>\$ 1,422,273</b>	<b>\$ —</b>
	<b>\$ 5,613,163</b>	<b>\$ 5,751,587</b>	<b>\$ 8,701,308</b>	<b>\$ 8,491,717</b>



PARKING LOTS GENERAL OPERATIONS

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 3,807,688	\$ 4,667,016	\$ 6,647,257	\$ 6,388,400
Fines, Forfeitures & Settlements	—	240,000	—	—
Miscellaneous	21,131	41,956	56,263	15,000
Transfers In	2,000,000	—	800,000	1,509,022
Other Tax	269,406	267,938	429,221	448,800
Interest Earnings/Investment Income	3,546	2	138	20
	<b>\$ 6,101,771</b>	<b>\$ 5,216,912</b>	<b>\$ 7,932,880</b>	<b>\$ 8,361,242</b>



PARKING LOTS GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Commissioner of Parking Facilities	40,314.82	155,504.25
2	2	2	Manager of Parking	31,200.00	91,940.88
3	3	3			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Assistant Administrator	31,200.00	90,644.85
1	1	1	Senior Clerk	15.61	31.78
3	3	3			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Budget Analyst	31,200.00	69,316.65
1	1	1			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
4	4	4	Parking Coordinator	16.01	18.88
2	2	2	Parking Attendant	16.01	18.88
6	6	6			
<b><u>TECHNICIANS</u></b>					
2	2	2	Parking Meter Collector	25.05	27.05
2	2	2			
15	15	15	<b>TOTAL FULL TIME</b>		
<b><u>VACANT PART TIME</u></b>					
0	0	11			
19	8	19	<b>TOTAL PART TIME</b>		
<b>34</b>	<b>23</b>	<b>34</b>	<b>TOTAL DIVISION</b>		



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**PUBLIC AUDITORIUM****Susie Claytor, Executive Commissioner****Mission Statement**

*To strengthen Cleveland's economy by delivering efficient, excellent service through promotion, marketing and management of the Public Auditorium, West Side Market and First Energy Stadium.*

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The Deputy Commissioner of the Public Auditorium has authority over three major service operations: the Public Auditorium and Conference Center, the West Side Market and First Energy Stadium. The Public Auditorium and Conference Center includes the recent renovations to the lower level meeting room area and upgrades to the main auditorium floor. The new construction features a new spacious pre-function area that can accommodate up to 500 people and will have multi-purpose programming opportunities. The new space includes ten meeting rooms that can be set up to make up to 15 meeting room accommodations. The lower level will offer a walkway to the Cleveland Convention Center. The historic Public Auditorium seats 10,000 and has over 29,000 square feet of usable exhibition space that can be arranged to accommodate up to 165 exhibits. The performing arts area of the Auditorium includes a 3000 seat Music Hall and 600 seat Little Theater.

***PROGRAM NAME:ADMINISTRATIVE OFFICE***

**OBJECTIVES:** To provide for the efficient operation of the Public Auditorium, Music Hall and the West Side Market. To provide fiscal data and to accurately account for revenues and expenses received from events.

**ACTIVITIES:** Coordinate the daily operations of the facility including event administration, labor management, fiscal operation 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 Internet services to promoters.

***PROGRAM NAME:CLEVELAND BROWNS STADIUM***

**OBJECTIVES:** 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.

***PROGRAM NAME:PUBLIC AUDITORIUM AND CONFERENCE CENTER***

**OBJECTIVES:** Provide a venue for meetings, trade shows, theatrical events and receptions.

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



PUBLIC AUDITORIUM

**PROGRAM NAME:SECURITY FUNCTIONS**

**OBJECTIVES:** To provide security for persons using the Public Auditorium and Conference Center and to provide information as requested.

**ACTIVITIES:** Maintaining the building security equipment and providing thPublic ae needed labor force to ensure the users safety.

**PROGRAM NAME:THEATRICAL EVENT ADMINISTRATION**

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

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

**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.

**Public Auditorium**

	Output Metric	Historic Data		
		2020	2021	2022
1	Paid Events – Public Auditorium	6	5	20
2	Event Revenue	\$69,920	\$79,275	\$247,257.25
3	Attendees / Visitors	12,250	79,275	37,350
4	Permits Processed	278	252	783

**West Side Market**

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of independent businesses leasing at West Side Market (short-term and long-term vendors)	71	70	69
2	Number of stands leased out (out of 181 total stands possible)	135	125	137
3	Storage Locker revenue (total possible income is \$224,335 if all lockers currently used are paid for at current rate)	\$128,220	\$148,395	\$141,474
4	Customer foot-traffic	N/A	N/A	548,954



PUBLIC AUDITORIUM

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 645,682	\$ 695,274	\$ 695,658	\$ 709,927
Seasonal	124	1,370	788	—
Part-Time Permanent	147,858	189,074	285,113	249,986
Injury Pay	15,348	—	—	—
Longevity	3,100	3,675	3,525	4,700
Wage Settlements	348	1	—	—
Vacation Conversion	—	4,038	—	—
Separation Payments	—	—	6,542	—
Bonus Incentive	18,000	—	—	—
Overtime	36,963	72,655	144,887	120,000
	<b>\$ 867,423</b>	<b>\$ 966,087</b>	<b>\$ 1,136,513</b>	<b>\$ 1,084,613</b>
<b>Benefits</b>				
Hospitalization	\$ 106,917	\$ 108,523	\$ 96,691	\$ 110,218
Prescription	22,964	23,285	22,415	23,260
Dental	5,400	5,344	4,928	5,190
Vision Care	931	1,018	911	1,080
Public Employees Retire System	126,250	134,706	155,316	152,737
Fica-Medicare	12,357	13,778	16,237	15,793
Workers' Compensation	9,996	20,872	13,478	150,295
Life Insurance	486	500	459	550
Unemployment Compensation	29,319	1,020	5,879	5,000
Clothing Allowance	1,545	1,545	1,545	2,030
Tool Insurance	200	200	200	—
Clothing Maintenance	1,750	1,750	1,575	1,725
Automobile Maintenance Allow	—	—	13,861	—
Union Welfare Payment	9,065	14,908	6,860	25,000
	<b>\$ 327,180</b>	<b>\$ 327,449</b>	<b>\$ 340,354</b>	<b>\$ 492,878</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 150	\$ —	\$ —	\$ 250
	<b>\$ 150</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 250</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 1,497	\$ 2,752	\$ 4,208	\$ 3,646
Gas	1,316	1,686	1,872	2,983
Electricity - Cpp	436,980	422,439	443,098	611,927
Steam	495,355	450,708	515,375	613,136
	<b>\$ 935,148</b>	<b>\$ 877,586</b>	<b>\$ 964,552</b>	<b>\$ 1,231,692</b>



PUBLIC AUDITORIUM

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Contractual Services</b>				
Professional Services	\$ 500	\$ 500	\$ —	\$ 575
Parking In City Facilities	2,193	2,295	2,614	2,000
Equipment Rental	2,535	—	—	2,500
Other Contractual	64,793	81,764	112,112	71,500
Credit Card Processing Fees	606	476	1,164	2,250
	<b>\$ 70,627</b>	<b>\$ 85,035</b>	<b>\$ 115,889</b>	<b>\$ 78,825</b>
<b>Materials &amp; Supplies</b>				
Electrical Supplies	\$ 8,934	\$ 13,000	\$ 12,359	\$ 12,000
Hygiene And Cleaning Supplies	8,862	9,500	6,456	12,000
Painting Equipment & Supplies	—	—	—	500
Plumbing Supplies And Equip	1,434	2,000	846	2,000
Motors And Pumps	—	1,239	—	3,000
Lumber, Glass, And Drywall	—	—	—	1,000
Other Supplies	—	—	—	1,000
Safety Equipment	—	175	—	500
Batteries	—	—	—	200
Just In Time Office Supplies	470	479	591	1,000
Building Maintenance Supplies	2,222	2,977	12,356	2,690
	<b>\$ 21,922</b>	<b>\$ 29,370</b>	<b>\$ 32,608</b>	<b>\$ 35,890</b>
<b>Maintenance</b>				
Maintenance Machinery & Tools	\$ —	\$ 5,970	\$ —	\$ 400
Maintenance Fire Apparatus	—	—	—	1,000
Maintenance Vehicles	—	—	—	4,000
Maintenance Utility Systems	2,928	5,000	—	6,000
Maintenance Misc. Equipment	—	1,100	3,154	1,000
Maintenance Building	2,473	4,450	1,731	4,120
	<b>\$ 5,401</b>	<b>\$ 16,520</b>	<b>\$ 4,885</b>	<b>\$ 16,520</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 158,909	\$ 199,253	\$ 218,548	\$ 257,105
Charges From Radio Comm System	11,654	25,990	18,750	31,255
Charges From Print & Repro	1,588	2,230	3,141	3,500
Charges From Central Storeroom	285	184	113	200
Charges From M.V.M.	2,916	11,310	14,390	15,000
	<b>\$ 175,353</b>	<b>\$ 238,966</b>	<b>\$ 254,942</b>	<b>\$ 307,060</b>
	<b>\$ 2,403,205</b>	<b>\$ 2,541,012</b>	<b>\$ 2,849,743</b>	<b>\$ 3,247,728</b>



PUBLIC AUDITORIUM

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 278,262	\$ 258,262	\$ 593,220	\$ 400,000
Miscellaneous	439,709	495,496	429,691	439,317
Transfers In	1,750,000	1,717,000	1,830,456	2,396,005
Interest Earnings/Investment Income	27	15	653	—
	<b>\$ 2,467,998</b>	<b>\$ 2,470,773</b>	<b>\$ 2,854,019</b>	<b>\$ 3,235,322</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Deputy Commissioner	31,200.00	97,137.68
1	1	1			
<b>PROFESSIONALS</b>					
1	1	1	Building Stationary Engineer	22.14	35.14
1	1	1			
<b>SERVICE &amp; MAINTENANCE</b>					
3	3	3	Custodial Worker	17.89	21.33
2	2	2	Guard	19.47	20.18
1	1	1	Set-up Foreman	18.82	20.82
6	6	6			
<b>SKILLED CRAFT</b>					
1	1	1	Electrical Worker	50.90	63.63
1	1	1	Plasterer	39.73	49.66
1	1	1	Plumber	55.33	69.16
3	3	3			
11	11	11	<b>TOTAL FULL TIME</b>		
48	4	48	<b>TOTAL PART TIME</b>		
59	15	59	<b>TOTAL DIVISION</b>		



WESTSIDE MARKET GENERAL OPERATIONS

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 283,613	\$ 272,792	\$ 248,295	\$ 422,268
Part-Time Permanent	31,196	32,583	—	36,292
Longevity	1,975	1,575	1,700	1,800
Wage Settlements	60	—	—	—
Vacation Conversion	—	828	—	—
Separation Payments	7,601	—	2,296	—
Bonus Incentive	—	—	3,000	—
Overtime	16,058	8,416	8,353	20,000
	<b>\$ 340,502</b>	<b>\$ 316,194</b>	<b>\$ 263,644</b>	<b>\$ 480,360</b>
<b>Benefits</b>				
Hospitalization	\$ 85,230	\$ 76,689	\$ 64,730	\$ 103,879
Prescription	17,238	15,263	12,686	20,990
Dental	3,644	3,040	2,715	5,183
Vision Care	525	521	434	756
Public Employees Retire System	47,928	44,815	36,334	70,035
Fica-Medicare	4,740	4,418	3,661	7,280
Workers' Compensation	2,988	24,289	18,634	85,000
Life Insurance	250	233	211	400
Clothing Allowance	1,390	1,390	1,390	560
Tool Insurance	400	400	400	—
Clothing Maintenance	400	400	400	350
	<b>\$ 164,735</b>	<b>\$ 171,457</b>	<b>\$ 141,595</b>	<b>\$ 294,433</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 55	\$ —	\$ —	\$ 1,000
	<b>\$ 55</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 13,935	\$ 16,147	\$ 37,576	\$ 32,652
Gas	8,343	9,325	13,900	15,342
Electricity - Cpp	238,245	250,252	164,529	297,222
Security & Monitoring System	6,530	8,950	7,000	10,000
	<b>\$ 267,053</b>	<b>\$ 284,673</b>	<b>\$ 223,004</b>	<b>\$ 355,216</b>
<b>Contractual Services</b>				
Professional Services	\$ 20,000	\$ 40,000	\$ 40,000	\$ 100,000
Mileage (Private Auto)	68	—	—	500
Security Services	89,000	87,637	197,290	99,000
Janitorial Services	202,120	203,400	169,500	203,400
Other Contractual	441,096	287,698	203,062	320,000
	<b>\$ 752,284</b>	<b>\$ 618,735</b>	<b>\$ 609,852</b>	<b>\$ 722,900</b>



WESTSIDE MARKET GENERAL OPERATIONS

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Materials &amp; Supplies</b>				
Chemical	\$ —	\$ —	\$ —	\$ 1,600
Fire/Ems Apparatus Parts	600	—	800	450
Boilers, Heaters & Cool Equip	7,297	14,205	16,826	16,500
Small Equipment	—	1,893	1,257	2,000
Electrical Supplies	6,666	6,000	5,000	6,000
Hygiene And Cleaning Supplies	—	—	1,000	1,000
Doors, Shutters And Windows	—	1,191	1,158	4,600
Plumbing Supplies And Equip	—	2,800	—	2,800
Medical Supplies	—	—	—	100
Other Supplies	624	—	—	1,350
Just In Time Office Supplies	3,329	3,849	469	3,500
	<b>\$ 18,515</b>	<b>\$ 29,937</b>	<b>\$ 26,510</b>	<b>\$ 39,900</b>
<b>Maintenance</b>				
Maintenance Fire Apparatus	\$ —	\$ —	\$ 900	\$ 900
Maintenance Building	20,588	17,020	9,416	30,000
	<b>\$ 20,588</b>	<b>\$ 17,020</b>	<b>\$ 10,316</b>	<b>\$ 30,900</b>
<b>Claims, Refunds, Maintenance</b>				
Indirect Cost	\$ —	\$ 161,058	\$ —	\$ —
	<b>\$ —</b>	<b>\$ 161,058</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 8,060	\$ 1,002	\$ 979	\$ 890
Charges From Print & Repro	2,177	906	1,450	1,215
Charges From M.V.M.	13,231	29,760	16,259	23,255
Charges From Waste Collection	32,186	36,593	38,068	80,000
Charges From Parks Maintenance	—	—	—	6,000
	<b>\$ 55,654</b>	<b>\$ 68,261</b>	<b>\$ 56,756</b>	<b>\$ 111,360</b>
	<b>\$ 1,619,386</b>	<b>\$ 1,667,336</b>	<b>\$ 1,331,677</b>	<b>\$ 2,036,069</b>
<b>Revenues</b>				
	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 921,849	\$ 1,110,110	\$ 1,166,770	\$ 1,405,000
Miscellaneous	7,146	20,496	130	—
Transfers In	250,000	493,000	540,375	216,529
Interest Earnings/Investment Income	3,361	215	9,224	—
	<b>\$ 1,182,356</b>	<b>\$ 1,623,822</b>	<b>\$ 1,716,498</b>	<b>\$ 1,621,529</b>



WESTSIDE MARKET GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Manager of Markets	31,200.00	91,940.88
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Supervisor of Markets	31,200.00	55,607.16
1	1	1	Assistant Administrator	31,200.00	90,644.85
2	1	1	Building Stationary Engineer	22.14	35.14
4	3	3			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Municipal Service Laborer	18.82	20.82
1	1	1			
0	0	1	<b><u>VACANT FULL TIME</u></b>		
6	5	6	<b>TOTAL FULL TIME</b>		
<b><u>VACANT PART TIME</u></b>					
0	0	1	<b><u>VACANT PART TIME</u></b>		
1	0	1	<b>TOTAL PART TIME</b>		
<b>7</b>	<b>5</b>	<b>7</b>	<b>TOTAL DIVISION</b>		



# Debt Service Fund



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



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>DEBT SERVICE</b>						
RECEIPTS	\$ 71,692,222	\$ 81,341,946	\$ 85,215,122	\$ 82,393,988	\$ (2,821,134)	-3%
EXPENDITURES	76,798,169	75,564,654	82,058,079	86,919,596	4,861,517	6%
Net	\$ (5,105,947)	\$ 5,777,292	\$ 3,157,043	\$ (4,525,608)	\$ (7,682,651)	-243%
Decertifications	—	—	—	—	—	%
Beginning Balance	34,194,224	29,088,277	34,865,569	38,022,612	3,157,043	9%
<b>Ending Balance</b>	<b><u>\$ 29,088,277</u></b>	<b><u>\$ 34,865,569</u></b>	<b><u>\$ 38,022,612</u></b>	<b><u>\$ 33,497,004</u></b>	<b><u>\$ (4,525,608)</u></b>	<b><u>-12%</u></b>

**2022 ACTIVITY**

Effective August 10, 2022, the City issued \$45,910,000 Various Purpose General Obligation Bonds, Series 2022A. The proceeds of these bonds are being used to provide funds to acquire heavy duty vehicles and equipment, other vehicles and equipment and to pay costs of permanent improvements to roads and bridges, to parks and recreation facilities and to various other public facilities.

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2023 ACTIVITY

In 2023, the City is planning or reviewing the feasibility of the following financings:

- Issuance of general obligation bonds to fund various public improvements to roads and bridges, recreation facilities and other public facilities;
- Issuance of approximately \$35 million of Water Pollution Control Revenue Bonds for rehabilitation and upgrades to the City's sewer system; and
- Refunding or other financing alternatives which meet the City's financial and operational goals and/or which respond to market conditions.

BOND RATINGS

As of December 31, 2022 the City's Bond Ratings for various types of obligations were as follows:

	Moody's Investors Service	Standard & Poor's	Fitch Ratings
General Obligation Bonds**	Aa3	AA+	A+
Subordinate Lien Income Tax Bonds**	Aa3	AA	N/A
Nontax Revenue Bonds**	A1	AA-	N/A
Waterworks Revenue Bonds	Aa2	AA+	N/A
Water Pollution Control Bonds	Aa3	A+	N/A
Subordinate Lien Water Revenue Bonds	Aa3	AA	N/A
Cleveland Public Power Revenue Bonds	A3	A-	N/A
Airport Revenue Bonds***	A2	A	A-
Stadium Certificates of Participation Series	NR*	NR*	N/A
Parking Revenue Bonds+	A1	AA	N/A

+ Insured ratings based on the rating of Financial Security Assurance, Inc. (Now known as Assured Guaranty Municipal Corp.) On March 18, 2022, Moody's Investors Service upgraded the insurance financial strength rating of Assured Guaranty Municipal Corp. from A2 to A1.

\*\* On July 18, 2022, Moody's Investors Service upgraded its rating on the City's General Obligation and Subordinate Lien Income Tax Bonds from A1 to Aa3. The rating on the City's Non-tax Revenue Bonds were also upgraded from A2 to A1.

\*NR = Not Rated

\*\*\* On August 11, 2022, S&P Global Ratings upgraded its underlying rating on the Airport Revenue Bonds from A- to A with a stable outlook.



	2021 Actual	2022 Unaudited	2023 Budget
<b>Water Revenue Bonds + EXPENDITURES:</b>			
Principal	\$ 22,200,000	\$ 34,905,000	\$ 36,470,000
Interest	17,062,983	15,665,095	13,902,144
<b>Total Expenditures</b>	<b>\$ 39,262,983</b>	<b>\$ 50,570,095</b>	<b>\$ 50,372,144</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 39,262,983	\$ 50,570,095	\$ 50,372,144
<b>Total Receipts</b>	<b>\$ 39,262,983</b>	<b>\$ 50,570,095</b>	<b>\$ 50,372,144</b>
<b>Airport System Revenue Bonds + EXPENDITURES:</b>			
Principal	\$ 44,250,000	\$ 44,575,000	\$ 43,535,000
Interest	22,222,394	20,124,536	18,069,650
<b>Total Expenditures</b>	<b>\$ 66,472,394</b>	<b>\$ 64,699,536</b>	<b>\$ 61,604,650</b>
<b>RECEIPTS</b>			
Enterprise Reimbursement	\$ 66,472,394	\$ 64,699,536	\$ 61,604,650
<b>Total Receipts</b>	<b>\$ 66,472,394</b>	<b>\$ 64,699,536</b>	<b>\$ 61,604,650</b>
<b>Ohio Water Development Authority Loans - Water + EXPENDITURES:</b>			
Principal	\$ 8,200,027	\$ 8,463,015	\$ 8,735,042
Interest	1,507,849	1,278,388	1,041,090
<b>Total Expenditures</b>	<b>\$ 9,707,876</b>	<b>\$ 9,741,403</b>	<b>\$ 9,776,132</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 9,707,876	\$ 9,741,403	\$ 9,776,132
<b>Total Receipts</b>	<b>\$ 9,707,876</b>	<b>\$ 9,741,403</b>	<b>\$ 9,776,132</b>
<b>Water Pollution Control Revenue Bonds+ EXPENDITURES:</b>			
Principal	\$ 635,000	\$ 660,000	\$ 695,000
Interest	1,497,150	1,471,750	1,438,750
<b>Total Expenditures</b>	<b>\$ 2,132,150</b>	<b>\$ 2,131,750</b>	<b>\$ 2,133,750</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 2,132,150	\$ 2,131,750	\$ 2,133,750
<b>Total Receipts</b>	<b>\$ 2,132,150</b>	<b>\$ 2,131,750</b>	<b>\$ 2,133,750</b>

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>
<b>Ohio Water Development Authority Loans - Water Pollution Control + EXPENDITURES:</b>			
Principal	\$ 309,914	\$ 370,325	\$ 373,510
Interest	374,250	353,761	344,976
<b>Total Expenditures</b>	<b>\$ 684,164</b>	<b>\$ 724,086</b>	<b>\$ 718,486</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 684,164	\$ 724,086	\$ 718,486
<b>Total Receipts</b>	<b>\$ 684,164</b>	<b>\$ 724,086</b>	<b>\$ 718,486</b>
<b>Public Power System - Revenue Bonds + EXPENDITURES:</b>			
Principal	\$ 9,030,000	\$ 9,485,000	\$ 9,960,000
Interest	6,847,765	6,396,265	5,922,015
<b>Total Expenditures</b>	<b>\$ 15,877,765</b>	<b>\$ 15,881,265</b>	<b>\$ 15,882,015</b>
<b>RECEIPTS</b>			
Utility Reimbursement	\$ 15,877,765	\$ 15,881,265	\$ 15,882,015
<b>Total Receipts</b>	<b>\$ 15,877,765</b>	<b>\$ 15,881,265</b>	<b>\$ 15,882,015</b>
<b>Parking Facilities Revenue Refunding Bonds + EXPENDITURES:</b>			
Principal	\$ 3,730,000	\$ 3,930,000	\$ —
Interest	402,150	207,644	—
<b>Total Expenditures</b>	<b>\$ 4,132,150</b>	<b>\$ 4,137,644</b>	<b>\$ —</b>
<b>RECEIPTS</b>			
Enterprise Reimbursement	\$ 4,132,150	\$ 4,137,644	\$ —
<b>Total Receipts</b>	<b>\$ 4,132,150</b>	<b>\$ 4,137,644</b>	<b>\$ —</b>

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



	2020 ACTUAL	2021 ACTUAL	2022 UNAUDITED	2023 BUDGET
PROPERTY TAXES	\$ 19,988,562	\$ 20,358,650	\$ 23,243,464	\$ 21,626,167
INTERGOVERNMENTAL REVENUE	1,657,061	1,668,650	1,976,706	1,950,000
RESTRICTED INCOME TAX	35,379,929	36,821,484	38,969,104	41,910,315
GENERAL FUND INCOME TAX	5,638,512	5,680,168	5,719,256	5,722,336
INVESTMENT EARNINGS	313,495	16,725	693,490	490,000
BOND FEES & SERVICES	50,000	162,500	54,113	50,000
NOTE / BOND PROCEEDS	4,700,007	9,908,347	5,955,989	3,500,000
TRANSFERS FROM OTHER SUBFUNDS	6,000	854,792	1,957,104	-
TIF / DEVELOPER RECEIPTS	631,540	613,299	654,881	385,343
GENERAL FUND TRANSFER	3,953,882	5,515,284	6,287,972	6,114,142
FEDERAL SUBSIDY	217,806	627,411	376,620	349,000
DRAW/(ADD) OF FUND BALANCE	4,981,242	(5,934,100)	(3,108,317)	5,839,080
<b>TOTAL RECEIPTS</b>	<b>\$ 77,518,036</b>	<b>\$ 76,293,210</b>	<b>\$ 82,780,382</b>	<b>\$ 87,936,383</b>



	2021 Actual	2022 Unaudited	2023 Budget
<b>Unvoted Tax Supported General Obligation Bonds</b>			
Bonds Redeemed	\$ 24,660,000	\$ 25,905,000	\$ 28,455,000
Interest on Bonds	13,330,481	13,934,842	15,452,338
	<u>\$ 37,990,481</u>	<u>\$ 39,839,842</u>	<u>\$ 43,907,338</u>
<b>Subordinated Income Tax Bonds (Police &amp; Fire Pension)</b>			
Bonds Redeemed	\$ 4,690,000	\$ 4,935,000	\$ 5,190,000
Interest on Bonds	896,000	655,375	402,250
	<u>\$ 5,586,000</u>	<u>\$ 5,590,375</u>	<u>\$ 5,592,250</u>
<b>2013A Core City Fund</b>			
Bonds Redeemed	\$ 975,000	\$ 1,050,000	\$ 1,100,000
Interest on Bonds	134,024	136,388	128,513
	<u>\$ 1,109,024</u>	<u>\$ 1,186,388</u>	<u>\$ 1,228,513</u>
<b>Lower Euclid TIF Bonds</b>			
Bonds Redeemed	\$ 234,000	\$ 260,000	\$ 253,000
Interest on Bonds	131,820	124,605	132,343
	<u>\$ 365,820</u>	<u>\$ 384,605</u>	<u>\$ 385,343</u>
<b>Nontax Revenue Refunding Bonds - Stadium</b>			
Transfer to Other Subclass	\$ 75	\$ —	\$ —
	<u>\$ 75</u>	<u>\$ —</u>	<u>\$ —</u>
<b>2014 Core City Bonds</b>			
Bonds Redeemed	\$ 1,365,000	\$ 1,405,000	\$ 1,455,000
Interest on Bonds	191,552	149,238	102,873
	<u>\$ 1,556,552</u>	<u>\$ 1,554,238</u>	<u>\$ 1,557,873</u>
<b>2015 Core City Bonds</b>			
Bonds Redeemed	\$ 2,360,000	\$ 2,425,000	\$ 2,495,000
Interest on Bonds	505,633	439,316	366,082
	<u>\$ 2,865,633</u>	<u>\$ 2,864,316</u>	<u>\$ 2,861,082</u>
<b>2020 Core City Bonds</b>			
Bonds Redeemed	\$ 190,000	\$ 190,000	\$ 195,000
Interest on Bonds	39,155	35,526	31,897
	<u>\$ 229,155</u>	<u>\$ 225,526</u>	<u>\$ 226,897</u>
<b>2021 Core City Bonds</b>			
Bonds Redeemed	\$ —	\$ 780,000	\$ 795,000
Interest on Bonds	—	283,014	267,740
	<u>\$ —</u>	<u>\$ 1,063,014</u>	<u>\$ 1,062,740</u>



	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Subordinate Lien Income Tax Bonds</b>			
Bonds Redeemed	\$ 10,520,000	\$ 12,550,000	\$ 13,930,000
Interest on Bonds	13,808,923	15,674,174	15,043,459
Transfer to Other Subclass	222,812	—	—
	<u>\$ 24,551,735</u>	<u>\$ 28,224,174</u>	<u>\$ 28,973,459</u>
<b>Subordinate Lien Inc. Tax Bonds (2014A)</b>			
Bonds Redeemed	\$ 1,000,000	\$ 1,030,000	\$ 1,080,000
Interest on Bonds	310,178	95,600	44,100
	<u>\$ 1,310,178</u>	<u>\$ 1,125,600</u>	<u>\$ 1,124,100</u>
<b>Sinking Fund Operations</b>			
Personnel	\$ 234,357	\$ 231,438	\$ 272,318
Other	494,200	490,867	744,470
	<u>\$ 728,557</u>	<u>\$ 722,305</u>	<u>\$ 1,016,788</u>
<b>Total Expenditures</b>	<u><u>\$ 76,293,210</u></u>	<u><u>\$ 82,780,383</u></u>	<u><u>\$ 87,936,383</u></u>



# Debt Service Fund

# Unvoted Tax Supported Obligations

CITY OF CLEVELAND SINKING FUND COMMISSION  
 FUTURE DEBT SERVICE REQUIREMENTS  
 UNVOTED TAX SUPPORTED OBLIGATIONS

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INTEREST RATE	12/31/22 BALANCE	2023 PRINCIPAL	2023 INTEREST	TOTAL DUE
BRIDGES & ROADS	JUNE/DEC.	2012	2030	VAR	2,295,000	1,120,000	114,750	1,234,750
BRIDGES & ROADS	JUNE/DEC.	2016A	2033	VAR	17,015,000	1,235,000	659,200	1,894,200
BRIDGES & ROADS	JUNE/DEC.	2018	2043	VAR	53,145,000	1,550,000	2,449,400	3,999,400
BRIDGES & ROADS	JUNE/DEC.	2019A	2037	VAR	19,745,000	985,000	756,400	1,741,400
BRIDGES & ROADS	JUNE/DEC.	2020A	2038	VAR	20,430,000	1,005,000	608,600	1,613,600
BRIDGES & ROADS	JUNE/DEC.	2021A	2039	VAR	15,825,000	765,000	403,750	1,168,750
BRIDGES & ROADS	JUNE/DEC.	2022A	2041	VAR	4,975,000	160,000	248,750	408,750
CEMETERY IMPROVEMENT	JUNE/DEC.	2012	2032	VAR	305,000	25,000	15,250	40,250
HEAVY VEHICLES	JUNE/DEC.	2022A	2032	VAR	7,805,000	620,000	390,250	1,010,250
LIGHT VEHICLES	JUNE/DEC.	2022A	2027	VAR	3,995,000	725,000	199,750	924,750
NEIGHBORHOOD DEVELOPMEN	JUNE/DEC.	2020A	2040	VAR	1,615,000	70,000	46,131	116,131
PARKS & RECREATION	JUNE/DEC.	2012	2032	VAR	390,000	190,000	19,500	209,500
PARKS & RECREATION	JUNE/DEC.	2016A	2027	VAR	335,000	60,000	16,150	76,150
PARKS & RECREATION	JUNE/DEC.	2018	2046	VAR	15,150,000	360,000	669,988	1,029,988
PARKS & RECREATION	JUNE/DEC.	2019A	2043	VAR	10,280,000	325,000	362,800	687,800
PARKS & RECREATION	JUNE/DEC.	2020A	2048	VAR	20,915,000	550,000	559,525	1,109,525
PARKS & RECREATION	JUNE/DEC.	2021A	2049	VAR	20,860,000	550,000	557,650	1,107,650
PARKS & RECREATION	JUNE/DEC.	2022A	2051	VAR	14,700,000	235,000	735,000	970,000
PUBLIC FACILITIES	JUNE/DEC.	2012	2030	VAR	1,630,000	795,000	81,500	876,500
PUBLIC FACILITIES	JUNE/DEC.	2016A	2026	VAR	2,275,000	530,000	108,450	638,450
PUBLIC FACILITIES	JUNE/DEC.	2018	2031	VAR	3,965,000	360,000	188,150	548,150
PUBLIC FACILITIES	JUNE/DEC.	2019A	2036	VAR	15,060,000	825,000	588,700	1,413,700
PUBLIC FACILITIES	JUNE/DEC.	2020A	2037	VAR	13,195,000	705,000	403,950	1,108,950
PUBLIC FACILITIES	JUNE/DEC.	2021A	2036	VAR	15,970,000	980,000	417,300	1,397,300
PUBLIC FACILITIES	JUNE/DEC.	2022A	2050	VAR	14,435,000	245,000	721,750	966,750
REFUNDING JUDGMENT BONDS	JUNE/DEC.	2016B	2033	VAR	4,260,000	0	207,882	207,882
SERIES 2005 REFUNDING	APR/OCT	2005	2023	VAR	2,655,000	2,655,000	146,025	2,801,025
SERIES 2007C REFUNDING	MAY/NOV	2007C	2027	VAR	6,675,000	1,935,000	350,438	2,285,438
SERIES 2015 REFUNDING	JUNE/DEC.	2015	2029	VAR	33,960,000	7,150,000	1,684,250	8,834,250
SERIES 2016 REFUNDING	JUNE/DEC.	2016A	2032	VAR	16,030,000	1,745,000	705,400	2,450,400
SERIES 2021 REFUNDING	JUNE/DEC.	2021A	2031	VAR	1,190,000	0	35,700	35,700
<b>Total</b>					<b>361,080,000</b>	<b>28,455,000</b>	<b>14,452,338</b>	<b>42,907,338</b>

# Internal Service Funds



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



Internal Service Funds (ISFs) in the City of Cleveland are meant to provide internal support functions for divisions within the city. The City's ISFs were created to realize the following benefits:

- **Cost Control** serves as a means to manage expenses. For example, having a motor vehicle repair shop is cheaper than outsourcing vehicle repairs whenever a City vehicle breaks down.
- **Resource Management** seeks to effectively and efficiently deploy resources on a needed basis. For example, how much paper supply is needed to minimize inventory storage?
- **Budget Planning** is the method developed for attaining estimated itemized expenses and income from anticipated sources.
- **Capital Plan** focuses on resource and expenditure plan to acquire capital assets. For example, acquiring a new vehicle might require temporarily raising reimbursement rates to satisfy any financial sources used.
- **Financial Transaction Tracking** is the process of monitoring and recording events affecting the business (i.e. knowing how much was spent on outgoing mail)

The City of Cleveland currently has eight different ISFs. Each of the ISFs are tasked with specific objectives that should satisfy customer needs, resource management and fiscal management.

Type of ISF	Objective
Sinking Fund	To assist and monitor debt service activity
Telecommunication	Supervises the City’s telephone communications network, equipment, services and customer services.
Motor Vehicle and Maintenance	Control and supervise the procurement, custody, maintenance repair and assignment for use of all motorized equipment.
Printing	Control and supervise the printing, microfilming, Photostatting, blueprinting, mimeographing or other reproduction of material required for use by any department or division of the City
Storeroom	Properly stamp and mail departments and divisions outgoing mail.
Radio	Oversee, monitor and regulate the City’s radio communications system
Health Fund	To service health care claims and program costs (Self Insurance)
Prescription Fund	To service prescription claims and program costs (Self Insurance)

Internal Service Funds Goals

- Provide services to divisions that satisfies demand and pricing transparency.
- Recovery of full cost (breakeven) to run service center.
- Implement rate strategies that adequately cover cost, focusing on delivering lower rates than industry standards.
- Maintain inventory of materials and supplies.
- Plan capital expenditures with identification of funding resources, or reserve mechanisms.

### Internal Service Funds Cost Strategy

The City of Cleveland requires ISFs to adequately recover all direct costs associated with each fund. The different type of direct cost includes; personnel cost, materials and supplies, service and maintenance contracts.

### Internal Service Fund Revenue Reimbursement Strategy

Revenue reimbursements (chargebacks) are usually done a monthly basis to individual divisions. Below is a breakdown of the reimbursement (rate) strategy maintained by each ISF:

Type of ISF	Reimbursement Strategy
<b>Sinking Fund</b>	Chargeback to divisions that issue debt
<b>Telecommunication</b>	<b>Actual invoice:</b> received from service providers (AT&T for example), based on device numbers and service agreements <b>Overhead:</b> Rate set to recover personnel service provided.
<b>Motor Vehicle and Maintenance</b>	<b>Maintenance work:</b> Labor hour and material usage <b>Carpooling:</b> Miles rate times miles driven <b>Fuel:</b> Gallon rate times gallon refueled
<b>Printing</b>	<b>Paper Supply:</b> Carton Rate times carton(s) ordered <b>Copier Meter:</b> Rate times number of copier count (meter read) <b>Special Order:</b> Various rates based on clients' needs
<b>Storeroom</b>	Mailing rate times number of outgoing mail
<b>Radio</b>	Chargeback to divisions that utilize radios on a per unit basis
<b>Health Fund</b>	Medical Rate (driven by headcount in each division)
<b>Prescription Fund</b>	Prescription Rate (driven by headcount in each division)

Revenue reimbursements are monitored monthly, which are used to project ending retained earnings balance. If projection shows high retained earnings or low retained earnings, a rate review is instituted, and credits to divisions are planned if needed.

### Case Study: Division of Printing (An Internal Service Fund)

The Division of Printing currently uses the computer program known as, Franking Estimating System, when it comes to special order work. Printing the budget book would be considered a special order. The Franklin Estimating System usually gives the minimum selling rates based on average production costs gathered from efficiently run plants in the United States. The division then compares their internal rate with the result of the Franklin system, which should be equal or lower.

The Division of Printing charges \$0.025 for each photocopy printed (copier meter charges). The rate covers administrative, maintenance, and contractual obligations with vendors.

Paper supplies are usually charged based on how many cartons are ordered.

The Division of Printing plans for capital acquisitions by temporary increasing their rates. This increase helps with building large retained earnings, and thus leading to the capital acquisition.



# Internal Service Funds

# Internal Service Fund Summary

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget	\$ Change	% Change
<b>SINKING FUND</b>						
RECEIPTS	\$ 847,000	\$ 885,365	\$ 673,581	\$ 781,308	\$ 107,727	16%
EXPENDITURES	719,869	728,557	722,305	1,016,788	294,483	41%
Net	\$ 127,131	\$ 156,808	\$ (48,724)	\$ (235,480)	\$ (186,756)	383%
Decertifications	—	—	—	—	—	—
Beginning Balance	1,077	128,208	285,016	236,292	—	—
<b>Ending Balance</b>	<b>\$ 128,208</b>	<b>\$ 285,016</b>	<b>\$ 236,292</b>	<b>\$ 812</b>	<b>\$ (235,480)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>—</b>	<b>%</b>
<b>TELEPHONE EXCHANGE</b>						
RECEIPTS	\$ 11,787,619	\$ 11,448,157	\$ 11,954,704	\$ 15,688,743	\$ 3,734,039	31%
EXPENDITURES	11,742,476	11,720,397	11,872,974	14,034,405	2,161,431	18%
Net	\$ 45,143	\$ (272,240)	\$ 81,730	\$ 1,654,338	\$ 1,572,608	1,924 %
Decertifications	60,254	18	43,996	—	—	—
Beginning Balance	795,238	900,635	628,413	754,139	—	—
<b>Ending Balance</b>	<b>\$ 900,635</b>	<b>\$ 628,413</b>	<b>\$ 754,139</b>	<b>\$ 2,408,477</b>	<b>\$ 1,654,338</b>	<b>219%</b>
<b>FT Staffing Levels</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>21</b>	<b>5</b>	<b>31%</b>
<b>RADIO</b>						
RECEIPTS	\$ 2,525,852	\$ 5,170,287	\$ 3,659,332	\$ 5,564,702	\$ (132,916)	-4%
EXPENDITURES	3,225,142	5,499,357	3,310,224	5,564,702	836,642	25%
Net	(699,290)	(329,070)	349,108	—	\$ (969,558)	-278%
Decertifications	78,301	4,948	11,756	—	—	—
Beginning Balance	1,271,782	650,793	326,671	687,535	—	—
<b>Ending Balance</b>	<b>\$ 650,793</b>	<b>\$ 326,671</b>	<b>\$ 687,535</b>	<b>\$ 687,535</b>	<b>\$ (525,894)</b>	<b>-76%</b>
<b>FT Staffing Levels</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>2</b>	<b>50%</b>
<b>MOTOR VEHICLE MAINTENANCE</b>						
RECEIPTS	\$ 18,977,261	\$ 22,113,403	\$ 26,748,325	\$ 24,271,848	\$ (2,476,477)	-9%
EXPENDITURES	20,545,575	20,909,574	23,852,425	24,258,873	406,448	2%
Net	\$ (1,568,314)	\$ 1,203,829	\$ 2,895,900	\$ 12,975	\$ (2,882,925)	-100%
Decertifications	2,746	9,115	5,033	—	—	—
Beginning Balance	4,029,004	2,463,436	3,676,381	6,577,314	—	—
<b>Ending Balance</b>	<b>\$ 2,463,436</b>	<b>\$ 3,676,381</b>	<b>\$ 6,577,314</b>	<b>\$ 6,590,289</b>	<b>\$ 12,975</b>	<b>0%</b>
<b>FT Staffing Levels</b>	<b>72</b>	<b>75</b>	<b>71</b>	<b>78</b>	<b>7</b>	<b>10%</b>



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>PRINTING &amp; REPRODUCTION</b>						
RECEIPTS	\$ 1,964,361	\$ 2,252,189	\$ 2,561,978	\$ 2,797,445	\$ 235,467	9%
EXPENDITURES	2,033,966	2,139,238	2,438,011	2,812,414	374,403	15%
Net	\$ (69,605)	\$ 112,951	\$ 123,967	\$ (14,969)	\$ (138,936)	-112%
Decertifications	574	208	2,145	—	—	—
Beginning Balance	76,950	7,919	121,078	247,190	—	—
<b>Ending Balance</b>	<b>\$ 7,919</b>	<b>\$ 121,078</b>	<b>\$ 247,190</b>	<b>\$ 232,221</b>	<b>\$ (14,969)</b>	<b>-6%</b>
<b>FT Staffing Levels</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>12</b>	<b>2</b>	<b>20%</b>
<b>STOREROOM</b>						
RECEIPTS	\$ 453,690	\$ 500,605	\$ 471,780	\$ 607,864	\$ 136,084	29%
EXPENDITURES	437,059	508,897	546,812	608,262	61,450	11%
Net	\$ 16,631	\$ (8,292)	\$ (75,032)	\$ (398)	\$ 74,634	-99%
Decertifications	—	4	—	—	—	—
Beginning Balance	67,088	83,719	75,431	399	—	—
<b>Ending Balance</b>	<b>\$ 83,719</b>	<b>\$ 75,431</b>	<b>\$ 399</b>	<b>\$ 1</b>	<b>\$ (398)</b>	<b>-100%</b>
<b>FT Staffing Levels</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>—</b>	<b>%</b>
<b>HEALTH SELF INSURANCE FUND</b>						
RECEIPTS	\$ 87,501,266	\$ 83,823,892	\$ 90,943,611	\$ 99,690,182	\$ 8,746,571	10%
EXPENDITURES	81,669,996	92,523,177	93,776,141	99,690,181	5,914,040	6%
Net	\$ 5,831,270	\$ (8,699,285)	\$ (2,832,530)	\$ 1	\$ 2,832,531	-100%
Decertifications	—	2,446	34,707	—	—	—
Beginning Balance	17,505,369	23,336,639	14,639,800	11,841,977	—	—
<b>Ending Balance</b>	<b>\$ 23,336,639</b>	<b>\$ 14,639,800</b>	<b>\$ 11,841,977</b>	<b>\$ 11,841,978</b>	<b>\$ 1</b>	<b>0%</b>
<b>PRESCRIPTION SELF INSURANCE FUND</b>						
RECEIPTS	\$ 18,026,930	\$ 17,298,305	\$ 12,116,088	\$ 20,917,518	\$ 8,801,430	73%
EXPENDITURES	15,087,354	16,173,356	16,161,873	20,917,518	4,755,645	29%
Net	\$ 2,939,576	\$ 1,124,949	\$ (4,045,785)	\$ —	\$ 4,045,785	-100%
Decertifications	—	—	—	—	—	—
Beginning Balance	2,705,984	5,645,560	6,770,509	2,724,724	—	—
<b>Ending Balance</b>	<b>\$ 5,645,560</b>	<b>\$ 6,770,509</b>	<b>\$ 2,724,724</b>	<b>\$ 2,724,724</b>	<b>\$ —</b>	<b>%</b>



SINKING FUND GENERAL OPERATIONS

Debt Service

Sinking Fund Commission

**Justin M. Bibb, President**  
**Ahmed Abonamah, Secretary**  
**Blaine Griffin, Member**  
**Elizabeth C. Hruby, Assistant Secretary**

The Sinking Fund is the bond retirement fund of the City and its operations are governed by the Ohio Revised Code, the City Charter and the General Bond Ordinance. The Sinking Fund Commission consists of the Mayor, Director of Finance, and City Council President. An Assistant Secretary is appointed by the members to conduct the business of the Sinking Fund Commission. The Sinking Fund Commission is responsible for the issuance and payment of all City debt including general obligation bonds, special revenue bonds, certificates of participation, non-tax revenue bonds and tax increment financing debt.

**DEBT MANAGEMENT POLICY**

The Sinking Fund Commission is responsible for maintaining detailed records of the City's outstanding debt obligations until their maturity and ensuring that all debt is paid when due. The Sinking Fund Commission's composition is defined in the City Charter and its duties are outlined in the covenants of the General Bond Ordinance and the Sinking Fund Ordinance.

The Sinking Fund Commission acts as the citywide coordinator for all debt issuance and monitoring activities. This includes the sale of all general obligation, special obligation and enterprise (revenue) bonds and notes. In addition the Commission deposits on behalf of itself and the Enterprise Funds any moneys to be applied to the payment of debt charges. This includes money and investments derived from ad valorem property taxes, income tax collections, 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. In addition, the Commission ensures that all debt issued by the City falls within the State's legal debt limits and that, in most cases, bonds issued to refund outstanding bonds achieve a minimum 3% debt service savings level. If permitted by the authorizing ordinance, bonds can also be refunded in order to eliminate or modify unduly restrictive covenants or to obtain a more favorable debt structure.

The City issues its general obligation bonds in connection with its overall Capital Improvement Program. Projects that have benefited from the issuance of general obligation debt include, but are not limited to, public facilities improvements, bridge and roadway improvements, cemeteries, recreation facilities, and urban redevelopment. In recent years, the City has also issued subordinate lien income tax bonds for these purposes.

The City's Enterprise Funds develop their own individual capital improvement programs and issue revenue debt as necessary to assist with the implementation of their CIP programs. The Sinking Fund Commission works jointly with each individual Enterprise Fund when issuing revenue debt, and ensures that the City complies with all debt covenants.



SINKING FUND GENERAL OPERATIONS

**PROGRAM NAME:DEBT ADMINISTRATION AND RECORD MAINTENANCE**

**OBJECTIVES:** To ensure the proper disbursement of funds for the payment of debt by maintaining accurate records of fixed rate and variable rate debt service requirements and other schedules of cash and investments.

**ACTIVITIES:** Maintain complete records of all financing transactions and outstanding debt service requirements. Respond to bondholder questions and requests. Record and reconcile all debt related activity within the City’s accounting system. Process all principal and interest payments. Collect funds from Cuyahoga County, the General Fund, the Restricted Income Tax Fund, Special Revenue Funds and Enterprise Funds in order to make funds available for disbursements on a timely basis for the payment of debt service. Prepare the state required debt schedule, which certifies the amount to be paid from taxes and levying tax sufficient to cover debt service. Through an escrow agent or trustee, coordinate the investment of cash in investments permitted under the General Bond Ordinance, the Sinking Fund Ordinance and enterprise fund indentures.

**PROGRAM NAME:DEBT ISSUANCE AND COMPLIANCE**

**OBJECTIVES:** To ensure that the City issues all debt in a cost effective manner and complies with all covenants in the General Bond Ordinance, the Sinking Fund Ordinance and in all revenue or special obligation bond indentures, as well as with all state debt limits and federal regulations governing the issuance of tax-exempt debt.

**ACTIVITIES:** Coordinate the issuance of debt and other obligations by working with the Law Department, bond counsel, financial advisors, underwriters, rating agencies and insurers. Evaluate financing proposals received by the City. Determine structure of financing transactions. Coordinate the 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.

	Output Metric	Historic Data		
		2020	2021	2022
1	Number of New Money Bond Issuances	2	2	1
2	Number of Refunding Bond Issuances	5	2	0
3	Savings from Bond Refunding	\$31.4 million	\$2.5 million	\$0
4	Number of Bond Ratings Changes (Up/Down)	1	0	4
5	Number of EMMA disclosure filings	15	16	17



## SINKING FUND GENERAL OPERATIONS

## Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 180,239	\$ 182,421	\$ 183,421	\$ 190,063
Longevity	875	1,000	1,000	1,175
Vacation Conversion	—	5,469	—	—
Separation Payments	—	—	—	35,000
Bonus Incentive	—	—	2,000	—
	<b>\$ 181,114</b>	<b>\$ 188,890</b>	<b>\$ 186,421</b>	<b>\$ 226,238</b>
<b>Benefits</b>				
Hospitalization	\$ 11,264	\$ 11,264	\$ 11,266	\$ 11,918
Prescription	2,640	2,638	2,689	2,788
Dental	504	485	464	544
Vision Care	186	199	182	216
Public Employees Retire System	25,084	26,670	25,777	26,030
Fica-Medicare	2,564	2,688	2,647	2,662
Workers' Compensation	—	1,435	1,902	1,812
Life Insurance	88	89	89	110
	<b>\$ 42,330</b>	<b>\$ 45,467</b>	<b>\$ 45,017</b>	<b>\$ 46,080</b>
<b>Other Training &amp; Professional Dues</b>				
Professional Dues & Subscript	\$ 261	\$ 261	\$ 522	\$ 270
	<b>\$ 261</b>	<b>\$ 261</b>	<b>\$ 522</b>	<b>\$ 270</b>
<b>Contractual Services</b>				
Professional Services	\$ 120,002	\$ 283,630	\$ 189,010	\$ 220,000
County Aud & Treas Coll Fee	376,030	210,242	301,240	524,000
	<b>\$ 496,032</b>	<b>\$ 493,872</b>	<b>\$ 490,250</b>	<b>\$ 744,000</b>
<b>Materials &amp; Supplies</b>				
Postage	\$ 131	\$ 66	\$ 95	\$ 200
	<b>\$ 131</b>	<b>\$ 66</b>	<b>\$ 95</b>	<b>\$ 200</b>
	<b>\$ 719,869</b>	<b>\$ 728,557</b>	<b>\$ 722,305</b>	<b>\$ 1,016,788</b>
<b>Revenues</b>				
	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 50,000	\$ 171,546	\$ 54,113	\$ 50,000
Other Shared Revenue	—	—	2,475	—
Transfers In	797,000	713,819	616,992	731,308
	<b>\$ 847,000</b>	<b>\$ 885,365</b>	<b>\$ 673,580</b>	<b>\$ 781,308</b>



SINKING FUND GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Secretary Of Sinking Fund	31,200.00	119,951.62
1	1	1			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Sr Budget & Mgmt Analyst	31,200.00	94,001.90
1	1	1			
<b><u>VACANT FULL TIME</u></b>					
2	2	2	<b>TOTAL FULL TIME</b>		



TELEPHONE EXCHANGE

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 984,783	\$ 1,052,381	\$ 947,779	\$ 1,291,220
Longevity	4,225	4,225	5,000	4,250
Wage Settlements	4	1	—	—
Vacation Conversion	—	6,691	—	—
Separation Payments	—	580	46,957	—
Bonus Incentive	—	—	4,000	—
Overtime	858	4,316	3,477	—
	<b>\$ 989,870</b>	<b>\$ 1,068,194</b>	<b>\$ 1,007,212</b>	<b>\$ 1,295,470</b>
<b>Benefits</b>				
Hospitalization	\$ 186,133	\$ 198,879	\$ 166,140	\$ 273,258
Prescription	38,980	41,454	34,956	57,368
Dental	9,832	10,209	8,182	14,454
Vision Care	1,367	1,445	1,185	2,120
Public Employees Retire System	139,720	150,607	133,933	182,464
Fica-Medicare	13,191	14,218	13,568	18,733
Workers' Compensation	7,614	9,369	10,345	10,000
Life Insurance	689	736	651	1,166
Clothing Allowance	4,500	4,500	3,600	9,000
Clothing Maintenance	3,375	4,375	3,500	5,250
	<b>\$ 405,401</b>	<b>\$ 435,793</b>	<b>\$ 376,060</b>	<b>\$ 573,813</b>
<b>Utilities</b>				
Cellular Servicess	\$ 783,862	\$ 1,044,386	\$ 1,446,270	\$ 1,423,743
At&T Equipment	300,926	471,875	319,152	300,000
Telephone-Ohio Bell	8,499,807	7,928,291	7,901,342	9,600,000
Telephone	515,011	631,490	725,493	620,400
Data Communication (Telephone)	12,000	—	—	—
Security & Monitoring System	38,999	21,869	27,337	23,868
	<b>\$ 10,150,605</b>	<b>\$ 10,097,911</b>	<b>\$ 10,419,593</b>	<b>\$ 11,968,011</b>
<b>Contractual Services</b>				
Professional Services	\$ 108,613	\$ 60,000	\$ 18,950	\$ 105,200
Parking In City Facilities	19,445	35,100	—	34,020
	<b>\$ 128,057</b>	<b>\$ 95,100</b>	<b>\$ 18,950</b>	<b>\$ 139,220</b>
<b>Materials &amp; Supplies</b>				
Computer Hardware	\$ 9,434	\$ 5,328	\$ 10,013	\$ 10,000
Computer Software	2,100	—	2,500	5,000
Just In Time Office Supplies	1,023	1,909	3,793	5,000
	<b>\$ 12,557</b>	<b>\$ 7,237</b>	<b>\$ 16,306</b>	<b>\$ 20,000</b>



TELEPHONE EXCHANGE

**Expenditures (Continued)**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 15,390	\$ 259	\$ 23,256	\$ 26,235
Computer Software Maintenance	38,094	15,903	11,595	11,656
Maintenance Building	2,500	—	—	—
	<b>\$ 55,984</b>	<b>\$ 16,161</b>	<b>\$ 34,852</b>	<b>\$ 37,891</b>
	<b>\$ 11,742,476</b>	<b>\$ 11,720,398</b>	<b>\$ 11,872,974</b>	<b>\$ 14,034,405</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 11,779,181	\$ 11,447,174	\$ 11,925,007	\$ 15,668,743
Interest Earnings/Investment Income	8,439	982	29,698	20,000
	<b>\$ 11,787,620</b>	<b>\$ 11,448,156</b>	<b>\$ 11,954,705</b>	<b>\$ 15,688,743</b>



TELEPHONE EXCHANGE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	Budget 2023	March 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Customer Support Call Center Manger	65,000.00	112,640.51
1	1	1	Manager Of Telecommunications	31,200.00	122,307.89
0	1	1	Deputy Commissioner of ITS	31,200.00	117,696.06
2	3	3			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
2	0	0	Accountant I	16.69	23.43
0	1	1	Accountant III	17.96	28.54
6	5	5	Telephone Operator	15.00	49.25
8	6	6			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	0	0	Assistant Commissioner ITS	31,200.00	110,087.37
1	1	1	Supervisor Administration Services-Data	31,200.00	66,938.64
3	2	2			
<b><u>TECHNICIANS</u></b>					
1	1	1	Telecommunications Analyst I	15.00	49.25
5	5	5	Telecommunications Tech	35.83	37.17
6	6	6			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
19	17	21	<b>TOTAL FULL TIME</b>		
<b>19</b>	<b>17</b>	<b>21</b>	<b>TOTAL DIVISION</b>		



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**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; providing maintenance, programming services, interoperability, and improvements to the infrastructure to insure sufficient system capacity to meet the wireless communications needs of the City.*

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***PROGRAM NAME: WIRELESS COMMUNICATIONS BUILDING PERMIT APPLICATIONS***

**OBJECTIVES:** Ensure that wireless communications providers utilize existing, and new, poles and structures in an efficient and non-blocking manner.

**ACTIVITIES:** Review building permit applications, and conduct site surveys.

***PROGRAM NAME: LEASE OF FACILITIES FOR WIRELESS COMMUNICATIONS USE***

**OBJECTIVES:** Ensure that leases for City properties by wireless communications providers provide City divisions with fair compensation for their usage.

**ACTIVITIES:** Negotiate leases with wireless communications providers in conjunction with the Law Department and the City division that owns the property or facility.

***PROGRAM NAME: ORC SERVICE CENTER FACILITIES***

**OBJECTIVES:** Provide services related to the installation, removal and repair of 800 MHz two-way radios from City divisions. This program also provides for drive-in services for vehicles that usually go to outside vendors for miscellaneous radio services. Also in 2008 the Service Center took on responsibility for other peripheral equipment including GPS, AVL, and some MDT/Camera work.

**ACTIVITIES:** Install and remove radios for other City divisions, so as to reduce the amount of money being spent on outside vendors. To provide service to all City divisions using 800 MHz radio equipment. This program will eliminate most of the outsourcing of radio services that the City of Cleveland does for its vehicle fleet and will help to prevent vehicles and personnel from being Out of Service. In addition the Service Center has started computer installations for the division of EMS and has continued with removing equipment related to MDT's, GPS, and AVL, from vehicles to reduce the cost of having outside vendors remove this equipment. This program will also be responsible for the maintenance of the new AMR infrastructure being installed by Cleveland Division of Water.

***PROGRAM NAME: RADIO NETWORK PARTICIPATION***

**OBJECTIVES:** To assist in the expansion of the new Greater Cleveland Regional Radio Network.



OFFICE OF RADIO COMMUNICATIONS

ACTIVITIES: Oversee the expansion of participants to the new system by assisting outside entities with their radio communications planning, programming, and cutover to the radio network.

PROGRAM NAME: RADIO SYSTEM ADMINISTRATION

OBJECTIVES: Respond quickly to requests for programming and reprogramming of mobile and portable radios, as well as other system requests.

ACTIVITIES: Work with user divisions to ensure that changes in radio templates are made in a timely fashion and suggest changes or improvements in radio configuration. Provide advice on how to best create interoperability between the internal and external entities located in and outside of the City, and retemplate radios that have undergone maintenance or are being relocated from one vehicle to another.

PROGRAM NAME: RADIO SYSTEM MAINTENANCE & OPERATION

OBJECTIVES: To maintain the Greater Cleveland Regional Radio Network in a reliable condition, suitable for use by all participating entities.

ACTIVITIES: Ensure that maintenance contracts are in place for infrastructure, as well as for ancillary facilities; to administer maintenance contracts, respond to alarms, system problems, and user problems in an effort to coordinate maintenance efforts.

	Output Metric	Historic Data		
		2020	2021	2022
1	Unit Installation	134	64	90
2	Complete Removals	91	131	112
3	Custom Radio Templates	N/A	34	44

\* Note: Figures for Metric 3 newly tracked in 2021-2022.



OFFICE OF RADIO COMMUNICATIONS

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 356,392	\$ 332,750	\$ 267,026	\$ 498,204
Injury Pay	—	1	—	—
Longevity	3,150	3,150	2,150	2,150
Wage Settlements	7	—	—	—
Separation Payments	—	3,257	35,565	—
Bonus Incentive	—	—	2,000	—
Overtime	155	—	47	—
	<b>\$ 359,704</b>	<b>\$ 339,158</b>	<b>\$ 306,788</b>	<b>\$ 500,354</b>
<b>Benefits</b>				
Hospitalization	\$ 90,333	\$ 77,751	\$ 60,846	\$ 127,266
Prescription	18,551	15,990	12,163	26,140
Dental	4,949	4,152	3,012	6,744
Vision Care	543	473	356	848
Public Employees Retire System	51,238	48,516	37,649	69,552
Fica-Medicare	4,918	4,660	4,209	7,173
Workers' Compensation	3,297	3,120	3,580	3,869
Life Insurance	265	229	172	436
Clothing Allowance	1,875	1,360	890	2,255
Clothing Maintenance	790	610	360	990
	<b>\$ 176,758</b>	<b>\$ 156,861</b>	<b>\$ 123,238</b>	<b>\$ 245,273</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ 603	\$ 12,000
Tuition & Registration Fees	—	—	100	10,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 703</b>	<b>\$ 22,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 110	\$ 376	\$ 434	\$ —
Telephone	230,000	142,000	193,881	250,000
Gas	4,144	5,540	6,212	5,850
Electricity - Cpp	16,832	16,794	17,166	19,478
Electricity - Other	70,937	67,312	67,452	90,457
	<b>\$ 322,023</b>	<b>\$ 232,022</b>	<b>\$ 285,145</b>	<b>\$ 365,785</b>
<b>Contractual Services</b>				
Professional Services	\$ 5,460	\$ 5,280	\$ 5,280	\$ 16,000
Parking In City Facilities	715	660	660	1,302
Taxes	10,597	11,227	11,341	15,000
Property Rental	299,301	304,510	148,729	250,000
	<b>\$ 316,073</b>	<b>\$ 321,677</b>	<b>\$ 166,010</b>	<b>\$ 282,302</b>



OFFICE OF RADIO COMMUNICATIONS

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Materials &amp; Supplies</b>				
Hardware & Small Tools	\$ 10,913	\$ 6,100	\$ 4,124	\$ 10,000
Small Equipment	19,624	29,198	16,967	35,000
Other Supplies	84,205	63,292	118,276	100,000
Just In Time Office Supplies	343	—	262	500
	<b>\$ 115,084</b>	<b>\$ 98,590</b>	<b>\$ 139,629</b>	<b>\$ 145,500</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 1,582,040	\$ 2,206,539	\$ 1,861,543	\$ 2,287,787
Computer Hardware Maintenance	—	—	5,013	—
Computer Software Maintenance	—	50,724	—	—
Maintenance Utility Systems	115,670	354,822	148,496	175,000
Maintenance Misc. Equipment	36,760	—	—	—
	<b>\$ 1,734,470</b>	<b>\$ 2,612,085</b>	<b>\$ 2,015,052</b>	<b>\$ 2,462,787</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 7,491	\$ 8,094	\$ 8,412	\$ 10,000
Charges From Light And Power	—	490	878	8,000
Charges From Print & Repro	245	150	80	201
Charges From M.V.M.	902	2,950	3,817	2,500
	<b>\$ 8,638</b>	<b>\$ 11,684</b>	<b>\$ 13,186</b>	<b>\$ 20,701</b>
<b>Capital Outlay</b>				
Automobiles	\$ —	\$ —	\$ —	\$ 60,000
Radio Equipment	177,431	161,719	168,376	510,000
Other Equipment	14,960	64,562	92,097	950,000
Transfer To Capital Project	—	1,501,000	—	—
	<b>\$ 192,392</b>	<b>\$ 1,727,281</b>	<b>\$ 260,473</b>	<b>\$ 1,520,000</b>
	<b>\$ 3,225,142</b>	<b>\$ 5,499,357</b>	<b>\$ 3,310,224</b>	<b>\$ 5,564,702</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 327,127	\$ 381,709	\$ 371,901	\$ 350,000
Miscellaneous	2,186,087	4,786,829	3,256,570	5,212,702
Interest Earnings/Investment Income	12,638	1,748	30,860	2,000
	<b>\$ 2,525,853</b>	<b>\$ 5,170,286</b>	<b>\$ 3,659,332</b>	<b>\$ 5,564,702</b>



OFFICE OF RADIO COMMUNICATIONS

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	0	0	Supervisor of Radio Services	28.56	29.13
1	0	0			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Administrative Manager	31,200.00	154,629.45
1	1	1	Assistant Administrator	31,200.00	90,644.85
2	0	0	Systems Analyst	31,200.00	75,107.16
4	2	2			
<b><u>TECHNICIANS</u></b>					
3	2	2	Radio Technician	23.87	24.35
3	2	2			
0	0	4	<b><u>VACANT FULL TIME</u></b>		
8	4	8	<b>TOTAL FULL TIME</b>		
<b>8</b>	<b>4</b>	<b>8</b>	<b>TOTAL DIVISION</b>		



MOTOR VEHICLE MAINTENANCE

Jeffrey L. Brown, Commissioner

***Mission Statement***

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

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**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: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 27 locations for fuel dispensing and delivery of fuel by tanker truck to other City of Cleveland fuel locations (i.e. Parks, Police and Fire Divisions).

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

**PROGRAM NAME: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.

**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 Departments with complete maintenance and services.

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



MOTOR VEHICLE MAINTENANCE

	Output Metric	Historic Data		
		2020	2021	2022
1	General Repairs	11,671	10,951	10,839
2	Preventative Maintenance Service	4,163	3,915	3,825
3	Body Shop Repairs	202	156	154
4	Training Hours	506	1,632	1,772
5	In House Tows	462	303	399
6	Vehicles Purchased/Prepped	223	151	108



MOTOR VEHICLE MAINTENANCE

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,267,571	\$ 4,244,459	\$ 4,093,702	\$ 4,392,112
Injury Pay	4,845	8,998	—	—
Longevity	31,900	31,275	32,200	32,000
Wage Settlements	311	6	—	—
Vacation Conversion	—	20,592	—	—
Separation Payments	29,299	7,805	121,363	100,000
Bonus Incentive	2,800	2,100	13,100	—
Overtime	98,967	83,831	94,655	85,000
	<b>\$ 4,435,694</b>	<b>\$ 4,399,067</b>	<b>\$ 4,355,020</b>	<b>\$ 4,609,112</b>
<b>Benefits</b>				
Hospitalization	\$ 828,220	\$ 817,169	\$ 767,546	\$ 939,881
Prescription	173,060	168,389	160,375	194,536
Dental	44,378	43,186	38,639	49,291
Vision Care	6,324	6,654	5,804	7,744
Public Employees Retire System	627,304	610,458	592,861	632,309
Fica-Medicare	56,609	55,815	54,842	58,885
Workers' Compensation	40,333	79,811	154,754	84,145
Life Insurance	3,272	3,212	3,126	4,299
Unemployment Compensation	444	—	1,260	—
Clothing Allowance	960	18,425	960	10,525
Tool Insurance	58,000	56,000	55,000	59,000
Clothing Maintenance	200	200	200	1,250
	<b>\$ 1,839,105</b>	<b>\$ 1,859,319</b>	<b>\$ 1,835,366</b>	<b>\$ 2,041,865</b>
<b>Other Training &amp; Professional Dues</b>				
Tuition & Registration Fees	\$ 136	\$ 461	\$ —	\$ 2,060
Professional Dues & Subscript	4,604	2,856	2,858	4,120
	<b>\$ 4,740</b>	<b>\$ 3,317</b>	<b>\$ 2,858</b>	<b>\$ 6,180</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 65,820	\$ 79,165	\$ 148,986	\$ 146,835
Gas	39,135	40,020	57,872	60,189
Electricity - Cpp	38,044	39,005	37,348	26,913
Electricity - Other	998	1,060	1,268	1,041
Security & Monitoring System	5,000	10,000	5,000	6,592
	<b>\$ 148,996</b>	<b>\$ 169,249</b>	<b>\$ 250,474</b>	<b>\$ 241,570</b>
<b>Contractual Services</b>				
Parking In City Facilities	\$ 27,179	\$ 27,968	\$ 28,400	\$ 26,000
Towing	179,520	150,095	186,004	154,500
Special Assessment	17,150	18,600	18,100	20,000



MOTOR VEHICLE MAINTENANCE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Other Contractual	13,989	17,038	25,016	12,750
	<b>\$ 237,837</b>	<b>\$ 213,701</b>	<b>\$ 257,520</b>	<b>\$ 213,250</b>
<b>Materials &amp; Supplies</b>				
Computer Supplies	\$ —	\$ 257	\$ 459	\$ 1,000
Computer Software	—	—	—	1,000
Fuel	4,458,655	4,794,848	8,258,083	7,383,029
Fuel Tax	1,087,519	1,076,481	1,070,488	1,470,000
Chemical	—	—	—	7,500
Air Compressor Parts	70,000	95,000	88,145	50,000
Fire/Ems Apparatus Parts	356,830	324,749	200,000	180,000
Auto & Light Truck Parts	1,427,616	1,263,960	1,258,493	1,414,500
Heavy Truck Parts	2,872,019	2,742,569	2,852,291	2,587,500
Construction Equipment Parts	226,999	138,473	155,530	200,000
Snow Removal Equipment Parts	20,000	100,000	95,000	20,000
Clothing	29,999	30,000	32,990	24,000
Sweeper Parts	536,108	200,000	422,499	400,000
Welding Supplies & Equipment	—	3,000	5,000	3,000
Hygiene And Cleaning Supplies	12,005	17,436	17,720	18,000
Painting Equipment & Supplies	10,000	10,000	20,000	16,000
Other Supplies	2,560	842	1,852	1,000
Anti-Freeze	25,000	35,000	35,000	25,000
Motor Oil & Lubricants	234,746	199,955	321,905	300,000
Batteries	100,000	100,000	100,000	100,000
Tires	713,068	740,750	679,467	700,000
Just In Time Office Supplies	3,027	2,071	2,348	4,000
Building Maintenance Supplies	36,717	45,814	20,218	1,000
	<b>\$ 12,222,868</b>	<b>\$ 11,921,206</b>	<b>\$ 15,637,488</b>	<b>\$ 14,906,529</b>
<b>Maintenance</b>				
Computer Hardware Maintenance	\$ —	\$ —	\$ —	\$ 10,000
Computer Software Maintenance	22,481	23,156	23,850	24,000
Maintenance Machinery & Tools	10,000	35,000	20,000	20,000
Fuel Pump Repair & Maintenance	99,990	50,000	50,910	50,000
Generator Repair	134,732	107,402	107,500	75,000
Repair Parts	—	—	10,000	—
Accident Repair-Other Vehicles	95,612	30,290	53,332	50,000
Accident Repair-Safety Vehicl	113,935	170,296	105,567	130,000
Heavy Truck Repair	106,623	186,208	75,000	135,000
Hydraulic Repair Cyl Pmps Mtrs	99,998	149,998	50,000	100,000



MOTOR VEHICLE MAINTENANCE

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Glass Repair	36,237	15,000	25,000	20,000
Radiator & Gas Tank Repair	40,000	20,000	30,000	52,000
Maintenance Building	18,225	59,999	85,794	11,000
Repair Of Overhead Doors	44,959	25,000	50,000	16,000
Spring Repair	145,619	77,605	194,929	225,000
Tire Repair Road Service	69,585	99,920	49,490	52,000
Transmission Repair	70,000	—	50,000	80,000
	<b>\$ 1,107,996</b>	<b>\$ 1,049,873</b>	<b>\$ 981,372</b>	<b>\$ 1,050,000</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 100,604	\$ 116,376	\$ 113,448	\$ 133,460
Charges From Radio Comm System	4,662	10,396	6,692	11,389
Charges From W.P.C.	1,120	1,389	3,381	7,000
Charges From Print & Repro	9,786	9,993	10,116	13,396
Charges From Central Storeroom	124	113	143	122
Charges From Waste Collection	32,043	25,575	29,338	25,000
	<b>\$ 148,338</b>	<b>\$ 163,841</b>	<b>\$ 163,118</b>	<b>\$ 190,367</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ 400,000	\$ 1,130,000	\$ 369,208	\$ 1,000,000
	<b>\$ 400,000</b>	<b>\$ 1,130,000</b>	<b>\$ 369,208</b>	<b>\$ 1,000,000</b>
	<b>\$ 20,545,574</b>	<b>\$ 20,909,574</b>	<b>\$ 23,852,425</b>	<b>\$ 24,258,873</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 71,139	\$ 264,178	\$ 523,680	\$ 186,000
Miscellaneous	18,863,962	21,842,185	26,062,736	24,075,848
Interest Earnings/Investment Income	42,160	7,039	161,908	10,000
	<b>\$ 18,977,260</b>	<b>\$ 22,113,402</b>	<b>\$ 26,748,324</b>	<b>\$ 24,271,848</b>



MOTOR VEHICLE MAINTENANCE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
1	1	1	Assistant Commissioner of Motor Vehicle Maintenance	31,200.00	105,232.03
1	1	1	Commissioner of Motor Vehicle Maintenance	40,314.82	155,504.25
2	2	2	Superintendent of Motorized Equipment	31,200.00	78,184.48
1	1	1	Superintendent of Vehicles Administrative Services	31,200.00	78,184.48
5	5	5			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	General Storekeeper	22.33	28.97
1	1	1	Principal Clerk	17.27	23.32
4	4	4	Storekeeper	15.61	21.15
6	6	6			
<b><u>PROFESSIONALS</u></b>					
1	1	1	Assistant Administrator	31,200.00	90,644.85
3	3	3	Buyer	31,200.00	59,831.92
1	1	1	Fleet Management Data Manager	30,000.00	78,631.38
1	1	1	Project Coordinator	31,200.00	106,323.88
6	6	6			
<b><u>SKILLED CRAFT</u></b>					
21	20	20	Automobile Technician	18.25	24.57
4	4	4	Automobile Technician Unit Leader	25.77	29.81
3	3	3	Heavy Duty Auto Body Technician Worker	23.99	26.01
25	18	18	Heavy Duty Technician	24.14	29.42
5	5	5	Heavy Duty Technician Unit Leader	32.39	36.51
1	1	1	Welder/Fabricator Technician	27.41	29.41
59	51	51			
<b><u>SERVICE &amp; MAINTENANCE</u></b>					
1	1	1	Tanker Truck Driver	27.99	28.55
1	0	0	Tire Repair Technician	20.71	22.71
2	1	1			
0	0	9			
78	69	78	<b><u>VACANT FULL TIME</u></b>		
			<b>TOTAL FULL TIME</b>		
<b>78</b>	<b>69</b>	<b>78</b>	<b>TOTAL DIVISION</b>		



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PRINTING & REPRODUCTION

Michael Hewett, Commissioner

**Mission Statement**

*The Division of Printing and Reproduction is committed to providing innovative, sustainable and cost-effective design, print and mail solutions to the City of Cleveland.*

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The duties of the Commissioner of Printing and Reproduction are as follows: to administer and control the affairs of the division; to supervise the design, printing and mailing of material required for use by the City of Cleveland; to develop specifications, evaluate bids, recommend the lease, rental or purchase of all photocopiers; and to perform additional duties which may arise by codified ordinance or by the Director of Finance.

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

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

***PROGRAM NAME: COPY CENTER***

OBJECTIVES: Provide a variety of fast turnaround photocopying services.

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

***PROGRAM NAME: PRINTING SERVICES***

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

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



PRINTING & REPRODUCTION

	Output Metric	Historic Data		
		2020	2021	2022
1	Average job turnaround time	8.6 days	9 days	3.6 days
2	Total number of jobs processed	966	2,100	2,700
3	Total impressions	4,800,000	4,000,000	6,000,000
4	Total mail pieces processed	1,200,000	1,000,000	1,600,000
5	Percentage of reruns due to employee error	-	1.0%	1.0%
6	Convenience copier service response time	1.6 Hours	1.8 Hours	1.9 Hours
7	Average convenience copier uptime	99.7%	99.8%	99.8%

\*Notes: Blanks indicate unavailable or incomplete data for respective years and metrics.



PRINTING & REPRODUCTION

**Expenditures**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 708,773	\$ 664,120	\$ 670,682	\$ 724,876
Seasonal	866	7,997	12,435	—
Part-Time Permanent	6,623	2,966	31,067	100,766
Longevity	6,800	5,950	4,600	4,650
Vacation Conversion	—	8,705	—	—
Separation Payments	26,332	76,722	3,413	50,000
Bonus Incentive	—	—	7,000	—
Overtime	161	—	2,140	5,500
	<b>\$ 749,556</b>	<b>\$ 766,460</b>	<b>\$ 731,336</b>	<b>\$ 885,792</b>
<b>Benefits</b>				
Hospitalization	\$ 115,916	\$ 92,536	\$ 79,646	\$ 122,465
Prescription	25,264	19,963	17,808	26,570
Dental	6,324	4,345	3,844	6,398
Vision Care	999	795	718	1,148
Public Employees Retire System	102,816	97,958	100,896	114,502
Fica-Medicare	9,365	9,658	9,146	10,622
Workers' Compensation	6,194	6,747	7,463	7,190
Life Insurance	534	477	474	670
Clothing Allowance	427	655	—	1,000
Clothing Maintenance	2,500	2,500	2,500	3,000
	<b>\$ 270,338</b>	<b>\$ 235,635</b>	<b>\$ 222,495</b>	<b>\$ 293,565</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ —	\$ —	\$ 2,500
Tuition & Registration Fees	725	800	800	2,000
Other Training Supplies	—	600	—	2,000
Professional Dues & Subscript	1,300	3,076	2,188	2,500
	<b>\$ 2,025</b>	<b>\$ 4,476</b>	<b>\$ 2,988</b>	<b>\$ 9,000</b>
<b>Utilities</b>				
Brokered Gas Supply	\$ 875	\$ 1,301	\$ 2,476	\$ 2,201
Gas	766	948	1,190	1,008
Electricity - Cpp	28,476	38,425	31,849	43,300
Security & Monitoring System	2,358	2,358	2,358	4,500
	<b>\$ 32,474</b>	<b>\$ 43,032</b>	<b>\$ 37,873</b>	<b>\$ 51,009</b>
<b>Contractual Services</b>				
Professional Services	\$ 396	\$ 1,396	\$ 396	\$ 2,000
Janitorial Services	15,000	—	15,557	15,000
Parking In City Facilities	20	30	40	500
Photocopy Machine Rental	433,335	670,838	720,782	690,000



PRINTING & REPRODUCTION

**Expenditures (Continued)**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Other Contractual	—	—	2,500	1,500
	<b>\$ 448,750</b>	<b>\$ 672,264</b>	<b>\$ 739,275</b>	<b>\$ 709,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 1,000
Computer Hardware	—	6,514	10,270	10,000
Computer Software	11,679	9,860	7,317	10,000
Clothing	—	—	—	1,000
Small Equipment	—	—	—	7,500
Electrical Supplies	—	—	—	5,000
Hygiene And Cleaning Supplies	—	—	—	1,000
Paper And Other Printing Suppl	409,760	287,159	451,759	630,000
Other Supplies	—	—	—	500
Just In Time Office Supplies	2,017	2,458	4,730	4,000
	<b>\$ 423,455</b>	<b>\$ 305,990</b>	<b>\$ 474,076</b>	<b>\$ 670,000</b>
<b>Maintenance</b>				
Maintenance Contracts	\$ 98,152	\$ 99,911	\$ 112,024	\$ 120,000
Maintenance Machinery & Tools	—	—	—	3,000
Car Washes	—	—	—	150
Maintenance Building	—	300	150	3,000
Repair Of Overhead Doors	—	—	5,000	2,500
	<b>\$ 98,152</b>	<b>\$ 100,211</b>	<b>\$ 117,174</b>	<b>\$ 128,650</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 6,139	\$ 7,129	\$ 6,816	\$ 6,398
Charges From M.V.M.	3,076	4,041	6,265	6,000
Charges From Division Of Maint	—	—	—	3,000
	<b>\$ 9,215</b>	<b>\$ 11,169</b>	<b>\$ 13,081</b>	<b>\$ 15,398</b>
<b>Capital Outlay</b>				
Transfer To Capital Project	\$ —	\$ —	\$ 99,713	\$ 50,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 99,713</b>	<b>\$ 50,000</b>
	<b>\$ 2,033,966</b>	<b>\$ 2,139,237</b>	<b>\$ 2,438,011</b>	<b>\$ 2,812,414</b>

**Revenues**

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 926	\$ 452	\$ 2,218	\$ —
Miscellaneous	1,961,092	2,251,382	2,547,558	2,797,445
Interest Earnings/Investment Income	2,343	355	12,202	—
	<b>\$ 1,964,361</b>	<b>\$ 2,252,189</b>	<b>\$ 2,561,978</b>	<b>\$ 2,797,445</b>



PRINTING & REPRODUCTION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATORS &amp; OFFICIALS</u></b>					
2	1	1	Asst. Commissioner of Printing and Reproduction	31,200.00	99,604.81
1	1	1	Commissioner of Printing and Reproduction	40,314.82	155,504.25
1	1	1	Printing Foreman	31,200.00	57,522.83
4	3	3			
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
2	1	1	Principal Clerk	17.27	23.32
2	1	1			
<b><u>PROFESSIONALS</u></b>					
1	0	0	Desktop Publishing Specialist	31,200.00	110,949.16
0	1	1	Senior Graphic Designer	40,000.00	75,000.00
1	1	1			
<b><u>SERVICE AND MAINTENANCE</u></b>					
1	1	1	Mailing Specialist	31,200.00	59,435.99
1	1	1			
<b><u>SKILLED CRAFT</u></b>					
3	2	2	Copy Center Operator	15.00	21.75
3	2	2			
<b><u>TECHNICIANS</u></b>					
1	1	1	First Press Operator	15.00	25.83
1	1	1	Print Services Tech Specialist	15.00	64,301.67
2	2	2			
0	0	3	<b><u>VACANT FULL TIME</u></b>		
13	10	13	<b>TOTAL FULL TIME</b>		
<b><u>VACANT PART TIME</u></b>					
1	2	2	<b>TOTAL PART TIME</b>		
14	12	15	<b>TOTAL DIVISION</b>		



STOREROOM & WAREHOUSE

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 47,201	\$ 52,011	\$ 50,010	\$ 50,107
Longevity	475	575	575	575
	<b>\$ 47,676</b>	<b>\$ 52,586</b>	<b>\$ 50,585</b>	<b>\$ 50,682</b>
<b>Benefits</b>				
Hospitalization	\$ 8,846	\$ 5,886	\$ 6,591	\$ 7,117
Prescription	1,830	1,319	1,297	1,394
Dental	442	294	277	303
Vision Care	88	81	81	100
Public Employees Retire System	6,928	7,348	7,081	7,176
Fica-Medicare	658	735	703	735
Workers' Compensation	408	465	516	500
Life Insurance	44	44	44	55
	<b>\$ 19,244</b>	<b>\$ 16,171</b>	<b>\$ 16,589</b>	<b>\$ 17,380</b>
<b>Contractual Services</b>				
Equipment Rental	\$ 20,139	\$ 20,139	\$ 25,977	\$ 30,000
Other Contractual	—	—	212	10,000
	<b>\$ 20,139</b>	<b>\$ 20,139</b>	<b>\$ 26,189</b>	<b>\$ 40,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ 3,448	\$ 200
Postage	350,000	420,000	450,000	500,000
	<b>\$ 350,000</b>	<b>\$ 420,000</b>	<b>\$ 453,448</b>	<b>\$ 500,200</b>
	<b>\$ 437,059</b>	<b>\$ 508,897</b>	<b>\$ 546,812</b>	<b>\$ 608,262</b>

**Revenues**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Miscellaneous	\$ 453,250	\$ 500,588	\$ 471,544	\$ 607,864
Interest Earnings/Investment Income	440	17	236	—
	<b>\$ 453,690</b>	<b>\$ 500,605</b>	<b>\$ 471,780</b>	<b>\$ 607,864</b>



STOREROOM & WAREHOUSE

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
<b><u>ADMINISTRATIVE SUPPORT</u></b>					
1	1	1	Storekeeper	15.61	21.15
<b><u>VACANT FULL TIME</u></b>					
1	1	1	<b>TOTAL FULL TIME</b>		
<b>1</b>	<b>1</b>	<b>1</b>	<b>TOTAL DIVISION</b>		



HEALTH SELF INSURANCE FUND

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Contractual Services</b>				
Professional Services	\$ 175,000	\$ 324,998	\$ 125,000	\$ 125,000
Stop Loss Insurance Med Mutal	2,376,538	2,453,997	2,496,450	3,126,470
Admin Fee Med Mutual	2,135,100	2,032,303	1,930,508	2,326,075
Admin Fee Anthem	1,009,660	992,527	982,302	920,293
Stop Loss Insurance Anthem	1,033,314	1,015,779	1,095,195	1,106,765
Program Promotion	—	75,000	—	—
Wellness Expense Anthem	—	9,442	55,364	100,000
Wellness Expense Medical Mutual	3,380	3,295	116,563	100,000
Other Contractual	274,600	275,000	175,000	175,000
	<b>\$ 7,007,592</b>	<b>\$ 7,182,341</b>	<b>\$ 6,976,380</b>	<b>\$ 7,979,603</b>
<b>Materials &amp; Supplies</b>				
Hygiene And Cleaning Supplies	\$ 31,185	\$ —	\$ —	\$ —
	<b>\$ 31,185</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Claims, Refunds, Maintenance</b>				
Claims Healthcare Med Mut	\$ 50,710,508	\$ 54,735,480	\$ 57,833,612	\$ 59,739,896
Claims Healthcare Anthem	23,876,526	30,563,924	28,921,432	31,960,682
ACA Reinsurance Fee	43,683	40,727	40,656	—
	<b>\$ 74,630,717</b>	<b>\$ 85,340,131</b>	<b>\$ 86,795,700</b>	<b>\$ 91,700,578</b>
<b>Interdepart Service Charges</b>				
Charges From Print & Repro	\$ 500	\$ 705	\$ 4,062	\$ 10,000
	<b>\$ 500</b>	<b>\$ 705</b>	<b>\$ 4,062</b>	<b>\$ 10,000</b>
	<b>\$ 81,669,994</b>	<b>\$ 92,523,177</b>	<b>\$ 93,776,142</b>	<b>\$ 99,690,181</b>
<b>Revenues</b>				
	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
Charges For Services	\$ 87,350,640	\$ 83,823,896	\$ 90,825,620	\$ 99,690,180
Miscellaneous	147,463	—	117,988	—
	<b>\$ 87,498,103</b>	<b>\$ 83,823,896</b>	<b>\$ 90,943,607</b>	<b>\$ 99,690,180</b>



PRESCRIPTION SELF INSURANCE FUND

Expenditures

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
<b>Claims, Refunds, Maintenance</b>				
Claims Health Care	\$ 15,087,354	\$ 16,173,356	\$ 16,161,873	\$ 20,917,518
	<b>\$ 15,087,354</b>	<b>\$ 16,173,356</b>	<b>\$ 16,161,873</b>	<b>\$ 20,917,518</b>
	<b>\$ 15,087,354</b>	<b>\$ 16,173,356</b>	<b>\$ 16,161,873</b>	<b>\$ 20,917,518</b>

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Charges For Services	\$ 18,026,414	\$ 17,298,305	\$ 12,116,087	\$ 20,917,517
	<b>\$ 18,026,414</b>	<b>\$ 17,298,305</b>	<b>\$ 12,116,087</b>	<b>\$ 20,917,517</b>

# Agency Funds



Agency Funds are used to account for assets held by the City as an agent for individuals, private organizations and other governments. The Agency Funds are custodial in nature (assets equal liabilities) and do not have a measurement focus. However, the accrual basis of accounting is used to recognize receivables and payables. The City's more significant Agency Funds are used to account for Municipal Court and income tax collections for other municipalities.



	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Unaudited</u>	<u>2023 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>CENTRAL COLLECTION AGENCY</b>						
RECEIPTS	\$ 9,035,621	\$ 10,402,555	\$ 9,836,122	\$ 13,942,552	\$ 4,106,430	42%
EXPENDITURES	10,092,391	10,011,837	9,960,419	14,054,564	4,094,145	41%
Net	\$ (1,056,770)	\$ 390,718	\$ (124,297)	\$ (112,012)	\$ 12,285	-10%
Decertifications	2,565	839	5,136	—		—
Beginning Balance	1,368,847	314,642	706,199	587,038		—
<b>Ending Balance</b>	<b><u>\$ 314,642</u></b>	<b><u>\$ 706,199</u></b>	<b><u>\$ 587,038</u></b>	<b><u>\$ 475,026</u></b>	<b><u>\$ 12,285</u></b>	<b><u>2%</u></b>
	—	—	—	—		—
<b>FT Staffing Levels</b>	<b>83</b>	<b>83</b>	<b>71</b>	<b>113</b>	<b>30</b>	<b>36%</b>



## CCA INCOME TAX ADMINISTRATION

Kevin L. Preslan, Administrator

**Mission Statement**

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

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The Division of Taxation was established by Ordinance 2393-66 effective November 28, 1966. As provided in the Ordinance, the Division operates a centralized collection facility known as the Central Collection Agency (CCA - Division of Taxation) for purposes of collecting the municipal income tax for the City of Cleveland and many other municipalities that wish to have the Agency administer their municipal tax ordinance. The contract between the City of Cleveland and the members states that the general policy of the Agency is established by 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 Agency's member municipalities. This includes the enforcement of the ordinance, making and enforcing regulation, determined tax due and investigating persons or corporations who are believed to owe taxes.

***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: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: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.



CCA INCOME TAX ADMINISTRATION

**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 Agency staff.

**PROGRAM NAME:TAXPAYER ASSISTANCE**

**OBJECTIVES:** To provide information and assistance to all taxpayers of the municipalities served by the Agency.

**ACTIVITIES:** Work with taxpayers to understand their filing requirements and answer questions. Assistance is provided on the phone or in person.

	Output Metric	Historic Data		
		2020	2021	2022
1	Corporate Withholding Forms Processed	148,000	190,000	219,000
2	Individual Tax Returns Processed	80,000	125,000	109,000
3	Business Tax Returns Processed	9,000	32,000	24,000
4	Refunds Processed	7,068	6,900	9,000



CCA INCOME TAX ADMINISTRATION

**Expenditures**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Unaudited</b>	<b>2023 Budget</b>
<b>Salaries and Wages</b>				
Full Time Permanent	\$ 4,706,210	\$ 4,878,021	\$ 4,426,015	\$ 5,965,893
Part-Time Permanent	113,001	68,029	89,079	222,822
Longevity	39,175	38,725	37,650	38,150
Vacation Conversion	—	40,246	—	—
Separation Payments	25,436	29,932	127,664	50,000
Bonus Incentive	—	—	35,000	—
Overtime	26,689	58,377	117,269	250,000
	<b>\$ 4,910,512</b>	<b>\$ 5,113,330</b>	<b>\$ 4,832,677</b>	<b>\$ 6,526,865</b>
<b>Benefits</b>				
Hospitalization	\$ 807,548	\$ 813,501	\$ 770,726	\$ 1,386,200
Prescription	170,420	170,814	162,144	291,136
Dental	43,605	42,038	36,939	70,592
Vision Care	7,010	6,856	5,654	10,696
Public Employees Retire System	688,704	723,713	656,018	877,034
Fica-Medicare	67,453	70,377	66,158	88,990
Workers' Compensation	43,714	46,786	49,816	47,998
Life Insurance	3,795	3,682	3,415	6,234
Unemployment Compensation	224	—	440	—
Clothing Allowance	—	—	—	120
Clothing Maintenance	—	—	—	150
	<b>\$ 1,832,473</b>	<b>\$ 1,877,767</b>	<b>\$ 1,751,309</b>	<b>\$ 2,779,150</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ 1,900	\$ 100	\$ 935	\$ 6,000
Tuition & Registration Fees	—	1,223	2,684	1,500
Professional Dues & Subscript	30,445	14,417	12,943	31,200
	<b>\$ 32,345</b>	<b>\$ 15,741</b>	<b>\$ 16,562</b>	<b>\$ 38,700</b>
<b>Utilities</b>				
Electricity - Cpp	\$ 18,828	\$ 24,270	\$ 21,191	\$ 30,900
Steam	145,925	140,101	149,345	175,100
	<b>\$ 164,753</b>	<b>\$ 164,371</b>	<b>\$ 170,537</b>	<b>\$ 206,000</b>
<b>Contractual Services</b>				
Professional Services	\$ 1,154,808	\$ 826,843	\$ 1,076,701	\$ 1,748,000
Mileage (Private Auto)	1,880	252	866	10,000
Advertising And Public Notice	968	1,292	1,501	3,000
Parking In City Facilities	1,260	1,320	1,320	3,000
Insurance And Official Bonds	196	—	—	1,000
Property Rental	18,720	—	—	—
Other Contractual	30,606	42,430	2,700	50,000



CCA INCOME TAX ADMINISTRATION

Expenditures (Continued)

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
State Auditor Examination	43,000	46,000	50,337	55,000
Refunds & Miscellaneous	164	—	—	—
Bank Service Fees	199,095	188,244	159,698	240,000
Credit Card Processing Fees	63,068	135,748	141,089	190,000
	<b>\$ 1,513,764</b>	<b>\$ 1,242,130</b>	<b>\$ 1,434,212</b>	<b>\$ 2,300,000</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ 2,120	\$ 185	\$ 2,207	\$ 7,000
Postage	144,745	122,578	198,348	250,000
Computer Supplies	585	—	—	5,000
Computer Hardware	41,581	4,034	14,003	72,400
Computer Software	2,822	24,723	6,952	71,300
Office Furniture & Equipment	—	8,558	1,550	3,000
Other Supplies	—	324	6,640	2,000
Batteries	—	—	—	500
Just In Time Office Supplies	13,728	10,622	10,845	20,000
	<b>\$ 205,581</b>	<b>\$ 171,025</b>	<b>\$ 240,545</b>	<b>\$ 431,200</b>
<b>Maintenance</b>				
Maintenance Office Equipment	\$ 7,438	\$ 5,977	\$ 6,700	\$ 24,000
Maintenance Contracts	4,120	2,500	2,500	6,500
Computer Hardware Maintenance	31,778	15,093	1,713	124,500
Computer Software Maintenance	158,702	132,676	138,553	214,550
Car Washes	19	6	111	300
	<b>\$ 202,058</b>	<b>\$ 156,252</b>	<b>\$ 149,576</b>	<b>\$ 369,850</b>
<b>Claims, Refunds, Maintenance</b>				
Court Costs	\$ 784	\$ 5,288	\$ 3,754	\$ 20,000
Indirect Cost	574,230	554,888	578,176	545,886
	<b>\$ 575,014</b>	<b>\$ 560,176</b>	<b>\$ 581,930</b>	<b>\$ 565,886</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ 53,515	\$ 53,240	\$ 46,219	\$ 54,373
Charges From Print & Repro	172,442	226,506	307,093	343,104
Charges From M.V.M.	4,937	6,300	4,758	4,436
Charges From Division Of Maint	425,000	425,000	425,000	425,000
	<b>\$ 655,894</b>	<b>\$ 711,046</b>	<b>\$ 783,071</b>	<b>\$ 826,913</b>
<b>Capital Outlay</b>				
Office Equipment	\$ —	\$ —	\$ —	\$ 10,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 10,000</b>
	<b>\$ 10,092,393</b>	<b>\$ 10,011,837</b>	<b>\$ 9,960,419</b>	<b>\$ 14,054,564</b>



CCA INCOME TAX ADMINISTRATION

Revenues

	2020 Actual	2021 Actual	2022 Unaudited	2023 Budget
Miscellaneous	\$ 2,715,207	\$ 3,324,661	\$ 2,850,291	\$ 3,570,864
Due To Member Municipalities	—	—	—	2,000
Income Tax	6,230,000	7,070,000	6,650,000	10,369,688
Interest Earnings/Investment Income	90,414	7,894	335,831	—
	<b>\$ 9,035,621</b>	<b>\$ 10,402,555</b>	<b>\$ 9,836,122</b>	<b>\$ 13,942,552</b>

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2022	March 2023	Budget 2023		Minimum	Maximum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	Asst. Income Tax Administrator	31,200.00	133,301.25
1	1	1	Income Tax Administrator	42,758.15	162,333.54
2	2	2			
<b>ADMINISTRATIVE SUPPORT</b>					
1	1	1	Account Clerk I	15.00	19.00
3	2	2	Accountant Clerk II	15.00	20.51
5	3	3	Customer Service Rep-Call Center	15.00	21.05
18	9	9	Income Tax Tracer	15.92	21.88
3	1	1	Junior Cashier	18.82	19.84
1	0	0	Junior Clerk	16.40	17.85
1	1	1	Principal Cashier	17.01	27.55
1	0	0	Principal Clerk	17.27	23.32
0	2	2	Senior Cashier	15.61	23.43
1	0	0	Senior Clerk	15.61	31.78
2	2	2	Stock Clerk	15.61	21.15
36	21	21			
<b>PROFESSIONALS</b>					
1	0	0	Accountant IV	31,200.00	69,967.46
6	5	5	Administrative Manager	31,200.00	154,629.45
10	7	7	Assistant Administrator	31,200.00	90,644.85
3	2	2	Assistant Director of Law	31,200.00	126,573.85
8	8	8	Auditor	31,200.00	69,316.65
1	1	1	Auditor II	31,200.00	72,515.88



CCA INCOME TAX ADMINISTRATION

COMPARISON OF STAFFING LEVEL

Budget 2022	No. of Employees		Position	Salary Schedule	
	March 2023	Budget 2023		Minimum	Maximum
1	2	2	Fiscal Manager	31,200.00	104,654.90
2	2	2	Income Tax Supervisor	31,200.00	76,781.52
1	1	1	Personnel Administrator	31,200.00	97,137.68
5	1	1	Senior Tax Auditor	31,200.00	69,316.65
5	3	3	Supervising Tax Auditor	31,200.00	71,449.47
16	4	4	Tax Auditor I	17.85	22.92
14	13	13	Tax Auditor II	17.85	22.92
73	49	49			
			<b><u>PARA-PROFESSIONALS</u></b>		
2	2	2	Paralegal	31,200.00	58,652.55
2	2	2			
0	0	39	<b><u>VACANT FULL TIME</u></b>		
113	74	113	<b>TOTAL FULL TIME</b>		
			<b><u>PART TIME</u></b>		
1	1	1	Income Tax Tracer	15.92	21.88
13	5	5	Student Aide	11.60	11.94
0	0	8	<b><u>VACANT PART TIME</u></b>		
14	6	14	<b>TOTAL PART TIME</b>		
<b>127</b>	<b>80</b>	<b>127</b>	<b>TOTAL DIVISION</b>		



<b>Legislative Branch</b>	<b>8,500,130</b>
<b>Judicial Branch</b>	<b>42,815,108</b>
<b>Executive Branch</b>	
General Government	32,228,308
Department of Aging	1,868,592
Department of Human Resources	5,361,521
Department of Law	18,623,670
Department of Finance	28,822,014
Department of Public Health	14,049,363
Department of Public Safety	380,920,081
Department of Public Works	88,888,268
Department of Community Development	2,100,433
Department of Building and Housing	15,014,402
Department of Economic Development	1,921,284
Nondepartmental	69,666,796
<b>Total Executive Branch</b>	<b>659,464,732</b>
<b>TOTAL GENERAL FUND</b>	<b>710,779,970</b>
Special Revenue Funds	<b>116,408,854</b>
Internal Service Funds	<b>168,903,143</b>
Enterprise Funds	<b>851,802,510</b>
Agency Funds	<b>14,054,564</b>
Debt Service Funds	<b>86,919,596</b>
<b>TOTAL APPROPRIATIONS FOR 2023</b>	<b><u>1,948,868,637</u></b>

## GENERAL FUND

### LEGISLATIVE BRANCH

Council and Clerk of Council	8,500,130
I Personnel and Related Expenses	6,585,790
II Other Expenses	1,914,340

**TOTAL LEGISLATIVE BRANCH** **8,500,130**

### JUDICIAL BRANCH

Municipal Court - Judicial Division	24,596,776
I Personnel and Related Expenses	19,468,834
II Other Expenses	5,127,942
 Municipal Court - Clerk's Division	 12,858,573
I Personnel and Related Expenses	11,110,533
II Other Expenses	1,748,040



# Appropriation Ordinance

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Municipal Court - Housing Division		5,359,759
I Personnel and Related Expenses	4,913,039	
II Other Expenses	446,720	

<b>TOTAL JUDICIAL BRANCH</b>		<b>42,815,108</b>
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## EXECUTIVE BRANCH

### GENERAL GOVERNMENT

Office of the Mayor		3,133,483
I Personnel and Related Expenses	2,934,385	
II Other Expenses	199,098	

Office of Capital Projects		7,573,810
I Personnel and Related Expenses	6,843,964	
II Other Expenses	729,846	

Office of Urban Analytics & Innovation		1,741,831
I Personnel and Related Expenses	1,624,781	
II Other Expenses	117,050	

Landmarks Commission		361,337
I Personnel and Related Expenses	338,543	
II Other Expenses	22,794	

Board of Building Standards and Appeals		281,327
I Personnel and Related Expenses	244,537	
II Other Expenses	36,790	

Board of Zoning Appeals		246,816
I Personnel and Related Expenses	221,712	
II Other Expenses	25,104	

Civil Service Commission		1,507,289
I Personnel and Related Expenses	885,851	
II Other Expenses	621,438	

Community Relations Board		2,370,960
I Personnel and Related Expenses	1,799,060	
II Other Expenses	571,900	

# Appropriation Ordinance



City Planning Commission		2,915,718
I Personnel and Related Expenses	2,378,941	
II Other Expenses	536,777	
Boxing and Wrestling Commission		31,826
I Personnel and Related Expenses	31,826	
Office of Sustainability		1,364,238
I Personnel and Related Expenses	1,009,971	
II Other Expenses	354,267	
Office of Equal Opportunity		1,187,552
I Personnel and Related Expenses	1,008,916	
II Other Expenses	178,636	
Office of Prevention, Intervention & Opportunity		4,455,815
I Personnel and Related Expenses	1,702,563	
II Other Expenses	2,753,252	
Office of Budget & Management		785,676
I Personnel and Related Expenses	770,500	
II Other Expenses	15,176	
Office of Professional Standards		1,976,605
I Personnel and Related Expenses	1,715,868	
II Other Expenses	260,737	
Police Review Board		204,308
I Personnel and Related Expenses	165,092	
II Other Expenses	39,216	
Community Police Commission		2,089,717
I Personnel and Related Expenses	821,365	
II Other Expenses	1,268,352	
<b>TOTAL GENERAL GOVERNMENT</b>		<b>32,228,308</b>



# Appropriation Ordinance

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## DEPARTMENT OF AGING

Department of Aging		1,868,592
I Personnel and Related Expenses	1,268,257	
II Other Expenses	600,335	

<b>TOTAL DEPARTMENT OF AGING</b>		<b><u>1,868,592</u></b>
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## DEPARTMENT OF HUMAN RESOURCES

Department of Human Resources		5,361,521
I Personnel and Related Expenses	2,857,889	
II Other Expenses	2,503,632	

<b>TOTAL DEPARTMENT OF HUMAN RESOURCES</b>		<b><u>5,361,521</u></b>
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## DEPARTMENT OF LAW

Department of Law		18,623,670
I Personnel and Related Expenses	9,475,565	
II Other Expenses	9,148,105	

<b>TOTAL DEPARTMENT OF LAW</b>		<b><u>18,623,670</u></b>
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## DEPARTMENT OF FINANCE

Finance Administration		982,367
I Personnel and Related Expenses	816,828	
II Other Expenses	165,539	

Division of Accounts		2,630,383
I Personnel and Related Expenses	1,779,992	
II Other Expenses	850,391	

Division of Assessments and Licenses		5,287,764
I Personnel and Related Expenses	3,783,775	
II Other Expenses	1,503,989	

Division of Treasury		840,557
I Personnel and Related Expenses	717,899	
II Other Expenses	122,658	

Division of Purchases and Supplies		1,022,722
I Personnel and Related Expenses	989,343	
II Other Expenses	33,379	



Bureau of Internal Audit		1,234,425
I Personnel and Related Expenses	521,491	
II Other Expenses	712,934	
Division of Financial Reporting and Control		1,903,409
I Personnel and Related Expenses	1,752,644	
II Other Expenses	150,765	
Information Systems Services		13,421,723
I Personnel and Related Expenses	3,785,035	
II Other Expenses	9,636,688	
Division of Risk Management		1,498,664
I Personnel and Related Expenses	973,164	
II Other Expenses	525,500	
<b>TOTAL DEPARTMENT OF FINANCE</b>		<b>28,822,014</b>

**DEPARTMENT OF PUBLIC HEALTH**

Public Health Administration		2,327,410
I Personnel and Related Expenses	1,829,639	
II Other Expenses	497,771	
Division of Health		6,109,871
I Personnel and Related Expenses	3,202,936	
II Other Expenses	2,906,935	
Division of Environment		2,426,614
I Personnel and Related Expenses	1,916,111	
II Other Expenses	510,503	
Division of Air Quality		1,110,291
I Personnel and Related Expenses	635,060	
II Other Expenses	475,231	
Division of Health, Equity and Social Justice		2,075,177
I Personnel and Related Expenses	1,154,087	
II Other Expenses	921,090	
<b>TOTAL DEPARTMENT OF PUBLIC HEALTH</b>		<b>14,049,363</b>



# Appropriation Ordinance

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## DEPARTMENT OF PUBLIC SAFETY

Public Safety Administration		8,898,391
I Personnel and Related Expenses	5,217,531	
II Other Expenses	3,680,860	
Division of Police		217,941,309
I Personnel and Related Expenses	201,537,651	
II Other Expenses	16,403,658	
Division of Fire		108,713,529
I Personnel and Related Expenses	103,508,083	
II Other Expenses	5,205,446	
Division of Emergency Medical Services		34,013,547
I Personnel and Related Expenses	29,045,430	
II Other Expenses	4,968,117	
Division of Animal Control Services		3,688,814
I Personnel and Related Expenses	2,914,073	
II Other Expenses	774,741	
Division of Correction		3,240,201
I Personnel and Related Expenses	238,075	
II Other Expenses	3,002,126	
Police Inspector General		236,266
I Personnel and Related Expenses	223,816	
II Other Expenses	12,450	
Department of Justice		4,188,024
I Personnel and Related Expenses	1,679,184	
II Other Expenses	2,508,840	

### TOTAL DEPARTMENT OF PUBLIC SAFETY

**380,920,081**

## DEPARTMENT OF PUBLIC WORKS

Division of Public Works Administration		3,400,473
I Personnel and Related Expenses	3,100,677	
II Other Expenses	299,796	



Division of Recreation		15,715,854
I Personnel and Related Expenses	10,537,247	
II Other Expenses	5,178,607	
Division of Parking Facilities-On Street		989,789
I Personnel and Related Expenses	886,765	
II Other Expenses	103,024	
Division of Property Management		9,096,485
I Personnel and Related Expenses	6,552,013	
II Other Expenses	2,544,472	
Division of Park Maintenance and Properties		19,305,708
I Personnel and Related Expenses	11,040,424	
II Other Expenses	8,265,284	
Division of Waste Collection & Disposal		36,363,623
I Personnel and Related Expenses	17,898,507	
II Other Expenses	18,465,116	
Division of Traffic Engineering		4,016,336
I Personnel and Related Expenses	3,056,199	
II Other Expenses	960,137	
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>88,888,268</b>
<b>DEPART OF COMM. DEVELOPMENT DIRECTOR'S OFFICE</b>		
Community Development Director's Office		2,100,433
I Personnel and Related Expenses	529,669	
II Other Expenses	1,570,764	
<b>TOTAL DEPARTMENT OF COMM. DEVELOPMENT</b>		<b>2,100,433</b>
<b>DEPARTMENT OF BUILDING AND HOUSING</b>		
Building and Housing Director's Office		4,427,886
I Personnel and Related Expenses	2,854,218	
II Other Expenses	1,573,668	



# Appropriation Ordinance

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Division of Code Enforcement		8,933,770
I Personnel and Related Expenses	8,636,090	
II Other Expenses	297,680	
Division of Construction Permit		1,652,746
I Personnel and Related Expenses	1,627,103	
II Other Expenses	25,643	
<b>TOTAL DEPARTMENT OF BUILDING AND HOUSING</b>		<b>15,014,402</b>
<b>DEPARTMENT OF ECONOMIC DEVELOPMENT</b>		
Economic Development		1,921,284
I Personnel and Related Expenses	1,858,545	
II Other Expenses	62,739	
<b>TOTAL DEPARTMENT OF ECONOMIC DEVELOPMENT</b>		<b>1,921,284</b>
<b>NONDEPARTMENTAL</b>		
County Auditor Deductions		1,150,000
II Other Expenses	1,150,000	
Other Administrative		21,995,334
II Other Expenses	21,995,334	
Transfers to Other Funds		46,521,462
II Other Expenses	46,521,462	
<b>TOTAL NONDEPARTMENTAL</b>		<b>69,666,796</b>
<b>TOTAL EXECUTIVE BRANCH</b>		<b>659,464,732</b>
<b>TOTAL GENERAL FUND</b>		<b>710,779,970</b>
<b>SPECIAL REVENUE FUND</b>		
Restricted Income Tax Fund		63,875,000
II Other Expenses	63,875,000	



Street Construction, Maintenance & Repair Fund		36,710,322
I Personnel and Related Expenses	20,492,094	
II Other Expenses	16,218,228	
 Schools Recreation & Cultural Activities Fund		 1,125,000
II Other Expenses	1,125,000	
 Division of Public Auditorium & Stadium-Stadium		 14,698,532
II Other Expenses	14,698,532	
 <b>TOTAL SPECIAL REVENUE FUNDS</b>		 <b>116,408,854</b>

### DEBT SERVICE FUND

Sinking Fund Commission		86,919,596
III Debt Service	86,919,596	
 <b>TOTAL DEBT SERVICE FUNDS</b>		 <b>86,919,596</b>

### INTERNAL SERVICE FUND

Sinking Fund Commission		1,016,788
I Personnel and Related Expenses	272,318	
II Other Expenses	744,470	
 Information Systems Services-Telephone Exchange		 14,034,405
I Personnel and Related Expenses	1,869,283	
II Other Expenses	12,165,122	
 Radio		 5,564,702
I Personnel and Related Expenses	745,627	
II Other Expenses	4,819,075	
 Division of Motor Vehicle Maintenance		 24,258,873
I Personnel and Related Expenses	6,650,977	
II Other Expenses	17,607,896	
 Division of Printing and Reproduction		 2,812,414
I Personnel and Related Expenses	1,179,357	
II Other Expenses	1,633,057	



# Appropriation Ordinance

City Storeroom and Central Warehouse		608,262
I Personnel and Related Expenses	68,062	
II Other Expenses	540,200	
Health Self Insurance		99,690,181
II Other Expenses	99,690,181	
Prescription Self Insurance		20,917,518
II Other Expenses	20,917,518	
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<b><u>168,903,143</u></b>

## ENTERPRISE FUNDS

### DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		9,407,428
I Personnel and Related Expenses	7,538,635	
II Other Expenses	1,868,793	
Division of Fiscal Control		8,924,031
I Personnel and Related Expenses	7,335,838	
II Other Expenses	1,588,193	
Division of Water		382,188,972
I Personnel and Related Expenses	94,246,441	
II Other Expenses	287,942,531	
Division of Water Pollution Control		39,897,595
I Personnel and Related Expenses	14,478,397	
II Other Expenses	25,419,198	
Division of Cleveland Public Power		220,594,587
I Personnel and Related Expenses	27,523,803	
II Other Expenses	193,070,784	
<b>TOTAL DEPARTMENT OF PUBLIC UTILITIES</b>		<b><u>661,012,613</u></b>



**DEPARTMENT OF PORT CONTROL**

Divisions of Cleveland Hopkins & Burke Lakefront

Airports - Operations		173,640,580
I Personnel and Related Expenses	39,145,020	
II Other Expenses	134,495,560	

<b>TOTAL DEPARTMENT OF PORT CONTROL</b>		<b>173,640,580</b>
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**DEPARTMENT OF PUBLIC WORKS**

Division of Cemeteries		1,964,819
I Personnel and Related Expenses	1,425,424	
II Other Expenses	539,395	

Golf Course Fund		1,408,984
I Personnel and Related Expenses		
II Other Expenses	1,408,984	

Division of Parking Facilities-Off Street Parking		8,491,717
I Personnel and Related Expenses	1,486,722	
II Other Expenses	7,004,995	

Division of Public Auditorium		3,247,728
I Personnel and Related Expenses	1,577,491	
II Other Expenses	1,670,237	

Division of West Side Market		2,036,069
I Personnel and Related Expenses	774,793	
II Other Expenses	1,261,276	

<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>17,149,317</b>
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<b>TOTAL ENTERPRISE FUNDS</b>		<b>851,802,510</b>
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**AGENCY FUND**

Central Collection Agency		14,054,564
I Personnel and Related Expenses	9,306,015	
II Other Expenses	4,748,549	

<b>TOTAL AGENCY FUND</b>		<b>14,054,564</b>
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**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.

**Agency Funds** - Are used to account for assets held by the City as an agent for individuals, private organizations and other governments. The Agency Funds are custodial in nature (assets equal liabilities) and do not have a measurement focus. However, the accrual basis of accounting is used to recognize receivables and payables. The City's more significant Agency Funds are used to account for Municipal Court and income tax collections for other municipalities.

**Appropriation** - Money authorized by formal legal action (City Council Ordinance) to be used for a specific purpose.

**Assessed Value** - The dollar value assigned to a property for purposes of measuring applicable taxes. In Cleveland the property tax equates to 35% of the appraised value.

**Attrition** - The loss of personnel in employment through resignation, retirement, etc.

**Bed Tax** - A levy imposed by the City Government on hotel stays within its jurisdiction.

**Bond** - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond) on a particular date (the maturity date). Bond proceeds are primarily used to finance capital projects.

**Bond Ratings** - A grade given to bonds that indicates the bond issuer's financial strength or it's the ability to pay a bond's principal and interest in a timely fashion. City ratings are from Moody's Investors Service, Standard & Poor's, and Fitch.

**Budget** - A plan of financial activity for a specified fiscal year indicating all planned revenues and appropriations for the year.

**Budget Basis** - Method of accounting in which revenues are recorded when received in cash, and expenditures are recorded when paid in cash or encumbered.

**CCA** - Central Collection Agency

**CMSD** - Cleveland Metropolitan School District

**COC** - City of Cleveland

**CPI** - Consumer Price Index

**CRB** - Community Relations Board

**CSB** - Cleveland Small Businesses

**CWD** - Cleveland Water Department

**Capital Improvement Program (CIP)** - The City developed a comprehensive 5 year plan which classifies and prioritizes capital projects by function. See page 24 for details.

**Capital Outlay** - Expenditures which cost more than \$5,000 or have a useful life of at least 5 years. See page 24 for details.

**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.

**Categorical Grant** - Funds given through an agency of the Federal or State government with administrative regulation attached and received after an application and contract. This grant type is aimed at accomplishing a special purpose in a content area or to address a specific target group.

**Certificates of Participation (COPS)** - A certificate of participation (which looks very much like a bond) represents an undivided interest in the payments made by a public agency pursuant to a lease financing (or an installment purchase agreement).

**Community Development Block Grant (CDBG)** - United States Department of Housing and Urban Development (HUD) grant that is used to provide decent housing and a suitable living environment, and to expand economic opportunities. This program is targeted principally for persons earning less than the median family income and / or activities that will prevent or eliminate slums and blight.

**Comprehensive Annual Financial Report (CAFR)** - The report is the annual publication of the City's financial condition at conclusion of the fiscal year. The report is prepared to conform to Generally Accepted Accounting Principles (GAAP) for governmental units and presentation of the financial data in conformity with the Adopted Budget.

**Contractual Services** - Services provided under a contract subject to obtaining competitive quotations or bids.

**DPC** - The Department of Port Control

**Debt Service** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Decertification** - The withdrawal of financial obligation.

**Defeasance of Debt** - A rendering void; the voiding of a contract. Methods / tools by which an outstanding bond issue can be made void, both legally and financially usually accomplished by a refunding transaction.

**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.

**EMS** - Emergency Medical Service

**Economic Indicator** - A piece of economic data, usually of macroeconomic scale, that is used by investors to interpret current or future investment possibilities and judge the overall health of an economy. Economic



## Glossary

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indicators can potentially be anything the investor chooses, but specific pieces of data released by government and non-profit organizations have become widely followed.

**Encumbrance** - Commitment of funds related to an as yet imperforate contract for goods or services.

**Enterprise Funds** - are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

**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.

**FBE** - Female Business Enterprises

**Fee** - A charge to the party who only benefits directly from the City's service, such as individual building permit fees.

**Fiscal Year** - A twelve month period (January 1 through December 31) at the beginning of which the city implements a new budget based on expected revenues and expenditures, and at the end of which the city determines its financial position and the results of its operations.

**Fund** - An accounting entity with a self-balancing set of accounts designated for a particular purpose.

**Fund Balance** - The balance in a fund remaining from all revenues, expenditures and carryover funds that is subject to future appropriation.

**GIS** - Geographic Information System

**General Bond Ordinance** - A general obligation bond is a common type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders. The issuance and sale of all bonds or notes of the City is governed by "PART ONE: ADMINISTRATIVE CODE, TITLE XIII: FISCAL MANAGEMENT, CHAPTER 177 - BONDS AND NOTES" of the City Ordinances.

**General Fund** - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

**General Obligation (G.O.) Bond** - are backed by the full faith and credit of the City. Such bonds are payable from ad valorem property taxes levied within the limitations provided by law, irrespective of whether such bonds are secured by other receipts of the City in addition to such ad valorem property taxes.

**Generally Accepted Accounting Principals (GAAP)** - A widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board.

**Government Finance Officers Association (GFOA)** - a professional association of approximately 17,500 state, provincial, and local government finance officers in the United States and Canada who's purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

**Grant** - A contribution by a government or other organization to support a particular function.

**Grant Match** - City funds, private funds, or in-kind services required to be contributed or raised by the receiving entity for the purpose of matching funds obtained from Federal and State grant programs.

**Inter-fund Subsidies** - A grant of money from one fund to another to assist in operations which have been deemed advantageous to the public.

**Internal Service Funds** - Are used to account for the financing of goods or services provided by one department or division to other departments or divisions or to other governments on a cost-reimbursement basis. The City's most significant Internal Service Funds are used to account for Motor Vehicle Maintenance, Municipal Income Tax Administration and the Worker's Compensation Reserve.

**LEED** - Leadership in Energy and Environmental Design

**LPE** - Local Producer Enterprises

**MBE** - Minority Business Enterprises

**Maturity** - Refers to the final payment date of a loan or other financial instrument.

**Modified Accrual Accounting** - A basis of Accounting according to which (1) revenues are recognized in the accounting period in which they become available and measurable and (2) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**OBC** - Ohio Building Code

**OBM** - Office of Budget & Management

**ODOT** - Ohio Department of Transportation

**OEO** - Office of Equal Opportunity

**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.

**Property Tax (Ad Valorem)** - Ad Valorem is Latin for "according to value". Municipal property owners have their property assessed on a periodic basis by a public tax assessor and assessed value is then used to compute an annual tax, which is levied on the owner.

**Proprietary Funds** - A set of segregated revenue and expenditure accounts, set up for the purpose of showing net income, financial position, and changes in financial position. Enterprise Fund and the Internal Service Fund are Proprietary Funds.

**Receipts** - Cash recognized upon collection.



## Glossary

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**Reserve Fund** - The City of Cleveland's current policy is to maintain a General Fund operating reserve of 5 percent of the total General Fund Operating budget.

**Restricted Income Tax Fund (RIT)** - Revenue legislation for the support of Debt and ongoing General Fund Capital expenses from allocating 1/9 of the General Fund Income Tax for this purpose.

**Revenues** - Anticipated income.

**Revenue Bonds** - A revenue bond is a special type of municipal bond distinguished by its guarantee of repayment solely from revenues generated rather than from a tax.

**SC2019** - Sustainable Cleveland 2019

**SUBE** - Sustainable Urban Business Enterprises

**Self Generated Revenue** - Income generated by means of fees or charges for services rendered by a division.

**Sinking Fund Ordinance** - A fund set up and accumulated by regular deposits for paying off the principal on a debt or for other specified purposes. The City's Sinking Fund Commission was established by "PART ONE: ADMINISTRATIVE CODE, TITLE XIII: FISCAL MANAGEMENT, CHAPTER 179 - SINKING FUND" of the City Ordinances. The Commission, consisting of the Mayor, the Director of Finance, and the President of the Council, was established pursuant to Section 110 of the Charter of the City of Cleveland to manage and control the Sinking Fund in the manner provided by ordinance and by general law to the extent not provided by ordinance.

**Source** - Identifies a broad category of origin of receipts i.e., Local Taxes, Licenses and Permits, Sales and Charges for Service.

**Special Revenue Funds** - are used to account for revenues derived from specific taxes, grants or other restricted revenue sources. The uses and limitations of each Special Revenue Fund is specified by legal, regulatory or administrative provisions. These funds include most major federal and state grants.

**Subordinate Income Tax (SIT)** - Debt instruments which pledge the full faith and credit of the City as the primary source of repayment. They are generally used for capital projects associated with the provision of basic services

**Taxes** - Compulsory charges levied by a government to finance services performed for the common benefit of people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transfers In** - Revenue generated and transferred from other sub funds (i.e., land sales, Rainy Day Fund, Economic Development Funds, etc.)

**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.



**Worker Adjustment & Retraining Notification Act (WARN)** - The WARN act provides protection to workers, their families and communities by requiring employers to provide notification 60 calendar days in advance of plant closings and mass layoffs. WARN Notices are provided by employers to the Ohio Department of Job and Family Services, Bureau of WIOA, Rapid Response Section.

**Workforce Innovation and Opportunity Act (WIOA)** - The Workforce Innovation and Opportunity Act of 1998 provides a framework to ensure coordination of workforce development activities, under five separate titles: Job Training / Adult Education / Wagner-Peyser / Vocational Rehab / General Provisions. The act also maintains separate funding streams for Adults, Dislocated Workers, and Youths.



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## REFERENCE DOCUMENTS

\* Current statistical community and consumer data was pulled from a number of sources including the following:

2021 Comprehensive Annual Financial  
Report

Bureau of Labor Statistics

Department of Commerce

Ohio Labor Market Information; Leading Indicators

Position Salary Bands taken from Ordinance No. 194-2021, passed March 29, 2021



## 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.